

2018-2019 Catalog

EASTERN NEW MEXICO UNIVERSITY-ROSWELL



Celebrating 60 Years of Student Success!

VISION/MISSION/PURPOSE

Eastern New Mexico University-Roswell is the region's first and best choice for learning.

Mission

Preparing a diverse community with the skills and education for success

Our Purpose

- Provides opportunities for completion of Certificate and Associate awards that lead to advanced degrees and employment
- Prepares individuals for opportunities in higher learning through programs such as Adult Education, secondary enrollment, and outreach services
- Offers personal enrichment and career development opportunities through traditional course work, community education, and customized training as well as services for individuals with disabilities
- Fosters direct community and economic development through business and workforce development, partnerships for health and social service outreach, and ever-increasing business and community partnerships

Core Values

We aspire to be recognized in our community as a caring institution, committed to high standards in all our educational programs and services. As a publicly-supported community college, we strive to provide opportunities for the educational development of our students and a fulfilling work environment for our employees. When students enroll in the college, and when employees are hired, they are expected to commit themselves to these institutional values.

(Revised December 8, 2016)

Notice

Since programs, policies, statements, tuition and fees, calendar dates, and/or courses contained herein are subject to continuous review and evaluation, ENMU-Roswell reserves the right to make changes at any time, by way of appropriate administrative procedure, without prior notice. The information contained within this catalog is a description of programs and courses current at the time of publication.

Notice of Nondiscrimination

Eastern New Mexico University-Roswell is an affirmative action and equal opportunity employer. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its programs, activities or employment. Eastern New Mexico University-Roswell subscribes to Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex in any educational program or activity receiving federal funds.

Eastern New Mexico University-Roswell subscribes to Title IV of the Civil Rights Act of 1964 that prohibits discrimination based on race, color or national origin in any program or activity receiving federal funds. Grievance procedures for each employee group are outlined in the handbooks of the constituency. Persons seeking additional information about the University's nondiscrimination policy or the grievance procedures should contact:

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Internal Auditor/Affirmative Action Officer
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GENERAL INFORMATION

History

Roswell Community College was officially established as a branch of Eastern New Mexico University in the fall of 1958 under the leadership of Donald T. Rippey. From 1958 through the fall semester of 1962, the college conducted classes in the evening at Roswell High School. In January of 1963, with an enrollment of 75 students, eight daytime classes were held at the old post office. This established, for the first time in Roswell, a daytime coeducational college program.

When Walker Air Force Base closed on June 30, 1967, Eastern New Mexico University-Roswell acquired 234.5 acres, including 27 major brick structures and numerous frame construction buildings. Roswell Community College was renamed Eastern New Mexico University-Roswell. The college spent the summer moving into the new buildings, and in September of 1967, began holding classes on its new campus.

For the first time, ENMU Roswell could offer, in addition to its academic transfer program, a successful career and technical program, which included training in various skilled trades and work in the health occupations areas. Enrollment has increased from 157 part-time students in 1958 to more than 2600 students in the spring of 2018, illustrating the need for educational opportunity in Southeastern New Mexico.

Through a series of statewide and local bond issues, a number of new buildings have been constructed. Several other facilities have been renovated and expanded to meet the changing needs of the ENMU-Roswell campus. Between 1996 and 2010, the following projects were completed: Arts & Science Center, Instructional Center renovation, Swimming Pool renovation, Instructional Technology Center, Aviation Maintenance expansion, Auto Tech/Occupational Training Center repair, Health Science Center Phases I and II, Sierra Vista Village, and renovation of the Campus Union Building. The Student Services Center, which centralizes student services functions, was completed in January of 2013.

Student Profile

Each semester close to 4,000 students register for credit and noncredit courses at ENMU-Roswell. Most reside in Chaves County. There are no “typical” ENMU-Roswell students. The college attracts a diverse student population, including high school graduates and senior citizens. The average age for full-time students is 22. Students attend ENMU-Roswell for a variety of reasons. Some are completing their first two years of college before transferring to another university. Some are completing a certificate program for entry into their chosen career field. Some students are returning to college after being away from the classroom for many years, while others are taking a class or two between full-time work schedules to upgrade their job skills.

Notice to Students

In compliance with Department of Education Federal Regulations, the Campus Crime Report and the Graduation Rate Report are available on the ENMU-Roswell website at www.roswell.enmu.edu

A printed copy is available upon request from either Campus Security or the Vice President for Student Affairs. Students may call 1-800-243-6687 or mail a request to Campus Security at P.O. Box 6000, Roswell, NM 88202-6000.

Accreditation

ENMU-Roswell is accredited as an operationally separate campus by the Higher Learning Commission, one of six higher education regional accrediting bodies in the United States.

Beginning with the 2013-2014 academic year, Eastern New Mexico University-Roswell has participated in the Higher Learning Commission's new Pathway Accreditation Process. This process replaces PEAQ, which the university used for its last accreditation visit from the HLC in 2006.

The Higher Learning Commission

(312) 263-0456

(800) 621-7440

Website: www.hlcommission.org

Extended degree courses offered on the Roswell Campus are accredited through Eastern New Mexico University and New Mexico Highlands University.

ENMU-Roswell is also a member of the American Association of Community Colleges. Various programs are certified by their accrediting agencies.

Location

Located in the heart of the Sunbelt, Roswell is a friendly city of about 50,000. Roswell residents have a strong dedication to its future and deep respect for the city's heritage and pioneering spirit. The city boasts several of the finest art museums in the state and a symphony orchestra recognized for excellence throughout the Southwest. Roswell has long been the business and shopping hub of Southeastern New Mexico. There is much to enjoy in and around Roswell, including Bitter Lakes National Wildlife Refuge, Bottomless Lakes State Park, the International UFO Museum, and Research Center, horse racing under the cool pines of Ruidoso Downs, and skiing in the nearby Sacramento Mountains.

Facilities

All buildings on campus provide barrier-free access to individuals with disabilities.

The **Student Services Center (SSC)**, completed in 2013, houses the following offices: One Stop Services, Advising Services, Admissions and Records, Enrollment Management/High School Dual Credit Services, New Student Relations, Financial Aid, and the Vice President for Student Affairs.

The **Administration Center (AC)** houses the Business, Budget and Cashier's offices, College Development offices, and the offices of the President, Vice President for Academic Affairs, Vice President for Business Affairs, and Institutional Research. A formal meeting room in this building, Board Room 135, is primarily used for meetings of the Community College Board and Board of Regents.

The **College Services Center (CSC)** houses the Bookstore (including shipping and receiving areas), the Adult Education program, and Student Outreach Offices.

The two-story **Instructional Center (IC)** features modern classrooms, faculty and grant management offices, the Portales Information Center, and Testing Services.

The **Student Success Center** (and **Cougar Café**), which offers free tutoring in writing, science, and math across all departments are now housed in the LRC.

The **Instructional Technology Center (ITC)** features several 'smart' classrooms, computer classrooms, science classrooms/labs, and faculty offices.

The **Arts and Science Center (ASC)** houses the Fine Arts programs, as well as the Human Resources and Payroll offices, the GEAR UP program, and the Special Services Department and the Disability Services Office.

The **Health Science Center (HSC)** is a state-of-the-art allied health training facility for the programs under the Health Education unit. Programs include Occupational Therapy Assistant, Emergency Medical Services, Pharmacy Technician, Respiratory Therapy, Nursing, Medical Assisting, Phlebotomy, Medical Coding, and Nursing Assisting. Student Health Services, operated by La Casa Family Health Center, is also housed in the HSC. This building was renovated includes smart classrooms, computer and medical labs, storage for medical equipment, and Emergency Medical Services trailers. The Regional Medical Simulation Center is also located in this building.

The **Lawrence C. Harris Occupational Technology Center (OTC)** is a 46,000 square-foot building housing Technical Education and other classrooms, a large seminar room, and the Career Center. The offices for the assistant vice presidents for instruction (Arts & Sciences, Health Education, and Technical Education) are located in Suite 101. The Small Business Development Center and the Center for Workforce and Community Development are also housed in this building.

The **Aviation Maintenance Technology Center (AMT)** houses AMT and Professional (PPT) classrooms, training labs, and a hangar with a number of fixed-wing aircraft and helicopters. Students receive hands-on training using the latest in aviation and simulation technology. A Boeing 727-100 freighter donated by FedEx Express is also close to the facility to give students experience with transport category aircraft.

The **Automotive and Welding Technology Center (ATC)** houses the Welding and Automotive Technology programs.

The 30,200 square-foot **Learning Resource Center (LRC)** includes library services, the Media Center, Student Support Services, classrooms, and offices for Computer Services. The library has an extensive collection of more than 40,000 books, newspapers, magazines, and state documents. Staff members are available to help students, staff and community members find the information and resources they need for course assignments or leisure reading. In addition, the library's computerized WorldCat card catalog can be used to locate information, both in the LRC and in other WorldCat member-library collections. Besides offering full Internet access, the LRC has several online databases covering a broad range of topics. These include Credo Reference, FirstSearch, and EBSCOHost. Students, faculty, and staff have online access to periodical databases from the Golden Library at ENMU in Portales. They can also access additional databases like Newsbank and Gale Group Infotrac through El Portal, a service offered by the State Library in Santa Fe.

Through its membership in the OCLC computerized network, students, faculty, staff and community members have interlibrary loan access to the collections of 117,000 libraries in 118 countries and territories worldwide. Library cards are available to non-student Chaves county residents between the ages of 18 and 55 for a \$10 refundable deposit. For high school students and senior citizens, no deposit is required. A collection of DVDs and videotapes are available for in-house use in the LRC, which also designs and produces original instructional materials. The Media Center is also the site for student proctored testing. Students taking web-based courses can access the library's online catalog through the university's website www.roswell.enmu.edu. Questions and requests for information may be directed via email to the LRC Director at rollah.aston@roswell.enmu.edu.

Early College High School (ECHS) administrative office and classrooms are located in the IC building. ECHS is an accelerated high school experience that provides high school age students the opportunity to challenge themselves academically by completing their high school core curriculum within two years and

fulfilling high school elective requirements through the completion of college-level instruction. Students have the opportunity to achieve a variety of certificates and associate degrees at ENMU-Roswell while fulfilling their high school graduation requirements.

The **Cafeteria** (operated by Great Western Dining, Inc.) can be found in the **Campus Union Building (CUB)**, which was remodeled in 2008. The CUB also houses various meeting facilities including the Multipurpose Room (a 60-seat banquet and meeting room), and three additional conference rooms—the CUB Conference Room, the Alcove Room, and CUB 102 (aka, the Fireplace Room).

The modern **Physical Education Center (PEC)** features a two-court gymnasium, four racquetball courts, a complete weight room, an aerobic dance studio, and a cardio room. The PEC is free to students/staff and open to the public for a fee. A 30-day pass is also available. A large outdoor swimming pool, adjacent to the Campus Union Building, is open to faculty, staff, students and the public during the summer months. The swimming pool is available for private parties. For fees, open dates, and pool party reservations contact the Campus Facility Coordinator at (575) 624-7250.

The **Child Development Center (CDC)** is operated by Working Mother's Day Nursery. It houses the Child Development program, which provides training, such as teaching, caregiving, nursing, and occupational therapy assisting, for students pursuing careers involving young children (birth through age 8). The Center provides services to a limited number of young children in its role as a laboratory for students and a model for the community.

The **Performing Arts Center (PAC)** is a versatile performing space with a classical proscenium arch and a contemporary thrust stage. The PAC seats over 400 patrons and is utilized by faculty, students, and the community. The space is outfitted for performances, lectures, and meetings allowing for intimate and large-scale attendance.

The **Campus Security Building**, located between the Instructional Center and the Instructional Technology Center, houses **the Safety/Security Department**, which reports to the vice president for Student Affairs. The Safety/Security Dept. staff consists of the director of Security, the Safety/Security operations officer (SSOO), and university security officers (USO). The department also employs student security officers (SSO) and student dispatchers who assist during office hours. The Safety/Security Dept. issues campus identification cards, necessary for all individuals (including students, staff, faculty, Adult Education classes, and community members), who come onto campus grounds. Additionally, they also issue free parking stickers necessary for parking on campus grounds. Visitors to campus must obtain visitor parking passes from this office or the website. Safety/Security Dept. officers are on duty 24 hours, 7 days a week including holidays and can be reached at (575) 624-7180.

Student On-Campus Housing

Well Equities operates the Sierra Vista Village student housing complex, which provides innovative, on-campus student housing. Every student has his or her own bedroom but will share a suite or an apartment with other occupants. In total, 258 beds are available to students in three separate buildings:

- The suite-style building features fully furnished two-bedroom, one-bathroom units. Laundry facilities and community kitchens are available on each floor.
- A second building includes fully furnished two-bedroom, one-bathroom, apartment-style rooms with a fully equipped kitchen and a washer and dryer in each apartment-style unit.
- The third building includes fully furnished four-bedroom, two-bathroom, apartment-style rooms with a fully equipped kitchen and a washer and dryer in each apartment-style unit.

Units equipped for students with disabilities are available. Also, Sierra Vista Village offers a community center with a fireplace, small kitchen area, game room, computer lab, fitness center, media room, and a group study room for the enjoyment of all residents.

Each building has an emergency call box, and residents may contact the phone company for individual phone service. Internet service is provided in each apartment and suite at no additional charge. Students may subscribe to cable TV at their own expense.

For more information on fees, availability, and rates contact the Sierra Vista Village office at (575) 347-7132.

Food Services

The University has contracted Great Western Dining Services, Inc. to operate Food Services in the Campus Union Building for the convenience of students, staff, and the general public. Dine-in, carryout, and catering services are available.

The cafeteria is open for breakfast, lunch, and dinner. For current hours of operation, information about menus, catering or food services, or Meal Plans, call the Director of Food Services at (575) 624-7408. Visit the Dining Services website at <http://www.roswell.enmu.edu/dining-services/>

Campus Bookstore

The Campus Bookstore, operated by Follett Higher Education Group, is located in the College Services Center. The bookstore is a full-service operation designed to meet the needs of the ENMU-Roswell campus community. All required textbooks and other related instructional materials are available each semester. The Bookstore distributes a policy for returns, exchanges, charge dates and buy-backs at the beginning of each semester.

Charge Dates

Students receiving financial aid or other assistance may charge their textbooks and other related school items during specified time frames at the beginning of every semester. Charge dates will be posted to the ENMU-Roswell online schedule.

Refunds

Textbook returns are accepted until the last day of the add/drop period of each semester. Books purchased after the add/drop period may be returned up to seven days after purchase. Books must be accompanied by a cash register receipt. Books purchased as new books must be in absolutely new condition and free of all markings. Textbooks that are considered to be bundled must be returned in their original wrapping. No returns will be made on opened packages. All other merchandise is returnable within 30 days of purchase, if in original condition as purchased and accompanied by a cash register receipt.

Book Buy Back

During finals week of each semester, the Bookstore offers a buy-back service. The Bookstore will purchase used books at approximately 50% of the original purchase price, provided the textbook is being used the following semester, and the Bookstore has not obtained sufficient quantities to meet its needs. For any Bookstore-related questions, call (575) 624-7192 or visit us at www.enmu-roswellshop.com.

STUDENT ACADEMIC SERVICES

Students at ENMU-Roswell come from various backgrounds and age groups. Therefore, the University offers a variety of services and activities designed to enrich the learning experience. ENMU-Roswell's **Student Services Center** provides One Stop service support for Admissions, Academic Advising Services, Academic Records, Enrollment Management and New Student Relations, Financial Aid, and enrollment support for veterans.

ADMISSIONS

General Admissions Requirements

In order to attend ENMU-Roswell, students must complete an Admissions Application prior to registering for classes. Sufficient time must be allowed, usually 24 to 48 hours, for processing the admissions application. Although ENMU-Roswell is considered an open enrollment institution, specific documentation is required for consideration of financial aid eligibility, placement in classes, and transfer evaluation. It benefits the student to have the following documentation submitted to and reviewed by the Admissions and Records department staff as soon as possible after admissions to facilitate the decision-making process. The following documentation is necessary for consideration:

- 1) Application for admission – completed online or by completing a paper application downloaded from the ENMU-Roswell website and submitted to the Admissions and Records office
- 2) High school transcripts from an accredited institution (North Central Association and/or the State Department of Education); or
- 3) A satisfactory score on a high school equivalency test, and/or completion of the ACCUPLACER™ Placement Test (see more information in the TESTING SERVICES section)
- 4) Official transcripts from all previous colleges, universities, and technical-vocational schools attended
- 5) Additional documentation may be requested, as needed, subsequent to an initial review of documentation submitted at admissions.

Official transcripts are those sent directly by an official of the high school and or college(s)/technical school(s) to the ENMU-Roswell Office of Admissions and Records. The University cannot accept copies of transcripts in a student's possession. All transcripts must be submitted to the Office of Admissions and Records as soon as possible after admission to the institution. A registration hold will be placed on the student's file until all transcripts are received and reviewed. A student misrepresenting or failing to disclose information, including failure to declare previously attended colleges, in the completion of the admission form will be subject to disciplinary action and possible dismissal from the University.

TRANSFER STUDENTS

Students Transferring to ENMU-Roswell

Students transferring to ENMU-Roswell as a degree-seeking student must submit official transcripts from each college or university attended.

Evaluation of Transfer Credit

Evaluation of the applicability of acceptable credits that are transferable to a students' degree program is performed by Admissions and Records staff.

Students who wish to request a transfer credit evaluation must complete an Admission Application to ENMU-Roswell and have original official academic transcripts sent directly to the University from each institution previously attended. Transfer credits are evaluated when all transcripts for that student have been received. Applicants are required to declare a major for evaluation of transfer credit. Transfer credits are evaluated only for students seeking a degree or certificate. Transfer grade point averages are used in the calculation of grade point averages for graduation "With Honors" only.

International students who wish to have international transcripts evaluated for transfer credit must provide a transcript evaluation that has been completed by an accepted International Transcript Evaluation Service (such as WES), and must demonstrate how the courses are equivalent in grade and content to those taught in the United States. Please contact the director of Admissions and Records for more information.

Acceptance of Transfer Credit

Credit is accepted for college-level work from institutions accredited by an agency recognized by the Council on Higher Education Accreditation (CHEA). Courses which would not be approved include, but are not limited to, some technical/occupational courses, doctrinal religion courses, and basic skills or developmental level courses.

Credit for college-level work from an accredited institution will be articulated as soon as transcripts are received, to facilitate the determination of eligibility for financial aid, and for placement purposes.

To further enhance articulation between all state-supported institutions in New Mexico, ENMU-Roswell adopts the principle of treating transfer students as native students in the application of credit toward certificate or degree requirements.

Transfer Students and ACCUPLACER™ Tests

Transfer students who have not earned at least an associate degree may be exempt from individual areas of the ACCUPLACER Placement Test if they meet any of the following:

- English (Essay)
 - Transfer equivalent courses
 - Transfer 15 credit hours or more - with a GPA of at least 2.5 AND - a college-level English course with a grade of C or better.
 - Transfer 30 credit hours or more - with a GPA of at least 2.0 AND - a college-level English course with a grade of C or better
- Math
 - Transfer equivalent math credit
 - Applied/technical math credit will be evaluated on a case-by-case basis.

NOTE: If a student has completed more than one set of the ACT or SATs, the highest score will be used to determine the student's course placement and/or exemption from taking the ACCUPLACER Test.

Complaint Procedure

An applicant who wishes to appeal the results of a transfer evaluation conducted by ENMU-Roswell should follow the steps outlined below:

1. File a written appeal with the Admissions and Records Office, providing information regarding the course(s) being appealed. A course description, syllabus of the course at the time it was taken, and/or other documentation about the content of the course being appealed should be attached.
2. Within 30 days of the written appeal, the file will be reviewed, and the student will be contacted in writing. If the appeal is denied, the letter will explain the reason for the denial.
3. If the student is denied and wishes to continue the appeal, the student must indicate this in writing to the vice president for Student Affairs. The second appeal must be submitted within 30 days of the first appeal decision letter.
4. Within 30 days of the second appeal letter, the file will be reviewed, and the student will be contacted in writing.
5. If the student is denied and wishes to continue the appeal, the student may appeal directly to the New Mexico Higher Education Department.

Transfer Students and Financial Aid

Students transferring from another college or university and applying for financial aid must request that official academic transcripts be sent to the Admission and Records Office at ENMU-Roswell. This is a requirement for any transfer student applying for financial aid.

The assessment of a student's academic progress will be based on the student's applicable academic record to include all credit hours attempted from other institutions, whether or not financial aid was received.

Transfer Students Probation and Suspension

If students on probation from another university wish to enroll at ENMU-Roswell, their first semester of attendance will be a probationary semester. Students may be suspended at the end of that semester if they fail to obtain a 2.0 semester grade point average.

If students on suspension from another institution wish to enroll in courses at ENMU-Roswell, they may appeal to the Academic Standards Committee for an admission waiver. They should be warned, however, that credits earned during suspension periods may not be accepted by the receiving institutions.

Residency Requirements for Tuition Purposes

Resident or nonresident status is determined in accordance with the uniform definition established for all New Mexico institutions by the State of New Mexico Higher Education Department, (NMHED). The Admissions and Records Office determines and assigns residency status.

For tuition purposes, the NMHED defines a resident as a financially independent adult over 18 years of age who has lived in New Mexico for at least one year prior to the semester for which resident status is requested and who has met all other residency requirements. The NMHED has published a brochure which outlines the regulations and exceptions governing residency requirements for tuition. This brochure may be obtained through the HED at the following website:

<http://hed.state.nm.us/students/residency-requirements.aspx>

Students who wish to change their official residency status must complete a “Petition for In-State Tuition Classification” form available at the Admissions and Records Office. A change of official residency status is never automatic, and it is always the student’s responsibility to initiate the petition.

Special Residency Tuition Information

Special Residency Tuition information on the following programs may be obtained from the Admissions and Records Office:

- All out-of-state members of an American Indian nation, tribe, and Pueblo, located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at a post-secondary educational institution shall be eligible to pay the in-state tuition rate.
- Any person, his or her spouse or dependent child, not otherwise entitled to claim residence, who is an active member of the Armed Forces of the United States or armed forces of a foreign country assigned to active duty in the State of New Mexico will be assessed resident tuition rates.
- A veteran of the Armed Forces of the United States shall be deemed an in-state resident for purposes of determining tuition and fees at all state institutions of higher learning provided that veteran is eligible for veterans’ educational benefits under federal law.
- Any out-of-state student enrolled in six or fewer semester hours qualifies for out-of-district tuition rates.
- Senior citizens (65 or over) are charged a reduced tuition waiver of \$5.00 per credit hour for the first six (6) credit hours per semester.

Western Undergraduate Exchange Program (WUE)

The Western Undergraduate Exchange program (WUE) offers students a reduced out-of-state tuition rate of 150 percent of tuition. WUE states include Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. Participants must maintain their state residency. While on WUE, students may not establish residency in New Mexico.

Non-Degree Students

Non-Degree Students must complete the following steps for Admission to ENMU-Roswell.

- Complete the Non-Degree Admissions Application
 - If applying online, you will receive a PIN to complete your registration online.
 - If not applying online, please call the Student Services Center for more information.
- High School transcripts or transcripts from previously attended colleges or universities are not required to take non-degree courses.
- Part-time, non-degree-seeking students do not need to take the ACCUPLACER™ placement test unless they are enrolling in a class where English or math is a prerequisite. If a student changes to a full-time or degree-seeking status, they must take the placement test at that time. No

student will be awarded a certificate or an associate degree without achieving the required level of university skills.

Veterans' Educational Benefits

Most degree and certificate programs offered at ENMU-Roswell are approved for Veterans' Administration educational benefits. The Veterans' Administration (VA) WILL NOT fund courses that do not apply to the chosen degree programs. (This does not apply to remedial courses.) It is the student's responsibility to furnish the Admissions and Records Office with a degree plan at the initial certification period. The certifying official cannot certify veterans for courses taken outside the degree program.

The Admissions and Records Office serves as the Veterans' Affairs office at ENMU-Roswell. All necessary forms for applying for these benefits are available in that office. New Mexico Army National Guardsmen must provide Form 2384, Basic Eligibility for Army National Guard/Reserve, bearing the signature of the Educational Officer from State Headquarters in Santa Fe, before any benefits will be processed.

Students applying for veterans' benefits should apply online at the Veteran's Administration website approximately 2-4 weeks prior to the semester for which they are enrolling in order to allow the VA sufficient processing time. It is to the veteran's benefit to meet with their advisor prior to selecting the next semester's classes in order to make sure that the desired classes are within the veteran's degree plan. Students will receive a certificate of eligibility from the VA and must bring this certificate to the Admissions and Records Office before-classes can be certified with the VA. Payment of benefits will be based on Chapter eligibility. Further important information about benefits, procedures and VA regulations regarding educational benefits may be obtained in the Admissions and Records Office, online at the Veteran's Administration website

Schedule of Benefits

<u>Undergraduate Credit Load</u>		<u>Benefits</u>
<u>Fall/Spring</u>	<u>Summer</u>	
12 hours	6 hours	full pay
9-11 hours	N/A	3/4 pay
6-8 hours	4-5 hours	1/2 pay
1-5 hours	1-3 hours	tuition only

Students must understand that a reduction in course load may result in a retroactive reduction in benefits and a debt to the VA.

Tuition Payments Forgiven

HB 715 requires state-funded educational institutions to forgive tuition payments owed by residents of New Mexico when the student is conscripted or enters the military service on or after August 1, 1990. Also, the bill requests institutions credit students for the full amount of the payments made when students re-enroll in that institution at a future date.

International Students

International students may be considered for admission as undergraduate students on a full-time basis as a non-immigrant with an F-1, M-1 or J-1 visa status. Non-citizens must have an equivalent educational background to that required for United States of America citizens.

The international student must submit the following documentation for review to apply for admissions at ENMU-Roswell. All documents pertaining to undergraduate admission should be submitted to the Admissions and Records Office:

- (1) Admissions Application for ENMU-Roswell
- (2) An acceptable statement of financial responsibility that demonstrates the student's ability to meet all related financial obligations for the entire length of the program prior to entry into a program of study at ENMU-Roswell. This documentation may include, but is not limited to copies of bank statements, letters of reference from financial institutions, and personal letters of commitment from individual supporters.
- (3) Acceptable documentation to demonstrate proficiency of the English language; for example, a TOEFL iBT score of 61 (173 computer-based, 500 written), completion of the highest level of an intensive English program, or documentation that English is the primary language of record in the student's country of residence. ENMU-Roswell will also accept IELTS scores of at least 5.5 instead of TOEFL. Students must demonstrate college-level proficiency in English to be eligible to study in the U.S. A student may not take developmental English while enrolled in an eligible program of study.
- (4) Complete transcripts of high school and all previous college credit hours - the applicant must request that official transcripts and test scores be sent directly to ENMU-Roswell. Only certified copies of transcripts, state, or national exams should be presented. Transcripts of high school and college credit earned at a foreign institution of learning must be formally evaluated by an agency such as the World Education Services (WES), who will then provide ENMU-Roswell with an official evaluation of United States of America educational equivalencies.

International applicants must have these materials on file with the University at least 90 days prior to the semester for which application is being made. When these requirements are fulfilled, reviewed by the Office of Admissions and Records, and approved, an I-20 Certificate of Eligibility and a letter of admission will be issued to the student. The I-20 Certificate of Eligibility must then be submitted to the appropriate Foreign Embassy for consideration, approval, and the issuance of an acceptable F-1, M-1, or J-1 Visa. The student must be in possession of the student Visa, and an I-94 document to travel to the United States.

All charges, including tuition, fees, housing, meals, books, etc. must be paid at the time of each registration. Health and accident insurance is mandatory for all international students.

ENMU-ROSWELL FINANCIAL AID

The mission of the Financial Aid Office is to provide quality customer service to all students and the ENMU-Roswell community and provide timely delivery of financial aid assistance to eligible students while maintaining compliance with federal and state regulations.

The goal of the Financial Aid Office is to help students better understand the financial aid process and learn about the different types of assistance available to them. Primary responsibility lies with the student and family. However, when the family contributions toward educational costs are insufficient, financial aid will be made available whenever possible.

All correspondence from the Financial Aid Office is sent to ENMU-Roswell student email accounts. Students are encouraged to activate their email accounts upon admission. Students can check their financial aid status online via Self-Service Banner (SSB). For your convenience, more detailed information and important dates regarding financial aid is available on the Financial Aid webpage located on the school's website www.roswell.enmu.edu. General information may be obtained at www.studentaid.ed.gov.

Applying for Financial Aid (Early FAFSA, FSA ID)

ENMU-Roswell FAFSA School Code: 002661

Students must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Students are encouraged to create an FSA ID at www.fsaidth.gov, which allows students and parents to sign the FAFSA electronically. Students may also contact the Financial Aid Office for assistance with the application process. To be considered for all types of aid, students should apply by the priority deadline of March 1, since campus-based funds are awarded on a first-come, first-serve basis. Students must be degree-seeking in a financial aid eligible program and be taking classes toward their degree to be eligible for financial aid.

For the best opportunity to receive the maximum financial aid awards, students should complete the FAFSA as soon as possible each year. Once the school receives the Student Aid Report (SAR) electronically, first-time entering students will receive a letter via mail, and continuing students will receive an email informing them of any documents needed to complete their financial aid file. If a student's FAFSA is selected for verification, that student must submit all requested documentation to the Financial Aid Office for review. Students should check their ENMU-Roswell student email accounts frequently.

Federal Student Aid: Students must submit their FAFSA using the income information from the Prior-prior year (PPY). This means students will submit the FAFSA using tax information from two years' prior, optimizing the opportunity to use the IRS Data Retrieval Tool (DRT). Once the school receives the Student Aid Report (SAR) electronically, first-time entering students will receive a letter via mail, and continuing students will receive an email informing them of any documents needed to complete their financial aid file. All subsequent communication will occur via student email. Students should check their ENMU-Roswell student email accounts frequently.

Types of Financial Aid

Financial aid is money in the form of loans, grants, employment, and scholarships that is available to students to help pay the cost of attending a college, university, or vocational/technical school. Financial aid comes from the federal government, which is the largest provider of aid, as well as, state governments, schools, and a variety of other public and private sources. Financial aid programs fall within two basic categories: merit-based and need-based aid.

- **MERIT-BASED AID** is given to students who have a special characteristic, skill, talent or ability. A scholarship is an example of merit-based aid. Merit-based aid is usually a gift that does not have to be paid back, although a student who receives merit money may have to promise to teach or perform some other service when they complete school.

Scholarships: Institutional scholarships and other scholarship deadline dates vary. Scholarship information is available at the Financial Aid Office or on the Financial Aid webpage.

- **NEED-BASED AID** is given to students who can show they need financial assistance to pursue a college education by completing the FAFSA. Most financial aid is awarded on the basis of need.

There are three (3) kinds of need-based aid:

1. **Grants:** aid that does not have to be paid back. The types of grants available at ENMU-Roswell are Pell Grants, FSEOG, and State Grants.
2. **Loans:** borrowed money that has to be paid back over a period of time, usually after a student leaves school. ENMU-Roswell participates in the Federal Direct Subsidized and Unsubsidized Loan programs, and the Parent Loan for Undergraduate Students.
3. **Work-study:** money that the student earns by working at a part-time job. Funds used to pay for the majority portion of a work-study student's earnings come from either the Federal Work-Study program or the State of New Mexico Work-Study program.

Information concerning types of aid and eligibility criteria can be found at www.roswell.enmu.edu or by contacting the Financial Aid office at 575-624-7400.

Federal Student Loans

Direct Loans are low-interest loans for students and parents to help pay the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department), though most of the contact will be with your loan servicer. With Direct Loans, you

- Borrow directly from the federal government and have a single contact—your loan servicer—for everything related to repayment, even if you receive Direct Loans at different schools.
- Have online access to your Direct Loan account information via your servicer's website.
- Can choose from several repayment plans, and you can switch repayment plans if your needs change.

Student loans are not automatically awarded to students at ENMU-Roswell. All students interested in student loans must submit a student loan request with all required documents to the ENMU-Roswell Financial Aid Office. Your application will be reviewed, and an award notice will be sent via email. Students must complete entrance counseling and sign the master promissory note before any loan funds are disbursed.

Entrance counseling

The purpose of entrance counseling is to ensure you understand the terms and conditions of your loan prior to your loan disbursing.

Exit Counseling

The purpose of exit counseling is to help you understand your rights and responsibilities as a student loan borrower, set up repayment plans, and supply contact information after you leave school. The federal government requires that you complete exit counseling prior to graduating or stop attending at least half-time.

Verification

Verification is a process in which information submitted on a student's FAFSA is reviewed by the Financial Aid Office for accuracy and completeness. Each year, the Federal Department of Education selects a percentage of all FAFSA's received each year for verification. The verification process requires the Financial Aid Office to confirm the data supplied by the applicant and/or parent(s). Although ENMU-Roswell cannot determine who will be selected for verification each year, students should anticipate selection and compile the documents required to complete the verification process. If your FAFSA is selected for verification, submit all required documentation to the Financial Aid office for review. Any delay in providing required documents to complete the federally mandated verification process may impact your financial aid award package.

Professional Judgment/Special Circumstances

Professional judgment refers to the authority of a school's financial aid administrator to make adjustments to the data elements on the FAFSA. The FAFSA does not provide families with a place to explain special circumstances affecting their ability to pay for the student's education. The Federal Need Analysis Methodology (FM) is likewise a rigid formula, with no provisions for exceptions. To remedy this, Congress has delegated to the school's financial aid administrator the authority to compensate for special circumstances on a case-by-case basis with adequate documentation.

If you feel you have a special or unusual circumstance, contact the Financial Aid Office. Additional forms need to be submitted before a special circumstance request is reviewed. Please keep in mind that professional judgment is administered on a case-by-case basis, and financial aid administrators have the authority to use professional judgment but are not required to do so.

The decision of the financial aid administrator is final. **There is no appeal.** By law, neither the school's president nor the US Department of Education can override the financial aid administrator's decision.

Awards

All financial aid offers and awards are based on information provided by students, and/or spouses and parents of students, availability of funds, and eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution or failure to meet Satisfactory Academic Progress. Withdrawals or reductions in enrollment may affect an award or any future awards. Offers are subject to revision at any time due to changes in policy, law, regulations, additional resources, calculation, or funding.

Award Notification

Students will receive an award notification any time awards are increased, decreased, canceled, or new awards added. The notification will direct students to the secure website where they can view financial aid awards and eligibility.

Summer Financial Aid

Summer financial aid is available to students if funds are available on a first-come, first-serve basis. Students must be registered for classes and have submitted a Summer Financial Aid Request Form, which is usually available at the time that summer registration opens. Pell Grants are available to students who have eligibility remaining for the academic aid year that was not used in the fall and spring semesters.

Financial Aid Disbursement

ENMU-Roswell will automatically transfer any financial aid awards to pay toward allowable University costs. Eligible costs may include tuition, student fees, and bookstore charges. Any aid received in excess of posted, eligible University costs will be refunded to the student in the form of a check or direct deposit from the Business Office.

Course Repeats and Financial Aid Eligibility

Repeat classes may only count towards financial aid eligibility if (a) the course was previously failed or (b) the course was previously passed only once. This means a student who fails a class may repeat a class and have it count as credit toward the determination of enrollment status for financial aid purposes, but a student who has already passed a course may only repeat the course once more (e.g., to receive a better grade) and have these credits count toward financial aid eligibility. The Financial Aid Office does not determine if you may repeat a class, only whether you may be eligible for financial aid for a repeat class.

Financial Aid Satisfactory Academic Progress (SAP)

Students receiving federal or state student financial aid must maintain Satisfactory Academic Progress (SAP) at ENMU-Roswell in order to remain eligible for financial aid. Satisfactory Academic Progress is defined by federal regulations, in conjunction with the university, as obtaining and maintaining a semester and cumulative grade point average (GPA) of 2.0 or better, a cumulative completion average of 67 percent or better and having an academic standing consistent with graduation requirements.

The Financial Aid Office evaluates SAP after the completion of each semester (fall, spring, and/or summer). Students will receive notices regarding SAP status via their ENMU-Roswell student email accounts.

Federal regulations require that the standards applied to students receiving financial aid also apply during periods when a student is not receiving federal financial aid. All semesters of enrollment must be considered for SAP (even summer, and even when a student is not receiving federal financial aid).

Students who have already received a Bachelor's Degree are not eligible for grants and will not qualify for other aid at ENMU-Roswell due to the timeframe policy.

Please read the Satisfactory Academic Progress policy on the financial aid webpage for more detailed information regarding requirements to maintain financial aid eligibility.

Financial Aid Appeal Process

Students may appeal to the Financial Aid Office for reinstatement of financial aid. The appeals are reviewed upon submission for students who have been denied financial aid due to unsatisfactory

academic progress or have exceeded the time frame for financial aid. An extenuating/special circumstance must exist and be supported by additional documentation. Only mitigating circumstances will be considered. The appeal form is available on the Financial Aid webpage.

Return of Title IV Federal Aid/Class Attendance

Title IV Federal Student Aid funds are awarded under the assumption students will attend classes for the entire period for which the aid is awarded. When students completely withdraw, officially or unofficially, they may no longer be eligible to receive the full amount of Title IV aid originally awarded. Academically related attendance activities are recorded by physically attending classes, taking exams, submitting required assignments, attending school assigned study groups, etc.

- An official withdrawal is when the student withdraws using the University's official withdrawal process, and there is documentation to support the withdrawal.
- An unofficial withdrawal is when a student stops attending classes and/or receives all F's at the end of the semester because he/she stopped attending classes and did not officially withdraw.

When students who began the academic period did not complete at least 60 percent of the period, a recalculation occurs to show the percentage of aid that was earned. This percentage is derived by dividing the number of days the student attended by the number of days in the period.

If the amount of aid disbursed to the student is higher than the amount of aid the student earned, any unearned funds must be returned to the appropriate aid program. If the amount disbursed to the student is less than the amount the student received, and for which the student is otherwise eligible, any earned funds may be made available to the student as a post-withdrawal disbursement.

Students completely withdrawing from classes are liable for any balance due to ENMU-Roswell after the return of federal student aid funds. Go to roswell.enmu.edu to access the complete ENMU-Roswell Refund policy.

If a student is reported to Financial Aid as never having attended a class or classes at ENMU-Roswell by the faculty, the student will be contacted by phone and/or email. This could delay disbursement of any financial aid awards.

Receiving all F's for the Semester

Students who stop attending classes and do not officially withdraw from classes will receive a failing grade. In cases where students receive all F's and received Title IV funds, the student may owe all or a portion of the money back to the school and/or the Federal Government. Students who owe money back cannot register for classes, receive Title IV assistance, or obtain academic transcripts until the balance has been paid in full.

ADVISING SERVICES

Successful students are those who plan. Planning requires that students are clear about their educational goals and the requirements of their chosen major. The **Advising Services** staff assists students with developing a plan of courses and activities that will move students toward their educational goals. Advising is a shared responsibility between an advisor and the student. Ultimately, it

is the responsibility of the student to make decisions about his/her educational goals by creating a plan to reach those goals.

Throughout the learning process, independent planning is encouraged with advising office support. This support includes the following:

- Interpretation of placement test scores;
- Providing information about basic skills requirements, general education requirements, and degree requirements;
- Academic advising and industry testing guidelines relating to the chosen major;
- Academic planning and course selection;
- Setting educational goals;
- Advice and planning during times of academic difficulty;
- Transfer information; and
- Career Exploration utilizing Focus 2 Career Assessment tool.

Advisors will provide students with different pathways to achieve their educational goals and will assist students with the course selection process to complete their degree in a timely and efficient manner. However, students are ultimately responsible for any decisions regarding their class schedules and degree plans.

The academic advisors advise all first-time, degree-seeking students, transfer students (transferring in on probation/suspension), probationary students with zero credit hours earned, and returning students on suspension or with zero credit hours earned, with the following stipulations:

1. Once students with declared majors have successfully completed 12 or more hours with a GPA of 2.0 or better, they are encouraged to see their program advisor.
2. Returning students on suspension are required to reapply for admission and submit an academic appeal prior to seeing an advisor.
3. Degree-seeking students meeting the stipulations listed below may forgo advising under the following conditions:
 - The student has a cumulative GPA of 2.0 or better, and
 - The student has earned 24 credit hours of institutional credit, or the student has earned a total of 24 credit hours between transfer and institutional credit with at least 12 hours obtained from an ENMU campus.

All students, regardless of standing or level, are always welcome to utilize the advising center and its services. The Student Services Center is open year-round from 7:30 a.m. to 6:00 p.m. Monday through Thursday, and 8:00 a.m. to 12 p.m. on Friday. For more information or to set up an appointment, please call (575) 624-7294. Appointments are strongly encouraged to assure prompt and high quality service.

TESTING SERVICES

Testing Services is located on the second floor of the Instructional Center in Suite 208. It provides a variety of testing assessments and examinations for ENMU-Roswell students, staff, and individuals in the community. Besides the ACCUPLACER™ placement test (which is offered on computer, online nationally, or as a paper and pencil test), Testing Services administers various standardized national exams such as CLEP™ (College Level Examination Program), GED™ (General Education Development); ETS HiSET™ (New Mexico High School Equivalency Test); Distance Education Proctoring, and other tests as requested by individuals and departments (*contact Testing Services regarding proctoring/sitting fees*).

In addition to these standardized tests, Testing Services offers computer-based testing for teacher licensure program National Evaluation Series (NES™) examinations, GRE™ (Graduate Record Exam), MOS™ (Microsoft Office Specialist) certifications exam(s), FAA™, and the A+ Examination™.

Students with special needs should contact Testing Services prior to the test to make arrangements for appropriate accommodations. For information concerning any of the testing programs offered, please call (575) 624-7227 or (575) 624-7183 or (575) 624-7258.

ACCUPLACER™ Placement Test

The ACCUPLACER™ Placement Test helps new students determine their skill levels in the areas of English and math. All entering students are required to test in each area unless they meet the exemptions. The placement test takes approximately one and a half hours to complete. Prospective students are encouraged to review basic skills prior to taking the ACCUPLACER™ placement test. For additional information regarding pre-ACCUPLACER™ practice tests, please call the tutoring lab at 575-624-7282. Review of basic skills prior to testing will ensure a more accurate course level placement, which may save students time, money, and effort.

Students with at least an associate degree are exempt from taking the ACCUPLACER™ Placement Test. In order to correctly place the student, the ACCUPLACER™ Placement Test must have been taken within the last three years. ACCUPLACER™ testing is limited to twice during an academic year. Students seeking a certain certificate are not required to take the Placement Test. Please see program requirements for testing information. For more information, please call Testing Services at (575) 624-7227 or (575) 624-7183 or (575) 624-7258.

Student Outcome Assessments

As part of its continuing effort to maintain the quality of academic programs, ENMU-Roswell has implemented the student outcome assessment (Collegiate Assessment of Academic Proficiency—CAAP). The ACT provides institutions (who test 25 students or more) with national user norms that are calculated on a three-year rolling average. Researchers, faculty, and administrators can use these norms for comparison purposes when evaluating institutional performances.

Student participation in the assessment program is encouraged. Students scoring above the national average receive a certificate of achievement from ACT.

ENROLLMENT MANAGEMENT SERVICES

Concurrent Enrollment

Dual Credit/Concurrent Enrollment Programs

ENMU-Roswell's dual credit and concurrent enrollment programs provide an opportunity for high school students to take college-level courses taught by ENMU-Roswell faculty at various sites or through distance education.

Dual credit courses accrue both high school and college credit and are open only to public schools, state charter schools, and other state-supported schools. Concurrent enrollment courses may be for college credit only, high school credit only, or both. Students must submit the correct forms to the ENMU-Roswell Director of Enrollment Management before the start of each semester. For more information, call (575) 624-7168.

Students who are enrolled in dual credit classes and/or concurrent enrollment classes are required to furnish a copy of their final high school transcript, with the graduation date posted, to ENMU-Roswell. Students who have not yet entered high school are not allowed to enroll in ENMU-Roswell courses without permission of the school district officials, the appropriate ENMU-Roswell assistant vice president, the vice president for Student Affairs, and the vice president for Academic Affairs. Only high school students enrolled in a public school, a charter school, or other state-supported schools, are eligible for dual credit. Please contact the high school counselor to determine eligibility for dual credit.

Concurrent Enrollment for Students in the Home School program

High school students enrolled in a homeschool program, who want to enroll concurrently at ENMU-Roswell, must provide appropriate documentation that they are registered with the state of New Mexico as a homeschool student before registering for classes. The person validating their home school work must sign as the student's counselor.

Concurrent Enrollment for Students in a High School Equivalency Program

Students enrolled in a high school equivalency program who want to enroll concurrently at ENMU-Roswell must be certified by the Adult Education (AE) Director as having academic ability sufficient to perform at the level required for the courses in which they wish to enroll.

Concurrent Enrollment with Other ENMU Campuses

Students may enroll concurrently in lower-division courses at any ENMU campus without special approval. However, it is strongly recommended that degree-seeking students establish a degree plan in their field of study with the Portales Campus.

New Student Relations

Conveniently located in the Student Services Center, **New Student Relations** provides a point of contact for prospective students and incoming freshmen. The staff provides campus tours, information about the campus, and information about areas of study.

Recruiting for the ENMU-Roswell campus is centralized in this office. Campus tour and information requests can be accessed online by visiting the ENMU-Roswell homepage. For more information, call (575) 624-7136 or visit Suite 102 in the Student Services Center.

ACADEMIC RECORDS POLICIES

Credit Courses

Credit Hours and Course Load

All courses are recorded in terms of academic credit hours. Generally, one credit hour of instruction is equivalent to one 50-minute class period per week for 16 weeks. Courses that include laboratory work specify the number of lab hours that are required weekly. For self-paced courses or those that involve field experiences, credit hour value is not determined by the number of class meetings.

Auditing

Students may audit classes by indicating NC (noncredit) on the registration form. Students may change the registration to credit during the drop/add period provided that all requirements for regular admission are met. It is also possible for students to register for credit and change to audit during the drop/add period. Courses taken for noncredit will appear on the student's transcript as "NC" with no credits recorded and no grades assigned.

Fees for auditing classes are the same as for taking classes for credit.

Directed Studies Courses

Directed Studies courses allow the student: (1) to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell or (2) to take a course in the catalog that has not been offered in the regular spring or fall semesters. To arrange a directed study course, the student must obtain and complete the following:

1. Approved Directed Study Request form from the Admissions and Records Office showing that the student has a GPA of at least 3.0 in the area of study and has a cumulative GPA of at least 3.0.
2. Agreement of a full-time faculty member to be his or her mentor/sponsor for the course. The mentor/sponsor works with the student during the academic year and administers the examination during the scheduled examination period at the end of the semester.
3. Syllabus describing the work to be undertaken, meeting schedule, and assignments with deadlines. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project.
4. Signatures of the: (1) director of Admissions and Records, (2) student, (3) faculty member, (4) assistant vice president, and (5) vice president for Academic Affairs.

Once the vice president for Academic Affairs has returned the completed copy to the appropriate assistant vice president, the course is entered into the system, and the student can register for the course. When the course is completed, the faculty member assigns the grade. A copy of the student's work is retained in the unit office. The course appears on the transcript under the subject designation and the number 291.

Student Load

Full-Time Students

A full-time course load is 12 through 18 credit hours during a regular semester and 6 through 12 during an eight-week summer session. Students exceeding 18 hours in a regular semester or 12 hours in a

summer session require approval by the Vice President for Student Affairs and will be assessed additional tuition and/or fee charges.

Part-Time Students

Students who register for fewer than 12 credit hours per semester are considered to be part-time students.

Student Classification

Students who have earned fewer than 29 credit hours of satisfactory academic work are classified as freshmen. Those who have accumulated 30 or more credit hours are classified as sophomores.

Numbering of Courses

Courses at ENMU-Roswell are numbered according to classification. Acceptance as transfer credit at another institution is at the discretion of the receiving institution. Courses numbered from 090 to 099 are remedial courses; 100 through 199 are primarily for freshmen; and 200 through 299, for sophomores.

Courses numbered from 100 through 299 are termed lower-division hours. Courses from 300 through 499 are termed upper-division hours and are typically taught in Roswell only on an extended degree or instructional television basis through ENMU.

Grading Systems

The following are letter grades given and their equivalents in grade points:

“A” – Four grade points per credit hour - “A” grade indicates exceedingly high achievement.

“B” – Three grade points per credit hour - “B” grade indicates above average achievement.

“C” – Two grade points per credit hour - “C” grade indicates satisfactory achievement.

“D” – One grade point per credit hour - “D” grade indicates marginal achievement.

“F” – Zero grade points per credit hour. “F” grade indicates unsatisfactory achievement.

Other report abbreviations and their meanings include the following:

“I” – Incomplete - The “I” grade is given for passing work which could not be completed due to circumstances beyond the student’s control. The following policies apply to “I” grades:

1. In no case is an “I” to be used by faculty to avoid the assignment of “D” or “F” grades for marginal or failing work.
2. Change of an “I” to a satisfactory grade is accomplished by the instructor submitting a change of grade form to the Office of Admissions and Records when the work has been completed. An “F” grade may be given for inadequate work or work not completed in a timely fashion.
3. A student cannot change an “I” by re-enrolling in the course. Repeating a course will give the student a new grade but will not remove the “I” from the previous registration.
4. An “I” grade will not replace an “F” grade for grade point average determination.

5. It is the student's responsibility to remove an "I" by completing his/her course work in a manner acceptable to the instructor before the end of the next regular semester. In the event that an instructor no longer teaches at ENMU-Roswell or the instructor cannot be reached, the student should contact the appropriate assistant vice president for further assistance.
6. Failure of the student to complete required coursework and/or failure of the instructor to submit the appropriate Grade Change Form before the end of the next regular semester will result in the conversion of the "I" to a grade of "F."

"N" – No grade reported by instructor.

"W" – Withdrawal - "W" indicates formal withdrawal from class prior to the withdrawal deadline for each semester.

"S" – Satisfactory - "S" indicates satisfactory completion of a short-term workshop or other unique course designated for "S-U" grading.

"U" – Unsatisfactory - "U" indicates unsatisfactory work in a short-term workshop or other unique course designated for "S-U" grading.

"NC" – Audit. "NC" indicates that students are taking the course for no credit.

"CRE" – indicates credit granted for Prior Learning.

Assessment (PLA)-related coursework. See Prior Learning Assessment section.

COMMENT: change CPL section

Students may access their grades and a calculated semester and cumulative GPA through the secure sign-in area of the ENMU-Roswell website at the end of each semester. Only those courses with grades "A," "B," "C," "D," or "F" are included in the calculation of the GPA. Grades of "AU," "NC," "I," "N," "S," "U," and "W" are excluded from the calculations but are included on the grade report.

Changing Grades

Once grades are posted to the academic history and permanent record of the student, they may be changed only through the submission of a Grade Change Form which will include justification of the change, and the approvals of the instructor and the appropriate program chair and/or assistant vice president.

Students wishing to appeal a grade already on record must petition the instructor. Further appeal may be made to the appropriate assistant vice president. If the appeal is not satisfied at the unit level, a student may file a formal appeal for consideration to the Academic Standards Committee (Please refer to the Appeal Process as described in the catalog section, "Academic Policies and Procedures" for additional information.)

Grade change requests will not be considered after a period of one year from the posting of grades on the transcript.

Repeating Courses

Repeat of Course

A course may be repeated to replace a grade earned in it. The following regulations will apply:

1. The original and the repeat course must have been taken from an ENMU–Roswell campus and must be graded courses. (See further information regarding transfer course repeats below).
2. A course of one type may never be repeated by a course of another type, e.g., a directed study for a regularly scheduled classroom course, etc.
3. All course enrollments and grades will appear on the transcript, but only the highest grade earned will be used to calculate the grade point average (GPA). Where there is a difference of hours of credit or of course number level, the value of the repeat course with the highest grade will be used to calculate the grade point average and in determining the satisfaction of degree requirements.
4. A grade of “I,” “NC,” or “W” for a repeat course does not replace a previous grade, and the original grade will remain in the student’s cumulative GPA.
5. Courses transferred from other institutions may be repeated, and the highest grade will be used to satisfy degree requirements. Both courses will be counted in the calculation of the grade point average (GPA). The repeated course grade will not replace the transfer grade.

Program requirements may contain further restrictions regarding repeated courses for the satisfaction of program requirements. Please refer to specific program requirements in this catalog and consult with program representatives as needed for further clarification.

Specific courses may be repeated multiple times for courses designed to offer a different curriculum and/or to increase knowledge each time the course is taken. Courses that are allowed to be repeated may be viewed in the course description part of the catalog.

Academic Standings

Students who do not maintain adequate academic standing (Good Standing) will begin to progress from Academic Warning to Academic Probation and finally to Academic Suspension.

Academic Warning

- All students whose GPA falls below a cumulative GPA of 2.0 for the first time will be placed on Academic Warning at the end of that semester.
- Students whose cumulative GPA remains below 2.0 after being placed on academic warning will continue on academic warning status as long as their semester GPA is 2.25 or higher, or until the Cumulative GPA is again above 2.00.
- Students whose cumulative GPA and Semester GPA are below 2.0, and have attempted less than 16 hours will remain on academic warning status. Once 16 hours have been attempted, failure to meet either the semester or cumulative GPA requirement will result in Academic Probation Status.

Academic Probation

- Students whose cumulative GPA remains below 2.0, whose semester GPA is below 2.25, and who have attempted at least 16 hours, will be placed on Academic Probation.
- Students whose cumulative GPA remains below 2.0 after being placed on academic probation will continue on academic probation status as long as their semester GPA is 2.25 or higher, or until the Cumulative GPA is again above 2.0.

- Students whose cumulative GPA remains below a cumulative 2.0 and semester GPA remains below 2.25 after one semester of probation will be placed on Academic Suspension.

Academic Suspension

- Students suspended for the first time will be allowed to apply for readmission to ENMU-Roswell after one regular academic semester (fall or spring) has elapsed.
- Students suspended for the second time will be allowed to apply for readmission after two regular academic semesters (fall or spring) have elapsed.
- Students suspended for the third time will be allowed to apply for readmission after a period of five years has elapsed.
- Readmission in any of these instances is not automatic.

Students whose cumulative GPA is raised to 2.0 or higher after being placed on Academic Warning, Academic Probation, or Academic Suspension, will be placed back into Good Standing status. Subsequent failures to meet the above academic standards will result in Academic probation or suspension statuses, accordingly.

Continuing students on academic warning, probation, and suspension waiver may enroll only during regular registration periods, and once grades have been posted for the current semester. Failure to meet the conditions of the Suspension Waiver may result in disenrollment, further suspension or denial of readmission to the University.

Students suspended from any ENMU campus are suspended from the University. Suspended students must apply for readmission to the University, regardless of the campus of enrollment, and must submit an Academic Standing—Appeal for Readmission Form to the Academic Standards Committee. The Academic Standards Committee will review the appeal and determine whether or not the student will be allowed readmission to the university. Students allowed readmission after suspension will be placed on a suspension waiver with specified conditions for enrollment. These conditions may include a required minimum semester GPA, repeat of individual courses, or other requirements deemed appropriate by the Academic Standards Committee.

Dean's Honor List

Students enrolled for 12 or more credit hours at ENMU-Roswell whose GPA is 3.25 or better at the end of the semester will be listed on the Dean's Honor List. Audit courses are not included in the credit hour calculation. This list is prepared for the fall and spring semesters only.

Clemency Policy

The ENMU-Roswell academic clemency policy allows qualified students to redeem their academic record.

Philosophy

Students who have attempted college work previously and were not successful in their effort and now wish to resume their college careers but are held back by poor academic records may, through the application of academic clemency, exclude from current work the poor academic record under certain conditions.

Criteria

To be considered for the academic clemency program, a student must have last attended ENMU-Roswell five or more years ago, be readmitted through normal channels, and complete at least 12 hours after returning with a Grade Point Average (GPA) of at least 2.0 on those hours.

Procedure

Students who meet these criteria may apply for clemency in the Admissions and Records Office. No courses taken prior to the student's return will be counted in the ENMU-Roswell GPA. Courses with a grade of "D" or better will be carried forward as earned credit only and can be used to meet degree requirements. Note:

1. This policy pertains to the calculation of the GPA for progress toward degree completion and does not pertain to GPA calculated for professional certification and/or licensing.
2. Students can apply for and benefit from this policy only once, and it is not reversible. Grades earned before clemency remain on the student's record, and a statement at the time of clemency will explain the action taken.
3. The student who has already graduated may not apply for clemency.

Transcript Requests

Requests for transcripts may be submitted online through the student online secure system or in written form:

- (1) The online request is accessible through the Registration/Student Records link on the ENMU Roswell internet homepage.
- (2) Transcript request forms are available for download through the ENMU-Roswell internet homepage under Admissions > Admissions Forms.
- (3) Written letters or faxed requests for transcripts must contain the following information:
 - a. Student's name (including any previous names);
 - b. Current address and telephone number
 - c. Social Security Number;
 - d. Date of birth;
 - e. Semester and campus of last attendance;
 - f. Address to which transcript should be mailed; and
 - g. Student's signature.

There is no charge for transcripts of work completed at ENMU-Roswell. Transcripts cannot be issued for students who have University Holds on their records. This policy applies to all holds.

Prior to the release of transcripts from ENMU-Roswell, all student Admissions files must be complete. This includes the requirement that high school transcripts (with high school graduation date posted), GED transcripts (if applicable), as well as official transcripts from all other universities previously attended must be received prior to the release of any student transcripts from ENMU-Roswell. Official transcripts bearing the Seal of the University are issued only to institutions and/or agencies. Student copies without the official seal may be viewed and printed from the student online secure area. Transcripts from other institutions will not be released to any other party or requestor. Students who desire copies of their transcripts from other institutions should write directly to the institutions previously attended. If any additional information is needed concerning students or their records, written requests from students will be required.

TRANSFER AMONG NEW MEXICO HIGHER EDUCATION INSTITUTIONS

NM General Ed Core Course Transfer Curriculum

To facilitate the transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept transfer courses taken within the General Education Core Transfer module and apply them toward degree requirements. Several transfer guides have been developed through the collaboration of New Mexico's public postsecondary institutions, consistent with provisions of state law (21-1B, NMSA 1978). The guides can be found at <http://www.hed.state.nm.us/institutions/general-ed-core-course-transfer-curriculum.aspx>. 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 and to consider the degree requirements of the institution to which they are transferring when determining which courses would best meet their needs.

New Mexico Common Course Numbering System (NMCCNS)

New Mexico colleges and universities have devised a Common Course Numbering System (NMCCNS) to assist New Mexico students who are transferring between institutions within the state. The NMCCNS uses four letters and four digits. The letters indicate the subject area. The first of the four digits indicate whether the course is freshman (1) or sophomore (2). The middle two digits act as one number and indicate the sequence of the course. The last digit represents the number of credit hours assigned to the course, typically 3 or 4. All transferable courses have a New Mexico course number in parenthesis following the ENMU-Roswell course number in the New Mexico General Education Common Core and the course descriptions. The courses with the NMCCNS designation share similar course content and are directly transferable.

Student Responsibility

The New Mexico General Education Common Core (Core) is designed to include as many course options as possible. While all courses with NMCCNS will transfer, the degree plans of ENMU-Roswell or their selected four-year transfer institution may restrict the courses that may be used to fulfill Core degree requirements. Courses in the Core with NMCCNS designations, but not in the degree plans, would then transfer only as electives. Courses in the Core without NMCCNS designation may not always transfer. We encourage students to develop a degree plan with an advisor during the first semester. Planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

Transferable Lower-Division General Education Common Core

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

Area I Communications

Select 9 semester hours

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

Area II: Mathematics

Select 3 semester hours

- | | |
|---------------------------------------------|--------|
| a) College Algebra | 3 hrs. |
| b) Calculus | 3 hrs. |
| c) Other college-level general math courses | 3 hrs. |

Area III: Laboratory Science

select 8 semester hours

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

Area IV: Social/Behavioral Sciences

select 6–9 semester hours

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

Area V: Humanities and Fine Arts

select 6–9 semester hours

- | | |
|----------------------------------------------------------------------|--------|
| a) Introductory History Survey | 3 hrs. |
| b) Introductory Philosophy | 3 hrs. |
| c) Introductory course in History, Theory, or Aesthetics of the Arts | 3 hrs. |
| d) Language, Literature, or humanities | 3 hrs. |

Total to be selected**35 semester hours****Lower-Division 64-hour Transfer Modules**

Students who have selected a field of study but have not yet selected the college or university where they wish to earn their baccalaureate degree are advised to take courses during their 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 degree program requirements. Students should consult advisors at their current institutions regarding which specific classes fit these categories. Lower-division transfer modules presently exist for:

- Business
- Criminal Justice
- Engineering
- Social & Behavioral Sciences
- Human Services
- Biological Sciences
- Early Childhood Education
- Physical Sciences
- Teacher Education

Modules for additional areas of study are being developed. Copies of these Transfer Modules may be obtained from the Advising Services. Call (575) 624-7163 for more information. For Transfer Modules in Braille or audio format, contact the Disability Services Office at (575) 624-7286. For more information, go to the New Mexico Higher Education Department's Website: <http://www.hed.state.nm.us/colleges/modules.asp>.

ENMU-Roswell General Education Courses**I. Communication9 semester hours**

ENG 102 (ENGL 1113) - English Composition3

Select one course (see degree plan)3

ENG 104 (ENGL 1123) - English Composition & Research

ENG 233 (ENGL 2113) - Technical Writing

Select one course (see degree plan)3

COMM 101 (COMM 1213) - Interpersonal Communication

COMM 102 (COMM 1113) - Public Speaking

COMM 202 Dynamics of Group Behavior3

II. Mathematics6-7 semester hours

*MATH 105 Technical Math3

*MATH 107 Intermediate Algebra3

*MATH 113 Mathematical Discovery3

MATH 119 (MATH 1113) - College Algebra3

MATH 120 (MATH 1213) - Plane Trigonometry3

MATH 124	(MATH 1614) - Calculus I.....	4
MATH 132	(MATH 1624) - Calculus II.....	4
MATH 202	(MATH 2614) - Calculus III.....	4
MATH 261	Mathematical Concepts I.....	3
STAT 213	(MATH 2313) Statistical Methods.....	4
STAT 215	(MATH 2414) Applied Statistics	4

* Note: MATH 105, MATH 107, or MATH 113 meet the general education requirements for some liberal arts and/or technical degrees at ENMU-Roswell, but not all. Students should discuss MATH requirements for their specific degree with their academic advisor or program director prior to enrollment. In addition, while these courses may meet general education requirements at ENMU-Roswell for some degrees, they may not meet general education requirements at other institutions, including four-year institutions offering bachelor degrees.

III. Laboratory Sciences.....8 semester hours

Life Science

Select one course.....4

BIOL 110 + Lab (ENVS 1114) - Intro to Wildlife and Fisheries

BIOL 113 + Lab (BIOL 1114) - Biology for General Education

BIOL 154 + Lab (BIOL 1213/1211) - General Biology I

BIOL 155 + Lab (BIOL 1223/1221) - General Biology II

BIOL 209 + Lab (BIOL 2414) - Anatomy and Physiology I

BIOL 210 + Lab (BIOL 2424) - Anatomy and Physiology II

BIOL 214 + Lab (BIOL 2513/2511) - Microbiology

Physical Science

Select one course.....4

CHEM 113 + Lab (CHEM 1114) - Chemistry for Today

CHEM 121 + Lab (CHEM 1114) - Survey of General Chemistry

CHEM 151 + Lab (CHEM 1214) - General Chemistry I

CHEM 152 + Lab (CHEM 1224) - General Chemistry II

GEOL 113 + Lab (ENVS 1114) - The Geological Environment

GEOL 151 + Lab (GEOL 1114) - Physical Geology

GEOL 152 + Lab (GEOL 1214) - Historical Geology

PHYS 151 + Lab (PHYS 1114) - General Physics I

PHYS 152 + Lab (PHYS 1124) - General Physics II

PHYS 201 + Lab (PHYS 1214) - Physics I

PHYS 202 + Lab (PHYS 1224) - Physics II

PHYS 141 + Lab (ASTR 1114) - Astronomy

Students must choose 15 hours from Area IV and V (a and b)

IV. Social and Behavioral Sciences.....6-9 semester hours

Select at least two courses from different subject areas

ANTH 105	(ANTH 1113) - Introductory Anthropology	3
ANTH 243	(ANTH 2113) - Cultural Anthropology.....	3
ECON 200	Survey of Economics	3
ECON 221	(ECON 2113) – Macroeconomic Principles	3
ECON 222	(ECON 2123) – Microeconomic Principles	3
PSCI 101	(POLS 1113) - Introduction to Political Science	3
PSCI 102	(POLS 1123) - American National Government	3
PSCI 103	(POLS 1213) - State and Local Government.....	3
PSY 101	(PSYC 1113) - Introductory Psychology.....	3
SOC 101	(SOCI 1113) - Introductory Sociology.....	3
SOC 212	(SOCI 2113) - Contemporary Social Issues.....	3
SOC 215	(SOCI 2213) - Marriage and the Family.....	3

Va. Humanities..... 3 - 6 semester hours

Select one course or two courses from different subject areas:

HIST 101	(HIST 1113) - Survey of American History to 1877	3
HIST 102	(HIST 1123) - Survey of American History Since 1877	3
HIST 121	(HIST 1053) - Survey of Western Civilization I	3
HIST 122	(HIST 1063) - Survey of Western Civilization II	3
HIST 203	(HIST 2113) - History of New Mexico.....	3
HUM 221	Introduction to World Humanities	3
HUM 222	Introduction to Modern World Humanities	3
PHIL 121	(PHIL 1113) - Introductory Philosophy.....	3

PHIL 131	(PHIL 1213) - Logic and Critical Thinking.....	3
PHIL 211	(PHIL 2113) – Ethics	3
REL 107	(RELI 1113) - World Religion	3
REL 141	(RELI 1223) - Western Religion	3
REL 151	(RELI 1213) - Eastern Religion	3
ENG 211	(ENGL 2213) - Introduction to Literature.....	3
ENG 215	(ENGL 2313) – Poetry.....	3
ENG 216	(ENGL 2323) - Novel.....	3
ENG 217	(ENGL 2343) - Short Story	3
ENG 221	(ENGL 2413) - Survey of British Literature I.....	3
ENG 222	(ENGL 2423) - Survey of British Literature II	3
ENG 251	(ENGL 2513) - Survey of American Literature I.....	3
ENG 252	(ENGL 2523) - Survey of American Literature II.....	3
ENG 270	(ENGL 2653) - Survey of Twentieth Century Literature	3
ENG 282	(ENGL 2723) - Hispanic American Literature	3

Foreign Languages:

SPAN 101/102	(SPAN 1114/1124).....	3
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Vb. Fine Arts3 semester hours

Select one course

ART 131	(ARTS 1113) - Art Appreciation	3
ART 265	(ARTS 2113) - Art History I	3
ART 266	(ARTS 2123) - Art History II	3
MUS 101	(MUSI 1213) - Music Fundamentals.....	3
MUS 113	(MUSI 1113) - Music Appreciation	
MUS 125	(MUSI 1313) - Music History	3
THTR 111	(THTR 1113) - Theatre Appreciation	3

In addition to the General Education, ENMU-Roswell requires students to successfully complete the following courses for an associate of arts degree. These courses typically transfer as part of a student's requirements or electives for a bachelor's degree.

VI. Physical Education.....2 semester hours

Select:

HPE 141 Exercise and Wellness Education.....2
 Two HPE activity courses1

VII. Computer Literacy3 semester hours**Select one course:**

CIT 151 Basic Computer Skills II3

With the consent of the appropriate Assistant Vice President:

CIT 263 or 274

VIII. Academic Studies3 semester hours

UNIV 101 Principles of Student Success.....3
 Electives 15 semester hours

Prior Learning Assessment Industry Credentials in Technical Education Programs

Programs in the Technical Education unit are designed for students who want to pursue careers in specific high technology fields. The Technical Education unit offers a variety of associate degree and certificate programs. Any student with nationally recognized industry credentials, such as an ASE Certification (automotive technicians), AWS-SENSE Certification (welding technicians), or A&P License (aviation maintenance technicians), may be awarded college credit hours toward an associate degree in their major. Please submit the following documents for review if seeking credit for certification:

- Application for Admission (apply online at www.roswell.enmu.edu)
- Notarized copy of certification(s) (front and back if applicable)
- Official high school transcript from an accredited institution OR satisfactory high school equivalency test scores AND official transcripts from all previous colleges, universities, and technical-vocational schools attended. (Any high school, high school equivalency, or college transcript must be sent directly to ENMU-Roswell from the school previously attended. Transcripts should be sent to:

Eastern New Mexico University-Roswell
 ATTN: Admissions & Records
 P.O. Box 6000
 Roswell, NM 88202)

Please note the following:

- All credit awarded for certification is dependent upon approval by program faculty, the assistant vice president for Technical Education, and the vice president of Academic Affairs. All credit awarded will reflect on the ENMU-Roswell Official Transcript as block transfer credit. The official transcript will not reflect individual course credit given toward the ENMU-Roswell certificate or associate degree.
- All entering students enrolled in degree programs or certificate programs requiring MATH or ENG are required to take the placement test (ACCUPLACER™) in English and math. Students may be exempt from portions or all of the placement test if they have equivalent transfer credit and/or ACT scores of 19 or higher in each of the tested areas. Copies of qualifying ACT scores

may be sent to the above-listed address. Please refer to ENMU-Roswell Catalog for further instruction on taking the ACCUPLACER™ test.

- If you have further questions about receiving college credit for your professional technical certifications, please call the Technical Education unit at (575) 624-7337 or refer to the Technical Education pages on the ENMU-Roswell website, www.roswell.enmu.edu, for specific program contacts.

ENMU-Roswell does not grant credit for work experience.

Credit by Examination

The maximum amount of credit from a combination of special credit such as College Level Examination Program (CLEP), Advanced Placement (AP), challenge examination, or Military Service credit, which may be applied to an associate degree, is 32 credit hours. Any credit earned through CLEP and Advanced Placement must be mutually exclusive. For example, students cannot earn three (3) hours of English credit through Advanced Placement and another three (3) hours of credit for English through CLEP.

ACT Credit Examination Program

1. ENMU-Roswell will give up to 9 hours of credit for the ACT examination scores as follows:

<u>Course</u>	<u>Score</u>	<u>Credit Applied</u>	<u>To</u>
English	31	3 hours	ENG 102
Math	31	6 hours	MATH 107 and 113

2. Credit is given to beginning or transfer freshmen who take the ACT examination BEFORE the first registration at ENMU-Roswell. High school students participating in the early admission program must have taken the examination before the first full-time registration. Credit is awarded only after successful completion of 12 or more credit hours at ENMU-Roswell.
3. Any credit earned through CLEP, AP, and ACT must be mutually exclusive. A student cannot earn three hours of English credit through the ACT and another three hours of credit for English through CLEP or AP, for example. The total number of credits accepted from any combination of CLEP general and ACT cannot exceed 30 credit hours.
4. Contact the Admissions and Records Office for further details.

College Level Examination Program (CLEP) and Advanced Placement (AP)

ENMU-Roswell participates in CLEP (the College Level Examination Program) of the College Entrance Examination Board and the Advanced Placement program under the following provisions:

1. Credit may be established on CLEP and Advanced Placement examinations for scores at the 50th percentile on CLEP examinations and at level 3 and above for Advanced Placement examinations.
2. CLEP and Advanced Placement examinations will be considered individually, and credit will be assigned to specific courses.
3. ENMU-Roswell will accept transfer CLEP and Advanced Placement subject credit without consideration of the percentile or score accepted by the transferring institution.
4. CLEP and Advanced Placement credit may be received if a "Passing" grade has been recorded.
5. CLEP and Advanced Placement credit will not be awarded if students have received college credit for the same course or its equivalent.
6. Students with 59 or fewer credit hours may take CLEP and/or Advanced Placement exams for credit.
7. CLEP and Advanced Placement credit will be awarded to students who have successfully completed one semester on an ENMU Campus.

Challenge Examinations in Academic Programs

Regularly enrolled students at ENMU-Roswell have the option of passing a course in their degree plan by challenge examination without class attendance. A challenge examination may take the form of tests, projects, writing assignments, and other measures of course competency. A student who is already

enrolled in a course will not be eligible to challenge the course if the semester is in progress. To arrange a challenge examination for credit, the student must obtain and complete the following:

1. The Challenge Examination for Credit Request form from Admissions and Records confirming that the student has a cumulative GPA of 2.5,
2. Agreement of the course instructor or faculty member to administer the examination or send the examination to the Testing Center to be proctored by one of the staff in that area.
3. Signatures on the form include: (1) student, (2) registrar (3) faculty member and (4) assistant vice president.
4. Proof of payment from the Business Office noted on the Request for Challenge Examination form; the \$70.00 fee is nonrefundable.

Once the student has obtained the appropriate signatures on the form and paid the nonrefundable fee, the form must be returned to the Office of Admissions and Records. Once the form is processed, a copy will be sent to the faculty member who has approved the challenge request.

After taking the examination, if the student receives a grade of C or higher, the course will appear on the transcript with the grade that the student has earned and be counted in the student's grade point average for that semester. If the student receives a grade lower than a C, no entry will be made on the transcript, and the student will have the option of registering for the course at the current tuition rate.

Due to programming guidelines, students may not challenge courses in certain career-technical/health programs.

Challenge Examination for Advanced Placement

Regularly enrolled students at ENMU-Roswell are encouraged to take challenge examinations for advancement in foreign language courses. The student must arrange with the instructor to take the challenge examination prior to the regular semester, and the academic program stipulations apply.

Credit for Military Service

ENMU-Roswell allows credit to United States military personnel for courses and/or military occupational specialties (MOS) as evaluated by the American Council on Education (ACE) in the Guide to the Evaluation of Educational Experiences in the Armed Services. The amount of credit will not exceed 32 semester hours for undergraduates. Military credit is accepted as elective credit by the Admissions and Records Office. Students may request that specific courses be applied to associate degree requirements. Before credit is considered official, copies of courses completed or the MOS rating must be sent directly to the Admissions and Records Office from a record center. If the ACE Guide does not have an evaluation of a course that a student has completed and if the course is comparable to a course offered by ENMU-Roswell, a student may wish to take a validation examination. Guidelines for validation examinations are outlined above.

Service Members Opportunity Colleges

ENMU-Roswell complies with and supports the principles and criteria of the Service members Opportunity Colleges (SOC). This program allows service personnel to complete study interrupted by military obligations.

DEGREES AND DEGREE REQUIREMENTS

Academic Information

ENMU-Roswell offers instruction in academic programs leading to an associate degree or a certificate. Each program includes a list of required courses and a recommended semester sequence (or “degree plan”) for taking the courses. To provide flexibility in meeting student needs, substitutions may be made for courses listed as requirements. Students must obtain approval for course substitutions from the appropriate program assistant vice president and the vice president for Academic Affairs.

While advisors and counselors assist students in planning their programs and scheduling courses, students are fully responsible for meeting the requirements of their academic or occupational programs. They should become familiar with the information contained in the college catalog, especially those policies which may affect their academic progress and eligibility for graduation or transfer. Students who are in doubt about the meaning of any regulations should seek immediate clarification from the appropriate college office. Please note that students are ultimately responsible for their decisions. In addition to the college catalog, other documents concerning ENMU-Roswell’s rules and regulations are available to students upon request.

Catalog of Record

This catalog is a guide to the academic regulations and curricula of Eastern New Mexico University-Roswell. Each student is solely responsible for complying with all the regulations of the University, and of the program he/she selects.

Students may graduate under the curricular requirements established in the catalog either for the year in which they were first enrolled at any ENMU campus or for a subsequent year of enrollment according to the following provisions:

- 1) Students must have been enrolled at ENMU-Roswell during the academic year covered by the catalog selected;
- 2) The degree is conferred within five years of the date of the catalog;
- 3) All program specific courses are governed by one catalog; and
- 4) The University can reasonably continue to offer the course of study.

The individual Divisions reserve the right to require students to repeat or prove their competence in the content of course work considered outdated by passing a challenge examination. Specific information on this process is outlined in the “Challenge Examinations in Academic Programs” section of this catalog.

A degree/certificate will not be issued, nor will a record of completion of a degree/certificate program be posted to students’ academic records, unless they have applied for graduation and have successfully completed the requirements for graduation.

NOTE: Because of the ongoing changes in accreditation and educational requirements in many health fields, this catalog applies to all students, entering or reentering Health Education programs or classes during the current academic school year.

Course Residency Requirement

Students must have completed a minimum of 12 credit hours of ENMU-Roswell campus courses to receive an associate degree. Students must have completed a minimum of 9 credit hours of ENMU-

Roswell campus courses to receive a Certificate of Achievement. Students must complete a minimum of 6 credit hours of ENMU-Roswell campus courses to receive a certificate of occupational training. Students must have completed a minimum of 3 credit hours of ENMU-Roswell campus courses to receive a certificate of employability.

Types of Degrees and Certificates Offered at ENMU-Roswell

Certificate of Achievement

A defined body of work that recognizes academic achievement.

Certificate of Employability

These programs are less than one year (30 credits or less) that prepare students for employment.

Certificate of Occupational Training

These programs are at least one year long (31 or more credit hours) but less than two years long and prepare students for employment.

Associate of Arts

These are programs of two years in length and are designed to transfer.

Maximum transferability can be assured when students carefully coordinate their associate of arts degree course work with the general education requirements of the four-year institution to which they plan to transfer.

Students in the University Studies Associate of Arts degree program may develop a degree program which allows them extensive courses in various fields, or they may plan concentrations in specific disciplines such as the arts, humanities, social sciences, behavioral sciences, mathematics, or science.

The associate of arts degree requires a minimum of 60 credit hours. A cumulative GPA of at least 2.0 is required.

Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in required courses.

Associate of Science

These are programs of two years in length and are designed to transfer. A cumulative GPA of 2.0 is required for graduation.

Maximum transferability can be assured when students carefully coordinate their Associate of Science degree course work with the general education requirements of the four-year institution to which they plan to transfer.

Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in required courses.

Associate of Applied Science

These are programs of two years in length and are designed to lead to direct employment and transfer options. Students may earn an Associate of Applied Science (A.A.S.) degree at ENMU-Roswell by completing programs as specified under the program headings. Students contemplating earning this degree should keep in mind that it is generally regarded as a degree denoting occupational competence

and that other colleges and universities accept transfer work only at their discretion. A cumulative GPA of 2.0 is required for graduation. Students may transfer to ENMU in Portales to earn a Bachelor of Applied Arts and Sciences, an interdisciplinary degree designed for students who have earned an A.A.S. degree.

Earning a Second Associate Degree

Students may earn more than one associate degree through ENMU–Roswell. These may be pursued concurrently by meeting the requirements of each degree. The two degrees must total at least 79 credit hours, and the second associate degree must include at least 15 hours of credit which are not applied to the first degree.

Graduation

All students expecting to complete their programs of study (either certificate of employability, certificate of occupational training, certificate of achievement, an associate of arts, an associate of science, or associate of applied science) must apply for graduation by the correct deadline. Failure to apply prior to the deadline date may result in processing delays and/or require the student to graduate with the next scheduled graduation class. **Refer to the University Calendar at the back of this catalog for application deadline dates.**

Students who apply for graduation before the close of the semester preceding the expected completion date will be notified in writing of requirements needed to complete that program of study. The application must be filed with the Admissions and Records Office.

At the end of the semester in which the student is eligible to graduate, diplomas will be ordered, and students will be notified through the ENMU-Roswell campus email system of their final graduation status. Awards will be mailed to graduation students approximately eight to ten (8-10) weeks after the end of the semester. Degrees will be posted at the same time diplomas are ordered. Students wishing to participate in commencement ceremonies and have their names published in the graduation program or newspaper must state so on their application for graduation.

Students must have a cumulative grade point average of 2.0 in order to meet graduation requirements.

NOTE: Participation in graduation ceremonies does not constitute meeting certificate and degree requirements. Completion of certificate and degree requirements will be verified once final semester grades have been posted.

Graduating with Honors

Graduation honors are awarded based on the student's Institutional GPA. For pre-graduation publicity and commencement material, "HONORS" status will be determined at the end of the semester preceding graduation.

Honors are awarded to students who graduate with an Institutional cumulative grade point average (GPA) of 3.50 or higher. The notation "WITH HONORS" will be printed on the diplomas and posted on the transcripts of all such students.

Students must have a cumulative grade point average of 2.0 in order to meet graduation requirements.

ACADEMIC SUPPORT SERVICES

Academic Accommodations

The Disability Services Office at Eastern New Mexico University-Roswell provides services to students with disabilities to ensure accessibility to university programs. For academic purposes, our services may include disability-related and referral information, extended testing time, preferential seating, reader services, books in audio format, large print material, adaptive equipment, taping of lectures, and other auxiliary aids. Academic accommodations are provided to eligible students free of charge.

According to the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, a disability is defined as a mental or physical impairment which substantially limits one or more major life activities: self-care, performing manual tasks, walking, seeing, hearing, speaking, learning, and working. If you have a disability that impacts your academic performance, provide current documentation by a qualified professional and schedule an appointment with the Disability Services Office.

The student is responsible for delivering the academic accommodation information (AAI) form to his/her instructors. This form is generated during the initial meeting/intake interview. Students are required to meet with their instructor(s) to discuss their accommodations for each term they are enrolled at ENMU-Roswell. Eligible students are encouraged to schedule a meeting with the Disability Services Office as soon as possible, understanding that some accommodations cannot take effect immediately.

Students with disabilities have the right to equal access to courses, programs, activities, services, and facilities and are entitled to reasonable accommodations. All student information is kept confidential. The Disability Services Officer reserves the right to request additional information.

For a diagnosis of Learning Disability, ADHD, and other psychological disorders, a neuropsychological examination, psychological, or psycho-educational evaluation is required. Objective evidence of a substantial limitation must be provided. The evaluator's name, professional credential relevant to the diagnosis, and his/her contact information must be documented. Documentation must be on letterhead, typed, dated, and signed.

The Student Success Center provides tutoring for all degree-seeking students on campus. Please contact your academic advisor for additional information.

How to register for Academic Accommodations:

Apply to be accepted for admission to ENMU-Roswell through the regular admission process.

1. Provide the Disability Services Office with current and comprehensive documentation of a diagnosed disability.
2. Schedule a meeting with the Disability Services Officer to determine appropriate and reasonable accommodations at the beginning of each semester. Please contact 575-624-7286 for additional information.

What Kind of Services Are Available?

The following may be provided based on need and availability:

Reasonable Accommodations (including auxiliary aids and adaptive equipment):

- Computer software
- Calculators
- FM system

- Recorders/recording of lectures
- Print enlargement
- Books in audio format
- Extended testing time
- Readers
- Preferential seating

Student Success Center

Tutoring services are free to students and offered in the **Student Success Center (SSC)**, located in LRC 101. The Student Success Center provides free tutoring in writing, math, and science across all departments. SSC is a comprehensive collection of services and programs designed to help students reach their personal and educational goals. The SSC houses the centralized tutoring for the campus. Additional academic support is offered in selected courses through the Supplemental Instruction Program that the SSC coordinates. The SSC also conducts the Student Success Workshop Series that promote study and life skills. For individualized student support, SSC staff serve as academic coaches.

Several auxiliary services offered to students include a staffed computer lab, group study rooms, a student lounge and the Cougar Coffee Cafe. To assist faculty, and as an outreach to students, the SSC offers the “Don't Cancel Class” initiative in which SSC staff provide selected educational lessons for absent faculty. All programs and initiatives are free for ENMU-Roswell students.

I-Center and Innovation Zone

The ENMU-Roswell **I-Center and Innovation Zone** is located in the east wing of the Lawrence C. Harris Occupational Training Center at 20 W. Mathis. The facility includes student and public access to the newest technology for designing, creating, prototyping and presenting innovative projects using the latest 3-D and laser equipment, as well as access to Wood and Machine Labs.

Career Success Center

The ENMU-Roswell **Career Success Center** (a Title V Grant program) is located in the **I-Center and Innovation Zone** at the north entrance of the Lawrence C. Harris Occupational Training Center at 20 W. Mathis. The Career Success Center provides workshops, resume and job application assistance as well as job search information for all students at ENMU-Roswell.

Veterans Support Center

The ENMU-Roswell **Veterans Support Center** is located on the northeast side of the Lawrence C. Harris Occupational Training Center and provides U.S. military veteran students a place to retreat from the normal day-to-day activities of campus life. Veteran students will find camaraderie, coffee, access to computers, and information to help transition to successful careers.

Adult Education

The Adult Education program offers free materials and instruction in Integrated English Literacy; (English-as-a-Second Language) and Civics Education; basic reading, writing, math skills, and basic keyboarding. The program also offers preparation for individuals who want to earn their high school equivalency credential, enter college, or gain employment. Instruction is available on an individualized, self-paced basis via a distance learning option or through scheduled classes.

Limited childcare and transportation awards are available for students with financial need who are enrolled in the Adult Education program. For more information, please call (575) 624-7271.

Center for Workforce and Community Development

The Center for Workforce and Community Development (CWCD) is an academic unit dedicated to the mission of workforce, community, and economic development. The Center offers non-credit training programs for local industry, business, government, and personal development as well as leisure activities important to all members of our community. Programs are specifically tailored to meet the needs of the adult and life-long learner, with emphasis placed on flexibility to meet the needs of the student.

The Center is home for the Workforce Development Center, Extended Learning, Senior Learning, Kid's Kollege, and Customized Training. Although the Center does not directly provide traditional degree-granting programs, there are a variety of innovative programs, which lead to certification and occupational competency.

Also, the Center is dedicated to providing the finest professional development opportunities for business, government, nonprofit, and other organizations throughout eastern New Mexico---including economic development. Programs are designed to support strategic organizational objectives in addition to meeting the specific skill development needs of the workforce. Programs can be delivered on-site, through distance delivery or at locations chosen by the organization being served. Organizations may choose from the full array of tested and proven University programs currently available or have a program custom designed to meet specific expectations and objectives.

Clubs and Organizations

Any ENMU-Roswell student group officially recognized by the University is declared to be a student organization and is subject to the Clubs, Organizations, and Advisor Handbook. Initial recognition of a student organization constitutes approval of its proposed program and purposes (constitution). Recognition is a charter to exist and continued recognition may be withdrawn or suspended by the Vice President of Student Affairs. Recognition by ENMU-Roswell gives a student organization/club the right to use the name of ENMU-Roswell and in turn implies the responsibility of the organization to use the name wisely. Recognized organizations may use facilities according to established policies.

Each organization should apply for recognition through the student services department. The organization will be asked to complete and turn in a copy of its proposed constitution, by-laws and an organizational application form, all provided on the ENMU-Roswell website. Its purposes shall be compatible with the philosophy and educational objectives of ENMU-Roswell. Any changes in the constitution of a student organization must be reviewed and approved by the Student Organizational Review Committee (an ad hoc committee formed to review student issues) before they become effective.

Student clubs and organizations are encouraged to participate in activities. The application form and handbook can be accessed via the ENMU-Roswell web site. Please submit forms to the Student Services Building. For more information, please call (575) 624-7012 or (575) 624-7379.

A current and updated list of ENMU-Roswell clubs and organizations is available on the University website.

ENMU-Roswell encourages students with interests not represented in this list to establish additional associations or clubs. For more information about ENMU-Roswell student organizations please call (575) 624-7012 or (575) 624-7379.

Portales

Upper-division and graduate courses are offered in Roswell through ENMU's University Outreach program. The registration schedule and schedule of extended degree classes are available prior to registration each semester. Students interested in courses above sophomore level should refer to the current ENMU (Portales) catalog for course descriptions at www.enmu.edu

Roswell

ENMU-Roswell offers Distance Education classes to provide expanded learning opportunities to help students obtain their educational goals. Classes are offered 100 percent online and in a hybrid format.

Courses are offered in many subject areas and disciplines.

ENMU-Roswell makes every effort to continually add new courses and degree completion programs using alternate forms of delivery. The Degrees and Certificates available completely online through ENMU-Roswell are: Certificate of Computer Applications and Support, A.A.S. in Computer Applications and Support, A.A.S. in Police Science, A.A.S. in Occupational Safety Engineering and Environmental Management Technologies, A.A. in Business Administration, A.A. in Criminal Justice, and A.A. in University Studies.

For current information on online courses, visit the ENMU-Roswell website at <http://www.roswell.enmu.edu>

SUN Online is an online course-sharing system which provides students the opportunity to take classes and adopted programs from other institutions that articulate with their programs of study, while remaining enrolled in your own institution. For more information, contact (575) 624-7224.

Intramural Sports

ENMU-Roswell encourages students and staff to develop skills in activities that contribute to their lifelong physical fitness. An intramural program takes place throughout the year.

Intramural sports include 3-on-3 basketball, 5-on-5 basketball, flag football, racquetball, 1-mile run/walk, agility run, shuttle run, badminton, table tennis, and bench press competition.

Senior Learning Connection

Senior Learning Connection is a series of classes designed to meet the needs of our community's members 50 and over. Topics include, but are not limited to, skills for new computer users, health and nutrition, local history and genealogy topics. We are continually looking for new ideas to share. Please suggest yours!

Classes are held at Eastern New Mexico University-Roswell, 52 University Boulevard.

Class size is limited to ensure that each participant receives individual attention. Reserve a place in class by telephoning the Center for Workforce and Community Development at (575) 624-7164. Tuition is collected the first day of class. Make checks payable to ENMU-Roswell.

Student Outreach Program

The **Student Outreach program, TRiO**, is a composite of three programs designed to improve academic performance, increase student motivation and smooth the transition from one level of education to the next. These three programs include the following:

- The **Educational Opportunity Center** provides eligible adults, who seek to enter or continue a program of postsecondary education, with information about financial, educational and career opportunities. For more information, call (575) 624-7202.
- The **Educational Talent Search** program identifies disadvantaged young people with the potential for postsecondary education. It encourages them to graduate from secondary school and to enroll in programs of postsecondary education. The ETS program also encourages high school dropouts to return to school. For more information, call (575) 624-7202.
- The **Upward Bound** program is designed for eligible high school youth. It seeks to generate the skills and motivation necessary for them to succeed in education beyond high school through academic instruction and individual tutoring. For more information, call (575) 624-7202.

Student Support Services Program

Student Support Services (SSS) is a systematic student success program that is designed to assist first-generation and low-income students with guidance that facilitates graduation from ENMU-Roswell and transfer to a four-year college or university. Specifically, participants in SSS are provided services that include: academic planning and course selection, peer mentoring, study skills development, FAFSA and scholarship assistance, financial literacy and counseling, transfer assistance, career exploration and cultural activities. For more information, please call 624-7117.

CAMPUS SERVICES

Child Care

The **Child Development Center (CDC)** is operated by Working Mother's Day Nursery. It houses the Child Development program, which provides training, such as teaching, caregiving, nursing, and occupational therapy assisting, for students pursuing careers involving young children (birth through age 8). The Center provides services to a limited number of young children in its role as a laboratory for students and a model for the community. For more information, call (575) 624-7301.

Student Health Services

La Casa Family Health Care provides health care services to the university through the **Student Health Clinic** located in Suite 130 of the Health Science Center at 75 University Blvd. Students, Faculty and Staff will pay insurance co-pay. A Nurse Practitioner, employed by La Casa provides services on campus for ENMU-Roswell students five days a week from 8:00 a.m. to 12:00 p.m. and 1:00 to 6:00 p.m. Monday through Thursday, and on Friday from 8:00 a.m. to noon. Individual student appointments are encouraged. Call (575) 624-7106.

INFORMACIÓN GENERAL

Para la conveniencia de nuestra comunidad hispana, esta información obtenida del catálogo universitario ha sido traducida al español. Toda la instrucción en Eastern New México Universito–Roswell se provee en inglés a no ser indicado de otra manera.

Para la conveniencia de nuestra comunidad hispana, esta información obtenida del catálogo universitario ha sido traducida al español. Toda la instrucción en Eastern New México Universito–Roswell se provee en inglés a no ser indicado de otra manera.

Centro de Admisiones: La Universidad de Eastern New México Universito-Roswell tiene abiertas sus puertas a toda aquella persona que desee continuar con sus estudios superiores. Los estudiantes que ingresan a la universidad por primera vez deben haber obtenido su Diploma de Preparatoria o su equivalente a las credenciales de equivalencia de la escuela por nombre (GED). Por ejemplo el GED es equivalente al Diploma de Preparatoria. Además, se requiere presentar una solicitud de admisiones. Para mayor información sobre los requisitos para ingresar a Eastern New México Universito-Roswell favor de visitar nuestras oficinas de Admisiones en el nuevo Centro de Servicios al Estudiante o contactarnos al (575) 624-7141.

Programa de Educación Básica para Adultos: Como un servicio a nuestra comunidad de hispano hablantes, el Programa de Educación Básica para Adultos ofrece clases gratuitas en diferentes materias, incluyendo inglés como Segunda Lengua. Al mismo tiempo, se provee el material necesario para concluir tal materia. También se ofrecen clases gratuitas para obtener la ciudadanía, conceptos básicos para trabajo de oficina y preparación para obtener por ejemplo el GED. Para mayor información llamar al (575) 624-7271.

Centro de Consejería y Retención: La universidad también cuenta con el Centro de Consejería y Retención localizado en el nuevo Centro de Servicios al Estudiante. En este centro estudiantes reciben orientación sobre clases requeridas para su carrera de interés. Para información adicional llamar al (575) 624-7294. Eastern New México Universito-Roswell ofrece acceso a fondos monetarios como préstamos estudiantiles y becas para costear los estudios universitarios.

Ayuda Financiera: Para acceder a mayor información sobre becas y préstamos estudiantiles favor de contactar la oficina de ayuda financiera, localizada en el nuevo Centro de Servicios al Estudiante o llamar al (575) 624-7400.

Centro de Servicios Para Exámenes: El Centro de Servicios para exámenes está localizado en el Centro de Instrucciones (IC 208). Se ofrecen los exámenes para obtener el GED, así como también el examen de ACCUPLACER para identificar el nivel académico de cada estudiante. Para mayor información llame al (575) 624-7227, (575) 624-7183 o al número siguiente (575) 624-7258.

El Centro de Éxito de los Estudiantes: Este programa está bajo los fondos federales del Título V. Dicho programa ofrece apoyo gratuito a los estudiantes que requieren ayuda en planificación y revisión de sus trabajos de escritura. Bajo este mismo programa Federal, se ofrece apoyo general para nuevos estudiantes recién graduados de la preparatoria y admitidos a Eastern New México Universito-Roswell. Si usted requiere detalles adicionales de dicho programa favor de llamar al (575)624-7148 ir (575) 624-7003.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Integrity

Students are responsible for achieving academic and course goals and objectives as prescribed by their instructors and for demonstrating attainment in an honest manner. Failure to do so may result in either grade changes and/or disciplinary action. Misrepresentation of knowledge can influence a course grade or determination of satisfactory fulfillment of an academic requirement. In addition, the following acts, or any other acts of academic dishonesty, compromise the integrity of the academic process and community and are subject to disciplinary action. For further information about policies and disciplinary actions for academic dishonesty, refer to the Student Handbook.

Plagiarism

Plagiarism includes, but is not limited to, offering the work of another as one's own; offering the work of another without proper acknowledgment; and/or failing to give credit for quotations or essentially identical expressions of material taken from books, encyclopedias, magazines, reference works, term papers, reports, or other writings of another individual.

Cheating Behavior

Cheating behavior includes but is not limited to the following: (a) dishonesty of any kind on examinations, quizzes, written assignments, and projects; (b) unauthorized possession of examinations, quizzes or instructor records; (c) use of unauthorized notes or information during an examination, quiz, or exercise; (d) obtaining information during an examination or assignment from another individual and/or assisting others in cheating; (e) alteration of grades on an examination, an assignment, or records of an instructor or the college; (f) illegal entry or unauthorized presence in an office of the college or residence of an instructor, or unauthorized access to grade records or examination and assignment requirements; and (g) any act of fraud or misrepresentation.

Science Laboratories

Students participating in laboratory courses should be aware that such participation may expose them to contact with a variety of chemicals. Students should adhere to the rules of the laboratory to ensure the safety of everyone involved in the laboratory. The effects of such chemicals and/or their fumes upon the human embryo and fetus are often unknown, and may be harmful. Students who are pregnant should consult with a physician before enrolling in laboratory courses.

Attendance Policies

Academic Programs

Students are expected to attend all course sessions, complete all course work, and arrange to make up work as specified in the course syllabus. When circumstances make attendance impossible, such absences should be reported to the instructor as soon as possible. The attendance policies for all programs will be included in the course syllabi.

State and Federal Regulations

Veteran Administration regulations require that all faculty track student attendance. Students who stop attending class without following the proper withdrawal process, and students who withdraw before the end of the semester, may be required to return a portion of their Veteran's benefits.

Adding and Dropping Courses

Students may add and/or drop courses only during the period of time specified in the University Calendar. Students cannot enroll or add courses after the late registration deadline has passed for each specified session of enrollment.

Canceled Courses

ENMU-Roswell reserves the right to cancel any classes that do not attain the minimum enrollment requirements. Students will be notified by telephone, mail, or written notification that the class has been canceled. A notice will be posted on the Blackboard server, the ENMU-Roswell website homepage, and the classroom door. The student will automatically receive a 100% refund for all tuition and fees associated with the canceled course(s).

Course/University Withdrawal

Students may withdraw from a course and/or completely withdraw from the University between the last day to register (end of the Drop/Add period) and the Friday of Week 10.

Student Withdrawal

When an officially enrolled student decides to cease attending any or all courses, the student is responsible for initiating the withdrawal action through the appropriate assistant vice president. Merely discontinuing class attendance does not constitute a drop or a withdrawal. To complete this process, the student must complete the following procedures:

1. Students may initiate the withdrawal process by visiting the office of the assistant vice president of their unit. They must complete the personal information on the form, obtain the required faculty signatures, and return the completed form to Advising Services for final approvals. Students should complete the withdrawal process in person. If withdrawal cannot be done in person, see Number 2.
2. Students may initiate the withdrawal process by email and submit their request to the office of the appropriate assistant vice president through their ENMU-Roswell email account. The email must include the student's ID number, student contact phone number, the course name and number, CRN, and the instructor's name. The email will be forwarded to the appropriate instructor for approval. The instructor will respond within 72 hours. If unable to do so, or extenuating circumstances exist, the assistant vice president will have override authority to advance the withdrawal to Advising Services for final approvals. Withdrawals will be effective as of the date of the email.
3. Students may initiate the withdrawal process through a signed fax to the appropriate assistant vice president. The faxed request must include the student's ID number, the student's contact phone number, the course name and number, CRN, and the instructor's name. The request will be forwarded to the appropriate instructor. The instructor will respond within 72 hours. If unable to do so, or extenuating circumstances exist, the assistant vice president will have override authority to advance the withdrawal to Advising Services for final approvals. Withdrawals will be effective as of the date of the fax.
4. The student is NOT OFFICIALLY withdrawn until the instructor, assistant vice president, and advisor have approved the withdrawal, and it is received in the Admissions and Records Office.
5. Telephone requests for withdrawal will not be accepted, and a third party, other than a designated official of the University, may not request a student's withdrawal without the expressed, written authorization of the student.

Administrative Withdrawal

Administrative withdrawal is for non-academic reasons only, (i.e., nonattendance, accident, illness, behavior issues; failure to pass a drug screen or successfully meet the requirements of a background check; or failure to meet other requirements of prospective clinical sites).

Administrative withdrawal may be initiated by instructors with approval from the vice president for Academic Affairs. The instructor must acknowledge and sign the withdrawal form and submit it to the assistant vice president's office. Withdrawal is effective immediately. The assistant vice president's office will submit the withdrawal form to the Admissions and Records Office. Students who are forced by emergency circumstances to leave the University without officially withdrawing should notify their class instructors or the respective assistant vice president in writing and request an administrative withdrawal. (See "I" incomplete eligibility).

General Education Philosophy Statement

The general education curriculum of Eastern New Mexico University Roswell is designed to

- Prepare graduates for a lifetime of learning and responsible citizenship;
- Provide for the study of a broad and interrelated spectrum of subjects beyond the student's chosen field; and
- Help students develop analytical and communication skills together with a sense of social, ethical, and cultural values applicable to life.

DEGREES AND CERTIFICATES

Degrees and Certificates Offered at ENMU-Roswell

- ☐ Not Seeking a Degree or Certificate
- ☐ Summer School Only
- ☐ Undecided

SUBJECT AREA (Please check one)

ASSOCIATE OF ARTS DEGREE

- ☐ Agriculture
- ☐ Behavioral Sciences
- ☐ Business Administration
- ☐ Criminal Justice
- ☐ Human Services
- ☐ University Studies

ASSOCIATE OF SCIENCE DEGREE

- ☐ Biology
- ☐ Early Childhood Education
- ☐ Emergency Medical Services
- ☐ Medical Assisting
- ☐ Nursing
- ☐ Occupational Therapy Assistant
- ☐ Professional Pilot Training—Fixed Wing
- ☐ Teacher Education

ASSOCIATE OF APPLIED SCIENCE

- ☐ Automotive Technology
- ☐ Aviation Maintenance Technology
- ☐ Engineering and Design Technology
- ☐ Fire Science—EMS Concentration
- ☐ Fire Science—Structural Fire Concentration
- ☐ Fire Science—Wildland Fire Concentration
- ☐ Heating, Ventilation, Air Conditioning—Refrigeration Technology
- ☐ Mathematics
- ☐ Media Arts—Animation
- ☐ Media Arts—Film Technology
- ☐ Media Arts—Graphic Design
- ☐ Occupational Safety Engineering and Environmental Management Technologies
- ☐ Office Management and Technologies
- ☐ Paramedic
- ☐ Police Science
- ☐ Professional Pilot Training—Unmanned Aerial Systems
- ☐ Respiratory Therapy
- ☐ Welding Technology

CERTIFICATE OF ACHIEVEMENT

- ☐ Aviation Maintenance Technology
- ☐ Computer and Network Cyber Security
- ☐ Workforce Interpersonal Effectiveness

CERTIFICATE OF OCCUPATIONAL TRAINING

- ☐ Automotive Technology
- ☐ Bookkeeping/Accounting

- ☐ Business Assistant Administrator
- ☐ Commercial Refrigeration
- ☐ Computer Applications and Support
- ☐ Culinary Arts
- ☐ Early Childhood Education
- ☐ Emergency Management—Advanced Professional Development
- ☐ Emergency Medical Technician—Paramedic
- ☐ Engineering and Design Technology
- ☐ Heating, Ventilation, Air Conditioning—Refrigeration Technology
- ☐ Management Training
- ☐ Medical Assisting
- ☐ Medical Coding
- ☐ Professional Pilot Training—Unmanned Aerial Systems

CERTIFICATE OF EMPLOYABILITY

- ☐ Automotive Technology—Brakes
- ☐ Automotive Technology—Diesel
- ☐ Automotive Technology—Level I
- ☐ Automotive Technology
- ☐ Commercial Driver's License
- ☐ Community Health Worker
- ☐ Community Paramedic
- ☐ Construction Trades
- ☐ Emergency Management—Emergency Preparedness
- ☐ Emergency Management—Professional Development
- ☐ Emergency Management—Advanced Professional Development
- ☐ Emergency Medical Technician
- ☐ Emergency Medical Technician, Advanced (AEMT)
- ☐ Engineering and Design Technology—Architecture
- ☐ Engineering and Design Technology—Surveying
- ☐ Grant Writing
- ☐ Homemaker/Home Health Care Aide
- ☐ Human Services—Alcohol & Drug Abuse Studies
- ☐ Human Services—Helping Relationship Skills
- ☐ Industrial Engineering Technology—Construction Trades
- ☐ Media Arts—Animation
- ☐ Media Arts—Film Technology
- ☐ Media Arts—Graphic Design
- ☐ Medical Assisting with Medical Scribe option
- ☐ Nursing Assisting
- ☐ Occupational Safety Engineering and Environmental Management Technologies—Safety Trained Technician Level I
- ☐ Occupational Safety Engineering and Environmental Management Technologies—Safety Trained Manager
- ☐ Occupational Safety Engineering and Environmental Management Technologies—Certified Occupational Safety Technician
- ☐ Occupational Safety Engineering and Environmental Management Technologies—Certified Occupational Safety & Health Specialist
- ☐ Occupational Safety Engineering and Environmental Management Technologies—Certified Occupational Safety and Environmental Technician
- ☐ Occupational Safety Engineering and Environmental Management Technologies—Certified Occupational Safety and Health Trainer
- ☐ Office Manager
- ☐ Pharmacy Technician
- ☐ Phlebotomy
- ☐ Telecommunications Technician
- ☐ Welding Technology—Basic
- ☐ Welding Technology—Advanced

ENMU-Roswell Youth Challenge Training Programs--CERTIFICATE OF EMPLOYABILITY

- ☐ NMYCA Training Program—Automotive Brakes
- ☐ NMYCA Training Program—Construction Trades
- ☐ NMYCA Training Program—Emergency Responder
- ☐ NMYCA Training Program—Emergency Medical Technician
- ☐ NMYCA Training Program—Health Care Clerk
- ☐ NMYCA Training Program—Media Arts
- ☐ NMYCA Training Program—Nursing Assisting
- ☐ NMYCA Training Program—Phlebotomy
- ☐ NMYCA Training Program—Welding

SPECIAL SERVICES

CERTIFICATE OF OCCUPATIONAL TRAINING

Special Services program fees apply

- ☐ Animal Healthcare
- ☐ Auto Mechanics
- ☐ Building Maintenance
- ☐ Child Care Attendant
- ☐ Food Service
- ☐ Office Skills
- ☐ Stocking and Merchandising
- ☐ Veterinary Assistant

SPECIAL SERVICES

CERTIFICATE OF ACHIEVEMENT

Special Services program fees apply

- ☐ Independent Living

TUITION AND FEES

Tuition and fees are payable at the time of registration unless prior arrangements have been made. ENMU-Roswell has a Deferred Tuition Payment Policy. Ask for details at the Business Office. Students are not officially enrolled until their registration receipts are validated by the Business Office. Tuition and fees are subject to change without notice by the Board of Regents of ENMU.

NOTICE: Students not attending classes must personally withdraw through Student Services, or they will owe the full amount of tuition.

Void Process

The University reserves the right to void the registration of any student who fails to pay, when due, any indebtedness to the University.

Academic credits, transcripts, and diplomas will be withheld until all financial obligations are met. Students are prohibited from registering for a semester until all previous semester accounts are paid in full.

Voided students will have the opportunity to reenroll, but will not be guaranteed the same class schedule. Students must demonstrate financial commitment at the time of re-enrollment.

Categories of Residency for Tuition and Fees

The three (3) categories of residency for tuition and fees at ENMU-Roswell are:

- 1) Resident, In-District – For all official residents of Chaves County.
- 2) Resident, Out-of-District – For all official residents of the State of New Mexico, outside of Chaves County.
- 3) Nonresident – For all students who have not established official residency in the State of New Mexico.

Tuition and Registration Fees – Per Semester (Full-time)

Students carrying between 12 to 18 semester hours:

Resident, In-District

Tuition	\$936.00
Fees	<u>192.00</u>
	<u>\$1,128.00</u>

Resident, Out-of-District

Tuition	\$1020.00
Fees	<u>192.00</u>
	<u>\$1,212.00</u>

Nonresident*

Tuition	\$2,916.00
Fees	<u>192.00</u>
	<u>\$2,808.00</u>

Tuition and Registration Fees – Per Semester (Part-time)**Students carrying 11 or fewer semester hours:*****Resident, In-District***

Tuition per credit hour.....	\$78.00
Fees per credit hour.....	<u>16.00</u>
	<u>\$94.00</u>

Resident, Out-of-District

Tuition per credit hour.....	\$85.00
Fees per credit hour.....	<u>16.00</u>
	<u>\$101.00</u>

Nonresident*

Tuition per credit hour.....	\$218.00
Fees per credit hour.....	<u>16.00</u>
	<u>\$234.00</u>

Tuition and Registration Fees – Per Semester (Full-Time Overload)**Students carrying 19 or more semester hours:****(These fees are in addition to the tuition charges for twelve to eighteen semester hours.)*****Resident, In-District***

Tuition per credit hour.....	78.00
Fees per credit hour.....	<u>16.00</u>
	<u>\$94.00</u>

Resident, Out-of-District

Tuition per credit hour.....	\$85.00
Fees per credit hour.....	<u>16.00</u>
	<u>\$101.00</u>

Nonresident*

Tuition per credit hour.....	\$218.00
Fees per credit hour.....	<u>16.00</u>
	<u>\$2,234.00</u>

*Note: Tuition and fees are set by the Board of Regents and are subject to change. Refer to the appropriate class schedule for the current fee structure.

Semester Refund Schedule

The refund schedule is based on the first day of the semester, not on the initial class meeting.

- Refund of 100% through day 5
- Refund of 90% through day 10
- Refund of 50% through day 15
- Refund of 25% through day 20

Specific dates will be published each semester in the Class Schedule.

SPECIAL FEES

Special fees are paid only by the students to whom the fee applies.

--ALL FEES SUBJECT TO CHANGE WITHOUT NOTICE--

Allied Health fees

Allied Health Liability fee (EMS 111L, 176L, 196L, 211L, 212L, 231L, 241L, 251L; **MDST** 111L, 113L, 114, 114L, 209; **NA** 011L; **NURS** 110L, 112L, 201L, 216L, 217L, 220L; **OT** 114L, 116L, 214L, 260L, 262L; **PHAR** 105L; **PBE** 114, 114L; **RADT** 104L, 105L, 130L, 140L, 150L, 240L, 260L; **RCP** 107L, 109L, 202L, 209L) \$5.00 per class

Allied Health Immunizations and Titers fee (Cost dependent on number of immunizations and titers the student requires) \$65.00 - \$951.00

ART Course fees

ART course fees for face-to-face studio art classes (Effective fall 2012)

ART Fee (ART 101, 102, 105, 106, 107) \$15.00 per credit hour

ART Fee (ART 221, 222) \$20.00 per credit hour

ART Fee (ART 206, 231, 232, 233, 234, 235) \$30.00 per credit hour

ART Fee (ART 168, 268) \$15.00 - \$30.00 per credit hour

Automotive Technology (AT) fees

AT Program Fee (non-refundable)

Fall Term \$110.00

Spring Tem \$110.00

Summer Term \$110.00

AT Supply Fees

AT 112 \$40.00

AT 114 \$25.00

AT 115 \$15.00

AT 116 \$45.00

AT 118 \$10.00

AT 122 \$20.00

AT 124 \$15.00

AT 130 \$45.00

AT 132 \$15.00

AT 134 \$15.00

Challenge Examination fee \$70.00

Commercial Driver's License (CDL) fees (approved up to \$3,900.00)

CDL Program Fee (non-refundable) \$1,000.00

CDL Driving Fees

CDL 101 \$200.00

CDL 102 \$300.00

CDL 103 \$400.00

Commercial Driver's License—License

Renewal Fee (non-refundable) \$150.00

Computer Applications and Support fees

Microsoft Lab fee (non-refundable) (CIT 263L, 274L, 284L, 285L) \$35.00 - \$150.00 per Lab

Dishonored check handling fee \$10.00

Distance Education fee (for students enrolled in Web courses and off-campus ITV) ... \$10.00 per credit hour

Health Education Unit (formerly Division of Health)

Background Check fee (Required for all health programs) \$35.00 - \$70.00

Emergency Medical Services (EMS) Course fees

EMS Book fee (EMS Course) \$5.00 - \$300.00

EMS Special Course fee (EMS Course) \$5.00 - \$300.00

EMS Course Packet fee (For all EMS Courses) \$5.00 - \$30.00

EMS ENA Course fee (EMS 226, 227) \$100.00 per class

EMS Lab fee (EMS 111L) \$95.00 per class

AEMT Lab fee (EMS 175L) \$150.00

Paramedic Lab fee (EMS 204L, 206L, 208L, 214L, 222L, 224L, and 232L).....	\$35.00
EMS Liability fee (EMS 176L, 196L, 241L)	\$5.00 per class
EMS NAEMT Course fee (EMS 206, 222, 224, 232, 263)	\$15.00 per class
EMS PNCCT/CCEMPT-P Course fee (EMS 290, 295)	\$200.00
EMS Training Center fee - ACLS/PALS (EMS 214, 224, 232, 260, 261, 264, 277, 289, 292, NURS 220, RCP 108, 201)	\$21.00
EMS Training Center fee - BLS (EMS 101, 102, 103, 104, 105, 105Y, 107, 266) ...	\$25.00
Emergency Management Course fee	\$60.00 per credit hour
Federal Aviation Administration (FAA)	
Aviation Mechanic Certification testing fees	
FAA Aviation Mechanic Certification Testing (written)	
General, Airframe & Powerplant	\$150.00 - \$500.00 per test section
Retesting fee (written only)	\$150.00 - \$500.00 per section
FAA Aviation Mechanic Certification Testing (oral and practical)	
General, Airframe & Powerplant	\$450.00 - \$1,100.00 per three days; Maximum five days
Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R) fees	
HVAC/R Lab fee (HVAC 101, 235)	\$25.00
HVAC/R Readiness and Certification Exam fees (ELEC 201, 202; and HVAC/R 101, 203, and 212)	\$15.00 - \$180.00
GED™ fees	
GED™ No-show fee	\$20.00
GED™ Testing fee (non-refundable) ..	\$40.00
GED™ Retake fee (non-refundable)	\$8.00 per test
ID card Replacement fee	\$10.00
Industrial Engineering Technology (IET) Lab fee (IET 106, 107, 108)	\$25.00
Instructional Technology fee	\$15.00 per semester
Introduction to the Geology of New Mexico (GEOL 130L)	
Mandatory drug screening fee (Required for selected Programs)	\$45.00 - \$55.00
Medical Assisting fees (MDST)	
MDST Drug Testing fee (MDST 104) ..	\$50.00
MDST Background Check fee (MDST 104)	\$57.00
MDST Examination fee (MDST 111L)	\$180.00
MDST Liability fee (MDST 107L, 111L, 113L, and 209L)	\$5.00 per course
MDST Lab fee (MDST 105, 107L, and 113L) ..	\$5.00 per course
MDST Supply fee (MDST 113L)	\$80.00 per course
Media Arts Course fees (MA)	
(For face-to-face classes taught at ENMU-Roswell)	
MA course fee (MA 215) ..	\$20.00 per course
MA course fees (MA 110,112, 114, 116, 118, 150, 212, 214, 218, 222,252, 254, 256, and 295)	\$15.00 per credit hour
MA course fees (MA 130,132,134,232, and 234)	\$20.00 per credit hour
Nursing Assistant fees (NA)	
Nursing Assistant Practicum fee (NA 011L) ..	\$5.00
Nursing fees (NURS)	
AHA Course Fee (NURS 220)	\$21.00
Nursing Practicum fee (NURS 110L, 112L, 216L, 217L, 220L)	\$5.00 per class

ATI Nursing Education/Nursing Testing Readiness Assessment fee (NURS 110, 112, 216, 220) (non-refundable) \$562.50 each semester\$10,100.00
Occupational Therapy Assisting (OT) fees	
OT Lab fee (OT 110L, 118L, 216L).....	
.....\$40.00 per class	
OT NBCOT Exam fee\$525.00	
OT Supply fee (OT 110L, 118L, 216L)	
.....\$40.00 per class	
Occupational Safety Engineering and Environmental Management Technologies (SET) fees	
OSHA 10- and 30-hour Testing fee (SET 114, 115, 116)	
.....\$10.00 per class	
Pharmacy Technician Board fee	\$30.00
Phlebotomy fees (PBE)	
PBE Drug Testing Fee (PBE 113).....	\$50.00
PBE Background Check fee (PBE 113).....	\$57.00
PBE Liability fee (PBE 113L, 114L, 115L)	
.....\$5.00 per course	
PBE Lab Fee (PBE 113L)	\$5.00
Phlebotomy National Examination fee (American Society of Clinical Pathologists).....	\$135.00
PBE Supply fee (PBE 105, 113L)	
.....\$80.00 per course	
Professional Pilot Training fees (PPT)	
Fixed Wing Flight training fees for Private Pilot Flight—Airplane (PPT 102)	\$11,200.00
Fixed Wing Flight training fees for Private Pilot Instrument Flight—Airplane (PPT 105)	\$11,900.00
Fixed Wing Flight training fees for Private Pilot Intermediate Flight—Airplane (PPT 150)	\$8,300.00
Fixed Wing Flight training fees for Commercial Flight—Airplane (PPT 221)	
	Fixed Wing Flight training fee for Private Pilot Certified Instructor Flight—Airplane (PPT 251)
	\$6,800.00
	Helicopter Flight training fees for Private Pilot --Rotorcraft Flight training (PPT 108)
	\$21,000.00 to \$30,250.00
	Private Pilot FAA Written Examinations
	\$150.00
	Private Pilot FAA Practical Examinations
	*** \$500.00
	*** Fees vary depending on examiner
	Helicopter Flight training fees for Instrument Rotorcraft Rating (PPT 109).....
	\$19,250.00
	Instrument Pilot FAA Written Examinations
	\$170.00
	Instrument Pilot FAA Practical Examinations
	***\$500.00
	*** Fees vary depending on examiner
	Helicopter Flight training fees for Commercial Pilot Rotorcraft Helicopter Flight training (PPT 110)
	\$36,875.00 to \$59,875.00
	Commercial Pilot FAA Written Examinations
	\$170.00
	Commercial Pilot FAA Practical Examinations
	*** \$500.00
	*** Fees vary depending on examiner
	Refrigeration Lab fee (REFR 203, 205, 210)
	\$10.00
	Refrigerant Handling Certification fee (HVAC 202)
	\$15.00
	Residence Hall Activity fee
	\$5.00 per semester
	Respiratory Therapy fees (RCP)
	RCP—AHA BLS Certificate (RCP 103) ..
	\$6.00
	RCP—AHA Course Fee (RCP 108, 201)
	\$21.00
	RCP—Clinical Lab Fee (RCP 107L, 109L, 202L, 209L)
	\$100 per course
	RCP—Lab Supply Fee (RCP 105L, 108L, 201L, 204L)

.....	\$50.00 per course
RCP – Respiratory Therapist Multiple Choice	
Exam (RCP 208)	\$190.00
RCP – Respiratory Therapist Clinical Simulation Exam fee (RCP 208)	\$200.00
RCP – Respiratory Therapist SAE Exam	
(RCP 208)	\$50.00
RCP – Respiratory Therapist Lab fee (RCP 105L, 108L, 201L, 204L)	\$5.00 per class
Rocky Mountain Life Zones (BIOL 130L) (Nonrefundable)	\$150.00
Science Lab fee (per course) (nonrefundable) ..	\$15.00
Special examination fee (per credit hour)	
**Equal to the prevailing rate of tuition	
Student Accident Coverage fee (paid yearly by each student assigned to external clinical and practicum sites)	\$36.95
TEAS (Test of Essential Academic Skills)—Students must present proof of payment prior to testing	\$35.00
VALPAR Occupational Testing fee ..	\$250.00/one day
.....	\$350.00/two days
Welding Technology fees (WELD)	
Welding Technology Drug Testing fee (WELD 294)	\$20.00
Welding Technology Lab fee (WELD 110, WELD 115, WELD 118, WELD 125, WELD 131, WELD 132, WELD 135, WELD 201, WELD 210, WELD 221, WELD 222, WELD 168/268, WELD 291, WELD 193/293, WELD 294)	\$50.00 per class

Special Services fees

Special Services—Books and writing supplies (average) (non-refundable) \$300.00 per year

Special Services—CPR Card Fee (HO 010 Community CPR) \$20.00 per person

Special Services—Fingerprinting Fee for Child Care (non-refundable)..... \$34.00

Special Services—Fingerprinting Fee for Office Skills (non-refundable) (OS 010, OS 011, OS 020, OS 021, OS 030, OS 031) \$34.00

Special Services—Food Service fee (FDS 010, FDS 020, and FDS 030)..... \$30.00 per semester

Special Services—Independent Living Lab fee (HO 091L, HO 092L, HO 093L, HO 099L, HO 094L, HO 095L) \$30.00 per semester

Special Services—Life Skills fee (HO 030, HO 031, HO 032, HO 040, HO 041, HO 042) .. \$30.00 per semester

Special Services—Veterinary Assistant Lab fee (VA 010L, VA 020L, VA 030L) . \$75.00 per semester

Special Services Program fee..... \$88.55 per credit hour

Special Services—Liability Insurance .. \$5.00
Students in the Special Services occupational training programs are required to pay a fee for liability insurance provided by a third party. The fee will be waived upon submission of a certificate of liability insurance.

Teacher Education fees

EDF 222 Structured Observations of Teaching - Tk20 fee \$110.00

INSTRUCTIONAL UNITS

Arts and Sciences Education

The Arts and Sciences Education unit is a broad curricular unit organized to emphasize the essential harmony of the social, cultural, and scientific efforts of humankind. Within the rationale of liberal education, the principal purpose of the unit is to help students realize personal, professional, and occupational objectives. All departments in the unit offer courses for general and liberal arts studies. Strong emphasis is placed on courses that provide communication and citizenship skills which enable students to participate effectively in a democratic society.

Students who are pursuing a four-year degree in any area of the Liberal Arts program, or who intend to earn an associate of arts or associate of applied science degree, should follow the general college catalog requirements as outlined in this publication. Students planning to transfer may graduate with an Associate of Arts in University Studies degree with an emphasis in a particular discipline. They may also pursue a degree in Biology, Child Development, Human Services, Mathematics, or Teacher Education. For a fuller explanation, see the requirements for the degrees under the heading, "Degree Requirements" in this catalog.

While attending ENMU-Roswell, students are encouraged to consult with faculty, program directors and advisors on this campus, and with the institution, they will attend after graduation to ensure that courses taken here will transfer to the particular programs they have chosen.

Health Education

The programs in the Health Education unit include certificates and degrees preparing students for a career in healthcare. Many of the credentials in the unit are designed to build one on top of another; a process called stacking, in order to get the student into a job as quickly as possible while creating a pathway to more advanced certifications, licenses, and degrees. Students may complete Associate of Science degrees in Nursing, Occupational Therapy Assistant, Emergency Medical Services, Fire Science, Medical Assisting, and Respiratory Therapy; Certificates of Occupational Training in Child Development, Emergency Medical Services, Medical Assisting, and Medical Coding; and Certificates of Employability in Nursing Assisting, Emergency Medical Services, Homemaker/Home Health Aide, Pharmacy Technician, and Phlebotomy. Many of the certificate and degree programs prepare students to sit for the state or national certification or licensure exams upon completion of required coursework.

Students in many of our programs are given the opportunity to enhance individual learning through the use of state-of-the-art medical simulation equipment. The simulation experience can reduce medical errors, improve clinical decision-making skills and enhance student engagement to improve the quality of care provided by our students.

Because of ongoing changes in accreditation and educational requirements in many health fields, this catalog applies to all students entering or reentering Division of Health programs or classes during the effective dates of this catalog.

NOTE: The majority of health programs require a background check either before entry into the program or within the first week of instruction after progression to the program core courses. Students having a misdemeanor conviction in the 36 months prior to progression and/or felony conviction in the 7 years prior to progression will not be allowed to progress and/or continue in the selected program. A felony

conviction may affect a graduate's ability to complete clinical requirements, sit for state or national certification examination or to attain state licensure.

Technical Education

The Technical Education unit provides students with the opportunity to complete a variety of degrees and certificates to prepare them for rewarding careers throughout Southeast New Mexico and beyond.

Students will find program opportunities including: an Accounting and Bookkeeping Certificate of Occupational Training (COT); an Associate of Arts (AA) in Agriculture; a Snap-On certified Automotive Technology program; an FAA approved Part 147 Aviation Maintenance Technology program; a Business Administration AA degree; a Commercial Driving License (CDL) training program; a Computer and Information Technology program; a Criminal Justice AA degree; an Engineering and Design Technology program; an HVAC Excellence accredited Heating, Ventilation, Air Conditioning and Refrigeration Technology program; Industrial Engineering Technology program; a Media Arts program with concentrations in Animation, Film Technology, and Graphic Design; An Associate of Applied Science (AAS) in Police Science; a Professional Pilot Training program for fixed wing, rotorcraft (helicopter), and Unmanned Aerial Systems; an Occupational Safety Engineering and Environmental Management Technologies program; and an American Welding Society (AWS) certified Welding Technology program.

Our students enjoy state-of-the-art learning laboratories, equipment, and highly qualified faculty. Students within many of our programs have the opportunity to participate in SkillsUSA. SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce.

DEGREE PLANS

AGRICULTURE

Agriculture AA

Associate of Arts degree

The A.A. degree in Agriculture transfers into a Bachelor of Science degree in Animal and Dairy Science and a Bachelor of Applied Arts and Sciences with an Animal Science emphasis at ENMU Portales without any loss of credit. Students should work with an advisor at the receiving university if they are planning to transfer.

This curriculum is designed to prepare students in the basic agricultural and foundational sciences for entry-level positions in agriculture or for transfer to a four-year program.

****Must be an approved NM Common Core Course.**

Fall I Semester		Credit Hours
AG 101	Animal Science	3
CIT 135	Computer Applications for Technical Education.....	3
COMM	**Area I: Communications requirement.....	3
ENG 102	English Composition.....	3
HPE 141	Exercise and Wellness	2
ENTR 101	Entrepreneurship	
OR		
PSY 134	The Psychology of Success	
OR		
UNIV 101	Principles of Student Success.....	<u>3</u>
		17

Spring I Semester

AG 102	Dairy Science	3
BIOL	**Area III: Life Science requirement	4
ENG 104	English Composition and Research	3
MATH 106	General Mathematics	
OR		
MATH 107	Intermediate Algebra	3
		**Area IV: Social/Behavioral Science requirement <u>3</u>

16-17

Fall II Semester

AG 203/L	Crop Science/Laboratory.....	3
AG 250	Feeding and Nutrition	3
	**Area III: Physical Science requirement.....	4
	**Area II: Mathematics requirement.....	3-4
	**Area IV: Social/Behavioral Science requirement	<u>3</u>

16-17

Spring II Semester

AG 204/L	Soil Science/Laboratory.....	3
AG 252	Fundamentals of Agricultural Economics	3
	**Area V: Humanities requirement	3
	**Area V: Fine Arts requirement	3
	**Area IV: Social/Behavioral Science requirement	<u>3</u>

15

Total hours required for degree: 64-66

AUTOMOTIVE TECHNOLOGY

This program follows a schedule of courses that allows students to receive a Certificate of Occupational Training for each of the eight specialty areas determined by ASE/NATEF guidelines. Completing all areas prepares students for certification as Master Technician issued by the National Institute for Automotive Service Excellence. Students may also complete a number of Snap-On® certifications. Employers nationwide respect these certificates.

A student must demonstrate proficiency in the course competencies to successfully complete the course requirements and advance to subsequent courses. Students should take the courses in the sequential order as presented in the plan below. Students should demonstrate responsibility in completing assignments in a timely manner.

Students successfully completing the program will be skilled in the latest advances in automotive technology and will be assisted in locating appropriate employment. Current graduates are gainfully employed in a wide variety of automotive dealerships and independent shops.

Note: This program requires students to purchase their own tools and uniform shirts. To obtain a list of required tools and where to purchase uniform shirts, contact a program instructor.

Automotive Technology--Brakes Certificate

Certificate of Employability

	Credit Hours
AT 112 Automotive Brakes	4

Total Hours Required for Certificate: 4

Automotive Technology—Level I Certificate

Certificate of Employability

	Credit Hours
AT 112 Automotive Brakes	4
AT 114 Electrical Systems I.....	3
AT 116 Heating & Air Conditioning	3
AT 118 Wheel Alignment and Suspension	3
AT 132 Engine Performance I.....	4

Total Hours Required for Certificate: 17

Automotive Technology COE

Certificate of Employability

	Credit Hours
CTE 210 Employability Skills and Customer Service	3

AT 112	Automotive Brakes	4
AT 114	Electrical Systems I.....	3
AT 115	Electrical Systems II.....	4
AT 116	Heating & Air Conditioning	3
AT 118	Wheel Alignment and Suspension	4
AT 130	Engine Repair	4
AT 132	Engine Performance I.....	4
AT 134	Engine Performance II.....	4
AT 250	Dealership Practices.....	3
		36

Total Hours Required for Certificate: 36

Automotive Technology—Diesel COE

Certificate of Employability

		Credit Hours
CTE 210	Employability Skills and Customer Service	3
AT 114	Electrical Systems I.....	3
AT 115	Electrical Systems II.....	4
AT 116	Heating & Air Conditioning	3
AT 118	Wheel Alignment and Suspension	4
AT 132	Engine Performance I.....	4
AT 134	Engine Performance II.....	4
AT 230	Diesel Engine Repair	3
AT 235	Diesel Air Brakes	3
AT 240	Diesel Hydraulics.....	3
		34

Total Hours Required for Certificate: 34

Automotive Technology COT*Certificate of Occupational Training*

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program and complete any remedial work necessary.

	Credit Hours
AT 112 Automotive Brakes	4
AT 114 Electrical Systems I.....	3
AT 115 Electrical Systems II.....	4
AT 116 Heating & Air Conditioning	3
AT 118 Wheel Alignment and Suspension	3
AT 130 Engine Repair	4
AT 132 Engine Performance I.....	4
AT 134 Engine Performance II.....	4
AT 250 Dealership Practices.....	3
CTE 210 Employability Skills and Customer Service	3
ENTR 101 Entrepreneurship	3
CIT 151 Basic Computer Skill II.....	3
COMM 101 Interpersonal Communication.....	3
ENG 102 English Composition	
OR	
ENG 233 Technical Writing	3
	47

Total Hours Required for Certificate: 47

Automotive Technology AAS*Associate of Applied Science Degree*

The A.A.S. Degree in Automotive Technology transfers into a Bachelor of Applied Arts and Sciences (B.A.A.S.) Degree program at ENMU. *Please check all Core Courses for transferability into these degree plans. **Note:** In order to improve student success probability and reduce unnecessary attrition, all new students must take the University Skills Placement Test prior to entering the program and complete any remedial work necessary.

AT 112	Automotive Brakes	4
AT 114	Electrical Systems I.....	3
AT 115	Electrical Systems II.....	5
AT 116	Heating & Air Conditioning	4
AT 118	Wheel Alignment and Suspension	3
AT 122	Automatic Transmissions/Transaxles	3
AT 124	Manual Transmissions & Axles	4
AT 130	Engine Repair	4
AT 132	Engine Performance I.....	4
AT 134	Engine Performance II.....	4
AT 250	Dealership Practices.....	3
AT 294	Co-op/Internship Training.....	3
CTE 210	Employability Skills and Customer Service	3
ENTR 101	Entrepreneurship	3
CIT 151	Basic Computer Skills II	3
COMM ____	Common Core I	3
ENG 102	English Composition	
OR		
ENG 233	Technical Writing	3
MATH 105	Technical Math	3

Total Hours Required for Degree: 62

AVIATION MAINTENANCE TECHNOLOGY

Aviation Maintenance Technology (AMT) is a career field with excellent employment opportunities.

Students should contact the AMT Director, academic advisors, or the Career and Technical Education Division concerning semester start dates. Completing courses in the sequence and schedule offered is critical to successful completion of the program. Upon successful completion of the 14 CFR Part 147 program, the graduate will be issued a certificate acknowledging the student's eligibility for FAA testing. Students seeking an associate of applied science degree must also successfully complete additional general education classes.

Applicants for an Associate of Applied Science Degree, who are currently FAA Airframe & Powerplant certificate holders, may apply their A&P certificate towards the AMT portion of the A.A.S. degree.

Entrance Requirements

Mandatory Drug Screening in accordance with DOT 49 CFR Part 40 is required prior to the end of the first week of the program. The Aviation Maintenance Program faculty will schedule testing prior to the start of the program. Any student who is unable to attend the department drug screening will be required to make their own arrangements. Students must maintain the ability to pass the mandatory drug screening to remain in the program. Students exhibiting signs of impaired judgment related to suspected use of chemical substance, legal or otherwise, will be removed from the classroom or laboratory immediately. Appeals can be made according to the process outlined in the Student Handbook.

Mandatory Background Checks are required for all students accepted for entry into the beginning Aviation Maintenance Program. The background check will be scheduled prior to the beginning of the first semester of enrollment in the Aviation Maintenance Program.

English Language Proficiency is required for all applicants. Applicants must achieve a minimum of 61 on the TOEFL (Test of English as a Foreign Language) or a satisfactory score on the NEXTGEN Accuplacer English test prior to being accepted into the Aviation Maintenance Program. Applicants are allowed two attempts to achieve the score per entry cycle.

All new students must take the University Skills Placement Test prior to entering the program. Students with a deficiency in mathematics are strongly urged to complete developmental mathematics prior to registration in the Aviation Maintenance Program.

Aviation Maintenance Technology COA*Certificate of Achievement*

Students must meet all entrance requirements to enroll in the program.

FAA Approved - FAR Part 147 Subjects*Credit Hours

GAMT 101	Aviation Science	3
GAMT 102	Shop Practices	3
GAMT 103	Ground Operations	3
GAMT 104	Federal Regulations	2
GAMT 105	Weight and Balance	2
GAMT 106	Basic Electricity	3
AFRM 101	Aircraft Electrical Systems	3
AFRM 102	Assembly and Rigging	2
AFRM 103	Sheet Metal Structures	5
AFRM 104	Welding	2
AFRM 105	Wood, Fabric and Finishes	3
AFRM 106	Composite Structures	3
AFRM 107	Instruments and Navigation/Communication	2
AFRM 108	Hydraulic, Pneumatic, and Fuel Systems	4
AFRM 109	Landing Gear Systems	3
AFRM 110	Aircraft Auxiliary Systems	4
AFRM 111	Aircraft Inspection	2
PWPL 101	Fuel Metering and Induction Systems	4
PWPL 102	Aircraft Propellers	3
PWPL 103	Aircraft Powerplant Electrical Systems	4
PWPL 104	Aircraft Reciprocating Engines	3
PWPL 105	Aircraft Reciprocating Engine Overhaul	6

PWPL 106	Aircraft Turbine Engine Theory.....	3
PWPL 107	Turbine Engine Overhaul	4
PWPL 108	Aircraft Powerplant Inspection.....	2

78**Total Hours Required for Certificate: 78**

* Subject sequence may be altered to accommodate section and equipment scheduling.

Aviation Maintenance Technology AAS

Associate of Applied Science degree

For completion of the Associate's Degree, students must complete all of the courses required for the certificate plus the following general education courses:

	Credit Hours
*Communications	3
ENG 102 English Composition	3
ENG 233 Technical Writing	3
*MATH 	3
*Social & Behavioral Sciences	
OR	
*Humanities 	3

General Education Requirements: 15

*Any approved New Mexico Common Core general education course from this subject area.

Total Hours Required for Degree: 93

* Subject sequence may be altered to accommodate section and equipment scheduling.

**May not transfer to four-year colleges/universities.

Behavioral Sciences AA

Associate of Arts degree

Note: To improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program and complete any developmental work necessary.

The Behavioral Sciences Associate of Arts degree is an academic transfer program designed to introduce students to the fields of Psychology, Sociology, and Anthropology.

The course of study provides students with the general education courses consistent with those required of freshmen and sophomores in four-year universities and also provides an introduction to the various career fields within Psychology, Sociology, and Anthropology. Maximum transferability to a four-year degree program in Psychology, Sociology, or Anthropology can best be assured when students carefully coordinate their Associate of Arts degree work with the general education requirements of the four-year institution to which they plan to transfer.

Fall Semester **Credit Hours**

*ENG 102	English Composition.....	3
PSY 101	Introduction to Psychology.....	3
ENTR 101	Entrepreneurship	
OR		
PSY 134	The Psychology of Success (Recommended)	
OR		
UNIV 101	Principles of Student Success.....	3
MATH 113	Mathematical Discovery	3
HPE ---	One Activity Course	1
		13

Spring Semester **Credit Hours**

COMM 101	Interpersonal Communication	
OR		
COMM 202	Dynamics of Group Behavior	3
ENG 104	English Composition and Research	
OR		
ENG 233	Technical Writing	3
HPE 141	Exercise and Wellness Education.....	2
SOC 101	Introductory Sociology.....	3
STAT 213	Statistical Methods	
OR		
STAT 215	Statistical Applications.....	4

15

Fall Semester	Credit Hours
ANTH 243 Introduction to Cultural Anthropology	
OR	
SOC 215 Marriage and the Family	3
PSY 201 Child Psychology	3
PSY 200 Human Growth & Development	
OR	
PSY 210 Human Sexuality	3

Fine Arts Requirement (see Common Core Vb).....	3

Physical Science Requirement (see Common Core III)	4
	16

Spring Semester	Credit Hours
SOC 292 Introduction to Social Research	
OR	
PSY 292 Introduction to Social Research	3
PHIL 211 Ethics	3
PSY 202 Adolescent Psychology	3
Humanities Requirement (see Common Core Va).....	3
BIOL Life Science Requirement (see Common Core III)	
OR	
STAT 215 Statistical Applications	4
	16

Recommended Additional Courses:

Select any of the 200 level courses from Psychology, Sociology, or Anthropology. Consultation with the program coordinator is advised.

Total Hours Required for Degree: 60

BIOLOGY**Biology AS***Associate of Science*

This degree provides the foundations needed for the completion of a Bachelor of Science degree in Biology at a four-year institution. Coursework is broad enough that students may specialize in premedical studies, ecology, biotechnology, or secondary education with a science teaching emphasis.

Course Requirements	Credit Hours
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Fall Semester

BIOL 154	General Biology I.....	3
BIOL 154L	General Biology I Laboratory	1
MATH 119	College Algebra	3
CHEM 151	General Chemistry I	3
CHEM 151L	General Chemistry I Laboratory	1
ENTR 101	Entrepreneurship	
OR		
PSY 134	The Psychology of Success	
OR		
UNIV 101	Principles of Student Success.....	3
		14

Spring Semester

BIOL 155	General Biology II.....	3
BIOL 155L	General Biology II Laboratory	1
CHEM 152	General Chemistry	3
CHEM 152L	General Chemistry II Laboratory	1
ENG 102	English Composition.....	3
SOC 101	Introductory Sociology.....	3
HPE ---	One physical activity course	1
		15

Fall Semester

BIOL 209	Anatomy & Physiology I with Lab	4
BIOL 222	Cell Biology.....	3
PSY 101	General Psychology.....	3
ENG 104	Composition and Research	3

----	Humanities and Fine Arts Requirement.....	3
		16

Spring Semester

BIOL 210	Anatomy & Physiology II with Lab	4
STAT 213	Statistical Methods	4
----	Social and Behavioral Science Requirement.....	3
----	Humanities/Fine Arts Requirement.....	3
COMM 101	Interpersonal Communication	
OR		
COMM 102	Public Speaking	3
STAT 213	Statistical Methods	4
HPE ---	One physical activity courses.....	2
		18

Total Hours Required for Degree: 63

BOOKKEEPING/ACCOUNTING

The Bookkeeping/Accounting certificate can be completed in one year and includes all the essentials needed to equip students to work as entry-level to full-charge bookkeepers, including preparation of financial statements and simple tax returns.

Bookkeeping/Accounting COT

Certificate of Occupational Training

Course Requirements

Fall (First Semester)		Credit Hours
ACCT 200	Basic Bookkeeping and Accounting	
OR		
ACCT 201	Principles of Accounting I.....	3-4
ACCT 210	QuickBooks Accounting	3
CIT 151	Basic Computer Skills II	3
ENTR 101	Entrepreneurship	
OR		
PSY 134	The Psychology of Success	
OR		
UNIV 101	Principles of Student Success.....	3
		12 - 13

Spring (Second Semester)	Credit Hours
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ACCT 204	Basic Income Tax.....	3
ACCT 207	Payroll Accounting	3
ACCT 202	Principles of Accounting II	
OR		
CIT 274	Microsoft Excel	3-4
ACCT 294	Accounting Internship	3
		12 - 13

Total Hours Required for Certificate: 24-26

BUSINESS ADMINISTRATION

The Associate of Arts degree in Business Administration exposes students to a broad knowledge of business fundamentals and operations. It prepares students for two alternatives: (1) to obtain technical knowledge, and proficiency in basic business subjects leading to gainful employment or (2) transfers to a bachelor's degree program granted at a four-year institution.

The courses included in the Business Administration Associate of Arts are approved by the New Mexico Business Articulation Consortium to transfer to most two- and four-year colleges and universities.

Business Administration AA

Associate of Arts degree

Fall Semester		Credit Hours
BUS 151	Introduction to Business	3
CIT 151	Basic Computer Skills II	3
ENG 102	English Composition.....	3
ENTR 101	Entrepreneurship	3
MATH 113	Mathematical Discovery	
Or		
MATH 119	College Algebra	3
		15

Spring Semester

COMM 101	Interpersonal Communication	
OR		
COMM 102	Public Speaking	
OR		
COMM 103	Dynamics of Group Behavior	3
ECON 221	Macroeconomic Principles.....	3
----	*Laboratory Science requirement	4
STAT 213	Statistical Methods	4

14

Fall Semester

ACCT 201	Principles of Accounting I.....	4
ECON 222	Microeconomic Principles	3
ENG 233	Technical Writing	3
MGT 201	Principles of Management.....	3
----	*Humanities and Fine Arts requirement	3
		16

Spring Semester

ACCT 202	Principles of Accounting II.....	4
FIN 201	Principles of Finance	3
MKT 201	Principles of Marketing.....	3
----	*Laboratory Science requirement	4
----	*Humanities and Fine Arts requirement	3
		17

Total Hours Required for Degree: 62

*Requirements must be met from the General Education Common Core

COMMERCIAL DRIVER'S LICENSE

The Commercial Driver's License program provides students with classroom instruction as well as hands-on driving practice on the training course and the highway.

Topics include required CDL Manual subjects: General Knowledge, Pre-Trip Inspection, Combination Vehicle, Skills Test, Air Brakes, and Tanker Endorsements. Also covered are hours of service, weight and balance, vehicle out-of-service regulations and National Safety Council professional truck driver requirements. In addition to practicing truck driving skills, students will participate in live fire-extinguisher training. Upon completion of the training, students will take the written examination at the New Mexico Motor Vehicle Division (MVD) and the CDL Driving Skills Test to obtain the Class A Commercial Driver's License. Program fees may vary from year to year; a special (non-refundable) program fee of \$1,000 is required, and there are additional fees for each of the driving courses.

Admission Requirements

Please see the program academic advisor for specific program admission requirements.

Students must

- Be at least 18 years old,

- Pass a drug test,
- Be able to read, write, and speak English,
- Possess the following:
 1. Valid New Mexico Driver's License and MVD Driving Record.
 2. Social Security card or valid proof of Social Security Number (SSN).
 3. Proof of identity and U.S. citizenship (or) lawful permanent residence in the U.S.
 4. Two proofs of physical residency showing a New Mexico address*

*See MVD requirements for acceptable documents.
- Have a CDL Medical Examination card before any behind-the-wheel instruction begins.
- Be employable in the CDL industry (no pending or current felony convictions).
- Enroll in the entire block of courses when registering.

Commercial Driver's License COE

Certificate of Employability

Courses	Credit Hours
CDL 100	CDL Preparation and Pre-Trip Inspection2
CDL 101	Supervised Driving Level 1-Range Skills2
CDL 102	Supervised Driving Level 2-Range and Road Skills3
CDL 103	Supervised Driving Level 3-Road Skills4
CDL 105	CDL Industry Knowledge and Regulations3
SET 109	H ₂ S Hydrogen Sulfide Awareness.....1
SET 115	Workplace Safety for Employees1
	16

Total Hours Required for Certificate: 16

COMMUNITY HEALTH WORKER COE*Certificate of Employability Degree*

The Community Health Worker (CHW) assists individuals and communities in adopting healthy behaviors. The CHW conducts outreach for medical personnel or health organizations to implement programs in the community that promote, maintain, and improve individual and community health.

The CHW may provide information about available resources, provide social support and informal counseling, advocate for individual and community health needs, and provide services such as first aid and blood pressure screening. In addition, the CHW may collect data to help identify community health needs.

The certificate incorporates 150 clock hours of didactic curriculum and 200 clock hours of practicum and laboratory instruction.

Courses	Credit Hours
CHW 150 Role in Health Care System.....	2
CHW 151 Social Determinants of Health	2
CHW 152 Basics of CHW Care for Target Populations.....	6
CHW 160L Target Population Practicum	6

Total Hours Required for Certificate: 16

COMMUNITY PARAMEDIC**Community Paramedic COE***Certificate of Employability*

The Community Paramedic (CP) responds to identified health needs in underserved communities, ultimately improving the quality of life and health of rural and remote citizens and visitors or those without ready access to primary care. Roles include outreach; wellness; health screening assessments; health teaching; providing immunizations; disease management, including a thorough understanding of monitoring diabetes; congestive heart failure and other high cost diseases and the methods and medications used to treat them; recognition of mental health issues and referral into the existing mental health care system; wound care; safety programs, and, eventually, functioning as physician extenders in rural clinics and hospitals in communities that have them.

The Eastern New Mexico University-Roswell's Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee of Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Fax: 727-210-2350
<http://www.caahep.org/>
Please contact mail@caahep.org if you have general questions about CAAHEP

Through the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

CoAEMSP
4101 W. Green Oaks Blvd. Suite 305--599
Arlington, TX 76016
817-330-0089
<http://www.coaemsp.org>

The Eastern New Mexico University-Roswell's EMS Education Program is a New Mexico Approved EMS Training Program

Office of Health Emergency Management
Division of Epidemiology and Response
New Mexico Department of Health
EMS Bureau
P.O. Box 26110
Santa Fe, NM 87502
505-476-7821
<http://nmems.org/>

The certificate portion incorporates approximately 200 clock hours of didactic curriculum and 200 clock hours of clinical and laboratory instruction.

Prerequisites:

1. Submit a complete application packet.
2. Supply a notarized copy of their EMT-Paramedic license.
3. Complete five (5) years of experience in the field of emergency medicine as an advanced provider.
4. Complete a program pretest successfully.
5. Interview with the selection committee.
6. Furnish proof of employment or a letter of intent to be employed by a service using Community Paramedics.
7. Complete all clinical site requirements, including but not limited to, drug testing, background screening, immunization, and additional training.

Courses**Credit Hours**

CP 200	Role in Health Care Systems.	2
CP 2010	Social Determinants of Health	2
CP 202	Role in Public Health and Primary Care	3
CP 203	Cultural Competency	1
CP 204	Community Paramedic Role in the Community	2
CP 205	Personal Safety, Self-Care, and Boundaries.....	1
CP 206	Advanced Patient Assessment.....	3
CP 160L	Clinical Care of the Population	5
CP 211	Community Paramedic Capstone	1

Total Hours Required for Certificate: 20

Community Paramedic AS

Associate of Science

Required Courses**Community Paramedic Core Classes**

CP 200	Role in Health Care Systems	2
CP 201	Social Determinants of Health	2
CP 202	Role in Public Health and Primary Care	3
CP 203	Cultural Competency	1
CP 204	Community Paramedic Role in the Community	2
CP 205	Personal Safety, Self-Care, and Boundaries.....	1

CP 206	Advanced Patient Assessment.....	3
CP 160L	Clinical Care of the Population	5
CP 211	Community Paramedic Capstone	1

Total Community Paramedic Requirements: 20

General Education Requirements:

Communication

ENG 102 AND ENG 104 or 235, COMM, or CIT 201	6
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Science

BIOL 152/152L, BIOL 209 and 210	12
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Mathematics

MATH 107, 113, 119, 120, 124, or 132, or STAT 213	4
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Social and Behavioral Sciences/Humanities and Fine Arts

Any course from area IV and V of the General Education Common Core or BUS 151; CIT 201; CJ 205, 284, 289; ECON 221, 222; HS 201, or PSCI 101, 102, 103	9-12
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Computer Literacy

CIS 185, CIT 151, EMS 273** or Computer Literacy course approved by the program director.....	3
EMS 203 Pathophysiology.....	3
CP 225 Advanced Pharmacology and Procedures	4

General Education Total: 41-44

Community Paramedic Certificate Program: 20

Total Hours Required for Degree: 61

COMPUTER AND NETWORK CYBER SECURITY

Computer and Network Cyber Security COA

Certificate of Achievement

EASTERN NEW MEXICO UNIVERSITY – RUIDOSO SUN Online Courses

The following courses are offered in collaboration with ENMU-Ruidoso through the statewide SUN Online collaboration. Students must be registered at ENMU-Roswell, and credit is awarded by ENMU-Roswell.

This program is specifically designed to prepare students as Information Systems Security (INFOSEC) Professionals, NSTISSI No. 4011 and CNSSI No. 4016 Entry-Level Risk Analysts or provide current Information Systems Professionals with an Information Systems security certification to meet the needs of current and future employer requirements. Upon completion of this program, students will be able to receive a university certification of completion for INFOSEC 4011 and 4016-E job National Security

Agency categories and prepared and encouraged to take the CompTIA Security+ test during the program to receive the industry certifications.

Upon successful completion of this certificate, students will

Be capable of planning, analyzing, developing, implementing, maintaining, and enhancing information system security programs, policies, procedures, and tools to ensure the confidentiality, integrity, and availability of systems, networks, and data;

Have the knowledge to implement higher-level security requirements; integrate security programs across disciplines; define security plans and policies; assess new system design methodologies to improve software quality, and institute measures to ensure awareness and compliance;

Have the knowledge to assess new security technologies and/or threats and recommend changes; review and evaluate security incident response policies; and develop long-range plans for IT security systems; and

Have the understanding and knowledge to resolve integration issues related to the implementation of new systems with the existing infrastructure.

Requirements	Credit Hours
IS 153 Introductions (Foundations) of Information Systems3	
IS 153L Introductions (Foundations) of Information Systems Lab.....1	
IS 131 Computer and Security Fundamentals3	
IS 136 Guide to Business Continuity and Disaster Recovery 3	
IS 253 Firewalls and How They Work3	
IS 257 Computer and Network Defense Countermeasures 3	
IS 258 Cyber Ethics, Professionalism, and Career Development3	

CRIMINAL JUSTICE

The Associate of Arts (AA) degree in Criminal Justice transfers to a Bachelor of Arts or Bachelor of Sciences (BA or BS) degree program at ENMU. The Criminal Justice Associate of Arts degree program prepares graduates to begin careers in law enforcement, corrections, probation, and/or juvenile corrections.

This curriculum can serve as a terminal occupational degree program for students seeking immediate employment in the private sector or in government agencies at the local, state, or national level. The balanced liberal arts emphasis of this degree, which includes the study of law, criminal justice, social sciences, humanities, behavioral sciences, natural sciences, and general education courses, can apply toward a bachelor's degree in Criminal Justice or other majors at several of New Mexico's four-year state universities. Students who plan to transfer to an upper-level institution should consult catalogs and advisors at those institutions to determine transferability of all courses taken at ENMU-Roswell.

Students who have successfully completed: 1) a New Mexico Department of Public Safety basic or NMDPS-approved satellite police certification training academy or 2) the United States Border Patrol Basic Training Program (USBP), the Federal Air Marshal Basic Training Program (FAMTP), or the Land Management Basic Police Training Program (LMPT) will receive credit for CJ 102, CJ 202, CJ 215, CJ 289, and HPE 141 upon provision of an official transcript. Students who have successfully completed the New Mexico Department of Corrections correctional officer basic training academy will receive credit for CJ 102 and CJ 203 upon provision of an official transcript.

Criminal Justice AA

Associate of Arts Degree

Fall Semester		Credit Hours
ENTR 101	Entrepreneurship	
OR		
PSY 134	The Psychology of Success	
OR		
UNIV 101	Principles of Student Success.....	3
ENG 102	English Composition.....	3
CIT 151	Basic Computer Skills II	
OR		
CIT 185	Introduction to Computer Information Systems	3
MATH 106	General Mathematics	
OR		
MATH 107	Intermediate Algebra.....	3-4
CJ 102	Introduction to Criminal Justice.....	3
		15-16

Spring Semester

Life Science	Common Core IIIa	4
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COMM ____	Common Core I	3
PSCI 102	American National Government	3
PSY 101	Introductory Psychology	3
CJ ----	200 level CJ course not previously completed.....	3
		16

Fall Semester

----	Physical Science Requirement:	
	Common Core IIIb-e	4
ENG 104	English Composition and Research	
OR		
ENG 233	Technical Writing	3
SOC 212	Contemporary Social Issues	3
HPE 141	Exercise and Wellness.....	2
PSCI 103	Introduction to State and Local Government	3
CJ ----	200-level CJ course not previously completed	3
		18

Spring Semester

Fine Arts	Requirement: Common Core Vb.....	3
STAT 213	Statistical Methods	4
HIST 101	Survey of American History to 1877	
OR		
HIST 102	Survey of American History since 1877	3
CJ ----	Two 200-level CJ courses	
	Not previously completed.....	6
		16

Total Hours Required for Degree: 65**CULINARY ARTS**

Some of the following courses are offered in collaboration with ENMU-Ruidoso through the statewide SUN Online collaboration, and others are offered live in Roswell. Check the semester schedule for details. Students must be registered at ENMU-Roswell, and credit is awarded by ENMU-Roswell.

Culinary Arts COT*Certificate of Occupational Training*

BUS 210	Employability Skills and Customer Service	2
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HTCA 151	Introduction to Culinary Arts	3
HRTM 200	Management of Food and Beverage Operations	3
HRTM 255	Planning and Control for Food and Beverages	3
HTCA 260	Sanitation and Safety	1
HTCA 262/L	Food Preparation I with Lab.....	4
HTCA 263/L	Food Preparation II with Lab.....	4
HTCA 265/L	Global Cuisines with Lab	4
HTCA 266/L	Specialty Cooking with Lab	4
HTCA 270	Beverage Management: Alcoholic and Non-Alcoholic	2
HTCA 289	Hospitality Internship.....	3

Total Hours Required for Certificate: 33

Early Childhood Education

The Associate of Science Degree in Early Childhood Education (Non-Licensure Pathway) is a transfer degree intended for those students who will continue a four-year bachelor degree in early childhood education. The degree consists of general education courses and early childhood courses. Maximum transferability for the associate of science degree can be assured when students carefully coordinate their associate of arts degree course work with the general education requirements of the four-year institution to which they plan to transfer.

Note: Students must pass a background/fingerprint check prior to practicum or observation course work.

Note: Students must have a cumulative grade point average of 2.0 in order to meet graduation requirements.

Early Childhood Education

The A.S. in Early Childhood Education non-licensure transfers into a Bachelor of Science (BS) degree program at ENMU.

Early Childhood Education AS

Associate of Science Degree (Transfer Degree)

Fall Semester I	Credit Hours
ECE 102	Child Growth, Development and Learning
COMM 101	Interpersonal Communication
OR	

COMM 102	Public Speaking	3
ENG 102	English Composition.....	3
PSY 201	Child Psychology	3
ENTR 101	Entrepreneurship	
OR		
PSY 134	The Psychology of Success	
OR		
UNIV 101	Principles of Student Success.....	3

15

Spring Semester I

BIOL	Laboratory Science Requirement*	4
ECE 220	Professionalism	2
ECE 107	Health, Safety, and Nutrition	2
----	Humanities/Fine Arts Requirement*	3
ENG 104	English Composition and Research.....	3

14

Summer Session

----	Humanities/Fine Arts Requirement*	3
----	Social/Behavioral Science Requirement*	3

6

Fall Semester II

ECE 265	Guiding Young Children	3
ECE 239	Curriculum Development through Play- Birth through PreK	3
ECE 239L	Curriculum Development through Play- Birth through PreK Practicum.....	2
ECE 201	Introduction to Language, Literacy & Reading	3
----	Humanities/Fine Arts Requirement*	3
----	Mathematics Requirement*	3

17

Spring Semester II

ECE 208	Assessment of Children/Evaluation of Programs	3
ECE 240	Curriculum Development/Implementation: PreK through Grade 3.....	3
ECE 240L	Curriculum Development/Implementation: PreK through Grade 3 Practicum	2
ECE 280	Family and Community Collaboration	3

----	Laboratory Science Requirement*	4
----	Physical Education Requirement*	1
		16

Total Hours Required for Degree: 68

* **Mathematics Requirement:** 113, 119, 261; STAT 213

* **Laboratory Science Requirement:** Choose one Life Science (BIOL) and one Physical Science (Chemistry/Geology/Physics)

* **Social and Behavioral Sciences:** Choose one from the New Mexico General Education Common Core Area IV.

* **Humanities/Fine Arts Requirement:** Choose one history and two fine arts or two histories and one fine arts.

* **Physical Education Requirement:** Choose one activity course.

Early Childhood Education COT

Certificate of Occupational Training

Early Childhood Education students may pursue a Certificate of Occupational Training in the areas of Early Childhood Education. ENMU-Roswell's ECE certificate of occupational training is a 32 credit hour concentration program consisting of the early childhood education courses found in the Associate of Science Degree.

Note: Students must pass a background/fingerprint check prior to practicum or observation course work.

Note: Students must have a cumulative grade point average of 2.0 in order to meet Certificate requirements.

Fall Semester I		Credit Hours
ENTR 101	Entrepreneurship	
OR		
PSY 134	The Psychology of Success	
OR		
UNIV 101	Principles of Student Success.....	3
ECE 102	Child Growth, Development and Learning	3
ECE 265	Guiding Young Children	3
ECE 239	Curriculum Development through Play- Birth through PreK	3
ECE 239L	Curriculum Development through Play- Birth through PreK Practicum.....	2
ECE 201	Introduction to Language, Literacy and Reading	3

17

Spring Semester I

ECE 220	Professionalism	2
ECE 208	Assessment of Children and Evaluation of Programs	3
ECE 240	Curriculum Development/Implementation: PreK through Grade 3.....	3
ECE 240L	Curriculum Development/Implementation: PreK through Grade 3 Practicum	2
ECE 280	Family and Community Collaboration	3
ECE 107	Health, Safety, and Nutrition	2

15

Total Hours Required for Certificate: 32

EMERGENCY MANAGEMENT

ENMU-Roswell offers Certificates of Employability and a Certificate of Occupational Training in Emergency Management that focus on preparedness and the skills needed to organize and lead emergency management organizations. Individuals who wish to obtain college credit for completion of FEMA (Federal Emergency Management Agency) courses from the Emergency Management Institute (EMI) will find this program valuable. Courses are also offered in collaboration with the New Mexico Department of Homeland Security and Emergency Management, and university faculty teaching these courses are Master Trainers meeting the standards required by FEMA and the Department.

Credit for FEMA Course Completion

To receive college credit through prior learning for each course listed in the certificate program that has been completed through FEMA, the student must provide a copy of the FEMA EMI certificate and final examination results or proof of satisfactory completion for each course. College credit will be given for each course following receipt of proof of satisfactory completion. The grade awarded for each course will be based on one of two criteria:

1. A grade of 75% or higher received on the course final exam or
2. A grade based on satisfactory completion of the course.

Process for obtaining college credit through courses completed in the FEMA EMI program:

1. Complete ENMU-Roswell application for admission.
2. Complete university application to request credit for FEMA course(s).
3. Mail application for credit request, a copy of course certificate, and results for final course examination to the University at the following address:
 ENMU-Roswell
 Emergency Medical Services program
 Emergency Management Certificate program
 PO Box 6000
 Roswell, New Mexico 88202-6000
4. Proof of approval for each credit will be provided within 4 weeks after receipt of the required materials.

Credit through ENMU-Roswell Course Completion

Students who complete the course work through ENMU-Roswell must follow the Campus registration and enrollment process. Cost is based on the current tuition cost including all required fees. Course syllabi detail the course requirements and grading criteria.

Note: In order to improve student success probability and reduce unnecessary attrition, all students who complete the course work for the Emergency Management Certificate of Occupational Training certificates through ENMU-Roswell must take the University Skills placement test prior to entering the program.

Emergency Management COE - (Professional Development)*Certificate of Employability*

EM 150	Exercise Design (IS 139)	2
EM 151	Principles of Emergency Management (IS 230)	1
EM 152	Emergency Planning (IS 235)	1
EM 153	Leadership and Influence (IS 240).....	1
EM 154	Decision-Making and Problem Solving (IS 241)	1
EM 155	Effective Communication (IS 242).....	1
EM 156	Developing and Managing Volunteers (IS 244)	1

Total Hours Required for Certificate: 8**Emergency Management COE - (Advanced Professional Development)***Certificate of Employability*

This certificate requires completion of five required courses (ten credit hours) and eight credit hours of elective courses.

Required Courses

EM 200	Incident Command System/Emergency Operations (G108)	2
EM 201	Local Situation (RAPID) Assessments Workshop (G250.7).....	1
EM 202	Recovery from Disaster: The Local Government Role (G270.4)	2
EM 203	Emergency Operations Center (EOC) Management and Operations (G275).....	3
EM 204	Mitigation Planning Workshop for Local Governments (G318)	2
		10

Elective Courses

EM 205	Community Mass Care Management (G108) for Local Governments (G110)	2
EM 207	Exercise Program Management (G137).....	3
EM 208	Emergency Planning and	

	Special Needs Populations (G197)	3
EM 209	Debris Management (G202)	1
EM 210	Hazardous Weather and Flood Preparedness (G271)	1
EM 211	Warning and Coordination (G272).....	2
EM 212	Local Volunteer and Donations Management (G288).....	1
EM 213	Basic Public Information Officers (G290).....	3
EM 214	Evacuation and Re-Entry Planning (G358)	2
EM 215	Flood Fight Operations (G361).....	3
EM 216	Multi-Hazard Emergency Planning for Schools (G362).....	1
EM 217	Mass Fatalities Incident Response (G386)	2
EM 218	Advanced Incident Command System (G400)	2
EM 219	Homeland Security Planning for Local Governments (G408)	2
EM 220	NIMS Resource Management (IS 703)	1

Required Credit Hours: 10

Elective Credit Hours: 8

Total Hours Required for Certificate: 18

Emergency Management COE (Emergency Preparedness)

Certificate of Employability

The Emergency Preparedness curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government, and private agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning. Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include EMS services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, other government agencies, and private industry. Employed persons should have opportunities for skilled and supervisory-level positions.

Program Learning Outcomes

Upon completion of the Emergency Preparedness Technology program, a graduate should be able to:

- Access and respond to emergency situations by public service agencies through scenario-based problems.
- Develop an emergency preparedness plan demonstrating critical reasoning, problem-solving, communication skills, and ethical concerns.
- Apply practical principles of Emergency Medical Care.
- Utilize the latest technology in the field of emergency preparedness as prescribed by local, state, and federal agencies as its application.

Course Requirements		Credit Hours
EMS 101	BLS (Basic Life Support) Provider (CPR)	0.5
EM 110	Introduction to Emergency Management	1
EM 151	Principles of Emergency Management (IS 230)	1
EMS 114	Introduction to EMS.....	3
EM 115	Principles of Emergency Preparedness.....	1
EMS 105	Emergency Medical Responder	5
EMS 131	Hazardous Material Awareness	1
EM 155	Effective Communication (IS 244).....	1
		13.5

Total Hours Required for Certificate: 13.5

Emergency Management COT (Advanced Professional Development)

Certificate of Occupational Training

The Certificate of Occupational Training requires that students complete the following steps or provide college transcripts to prove that the required prerequisite courses have been completed through another university system or that the student has completed a degree in an accredited university system.

Prerequisites for entry into program:

1. Complete the University Skills placement test requirements and appropriate developmental courses, if necessary.
2. Complete UNIV 101 or ENTR 101 or PSY 134 with a grade of "C" or higher.

Required Courses

COMM 101	Interpersonal Communications	3
SOC 101	Introduction to Sociology.....	3

EM 150	Exercise Design (IS 139)	2
EM 151	Principles of Emergency Management (IS 230)	1
EM 152	Emergency Planning (IS 235)	1
EM 153	Leadership and Influence (IS 240).....	1
EM 154	Decision Making and Problem Solving (IS 241).....	1
EM 155	Effective Communication (IS 242).....	1
EM 156	Developing and Managing Volunteers (IS 244)	1
EM 200	Incident Command System/Emergency Operations (G108)	2
EM 201	Local Situation (RAPID) Assessment Workshop (G250.7).....	1
EM 202	Recovery from Disaster: The Local Government Role (G270.4).....	2
EM 203	Emergency Operations Center (EOC) Management and Operations (G275).....	3
EM 204	Mitigation Planning Workshop for Local Governments (G318)	2

24

In addition, the student must complete eight (8) credit hours from the elective courses listed below that are included in the Advanced Professional Development track.

EM 205	Community Mass Care Management (G108)	2
EM 206	Emergency Management Operations for Local Governments (G110)	3
EM 207	Exercise Program Management (G137).....	3
EM 208	Emergency Planning and Special Needs Populations (G197)	3
EM 209	Debris Management (G202)	1
EM 210	Hazardous Weather and Flood Preparedness (G271)	1
EM 211	Warning and Coordination (G272).....	2
EM 212	Local Volunteer and Donations Management (G288).....	1

EM 213	Basic Public Information Officers (G290).....	3
EM 214	Evacuation and Re-Entry Planning (G358)	2
EM 215	Flood Fight Operations (G361).....	3
EM 216	Multi-Hazard Emergency Planning for Schools (G362)	2
EM 217	Mass Fatalities Incident Response (G386)	2
EM 218	Advanced Incident Command System (G400)	2
EM 219	Homeland Security Planning for Local Governments (G408)	2
EM 220	NIMS Resource Management (IS 703).....	1
EMS 207	Tactical Emergency Casualty Care	3
EM 221	Designated Defensive Marksman	3

Required Credit Hours: 24

Elective Credit Hours: 8

Total Hours Required for Certificate: 32

EMERGENCY MEDICAL SERVICES

ENMU-Roswell's Emergency Medical Services (EMS) program is an EMS Bureau Training program. In addition, the Paramedic program is accredited by the Committee on Accreditation of Allied Health Educational Programs for the Emergency Medical Service Professions.

The EMS program is designed for students who desire a career in pre-hospital emergency medicine. The program provides the student with the theoretical and practical preparation to qualify the successful graduate at four levels of service:

- 1) Emergency Medical Responder
- 2) Emergency Medical Technician
- 3) Advanced Emergency Medical Technician, or
- 4) Paramedic.

These levels of instruction meet or exceed the New Mexico EMS Minimal Curriculum Standards. The Emergency Medical Responder, EMT, Advanced EMT, and Paramedic also meet or exceed the National Highway Traffic Safety Administration National Standard Curriculum for these levels.

Upon successful completion of a level, the graduate is eligible to take the National Registry of EMTs examination.

ENMU-Roswell offers refresher courses for all levels of service and continuing education courses that are of interest to the Medical and Emergency Medical Services community.

Requirements for Continuation in the EMS Program

Students must achieve a grade of “C” or better in all required EMS program courses in order to continue in the program.

Note: Special requirements may need to be fulfilled prior to acceptance into the EMS program. Please contact the EMS Program Director at (575) 624-7076 for additional information.

All courses which have a co-requisite lab must be taken together for credit on initial and subsequent attempts.

Because of ongoing changes in accreditation and licensure requirements in EMS, this Catalog applies to all students entering or reentering the EMS program during the current Catalog school year.

Mandatory drug screening and criminal background checks are required for all EMS students prior to entering the clinical areas. This will be scheduled by the Division of Health EMS faculty. Drug screening may be repeated based on requirements of clinical site contracts. Students must pass the mandatory drug screening and any other mandatory screening to remain in the program. Students should contact the instructor for details. Students must pass the mandatory drug screening and not have significant criminal offenses to remain in the program. Appeals can be made according to the process outlined in the Student Handbook. Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Division of Health Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.

Emergency Medical Technician COE

Certificate of Employability

This sixteen (16) credit hour course of study provides a solid introduction to the field of pre-hospital emergency medical care. Emphasis is placed on recognition and basic life support treatment of emergency medical and traumatic conditions. After successful completion of the course, the graduate is eligible to challenge the National Registry of EMT's Exam and to apply for licensure with the State. The student will be performing the following functions at the minimum entry level:

- Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care;
- Administer appropriate emergency medical care based on assessment findings of the patient's condition;
- Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury; and
- Perform safely and effectively the expectations of the job description.

Requirements for Acceptance into the Program:

- 1) Completion of college admission requirements.
- 2) Students must be seventeen (17) years of age or older at the time of enrollment. (The student must be eighteen (18) years of age prior to challenging the National Registry Examination.)

- 3) Possession and maintenance of AHA BLS Healthcare Provider certification for the duration of the program.
- 4) Completion of health guidelines of clinical agencies.
- 5) Mandatory drug screening is required prior to clinical/field rotations and will be scheduled by EMS Faculty. Students must pass the mandatory drug screening to remain in the program. Appeals can be made according to the process outlined in the Student Handbook.
- 6) All students must complete a background check using the agency specified by the Division of Health. Any student convicted of a misdemeanor within 36 months and/or felony within 7 years prior to the beginning of the semester is encouraged to visit with the Director of Clinical Education or the EMS Program Director prior to applying.

Course Requirements		Credit Hours
EMS 101	BLS/Clinical preparation	1
EMS 111	EMT	12
EMS 111L	EMT Practicum	2
		15

Total Hours Required for Certificate: 15

ALTERNATIVE PATHS FOR EMT COURSE CERTIFICATES

Emergency Medical Responder to Emergency Medical Technician

This course of study prepares currently licensed Emergency Medical Responders to administer out-of-hospital emergency medical care. The laboratory component provides practice in patient assessment, airway management, CPR, automatic external defibrillation, oxygen delivery, MAST, basic medication administration, dressings and hemorrhage control, splinting, spinal immobilization, childbirth, lifting and moving patients, and extrication. This course includes clinical experience in a hospital emergency department and/or ambulance service. Students who successfully complete this course are eligible to challenge the National Registry of Emergency Medical Technicians Certification Examination and then are eligible to apply for New Mexico Licensure as an Emergency Medical Technician.

Requirement for Acceptance into the Program:

- 1) Completion of college admission requirements.
- 2) Completion of University Skills placement testing.
- 3) Students must be seventeen (17) years of age or older at the time of enrollment (student must turn 18 before he/she challenges the NREMT Exam).
- 4) Completion of health guidelines of clinical agencies.
- 5) Current Certified First Responder or satisfactory completion of EMS 105 within two years.
- 6) Current AHA BLS Health Care Provider Certification.
- 7) The Medical Director and the Program Director have final authority on admission.

Emergency Medical Responder to EMT Bridge

Course Requirements	Hours
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EMS 114	Introduction to EMS.....	3
EMS 105	Emergency Medical Responder (within last 2 yrs.)....	4
EMS 110	Emergency Medical Responder to EMT Bridge	8
Common Core	General Education Course (from Areas I - IV)	<u>3</u>
		18

Total Hours Required for Certificate: 18**EMT Transition**

This program utilizes the Department of Transportation National Standard Curriculum for the training of the EMT. It gives recognition of learned knowledge in patient care by advanced level providers. The emphasis is on transition of emergency care by the advanced level providers who do not possess an EMT Certificate. This is an intensive program which starts with a complete online program to review all components of the EMT Curriculum and ends with a week-long immersion into the practical application of the EMT Skills and Knowledge. Successful students will be able to take the National Registry of EMT Certification examination prior to leaving.

Requirements for Acceptance into the Program:

- 1) Completion of college admission requirements.
- 2) Current AHA BLS Health Care Provider Certification.
- 3) Completion of health guidelines of clinical agencies.
- 4) Current Registered Nurse, Military Medical Personnel, Certified Physician Assistant or Registered Respiratory Therapist (Other professions can be considered on a case-by-case basis.)
- 5) The Medical Director and the Program Director have final authority on admission.

Course Requirements**Credit Hours**

EMS 112	EMT Transition	6.0
		6

Total Hours Required for Certificate: 6**ADVANCED EMERGENCY MEDICAL TECHNICIAN (AEMT) COE***Certificate of Employability*

The Advanced EMT is the lead provider in many EMS systems and is responsible for many advanced medical procedures. The curricula include patient assessment, intravenous and fluid therapy, medical emergencies, advanced pharmacology, and trauma management. This program is based on the National EMS Education Standards and the New Mexico EMS Minimal Curriculum Standard. Upon successful completion of the program, the graduate is eligible to take the National Registry of EMT's Advanced EMT Exam and apply for licensure in the State of New Mexico.

Requirements for Acceptance into the Program:

- 1) Completion of college admission requirements.
- 2) Current New Mexico State EMT License.

- 3) Completion of health guidelines of clinical agencies.
- 4) Possession and maintenance of AHA BLS Healthcare Provider certification for the duration of the program.
- 5) BIOL 109 and EMS 203 may be taken as corequisites; however, it is strongly suggested that the course be completed prior to beginning the AEMT core courses.
- 6) All students must complete a background check using the agency specified by the Division of Health. Any student convicted of a misdemeanor within 36 months and/or felony within 7 years prior to the beginning of the semester is encouraged to visit with the Director of Clinical Education or EMS Program Director prior to applying.
- 7) All students must undergo drug screening. Drug screening may be repeated based on requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory screening to remain in the program.

EMS Prerequisites **Credit Hours**

EMS 111 EMT12

EMS 111L EMT Practicum2

Total Hours Required for EMS Prerequisites: 14

AEMT Core Course Requirements

BIOL 109 Survey of Anatomy & Physiology for Allied Health....3

EMS 175 Advanced EMT (AEMT)8

EMS 175L Advanced EMT Lab.....1

EMS 176L Advanced EMT Field/Clinical Practicum1

EMS 203 Human Pathophysiology3

Total Hours for AEMT Core Courses: 16

Total Hours Required for Certificate: 16

***It is strongly recommended that BIOL 109 and EMS 203 be completed prior to starting the AEMT program.**

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the university skills placement test prior to entering the program.

Eastern New Mexico University-Roswell's Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Programs (CAAHEP)

1361 Park Street
Clearwater, FL 33756
(727) 210-2350
Fax: (727) 210-2354

Please contact: mail@caahep.org if you have general questions about CAAHEP.

Through the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

COAEMSP
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
(214) 703-8445
Fax: (214) 703-8992
<http://www.coaemap.org>

The Eastern New Mexico University Roswell's Education Program is a New Mexico Approved EMS Training Program.

Office of Health Emergency Management
Division of Epidemiology and Response
New Mexico Department of Health
EMS Bureau
P.O. Box 26110
Santa Fe, New Mexico 87502
(505) 476-7821
<http://www.nmems.org/>

Admission to the program is limited. Interested students should meet with EMS faculty for advising. The curriculum meets or exceeds the National EMS Education Standards and NM JOE Education Standards. Upon graduation from the Paramedic program, graduates will be eligible to take the National Registry of Emergency Medical Technicians-Paramedic Examination. Graduates will be prepared to take charge of patient care in the pre-hospital setting and be an integral member of the healthcare team.

General Admission Criteria

Admission to the Paramedic program is limited. All students entering the Paramedic program should consider the following information:

1. Students ENTER or RE-ENTER the Paramedic program under the CURRENT Catalog. Therefore, it is important to carefully read the entire catalog.
2. Contact an advisor in either the EMS program or the Advising Services.
3. Submit an application of admission to ENMU-Roswell.
4. Submit an application of admission to the Paramedic program.
5. It is the student's responsibility to have official high school transcripts and any college transcripts sent to the Admissions and Records Office by the required date.

Requirements for Admission into the Paramedic program

Program Requirements

- High school diploma or GED certificate
- Ability to do college-level English, math, and reading as demonstrated by the following:
 - Successful completion of a college-level English course (English requirement);
 - Successful completion of a college-level math course (Math requirement); and
 - Successful completion of 30 credit hours at a college level (Reading requirement)
 - OR
 - Required university scores on the ACT
 - OR
 - Successful completion of the University Skills Placement Test and completion of all appropriate developmental courses.
- Successful completion of BIOL 109, Survey of Anatomy and Physiology for Allied Health (pre-or co-requisite course)
- Successful completion of EMS 202, Introduction to Paramedic (pre- or co-requisite course)
- Successful completion of EMS 203, Pathophysiology (pre-or co-requisite course)
- Successful completion of Success Skills for Health Careers course (or concurrent enrollment)
- Completion of Paramedic program application
- New Mexico Licensed EMT
- Current American Heart Association BLS for Healthcare Provider Certification (certification must be maintained for the duration of the program)
- Successful completion of Paramedic Entrance Exam
- Successful completion of EMT level Medical and Trauma Scenario
- An interview with the Paramedic Admission Committee
- Successful completion of EMT skills practical test and EMT written pretest
- Completion of health guidelines required by clinical agencies

By May 1 or each year, the Program Director notifies the Director of Admissions of the number of positions available to be filled in the paramedic courses. The Director of Admissions form a Paramedic Review Committee to review applications. The Review Committee consists of the Director of Admissions, the Program Director, the Paramedic Coordinator, the EMS Director of Clinical Education, a member representing the Advisory Board and one Academic Advisor to represent Student Services. The Committee meets after the Director of Admissions has completed posting final course grades for the spring semester. Students are notified by June 15 of their approval to progress into the paramedic program. Students who have not completed the prerequisite courses by the date of the first meeting of the Paramedic Review Committee will be placed on a waiting list and re-reviewed for progression into the Paramedic program prior to the beginning of the fall semester.

Mandatory drug and criminal background checks are required for all Paramedic students prior to entering the clinical areas. This will be scheduled by the EMS faculty. Students should contact their instructor for details. Students must pass the mandatory drug screening and not have significant criminal offenses to remain in the program. Drug screening may be repeated based on requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory screening to remain in the program. Appeals can be made according to the process outlined in the Student

Handbook. Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Health Education Unit Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.

Readmission Policy for the Paramedic program

Previously admitted students who have failed to complete the Paramedic program may apply for readmission but must meet the following requirements:

1. Students requesting readmission should schedule an appointment with the Paramedic Coordinator and begin the readmission process at least 90 days before the point of reentry into the Paramedic program.
2. Students seeking readmission into the Paramedic program must prepare and submit a readmission packet to the Paramedic Program Admission Committee. This student will, at a minimum, submit a packet consisting of the following:
 - a. A petition letter to the Paramedic Program Admission Committee. The petition letter must address the applicant's academic standing at the time of any Paramedic course withdrawal and/or the circumstances surrounding any Paramedic course failure, and what action the student is taking to improve his/her academic success should he/she be admitted/readmitted into the Paramedic program.
 - b. The student must retake and pass any and all Colloquium exams covering all prior learning before review by the committee.
 - c. Proof that all Requirements for Acceptance into the Paramedic program are currently being met.
3. The Paramedic Program Admission Committee, which shall consist of the EMS Medical Director, EMS Program Director, Paramedic Coordinator, EMS Director of Clinical Education, and a faculty member from outside the EMS program, will review the student's packet and will make one of the following rulings regarding the student's readmission:
 - a. Full admission without provision
 - b. Admission with provision
 - c. Denial of admission
4. Students who are not successful during their readmission must wait at least one year before reapplying.
5. Students are readmitted to the Paramedic program under the current catalog.

Transfer Students

Students seeking advanced placement by transferring from another Paramedic program must meet all the requirements for acceptance into the Paramedic program. In addition, applicants must meet the following:

1. Submit official transcripts from their program. A grade of "C" or better in all previous EMS courses is required.

2. Validation exam(s) may be required in the cognitive, psychomotor, and clinical areas to determine the level at which the student may enter the program (additional fees may be required).
3. Students desiring advanced placement may be required to repeat previously completed courses.
4. The Medical Director and the Program Director have final authority on admission.

PARAMEDIC—COT

Certificate of Occupational Training

Paramedic Core Course Requirements

Note: *A **required** prerequisite taken at any time prior to admission to the Paramedic program

*BIOL 109	Survey of Anatomy & Physiology for Allied Health.....	3
*EMS 202	Introduction to Paramedic.....	3
*EMS 203	Human Pathophysiology	3

Fall Semester Paramedic Courses:

EMS 204	Prehospital Airway Management	1
EMS 204L	Prehospital Airway Management Practicum	1
EMS 208	Prehospital Pharmacology	3
EMS 208L	Prehospital Pharmacology Practicum	1
EMS 214	Prehospital Medical Life Support I.....	6
EMS 214L	Prehospital Medical Life Support I Practicum.....	2
EMS 210	Colloquium I.....	1
EMS 211L	Clinical Practicum I.....	3
EMS 212L	Field Practicum I.....	2
		20

Spring Semester Paramedic Courses:

EMS 206	Paramedic Trauma Life Support	1
EMS 206L	Paramedic Trauma Life Support Practicum	1
EMS 222	EMS Operations	1
EMS 222L	EMS Operations Practicum	1
EMS 224	Prehospital Medical Life Support II.....	6
EMS 224L	Prehospital Medical Life Support II Practicum.....	2
EMS 232	Special Considerations in EMS.....	3
EMS 232L	Special Considerations in EMS Practicum.....	1
EMS 240	Colloquium II	1
EMS 241L	Clinical Practicum II.....	3
EMS 242L	Field Practicum II.....	2
		22

Summer Semester Paramedic Courses:

EMS 231L	Paramedic Capstone Internship.....	5
EMS 250	EMS Colloquium.....	1
EMS 287	NREMT Test Prep	1
		7

Total Hours Required for Certificate: 58**PARAMEDIC AAS***Associate of Applied Science degree*

The A.A.S. degree in Paramedic transfers into a Bachelor of Applied Arts and Science degree (B.A.A.S.) at ENMU.

General Education Requirements

- | | | |
|------|-------------------------------------------------------|-----|
| I. | Communication | 3 |
| | ENG 102 | |
| II. | Science..... | 3 |
| | BIOL 109 (BIOL 209/201 with lab strongly recommended) | |
| III. | Mathematics..... | 3-4 |
| | MATH 106 or higher | |
| IV. | Social and Behavioral Sciences..... | 6 |
| | PSY 101 | |
| | SOC 101 | |

Total Hours for General Education prerequisites: 16-17

EMS Prerequisites

- | | | |
|---------|--------------------------------|---|
| EMS 202 | Introduction to Paramedic..... | 3 |
| EMS 203 | Pathophysiology..... | 3 |

Total Hours for EMS prerequisites: 6

Paramedic Core Course Requirements

- | | | |
|----------|---------------------------------------------------|---|
| EMS 204 | Prehospital Airway Management | 1 |
| EMS 204L | Prehospital Airway Management Practicum | 1 |
| EMS 208 | Prehospital Pharmacology | 3 |
| EMS 208L | Prehospital Pharmacology Practicum | 1 |
| EMS 214 | Prehospital Medical Life Support I..... | 6 |
| EMS 214L | Prehospital Medical Life Support I Practicum..... | 2 |
| EMS 210 | Colloquium I..... | 1 |
| EMS 211L | Clinical Practicum I..... | 3 |
| EMS 212L | Field Practicum I..... | 2 |
| EMS 206 | Paramedic Trauma Life Support | 1 |
| EMS 206L | Paramedic Trauma Life Support Practicum | 1 |
| EMS 222 | EMS Operations | 1 |
| EMS 222L | EMS Operations Practicum | 1 |
| EMS 224 | Prehospital Medical Life Support II..... | 6 |

EMS 224L	Prehospital Medical Life Support II Practicum.....	2
EMS 232	Special Considerations in EMS.....	3
EMS 232L	Special Considerations in EMS Practicum.....	1
EMS 240	Colloquium II.....	1
EMS 241L	Clinical Practicum II.....	3
EMS 242L	Field Practicum II.....	2
EMS 231L	Paramedic Capstone Internship.....	5
EMS 250	EMS Colloquium.....	1
EMS 287	NREMT Test Prep	1

Total Hours Required for Paramedic Core Courses: 49

Total Hours Required for Degree: 70-71

**Note: The Program Director, Director of Clinical Education, and Medical Director may increase the required number of clinical and internship hours*

EMERGENCY MEDICAL SERVICES AS

Associate of Science Degree

The A.S. in Emergency Medical Services transfers into a Bachelor of Applied Arts and Sciences (B.A.A.S.) degree program at ENMU.

Credit for Industry Credentials

Any student with a nationally recognized EMT-Paramedic License or Certificate (State or National Registry) may be awarded college credit hours toward an EMS Associate of Science degree. Students are required to complete at least 12 credit hours at ENMU-Roswell. Included in those 12 credit hours must be at least 3 hours of EMS Electives. Please submit the following documents for review if seeking credit for current licensure or certificate:]

- Application for Admission (apply online at www.roswell.enmu.edu)
- Verified current Licensure and/or NREMT Certification as a Paramedic
- Official high school transcripts from an accredited institution or satisfactory GED test scores. (Any high school, GED, or college transcripts must be sent directly to ENMU-Roswell from the school previously attended. Transcripts should be sent to: Eastern New Mexico University-Roswell, P.O. Box 6000, ATTN: Admissions & Records, Roswell, NM 88202.)

Please note the following:

- All credit awarded for certification is dependent upon approval by the EMS Program Director.
- All entering students are required to take the University Skills Placement Test (ACCUPLACER) in English and math. Students may be exempted from portions or all of the Placement Test with equivalent transfer credit and/or ACT scores of 19 or higher in each of the tested areas. ACT scores 5 years and older will not be accepted. Copies of qualifying ACT scores should be sent to

the above-listed address. Please refer to ENMU-Roswell Catalog, page 8, for further instructions on taking the ACCUPLACER test.

If you have further questions about receiving college credit for your EMT-Paramedic License or Certificate, please call the EMS Department at (575) 624-7076 or refer to the EMS pages on the ENMU-Roswell website, www.roswell.enmu.edu, for specific program contacts.

Students pursuing an Associate of Science degree in EMS must complete the Paramedic Certificate program and the following General Education requirements:

- I. *Communication*6
ENG 102 AND (one other) ENG, COMM or CIT 201
- II. *Science*4
BIOL, CHEM, GEOL, PHYS or others as approved by program director
- III. *Mathematics*3-4
MATH 107 or higher
- IV. Social and Behavioral Sciences.....3
Any course from area IV of the General Education Common Core
- V. *Humanities and Fine Arts*3-4
Any course from area V of the General Education Common Core
- VI. *Computer Literacy*3
EMS 273 or a Computer Literacy, course from area VII of the General Education Common Core or approval by the program director
- VII. *EMS Elective*3
EMS 150, 207, 216, 217, 265, 266, 267, 268, 270, 272, 273, 277, 285, 290, 291, 292, 295

Required General Education Total: 25-28

Required Paramedic Core Courses: 49

Total Hours Required for Degree: 74-77

ENGINEERING AND DESIGN TECHNOLOGY

Drafting is the graphic language used by industry to communicate ideas and plans and take them from the creative design stage through production.

Students enrolled in this program receive training in the fundamental principles of technical drawing, standard procedures for producing designs, building structures, working drawings, mechanical devices indicating dimensions, fasteners and joining requirements, and other engineering data, proper drafting standards of construction drawings, floor plans, elevations and diagrammatic drawings as required for the manufacture and repair of structures.

Students gain knowledge of Computer Aided Drafting by utilizing the latest industry standard 2-dimensional and 3-dimensional computer aided drafting software technology. This program provides

students the skills for and knowledge of design concepts, fundamentals of drawing, Computer Aided Drafting (CAD) including parametric solid modeling and critical thinking skills. Graduates can obtain an entry-level position in computer-aided drafting and design.

Engineering and Design Technology COE (Architecture)

Certificate of Employability - Emphasis in Architecture

Course Requirements	Credit Hours
CTE 210 Employability Skills and Customer Service	3
ENGR 120 Architectural Modeling	1
ENGR 211 Introduction to CAD – Mechanical.....	3
ENGR 212 Residential Architectural CAD	3
ENGR 240 Commercial Architectural CAD	3
ENGR 245 Structural CAD.....	3
	16

Total Hours Required for Certificate: 16

Engineering and Design Technology COE (Surveying)

Certificate of Employability - Emphasis in Surveying

Course Requirements	Credit Hours
CTE 210 Employability Skills and Customer Service	3
ENGR 111 Technical Drawing.....	3
ENGR 211 Introduction to CAD – Mechanical.....	3
ENGR 135 Introduction to GIS.....	3
ENGR 213 Civil/Survey CAD	3
ENGR 222 Plane Surveying.....	3
	18

Total Hours Required for Certificate: 18

Engineering and Design Technology COT

Certificate of Occupational Training

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program and complete any remedial work necessary.

Fall Semester	Credit Hours
ENGR 101 Introduction to Engineering.....	3

ENGR 111	Technical Drawing.....	3
ENGR 135	Introduction to GIS.....	3
ENGR 211	Introduction to CAD – Mechanical.....	3
ENGR 222	Plane Surveying.....	3
ENGR 240	Commercial Architectural CAD	3
		18

Spring Semester

CTE 210	Employability Skills and Customer Service	3
ENGR 212	Residential Architectural CAD.....	3
ENGR 213	Civil/Survey CAD	3
ENGR 220	Building Structures.....	3
ENGR 230	3-D Parametric CAD	3
ENGR 235	Advanced GIS	3
		18

Total Hours Required for Certificate: 36

Engineering and Design Technology AAS

Associate of Applied Science Degree

The A.A.S. Degree in Engineering and Design Technology transfers into a Bachelor of Applied Arts and Sciences (B.A.A.S.) degree program at ENMU.

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program and complete any remedial work necessary.

Fall Semester		Credit Hours
ENGR 101	Introduction to Engineering.....	3
ENGR 111	Technical Drawing.....	3
ENGR 135	Introduction to GIS.....	3
ENGR 211	Introduction to CAD-Mechanical	3
ENTR 101	Entrepreneurship	
OR		
PSY 134	The Psychology of Success	
OR		
UNIV 101	Principles of Student Success.....	3
		15

Spring Semester

CIT 135	Computer Applications for Technical Education	3
MATH 105	Technical Math	3
ENGR 205	Principles of Engineering	3
ENGR 212	Residential Architectural CAD	3
ENGR 213	Civil/Survey CAD	3
		15

Fall Semester

ENG 102	English Composition.....	3
COMM ____	Common Core 1	3
ENGR 120	Architectural Modeling	1
ENGR 222	Plane Surveying.....	3
ENGR 240	Commercial Architectural CAD	3
ENGR 245	Structural CAD.....	3
		16

Spring Semester

CTE 210	Employability Skills and Customer Service	3
ENGR 125	Fabrication and Design	1
ENGR 220	Building Structures.....	3
ENGR 230	3-D Parametric CAD	3
ENGR 235	Advanced GIS	3
ENGR 294	Engineering and Design Internship.....	3
		16

Total Hours Required for Degree: 62

FIRE SCIENCE

Fire Science AAS

Associate of Applied Science Degree

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program and complete any remedial work necessary.

The A.A.S. Degree in Fire Science is an online associate degree program that transfers into a Bachelor of Applied Arts and Sciences (B.A.A.S.) degree program at ENMU. It is designed for individuals who are currently employed by fire service organizations.

Credit for Industry Credentials

Any student with a nationally recognized fire instruction or preapproved departmental courses may be awarded college credit hours toward an A.A.S. degree in Fire Science. Students are required to complete at least 12 credit hours through the ENMU system. A maximum of 33 credit hours can be awarded by Credit for Industry Credentials. Documents submitted for Credit for Industry Credentials must be the original or notarized copies (documents will not be returned).

Training must meet one of the following requirements:

1. International Fire Service Accreditation Congress (IFSAC) certification
2. National Board on Fire Service Professional Qualifications (Pro Board) certification
3. National Wildfire Coordinating Group (NWCG) credentialed courses
4. National Fire Academy courses
5. New Mexico State Fire Academy courses
6. Preapproved departmental courses.

Modern fire service requires personnel with comprehensive knowledge of all phases of fire protection. The Fire Science program provides instruction in general and specific areas of fire prevention, investigation, technology, and firefighting tactics. Additional courses are offered in fire service administration and fire service management. Three areas of emphasis are available in the program:

- Structural Firefighting,
- Wildland Firefighting, and
- Emergency Medical Services

General education courses do not have to be completed prior to enrolling in Fire Science courses. Credit for training will be awarded after the student is enrolled as a student at ENMU-Roswell

Required General Education Courses

	Credit Hours
I. Communications	6
ENG 102	
COMM (any one course from the common core area I)	
II. Mathematics	3-4
MATH 106 (or higher)	
III. Laboratory Sciences	4
Any one course from the common core area III with lab	

IV.	Social and Behavioral Sciences	6
	Any two courses from the common core area IV	
V.	Computer Literacy	3
	CIT 151, or	
	CIT 185, or	
	EMS 273	
VI.	Academic Studies	3
	ENTR 101 Entrepreneurship	
	OR	
	PSY 134 The Psychology of Success	
	OR	
	UNIV 101 Principles of Student Success	

Total General Education Hours: 26

Required FIRE Core Courses

FIRE 150	Building Construction for Fire Prevention	3
FIRE 152	Fire Behavior and Combustion	3
FIRE 154	Fire Prevention.....	3
FIRE 155	Fire Protection Hydraulics and Water Supply	3
FIRE 156	Fire Protection Systems	3
FIRE 158	Principles of Emergency Services.....	3
FIRE 160	Principles of Fire and Emergency Services	
	Safety and Survival.....	3

Total FIRE Core Hours: 21

Must Choose One Area Of Concentration:

Select 15 hours from the following courses:

Structural (Urban) Firefighting Concentration

FIRE 101	Introduction to Fire Science.....	3
FIRE 109	Physical Fitness for Firefighters	1
FIRE 111	Firefighter I.....	5
FIRE 113	Firefighter II.....	5

FIRE 114	Concepts of Command Strategy and Tactics	4
FIRE 115	Howe and Hydrant Testing	1
FIRE 116	Basic Wildland Firefighting (FFT2)	3
FIRE 117	Hazardous Material Awareness/Operations	3
FIRE 119	Basic Auto Extrication	2
FIRE 21	Fire Officer 1	3
FIRE 122	Fire Officer 11	3
FIRE 124	Fire Instructor I	3
FIRE 125	Fire Instructor II	3
FIRE 130	Incident Safety Officer	3

Total Structural (Urban) Firefighting Concentration: 15

Wildland Firefighting Concentration

NATR 121	Introduction to Forestry	3
NATR 151	Fire Ecology	3
NATR 271	Wildland Firefighter Safety and Survival.....	3
NATR 272	Intermediate Wildland Firefighting and Behavior	3
NATR 273	Fire Operations in the Wildland/Urban Interface.....	2

Total Wildland Firefighting Concentration: 14

EMS Concentration

Licensed Paramedic	16
OR	
Licensed AEMT, and	10
BIOL 109	Fundamentals of Anatomy & Physiology..... 3
EMS 203	Pathophysiology..... 3

Total EMS Concentration: 16

Total Hours Required for General Education: 25

Total Hours Required for Fire Core Courses: 21

Total Hours Required for Concentration Hours: 14-16

Total Hours Required for Degree: 60-62

Note: Some courses may have prerequisites.

Grant Writing COE

Certificate of Employability

The Grant Writing certificate prepares certificate holders to enhance their skills in the areas of researching, writing, and reviewing grant projects.

This curriculum can serve as a terminal certificate for students seeking employment in government or non-government agencies. The emphasis of this certificate, which includes the study of grant funding generally, grant and proposal writing, and evaluating grant applications, can apply toward an associate degree in University Studies. Students who plan to transfer to another institution should consult catalogs and advisors at those institutions to determine transferability of these courses.

GRNT 101	Grant Writing Basics	3
GRNT 102	Research for Grant Writers.....	3
GRNT 103	Social Artistry for Grant Writing	3
GRNT 294	Practicum	<u>3</u>
		12

Total Hours Required for Certificate: 12

HEATING, VENTILATION, AIR CONDITIONING-REFRIGERATION TECHNOLOGY

Heating, ventilation, air conditioning-refrigeration (HVACR) systems control temperature, humidity, and the total air quality in residential, commercial, and industrial structures worldwide. Additionally, the food service and medical industries rely very heavily upon the reliability of heating and cooling systems. HVACR technicians install, repair, and maintain these systems using strong mathematical skills, computer literacy, and communication skills, in addition to hands-on skills related to the latest technology specific to HVACR equipment, tools, and systems. Student certification fees may apply and can vary from year to year. Consult the fees section of this catalog or program faculty for more information.

Commercial Refrigeration COT

Certificate of Occupational Training

General Education Requirement **Credit Hours**

ENTR 101	Entrepreneurship	3
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Fall Semester

ELEC 101	Introduction to Electricity	
OR		
HVAC 111	Introduction to Electricity	3
HVAC 101	Intro to Air Conditioning and Refrigeration.....	3

HVAC 201	Refrigeration Cycle and Diagrams.....	3
CTE 210	Employability Skills.....	3
		12

Spring Semester

ELEC 202	Advanced Electricity	
OR		
HVAC 151	HVAC/R Advanced Electricity.....	4
HVAC 251	HVAC/R Control Systems	4
REFR 202	Ice Makers.....	3
REFR 205	Refrigeration Service & Problem Analysis	3
		14

Summer Session

HVAC 294	Co-op/Internship Training.....	3
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Total Hours Required for Certificate: 32

Heating, Ventilation, & Air Conditioning Technology COT

Certificate of Occupational Training

General Education Requirement		Credit Hours
ENTR 101	Entrepreneurship	3

Fall Semester

ELEC 101	Introduction to Electricity	
OR		
HVAC 111	Introduction to Electricity	3
HVAC 101	Intro to Air Conditioning and Refrigeration	3
HVAC 212	Heat Pumps.....	3
HVAC 235	Air Flow Principles/Duct Design.....	3
		12

Spring Semester

ELEC 202	Advanced Electricity	
OR		
HVAC 151	HVAC/R Advanced Electricity.....	4
HVAC 251	HVAC/R Control Systems	4
CTE 210	Employability Skills and Customer Service	3
HVAC 203	HVAC Heating Systems.....	3
		14

Summer Session

HVAC 218	HVAC Service and Problem Analysis	3
HVAC 294	Co-op/Internship Training.....	3
		6

Total Hours Required for Certificate: 35

Heating, Ventilation, Air Conditioning-Refrigeration Technology AAS

Associate of Applied Science degree

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program and complete any developmental work necessary.

General Education Requirements		Credit Hours
ENTR 101	Entrepreneurship	3
CIT 151	Basic Computer Skills II	3
COMM ____	Communication Requirement	3
ENG 102	English Composition	
OR		
ENG 233	Technical Writing	3
MATH 105	Technical Math	3
CTE 210	Employability Skills.....	3
		18

Program Requirements

Fall Semester Course Descriptions		Credit Hours
ELEC 101	Introduction to Electricity	
OR		
HVAC 111	Introduction to Electricity	3
HVAC 101	Intro to Air Conditioning & Refrigeration	3
HVAC 201	Refrigeration Cycle and Diagrams.....	3
HVAC 212	Heat Pumps.....	3
HVAC 235	Air Flow Principles/Duct Design.....	3
Spring Semester Course Descriptions		
ELEC 202	Advanced Electricity	
OR		
HVAC 151	HVAC/R Advanced Electricity.....	4
HVAC 251	HVAC/R Control Systems	4
REFR 202	Ice Makers.....	3

HVAC 203 HVAC Heating Systems..... 3

Summer Session Course Descriptions

REFR 210 Multiplexed Evaporator Systems..... 3

HVAC 218 HVAC Service & Problem Analysis3

HVAC 294 Co-op/Internship Training.....3

Total Hours Required for Degree: 56

HOMEMAKER/HOME HEALTH CARE AIDE

Homemaker/Home Health Aides help people who are disabled, chronically ill, or cognitively impaired or who may need assistance in their own homes or in residential facilities. They also assist people in hospices and day programs and help individuals with disabilities go to work and remain engaged in their communities. Most aides work with elderly or physically or mentally disabled clients who need more care than family or friends can provide. Others help discharged hospital patients who have relatively short-term needs. Aides provide light housekeeping and homemaking tasks such as do laundry, change bed linens, shop for food, and plan and prepare meals. Aides also may help clients get out of bed, bathe, dress, and groom. Some accompany clients to doctors' appointments or on other errands.

Students who complete the program will be eligible to complete the certification examination through the National Association for Home Care and Hospice certification for Homemaker/Home Care Aides.

Mandatory drug screening is required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Drug screening may be repeated based on requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory screening to remain in the program. Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Division of Health Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.

Homemaker/Home Health Care Aide COE

Certificate of Employability

Credit Hours

NA 114 Homemaker/Home Health Aide Training..... 2

NA 115 Homemaker/Home Health Aide Practicum 3

5

Total Hours Required for Certificate: 5

HUMAN SERVICES**Human Services COE—Helping Relationship Skills***Certificate of Employability*

	Credit Hours
HS 110 Principles of Interviewing	3
HS 182 Introduction to Human Services	3
HS 201 Techniques of Assessment and Intervention.....	3
HS 294 Human Services Practicum	2
Elective Approved Elective in Human Services, Alcohol and Drug Abuse Studies, Psychology, or Sociology	6
	17

Total Hours Required for Certificate: 17**Human Services COE—Alcohol and Drug Abuse Studies***Certificate of Employability*

	Credit Hours
HS 202 Introduction to Alcohol and Drug Abuse	3
HS 203 Biopsychosocial Foundation of Alcohol & Drug Abuse	3
HS 204 Principles of Prevention & Research in Alcohol & Drug Abuse	3
HS 205 Principles of Treatment & Recovery in Alcohol & Drug Abuse	3
HS 206 Alcohol and Drug Abuse Counseling: Families & Groups.....	3
HS 207 Alcohol and Drug Abuse Counseling: Special Populations	3
	18

Total Hours Required for Certificate: 18**Human Services AA***Associate of Arts degree*

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program and complete any developmental work necessary.

The Human Services Associate of Arts degree is an academic transfer program designed to introduce students to the field of human services.

The course of study provides students with the general education courses consistent with those required of freshmen and sophomores in four-year universities and also provides an introduction to the various career fields in human services: social work, crisis intervention, children/youth/family services, and human services/mental health. Maximum transferability to a four-year degree program in Human Services can be assured when students carefully coordinate their Associate of Arts degree work with the general education requirements of the four-year institution to which they plan to transfer.

Fall Semester **Credit Hours**

ENG 102	English Composition.....	3
SOC 101	Introductory Sociology.....	3
HS 182	Introduction to Human Services	3
HPE 141	Exercise and Wellness Education	
Or		
HPE ----	Two HPE Activity courses.....	2
HS 110	Principles of Interviewing	3
ENTR 101	Entrepreneurship	
Or		
PSY 134	The Psychology of Success	
Or		
UNIV 101	Principles of Student Success.....	3
		17

Spring Semester

ENG 104	English Composition and Research.....	3
PSY 101	Introductory Psychology	3
SPAN 101	Beginning Spanish	
Or		
SPAN 102	Continuation of Beginning Spanish.....	4
COMM 101	Interpersonal Communication	
Or		
COMM 202	Dynamics of Group Behavior	3
MATH 113	Mathematical Discovery	3
		15

Fall Semester

STAT 213	Statistics Methods	4
----	Physical Science Requirement: Common Core IIIb-e	4
HS 202	Introduction to Alcohol and Drug Abuse	3
HS 203	Biopsychosocial Foundation of Alcohol & Drug Abuse	
Or		
HS 204	Principles of Prevention & Research In Alcohol & Drug Abuse	3
----	Fine Arts Requirement: Common Core Vb	3
		17

Spring Semester

HS 201	Techniques of Assessment and Intervention.....	3
<i>Select TWO of the following:</i>		
HS 205	Principles of Treatment & Recovery in Alcohol & Drug Abuse	
Or		
HS 206	Alcohol & Drug Abuse Counseling: Families & Groups	
Or		
HS 207	Alcohol & Drug Abuse Counseling: Special Populations	6
HS 294	Human Services Practicum	2
----	Life Science Requirement: Common Core III	4
		15

- Consultation with the Program Coordinator is advised.

Total Hours Required for Degree: 65

INDUSTRIAL ENGINEERING TECHNOLOGY**Industrial Engineering Technology COE (Construction Trades)***Certificate of Employability*

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program and complete any necessary remedial work.

Fall Semester	Credit Hours
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IET 106	Residential Construction I.....	4
IET 107	Basic Plumbing.....	4
ELEC 101	Introduction to Electricity.....	4
HVAC 101	Intro to Air Conditioning and Refrigeration.....	4

15**Spring Semester**

CTE 210	Employability Skills and Customer Service	3
ENGR 111	Technical Drawing.....	3
IET 105	Basic Woodworking	3
IET 108	Residential Construction II.....	4

14**Total Hours Required for Certificate: 29**

Management Training COT

Certificate of Occupational Training

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

Designed to assist working professionals who want to advance in the workplace, the Management Training Certificate of Occupational Training gives students that “leg up.” Classes introduce students to a variety of topics including the role of human resource managers, effective writing in a business environment, and exposure to current trends related to employer/employee relations. Students may also earn OSHA certification upon successful completion of SET 118, “Workplace Safety for Supervisors.”

Fall Semester **Credit Hours**

MGT 110	Human Resource Management	3
SET 118	Workplace Safety for Supervisors.....	1
PHIL 211	Ethics	3
		7

Spring Semester

CIT 201	Business Communication.....	4
BUS 245	Leadership Seminar	1
CIT 286	Introduction to Project Management.....	3
		8

Total Hours Required for Certificate: 15

MATHEMATICS

The A.A.S. Degree in Mathematics transfers into a Bachelor of Applied Arts and Sciences (B.A.A.S.) Degree program at ENMU.

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

The Mathematics Associate of Applied Science degree is a two-year degree program designed to prepare students for entry into Science, Technology, Engineering, and Math (STEM) professions.

Mathematics AAS

Associate of Applied Science degree

Required Curricula Credit Hours

MATH 119	College Algebra	3
MATH 120	Plane Trigonometry	3
MATH 124	Calculus I	4
MATH 132	Calculus II	4
MATH 202	Calculus III	4
STAT 213	Statistical Methods	4
PHYS 151	General Physics I	3
PHYS 151L	General Physics Lab I	1
PHYS 152	General Physics II	3
PHYS 152L	General Physics Lab II	1

Required General Education Curricula

ENG 102	English Composition.....	3
COMM 101	Interpersonal Communication	
Or		
COMM 102	Public Speaking	3
CHEM 151	General Chemistry I	3
CHEM 151L	General Chemistry I Lab.....	1
CHEM 152	General Chemistry II	3
CHEM 152L	General Chemistry II Lab	1
PSY 101	Introductory Psychology	
Or		

SOC 101	Introductory Sociology	3
ECON 221	Macroeconomic Principles or	
ECON 222	Microeconomic Principles.....	3
----	Fine Arts Requirement	3
HPE 141	Exercise and Wellness Education	
Or		
HPE ----	Two Physical Education Activities.....	2
CIT 185	Introduction to Computer Information Systems	
Or		
CIT 151	Basic Computer Skills II	3
ENTR 101	Entrepreneurship	
Or		
PSY 134	The Psychology of Success	
Or		
UNIV 101	Principles of Student Success.....	3

Total Hours Required for Degree: 61

MEDIA ARTS

The Media Arts includes three tracks:

- Animation,
- Film Technology, and
- Graphic Design.

Each track has two degree plans available:

1. Certificate of Employability and
2. Associate of Applied Science.

MEDIA ARTS - ANIMATION

Media Arts – Animation COE

Certificate of Employability

The Animation track prepares students for the rapidly developing field through the application of cutting-edge software.

Fall Semester		Credit Hours
MA 130	3-D Animation Basics	4
MA 132	Animation Modeling	4
MA 134	Intermediate Animation	4

12

Spring Semester

MA 232 Animation Dynamics4

MA 234 Advanced Animation.....4

8

Total Hours Required for Certificate: 20

Media Arts – Animation AAS

Associate of Applied Science degree

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

Fall Semester

Credit Hours

ENTR 101 Entrepreneurship

Or

PSY 134 The Psychology of Success

Or

UNIV 101 Principles of Student Success..... 3

ENG 102 English Composition.....3

MATH----- Math: Common Core II3-4

MA 101 Introduction to Media Arts1

MA 130 3-D Animation Basics4

14-15

Spring Semester

COMM ____ Common Core3

3

----- Psychology: Common Core IV3

----- History: Common Core Va3

----- Art: Common Core Vb.....3

MA 112 Graphic Design: Photoshop4

16

Fall Semester

----- Science: Common Core III4

----- Music: Common Core Vb3

MA 132 Animation Modeling4

MA 134	Intermediate Animation	4
		15

Spring Semester

-----	Sociology: Common Core IV.....	3
-----	English: Common Core Va	
Or		
-----	Theatre: Common Core Vb	
Or		
ENG 275	(The Motion Picture).....	3
MA 232	Animation Dynamics	4
MA 234	Advanced Animation.....	4
		14

Total Hours Required for Degree: 59-60

MEDIA ARTS - FILM TECHNOLOGY

The Film Technology track prepares students for careers in the film industry. The training is a three-semester program in partnership with the State Film Office and International Alliance of Theatrical Stage Employees (IATSE) Local 480. The classes are application based leading to actual film production in the third semester. Once students have completed the courses, the student may submit an application to IATSE Local 480 for union membership.

Media Arts - Film Technology COE

Certificate of Employability

Fall **Credit Hours**

MA 150	Introduction to Film Technology.....	4
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(May be omitted if student has prior film technology experience)

Spring

MA 252	Film Technology: Production	
Or		
MA 254	Film Technology: Set Services	
Or		
MA 256	Film Technology: Camera/Sound/Art	4

Summer

MA 284	Film Technology: Specialized Training	4
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Total Hours Required for Certificate: 12

Media Arts - Film Technology AAS

Associate of Applied Science degree

Fall Semester **Credit Hours**

ENTR 101	Entrepreneurship	
Or		
PSY 134	The Psychology of Success	
Or		
UNIV 101	Principles of Student Success.....	3
ENG 102	English Composition.....	3
MA 101	Introduction to Media Arts	1
MA 118	Graphic Design: Video Editing I.....	4
COMM ____	Common Core I	3

14

Spring Semester

MA 215	Digital Photography	3
----	Science: Common Core III	4
----	Psychology: Common Core IV	3
----	Sociology: Common Core IV.....	3

13

Fall Semester

----	Humanities: Common Core Va	3
MA 150	Introduction to Film Technology.....	4

7

Spring Semester

----	Literature: Common Core Va	
Or		
----	Theatre: Common Core Vb	
Or		
ENG 275	The Motion Picture	3
MA 252	Film Technology: Production	
Or		
MA 254	Film Technology: Set Services	
Or		
MA 256	Film Technology: Camera/Sound/Art	4

7

Summer Session

MA 284	Film Technology: Specialized Training	4
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4

Total Hours Required for Degree: 45

MEDIA ARTS - GRAPHIC DESIGN

The Graphic Design track prepares students for the competitive digital production marketplace by developing artistic mastery in various areas of Media Arts.

Media Arts - Graphic Design COE

Certificate of Employability

Fall Semester (odd)	Credit Hours
MA 101 Introduction to Media Arts	1
MA 110 Graphic Design: Basics	4
MA 114 Graphic Design: Illustration	4
MA 118 Graphic Design: Digital Video Editing I	4
Or	
MA 222 Graphic Design: Concept Development.....	4
	13

Spring Semester (even)

MA 112 Graphic Design: Photoshop	4
MA 116 Graphic Design: Page Layout	4
MA 212 Graphic Design: Web Publishing.....	4
Or	
MA 214 Graphic Design: Publication.....	3
	11

Total Hours Required for Certificate: 24

Media Arts - Graphic Design AAS

Associate of Applied Science degree

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

Fall Semester	Credit Hours
ENTR 101 Entrepreneurship	
Or	
PSY 134 The Psychology of Success	
Or	
UNIV 101 Principles of Student Success.....	3
ENG 102 English Composition.....	3
MA 101 Introduction to Media Arts	1
MA 110 Graphic Design: Basics	4
MA 114 Graphic Design: Computer Illustration	4

15

Spring Semester

COMM ____	Common Core I	3
____	Math: Common Core II	3-4
MA 112	Graphic Design: Photoshop	4
MA 116	Graphic Design: Page Layout	4
		14

Fall Semester

MA 215	Digital Photography	3
____	History: Common Core Va	3
____	Art: Common Core Vb.....`	3
MA 118	Graphic Design: Digital Video Editing I	4
MA 222	Graphic Design: Concept Development.....	4
		17

Spring Semester

____	Sociology: Common Core IV.....	3
MA 212	Graphic Design: Web Publishing	4
MA 214	Graphic Design: Publication	3
MA 294	Practicum in Media Arts	3
		13

Total Hours Required for Degree: 59

MEDICAL ASSISTING

Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. This CAAHEP accredited program offers students the opportunity to earn a Certificate in Medical Assisting with an option to complete additional credits for an Associate of Science degree in Medical Assisting. Graduates of either option are eligible to sit for the American Association of Medical Assistant's national certification examination. The Eastern New Mexico University-Roswell Campus Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, Florida 33756
(727) 210-2350
www.caahep.org

Mandatory drug screening is required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Division of Health Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.

Students will be expected to meet health history, immunization, and background check requirements.

A list of technical standards required for entry into the program can be obtained by contacting the Program Director. No experiential learning credits are permitted in this program.

A grade of "C" or better in each MDST class and an overall "C" average in all required courses must be achieved in order to graduate from the program.

The following courses must be completed, or tested out of, prior to registering in Medical Assisting Program courses:

Medical Assisting COT

Certificate of Occupational Training

Developmental Courses as determined by Placement Test

*ENTR 101 Entrepreneurship

Or

*PSY 134 The Psychology of Success

Or

*UNIV 101 Principles of Student Success..... 3

*One of these courses is the prerequisite for MDST 102-Medical Terminology

Fall	Credit Hours
MDST 102 Medical Terminology	3
MDST 104 Administrative Medical Skills I	2
MDST 104L Administrative Medical Skills I Lab	1
MDST 105L Clinical Medical Assisting I	1
MDST 106 Professional Development.....	2
MDST 118 Current Issues for Allied Health	2
CIT 151 Basic Computer Skills II	3
EMS 101 BLS/Clinical Preparation.....	1
	15
Spring	
MDST 103 Anatomy and Physiology for Allied Health	3
MDST 107 Clinical Medical Assisting II	2
MDST 107L Clinical Medical Assisting II Lab.....	1
MDST 108 Pharmacology for Allied Health	3
MDST 109 Administrative Medical Skills II	1
MDST 109 L Administrative Medical Skill II Lab	1
MDST 113 Medical Technology	2
MDST 113L Medical Technology Lab	1
ENG 102 English Composition.....	3
	17
Summer	
MDST 205 Practice Management and EHR	2
MDST 110 Seminar	1
MDST 111L Medical Assisting Practicum	4
MDST 112 Certification Examination Review.....	1
	8

Total Hours Required for Certificate: 43

Medical Assisting AS*Associate of Science Degree*

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

The A.S. in Medical Assisting transfers into a Bachelor of Applied Arts and Sciences (BAAS) Degree or Bachelor of Occupational Education (BOE) program at ENMU. Students pursuing an Associate of Science degree in Medical Assisting must complete the Medical Assisting Certificate requirements and the following courses.

MDST 201	Health and Nutrition	3
MDST 203	Medical Office Management	3
Or		
MDST 123	Medical Scribe Skills.....	3
MDST 206	Pathophysiology for Allied Health	3
MDST 210	Complementary and Alternative Therapies.....	2
MDST 211	Advanced Professional Development.....	1
MDST 219	Issues in Family Violence	3
Or		
MDST 222	Cultural Diversity in Healthcare	3
COMM ____	Common Core I	3
PSY 101	Introductory Psychology	3
ELEC	Elective.....	3
	MDST 119, MDST 120, MDST 123, MDST 203, MDST 209, MDST 219, MDST 222, MDST 225, MDST 262, MDST 268, MDST 291, MDST 293, PBE 113, SPAN 101, SPAN 102	
ELEC	Elective: Choose one course from	
	Gen. Ed. Common Core I -Va	3

Total Hours Required for Degree: 70

MEDICAL SCRIBE***Certificate of Employability***

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

Medical Scribes are allied health professionals specifically educated to work in ambulatory settings performing data entry. Medical scribes accompany physicians/providers into the exam room, transcribe patient histories, physical exams, and patient encounters.

Prerequisites

The following courses must be completed, or tested out of, prior to registering in Medical Scribe Program courses:

1. Developmental courses as determined by Placement Test.
2. CIT 151 with a grade of C or better.
3. PSY 134, UNIV 101, or ENTR 101.

A grade of “C” or better in each required course must be achieved to obtain the Certificate of Employability.

Mandatory drug screening is required during the first two weeks of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Division of Health Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.

Students will be expected to meet health history, immunization, and background check requirements.

	Credit Hours
MDST 102 Medical Terminology	3
MDST 103 Anatomy & Physiology for AH.....	3
MDST 106 Professional Development.....	2
MDST 108 Pharmacology	3
MDST 123 Medical Scribe Skills.....	3
MDST 206 Pathophysiology for Allied Health	3
MDST 211 Advanced Professional Development.....	1
	18

Total Hours Required for Certificate: 18

MEDICAL CODING SPECIALIST

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

Medical Coding Specialists are professionals skilled in classifying patient medical records. Coding practitioners transform verbal descriptions of disease, supplies, and procedures into numerical designations. Coding accuracy is extremely important to medical practices and hospital facilities because of its impact on revenues. Coding specialists are utilized for reimbursement of health care insurance claims, to maintain accurate statistics, and to conduct research. Coders are employed at both ambulatory and inpatient facilities. Upon completion of the program, students are eligible to sit for the national certification exam for coding specialists.

Prerequisites for entry into program:

- Completion of University Skills Placement Test requirements and appropriate developmental courses, as determined and
- *ENTR 101 Entrepreneurship
Or
*PSY 134 The Psychology of Success
Or
*UNIV 101 Principles of Student Success3
*One of these courses is the prerequisite for MDST 102

Mandatory drug screening is required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Drug screening may be repeated based on requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory screening to remain in the program. Appeals can be made according to the process outlined in the Student Handbook.

A grade of “C” or better in each MDST class and an overall “C” average in all required courses must be achieved in order to graduate from the program.

Medical Coding Specialist COT

Certificate of Occupational Training

Fall Semester	Credit Hours
*MDST 102 Medical Terminology	3
MDST 103 Anatomy & Physiology for Allied Health.....	3
MDST 104 Administrative Medical Skills I	2
MDST 104L Administrative Medical Skills I Lab	1
MDST 106 Professional Development.....	2
MDST 119 Diagnostic Coding	3
CIT 151 Basic Computer Skills II	3
	17

Spring Semester

MDST 108 Pharmacology for Allied Health	3
MDST 109 Administrative Medical Skills II	1
MDST 109L Administrative Medical Skills II Lab	1
MDST 118 Current Issues in Allied Health.....	2
MDST 206 Pathophysiology for Allied Health	3
MDST 120 Procedural Coding.....	3
MDST 123 Medical Scribe Skills.....	3

16

Summer Semester

MDST 205 Practice Management and EHR2

MDST 221 Coding Certification Review.....2

4

Optional Courses

MDST 220 Medical Records Coding2

MDST 226 Coding Practicum2

Total Hours Required for Certificate: 37

NURSING

Following completion of the first-year requirements, students begin a four-semester program of study leading to an Associate of Science degree in Nursing. ENMU offers a Bachelor of Science in Nursing (BSN) completion program through the Portales Campus.

Requirements for Progression into Nursing Core Courses

In the first year, students are required to complete:

1. University skills placement test requirements and appropriate developmental courses.
2. BIOL 209 – Human Anatomy and Physiology (A & P) I and Lab (four credits) with a grade of “C” or better in each course. These courses may not be offered in the summer session. BIOL 154/154L is a prerequisite for BIOL 209/209L and must be taken prior to enrolling in A & P at ENMU-Roswell. If you have completed A & P at another institution, the BIOL 154/154L prerequisite does not apply to you. BIOL 209/209L must be taken within five (5) years of the entry date into the initial Nursing core courses.
3. BIOL 210 – Human Anatomy and Physiology (A & P) II and Lab (four credits) with a grade of “C” or better in each course. These courses may not be offered in the summer semester. BIOL 154/154L is a prerequisite for BIOL 210 if taken at ENMU-Roswell. If you have completed A & P at another institution, the BIOL 154/154L prerequisite does not apply to you. BIOL 210 must be taken within five (5) years of the entry date into the initial Nursing core courses.
4. ENG 102 – English Composition (three credits) with a grade of “C” or better.
5. Students must have completed a Nursing Assisting program, an Emergency Medical Technician program, a Medical Assisting program, or provide employment verification that full-time employment has been completed as a nursing assistant in a hospital, nursing home, or home health agency for at least six months within the last five years preceding enrollment in the fall semester Level 1 nursing core courses. If the student wishes to meet the employment requirements, employment verification and skills verification are required. Nursing Assisting program (NA 111 and NA 111L) courses are offered fall, spring, and summer semesters. Beginning January 1, 2013, national nursing assisting certification is no longer required.
6. If students have a tie on their GPAs for the required first-year courses for the last remaining slot for progression into the nursing core courses, the date on the student’s review application for progression will be used to break the tie. The student who has the earliest review application date will be awarded the progression slot.
7. All students progressing into the first semester of the nursing core courses will take the TEAS (Test of Essential Academic Skills) prior to the nursing program application due date. A TEAS performance total score of all areas, which include reading, math, science, English, and language usage of 57 or higher, will be required for progression into the nursing core courses.
8. All students progressing into the first semester of Nursing core courses must complete a background check using the agency specified by the ENMU-Roswell Nursing program within 30 days prior to beginning the fall semester. This is in addition to the background check required for consideration by the Nursing Review Committee. Any student convicted of a misdemeanor within 36 months and/or felony within seven (7) years prior to the beginning of the semester WILL NOT BE ALLOWED TO ENTER THE PROGRAM.

9. Clinical rotations and on-campus labs are required to successfully complete the program. To attend clinical rotations, the student must meet and adhere to clinical guidelines of both the ENMU-R Nursing Program and the facilities where clinical rotations are conducted.

All of the above courses are offered on an open enrollment basis.

Program Accreditation and Approval

ENMU-Roswell's Associate of Science in Nursing Program is accredited by the

Accreditation Commission for Education in Nursing
3343 Peachtree Road, NE, Suite 500
Atlanta, Georgia 30326
Website: www.acenursing.org

In addition to faculty and staff in the Nursing Program and advisors in the Student Services, the NLNAC is a resource of information regarding tuition, fees, and length of the program. The program is approved by the

New Mexico Board of Nursing
6301 Indian School NE, Suite 710
Albuquerque, NM 87110
(505-841-8340)
Website: <http://nmbon.sks.com>

Graduates are prepared to take the National Council Licensing Examination-Registered Nurse (NCLEX-RN).

General Admission Criteria for Associate Degree Nursing Students

Enrollment in the Nursing core courses is limited. All students entering the nursing core courses at either level should carefully consider the following information:

1. Students ENTER or RE-ENTER the Nursing program under the CURRENT Catalog. Therefore, it is important to carefully read the current Catalog.
2. Contact an advisor in either the Nursing program or the Advising Services.
3. Submit an application to ENMU-Roswell (if necessary). Applications are valid for a limited time.
4. Submit a review application to the Nursing program for consideration of enrollment in the nursing core courses. Applications are valid for a limited time.
5. It is the student's responsibility to have official high school transcript (or GED Certificate), all college transcripts, and/or all nursing education transcripts in the Admissions and Records Office by the required date. Transfer credit is awarded only by the Registrar.
6. In addition to special requirements for the Associate of Science in Nursing Degree, students must meet general entrance requirements for the University.

Requirements for Progression into the Nursing Core Courses

Students who want to enter or progress into the nursing core courses should be aware that this consists of a two-year (or minimum of 4 semesters) of study following completion of the first year requirements listed below (which may take one academic year or more to complete). The first year consists of selected academic courses in preparation for progression into the nursing core courses.

In the first year, students are required to complete:

1. University skills placement test requirements and appropriate developmental courses.
2. BIOL 209 - Human Anatomy and Physiology I and Lab (4 credits) with a grade of "C" or better in each course. These courses may not be offered in the summer session. BIOL 154/154L is a prerequisite for BIOL 209 and must be taken prior to enrolling in A&P at ENMU-Roswell. If you have completed A&P at another institution, the BIOL 154/154L prerequisite does not apply to you.
3. BIOL 210 - Human Anatomy and Physiology II and Lab (4 credits) with a grade of "C" or better in each course. These courses may not be offered in the summer semester. BIOL 154/154L is a prerequisite for BIOL 210 if taken at ENMU-Roswell. If you have completed A&P at another institution, the BIOL 154/154L prerequisite does not apply to you.
4. ENG 102 - English Composition (3 credits) with a grade of "C" or better.
5. (Effective fall 2012) Students must have completed a Nursing Assisting program, Emergency Medical Technician program, Medical Assisting program, or provided employer verification that full-time employment has been completed as a nursing assistant in a hospital, nursing home, or home health agency for at least six months within the last five years preceding enrollment in the fall semester level I nursing core courses. If the student wishes to meet the employment requirements, employment verification and skills verification are required. A Nursing Assisting program (NA 111 and NA 111L courses) is offered fall, spring, and summer semesters. Beginning January 1, 2013, national nursing assisting certification is no longer required.
6. If students have a tie on GPA for the required first-year courses for the last remaining slot for progression into the nursing core courses, the date on the student's review application for progression will be used to break the tie. The student who has the earliest review application date will be awarded the progression slot.
7. All students progressing into the first semester of the nursing core courses will take the TEAS (Test of Essential Academic Skills) prior to the nursing program application due date. A TEAS performance total score of all areas, which include reading, math, science, English, and language usage of 57 or higher, will be required for progression into the nursing core courses.
8. All students progressing into the first semester of Nursing core courses must complete a background check using the agency specified by the ENMU-Roswell Nursing program within 30 days prior to beginning the fall semester. This is in addition to the background check required for consideration by the Nursing Review Committee. Any student convicted of a misdemeanor within 36 months and/or felony within 7 years prior to the beginning of the semester WILL NOT BE ALLOWED TO ENTER THE PROGRAM.

All of the above courses are offered on an open enrollment basis.

Nursing Core Courses (effective January 1, 2013)

The following process refers to students who want to be considered for progression into the level I nursing core courses. Students who want to be considered for enrollment in the level I core nursing courses for the fall semester must meet the following criteria by the time of review (initial review is generally in late May; second review is in early August):

1. Be in good standing with the University.
2. Have all required transcripts on file in the Admissions and Records Office.
3. Have a current application to ENMU-Roswell on file in the Admissions and Records Office.
4. Have a 2.75 or higher GPA in the first-year course requirements (BIOL 209, BIOL 210, and ENG 102). Have completed a Nursing Assisting program, Emergency Medical Technician program, Medical Assisting program, or provided employer verification. The 2.75 GPA requirement begins January 1, 2013. The removal of the national certification requirement for Nursing Assisting, EMT, or Medical Assisting begins January 1, 2013.
5. Submit a review application by May 1 to the nursing program for consideration of enrollment in the nursing core courses. Applications are valid for a limited time.
6. Beginning fall 2014, BIOL 209 and BIOL 210 must have been completed within five (5) years of entry date to initial nursing core courses.

By May 1 of each year, the Program Director notifies the Director of Admissions of the number of positions available to be filled in the nursing core courses. The Director of Admissions forms a Nursing Review Committee to review applications. The Review Committee consists of the Director of Admissions, the Program Director, a Program Instructor, a member representing the Community Advisory Council and one counselor to represent Student Services. The Committee meets after the Director of Admissions has completed posting final course grades for the spring semester. Students are notified by June 15 of their approval to progress into the nursing core courses. Students who have not completed the first year requirements by the date of the first meeting of the Nursing Review Committee will be placed on a waiting list and re-reviewed for progression into the nursing core courses prior to the beginning of the fall semester.

Students meeting the progression requirements into the level I core nursing courses as outlined in the current ENMU-Roswell Catalog will be considered “qualified” for progression. “Qualified students” will progress into the nursing core courses based upon the following process. Initial slots will be filled solely on the basis of the qualified student’s GPA in the required first-year courses (BIOL 209, BIOL 210, and ENG 102). Students must also submit proof of completion of a Nursing Assisting program, Emergency Medical Technician program, Medical Assisting program, or provide verification that full-time employment has been completed as a nursing assistant in a hospital, nursing home, or home health agency for at least six months within the last five years preceding enrollment in the fall semester level I nursing core sources. The committee will review only final course grades and will not consider midterm grades. There will be minus 0.25 GPA deduction if a student has previously been enrolled in the nursing core courses or similar nursing courses at another institution. This is to give slight advantage to applicants who have not already had the opportunity to progress into the nursing core courses. Students scoring the highest GPA points will be given priority for progression into the nursing core courses. Once students have been mailed notices of selection for progression, they must make a formal acceptance within the time period specified on the selection notice.

Special Requirements for Re-entry into the Nursing Core Courses

All students who are approved for re-entry into the Nursing core courses must meet the Requirements for Continuation in the Nursing core courses. Students who have withdrawn from or failed one nursing course must enroll in that course during the next semester that course is regularly offered and space is available. There will be no GPA calculation required for the first nursing course withdrawal or failure but

this course withdrawal or failure will count in the total number of nursing course withdrawals and/or failures allowed. A letter stating intent to return and repeat the course must be submitted to the Program Director prior to the semester the course is offered.

Students who have withdrawn from and/or failed two or more nursing courses or who have not enrolled in nursing courses for one or more semesters and wish to reenter the nursing core courses must meet the following requirements:

1. Document completion of required degree plan courses up through the desired level of re-entry with an overall 2.75 or higher GPA (excluding developmental courses). A grade of "C" or higher in each nursing course is required. Failing grades in nursing courses to be repeated are not computed in the GPA. There will be a 0.25 GPA deduction applied due to previous enrollment in the nursing core courses to be repeated. This is to give slight advantage to students who have not already had the opportunity for enrollment in these Nursing core courses.
2. Submit an application for re-entry to the Nursing Program.
3. Submit a petition letter to the Nursing Review Committee if the student has previously withdrawn from or failed two or more nursing courses. The petition letter must address the student's academic standing at the time of any nursing course withdrawal and/or circumstances surrounding any nursing course failure, and what action the student is taking to improve his/her academic success should he/she be approved to re-enter the Nursing core courses.
4. Repeat selected nursing courses completed three or more years prior to application for re-entry as recommended by the Nursing Review Committee.
5. Students with 4 or more nursing course failures or who have a total of 8 or more nursing course withdrawals will not be considered for re-entry into the Nursing program.
6. All students applying for progression, re-entry, or entry with advanced standing into the Nursing program must complete a background check using the agency specified by the ENMU--Roswell program. The background check must be completed within 30 days prior to the meeting of the Nursing Review Committee. Any student convicted of a misdemeanor within 36 months and/or felony within 7 years prior to the meeting of the Nursing Review Committee will NOT BE CONSIDERED FOR PROGRESSION, RE-ENTRY, OR ADVANCED STANDING into the Nursing core courses.
7. Clinical rotations and on-campus labs are required to successfully complete the program. To attend clinical rotations, the student must meet and adhere to clinical guidelines of both the ENMU-R Nursing Program and the facilities where clinical rotations are conducted.

Completion of the above requirements does not mean automatic approval to re-enter the nursing core courses. The nursing core courses have enrollment limits. Students who have completed the requirements and are in good standing in the University are "qualified" for consideration of reentry.

"Qualified" students are ranked along with students who qualify for advanced standing and licensed practical nurses wishing to complete the requirements for the Associate of Science degree in Nursing. Students are reviewed for consideration of re-entry into the nursing core courses using the following criteria:

1. GPA of required degree plan courses (not including developmental courses) up through the desired level of re-entry. Failing grades in nursing courses to be repeated are not computed in the GPA.
2. Previous enrollments in the desired level of entry (minus 0.25 GPA deduction) Minimum GPA of 2.75 is required.
3. Space availability in the nursing core courses.

Special Requirements for Entry to the Nursing Program with Advanced Standing

In addition to meeting the course requirements for the first year, students wishing to transfer from other nursing programs must meet the following requirements:

1. Submit all official transcripts from all prior schools and colleges attended.
2. Document completion of required degree plan courses up through the desired level of entry, with an overall 2.750 or higher GPA (excluding developmental courses). A grade of "C" or higher in each nursing course is required.
3. Submit an application to the Nursing program for entry into the nursing core courses.
4. Submit a petition letter to the Nursing Review Committee if the student has previously withdrawn from or failed two or more nursing courses. The petition letter must address the student's academic standing at the time of any nursing course withdrawal and/or circumstances surrounding any nursing course failure. The petition letter also should address what actions the student is taking to improve his/her academic success should he/she enter the nursing program. A withdrawal or failing grade (D or F) in a nursing course with a large number of credits (5 or more credits) from another nursing program may result in transfer credit of a D or F in more than one nursing course in this program.
5. Repeat selected nursing courses completed three or more years prior to application for entry into the nursing core courses as recommended by the Nursing Review Committee.
6. Students with 4 or more nursing course failures or who have a total of 8 or more nursing course withdrawals will not be considered for entry into the nursing core courses.
7. A letter of current standing is required from the Nursing Program Director at the previously enrolled nursing program.
8. Students requesting advanced standing must meet the same admission requirements as entry-level students.

Completion of the above requirements does not mean automatic approval to enter the Nursing core courses. Enrollment in the nursing core courses is limited. Students who have completed the requirements and are in good standing in the University are "qualified" for consideration of entry.

"Qualified" students with advanced standing are ranked along with students applying for re-entry and licensed practical nurses wishing to complete requirements for the Associate of Science degree in Nursing using the following criteria:

1. GPA of required courses up through the desired level of entry (not including developmental courses). The Nursing Program Director and the Director of Admissions and Records interpret grades for computation of GPA for students who were not awarded letter grades for previous nursing education. Minimum GPA is 2.75 for entry into the nursing core courses.

2. Previous enrollments in the desired level of entry results in a minus 0.25 GPA deduction for the completed required nursing degree plan courses if the student has 2 or more withdrawals and/or failures in nursing courses. An overall 2.75 or higher GPA is required for entry into the nursing core courses.
3. Space availability in the nursing core courses Special Admission.

Requirements for Licensed Practical Nurses Desiring to Complete the Associate of Science degree in Nursing

The program also offers Licensed Practical Nurses the opportunity to enter with “advanced standing” to complete the requirements for the Associate of Science degree in Nursing if their educational records indicate that they have completed studies equivalent to the ENMU-Roswell program. Licensed Practical nurses wishing to complete the Associate of Science degree in Nursing must meet the following requirements:

1. Submit all official transcripts from prior schools and colleges attended.
2. Document completion of required degree plan courses up to the desired level of admission with an overall 2.75 or higher GPA, a grade of “C” or higher in each nursing course.
3. Submit an application for entry to the Nursing program.
4. Repeat selected nursing courses which were completed three or more years prior to application for entry as recommended by the Nursing Review Committee.
4. Hold an active license as a practical nurse.
5. LPN to RN students with 4 or more nursing course failures will not be considered for entry into the nursing core courses.
6. LPN to RN students must meet the same admission requirements as entry-level students.

Completion of the above program does not mean automatic acceptance into the nursing core courses. LPN to RN students who have completed the above requirements and are in good standing in the University are “qualified” for consideration of entry. “Qualified” LPN to RN students are ranked along with students for re-entry and advanced standing students using the following criteria:

1. GPA of required courses up to the level of entry (not including developmental courses). The Nursing Program Director and the Director of Admissions and Records will interpret grades for computation of GPA for students who were not awarded letter grades for previous nursing education. A minimum GPA of 2.75 is required.
2. Previous enrollments in the desired level of entry results in a minus 0.25 GPA deduction for the completed required nursing degree plan courses if the student has 2 or more withdrawals and/or failures in nursing courses. An overall 2.75 or higher GPA is required for entry into the nursing core courses.
3. Space availability in nursing core courses.

Requirements for Continuation in the Nursing Core Courses:

1. A grade of “C” or better in each nursing course.
2. A failed or attempted nursing course must be repeated during the next semester the course is offered if space is available. (See #3).

3. Students must enroll in and successfully complete a major course with a clinical component each semester in order to be assured of a space in a major course with a clinical component in the following semester. The major courses with a clinical component are NURS 110/NURS 110L, NURS 112/NURS 112L, NURS 216/NURS 216L, NURS 217/NURS 217L and NURS 220/NURS 220L. Students who do not enroll in, or fail, or withdraw from a major clinical course with a clinical component, must reapply for consideration of re-entry into these nursing core courses.
4. All first-year (Level I) required courses must be completed in order to progress to the second year (Level II).
5. Students initially enrolled in the lecture or practicum section of the courses listed below must also concurrently enroll for credit in the corresponding practicum or lecture section of the course: NURS 110 and NURS 110L NURS 112 and NURS 112L NURS 201 and NURS 201L NURS 216 and NURS 216L NURS 217 and NURS 217L NURS 220 and NURS 220L.
6. Current American Heart Association adult, child & infant CPR certification.
7. Current required laboratory tests and immunizations.
8. **Nursing student has withdrawn or failed a nursing course:** Students who have withdrawn from or failed one nursing course must enroll in that course during the next semester that course is regularly offered and space is available. There will be no GPA calculation required for the first nursing course withdrawal or failure but this course withdrawal or failure will count in the total number of nursing course withdrawals and/or failures allowed. A letter stating intent to return and repeat the course must be submitted to the Program Director prior to the semester the course is offered.
9. **Nursing student has two nursing course failures or withdrawals:** If, during the course of the degree plan, a nursing student has either two failures and/or withdrawals of the same nursing course or two failures and/or withdrawals from different nursing courses, the nursing student will be terminated from the nursing program. A prior failure/withdrawal from a nursing course at another program will be counted in determining termination from the ENMU-Roswell program. If the nursing student is terminated from the nursing program, that individual may petition to the Nursing Review Committee for consideration of re-entry into the Nursing core courses. An overall 2.75 or higher GPA is required for entry or re-entry into the nursing core courses. However, if the student has two or more withdrawals a deduction of 0.25 will be applied to the GPA of the courses listed on the nursing degree plan.
10. **If a student has either two prior failures and/or withdrawals in another nursing program** and wishes to transfer to ENMU-Roswell at any level, the student must petition for consideration of entry into the nursing core courses. An overall 2.75 or higher GPA is required for entry or re-entry into the nursing core courses. However, if the student has two or more withdrawals a deduction of 0.25 will be applied to the GPA of the courses listed on the nursing degree plan.
11. **Students applying for re-entry** must provide information regarding academic standing at the time of the withdrawal and/or circumstances surrounding the failure to the Nursing Review Committee. The petition letter also should address what actions the student is taking to improve his/her academic success should he/she be approved for entry/re-entry into the Nursing core courses.

12. **Licensure Testing Requirements:** Students must have completed each required nursing course with a grade of “C” or better, must have a cumulative GPA of 2.0, and must have filed for graduation by the semester deadline date and before the expected completion date. In addition, a comprehensive NCLEX predictor assessment test is part of program completion. A passing score, as determined by ENMU-Roswell Nursing program faculty, is required in order to release the Certification of Eligibility for Graduation form along with the student’s official transcript to the New Mexico Board of Nursing or similar form required by other state boards of nursing. This assessment test is administered toward the end of the student’s final semester of enrollment in the NURS 225 capstone course. If the student does not attain a passing score on the assessment test after the second attempt, the student must complete an approved NCLEX review and re-test at the student’s expense on the comprehensive NCLEX predictor assessment test.
13. A dosage calculation/medication administration competency exam and various nursing technical skill competencies are evaluated each semester in NURS 110L, 112L, 201L, 216L, 217L, and 220L.
14. The student must successfully complete this dosage calculation/medication administration competency exam and appropriately demonstrate the required nursing technical skills before the end of the clinical course orientation period. Criteria for successful completion of this competency exam and criteria for appropriate demonstration of the required nursing technical skills are defined in each clinical practicum course syllabus. Students who do not meet these requirements by the end of the clinical orientation period must withdraw from the clinical practicum course. The student may apply for re-entry into the clinical course for the next semester that the course is offered.
15. Students with 4 or more nursing course failures or who have a total of 8 or more nursing course withdrawals will not be considered for re-entry into the nursing core courses.

Nursing AS

Associate of Science degree

The A.S. degree in Nursing transfers into a Bachelor of Science in Nursing (BSN) degree program at ENMU.

First Year Courses

These courses must be completed prior to progressing into the nursing (NURS) core courses: University Skills placement tests and appropriate developmental courses as needed; BIOL 154 - General Biology II (3 credits) and BIOL 154L - General Biology II Lab (1 credit) with a grade of “C” or better in each course if taking Anatomy and Physiology I, Anatomy and Physiology II, and/or Microbiology at ENMU-Roswell. BIOL 154/154L is not required if student transfers in credit for Anatomy and Physiology I and II and Microbiology from another institution.

Students must have completed a Nursing Assisting program, Emergency Medical Technician program, Medical Assisting program, or provided employer verification that full-time employment has been completed as a nursing assistant in a hospital, nursing home, or home health agency for at least six months within the last five years preceding enrollment in the fall semester Level I nursing core courses. If the student wishes to meet the employment requirements, employment verification and skills

verification are required. A Nursing Assisting program (NA 111 and NA 111L courses) is offered fall, spring, and summer semesters.

Beginning January 1, 2013, national nursing assisting certification is no longer required.

Beginning January 1, 2013, a 2.75 or higher GPA in the first-year requirements (BIOL 209, BIOL 210, and ENG 102) is required before students can progress into the Nursing core courses.

	Credit Hours
BIOL 154	General Biology II (see note above3
BIOL 154L	General Biology II Lab (see note above1
BIOL 209	Anatomy and Physiology I with Lab4
BIOL 210	Anatomy and Physiology II with Lab4
ENG 102	English Composition.....3
	*11 or 15

*See note above regarding BIOL 154/154L

**Beginning fall 2014, BIOL 209 and BIOL 210 must have been completed within five (5) years of entering the nursing core courses.

General Education courses may be completed prior to enrollment in the Nursing core courses.

Level I Nursing Core Courses

Fall Level I Nursing Core Courses Credit Hours

COMM 101	Interpersonal Communication.....3
NURS 110	Medical-Surgical Nursing I4
NURS 110L	Medical-Surgical Nursing I Practicum3
NURS 114	Basics of Nutrition.....1
PSY 101	Introductory Psychology3
	14

Spring Level I Nursing Core Courses

NURS 112	Medical-Surgical Nursing II4
NURS 112L	Medical-Surgical Nursing II Practicum3
NURS 117	Pharmacology I2
PSY 200	Human Growth and Development.....3
	12

Fall or Spring Semester

(Must be completed prior to entering Level II Nursing Core Courses)

NURS 121 Mental Health1

Total hours for Level I Nursing Core Courses and General Education Course Requirements: 27

Level II Nursing Core Courses

Fall or Spring Semester

NURS 201 Psychiatric Nursing.....2

NURS 201L Psychiatric Nursing Practicum1

NURS 216 Pediatric Nursing.....2

NURS 216L Pediatric Nursing Practicum2

NURS 217 Maternal-Newborn and Women’s Health Nursing....2

NURS 217L Maternal-Newborn and Women’s Health Nursing
Practicum2

NURS 220 Medical-Surgical Nursing III4

NURS 220L Medical-Surgical Nursing III Practicum5

NURS 221 Pharmacology II1

NURS 223 Nursing Seminar.....1

NURS 225 Comprehensive Predictor Capstone1

23

Total Hours for Level II Nursing Core Courses: 23

May be taken anytime in the degree plan, but must be completed prior to graduation:

BIOL 214 Microbiology3

BIOL 214L Microbiology Lab1

The two courses listed above are recommended for the summer semester between Level I and Level II nursing core courses if the student has not completed them prior to entering the Nursing Core Courses.

ENTR 101 Entrepreneurship

Or

PSY 134 The Psychology of Success

Or

UNIV 101 Principles of Student Success

Or

PHIL 131 Logic and Critical Thinking

Or

PHIL 211 Ethics.....3

SOC 101 Introductory Sociology.....3

10

Nursing Credits: 41

Non-Nursing Credits: 30- 34

Total Hours Required for Degree: 71- 74

NURSING ASSISTING

Nursing assistants are a part of the healthcare team whose purpose is to care for people who are ill or have impaired self-care capabilities. They may work in the hospital, nursing home, or home under the supervision of a professional nurse in carrying out patient care assignments.

Students must be at least 17 years of age and demonstrate proficiency in English to include reading, writing, and oral communication skills. Students must be able to perform basic math skills. A TABE test is required and will be administered one week prior to class start date. A grade equivalent of 8th grade or higher in both reading and math is required to remain in the program. Mandatory drug screening is required during the first two weeks of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening and obtain mandatory TB testing according to clinical facility requirements to remain in the program. Drug screening may be repeated based on requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory screening to remain in the program. Background checks may be required by clinical facilities. Any student who has been convicted of a misdemeanor within three years or a felony within seven years will not be admitted to the program. Students exhibiting signs of impaired clinical judgment related to the suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately.

At that time, the instructor will implement steps according to the Division of Health Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.

Nursing Assisting courses are offered each semester. Successful completion of the Nursing Assisting Program qualifies as a pre-requisite for the Nursing Program.

Clinical rotations and on-campus labs are required to successfully complete the program. To attend clinical rotations, the student must meet and adhere to clinical guidelines of both the ENMU-R Nursing Assisting Program and the facilities where clinical rotations are conducted.

Nursing Assisting COE

Certificate of Employability

Course Requirements		Credit Hours
NA 111	Nursing Assisting	2
NA 111L	Nursing Assisting Lab	3
		5

Total Hours Required for Certificate: 5

OCCUPATIONAL SAFETY ENGINEERING AND ENVIRONMENTAL MANAGEMENT TECHNOLOGIES

The occupational safety engineering and environmental management field is evolving. More and more companies seek out qualified individuals to develop and maintain their safety programs. One field in particular (oil and gas) has seen an exponential growth across the United States. The discovery of shale deposits and the expansion of population in these areas are expected to continue.

Surveys indicate persons trained in all aspects of occupational safety and environmental management, which includes hazard identification, accident investigation, and regulatory compliance, are in demand for years to come. Safety engineers and environmental managers are highly paid top-level executives and professionals. Many times, they are the sole individual responsible for development of programs at a company.

Not only is career growth in this field expected to rise, the pay for safety and environmental professionals is above average on both national and statewide scales. Graduates from certificate and degree programs earn top pay when compared to other two-year and four-year professions. Many graduates seek employment with government agencies and /or corporate entities while others with entrepreneurial spirit start safety and health consulting businesses throughout the United States. Graduates of certificate and degree programs gain the knowledge needed to become Certified Safety Professionals (CSP) responsible for establishing or maintaining a safety management system. Coursework mirrors elements needed to successfully pass the CSP and the other national safety or environmental certifications and exam.

In meeting the industry demands for qualified safety workers, supervisors, and managers, ENMU-Roswell has created new paths of professionalism that can be accomplished in as little as one semester or can be built upon until the student reaches the Associate of Applied Science (AAS) degree in Occupational Safety Engineering and Environmental Management Technologies. Students are encouraged to follow the professionalism pathway in order to move through classes in the fastest manner.

Students are also encouraged to submit qualified training certificates such as those from OSHA Education Centers, Texas A & M (TEEX), military training, and/or certified safety courses to see if courses already taken can be substituted for other required classes. Technical electives for coursework (when allowed) include courses taken from industry and/or other accredited training sources recognized as approved training courses for employees. Courses taken outside of ENMU-Roswell will need to be approved as equivalent before being accepted. Electives must be within the same course of study to be considered.

Safety Trained Technician—Level I

Certificate of Employability

The Safety Trained Technician Certificate will be comprised of 16 to 18 credit hours' worth of specialized courses. This certificate is designed to meet industry requirements for specialized training in industries such as Oil and Gas, Construction, Industrial Maintenance, Health Care, etc. Employers and employees will both benefit from individuals trained in this area by increasing knowledge and awareness of hazards found on the job.

Courses	Credit Hours
CTE 230	Developing Leadership in Supervision2
SET 101	Introduction to Safety and Health3
SET 104	Hazard Control Engineering4
SET ____	***Safety elective2
SET 114	Workplace Safety for Construction
Or	
SET 115	*Workplace Safety for Employees1
	Technical or *Safety Electives4-6
	16-18

Total Hours Required for Certificate: 16-18

*Students will receive the OSHA 10-hour card if taken on campus.

**Technical electives include courses taken from industry and/or other accredited training sources that are recognized as approved training courses for employees. Courses taken outside of ENMU-Roswell will need to be approved as equivalent before being accepted. Electives must be within the same course of study to be considered.

***Safety Electives (where not already identified) are SET-identified courses such as SET 114, 115, 118, 119, 231, 232, 233, 240, 241, and 242.

Safety Trained Manager COE

Certificate of Employability

The Safety Trained Manager Certificate is designed for the supervisor, line tech, pusher, or manager who wants to increase their knowledge of safety and employee management. The course focuses on what it takes to develop a safety program and how to manage it and its people once established.

Courses	Credit Hours
SET 114	Workplace Safety for Construction
Or	
SET 115	*Workplace Safety for Employees1
SET 118	Workplace Safety for Supervisors1
SET 106	Safety Information Management3
CTE 230	Developing Leadership for Supervision2
MGT 110	Human Resource Management
Or	
MGT 239	Small Business Management3
_____	**Technical or ***Safety Electives6
	16

Total Hours Required for Certificate: 16-18

*Students will receive the OSHA 10-hour card if taken on campus.

**Technical electives include courses taken from industry and/or other accredited training sources that are recognized as approved training courses for employees. Courses taken outside of ENMU-Roswell will need to be approved as equivalent before being accepted. Electives must be within the same course of study to be considered.

***Safety Electives (where not already identified) are SET-identified courses such as SET 114, 115, 118, 119, 231, 232, 233, 240, 241, and 242.

Professionalism Pathway to SET AAS Degree

The programs below are designed for students seeking certification in occupational safety engineering and environmental management. As the students' progress through the certifications and pass the required exams, they meet industry goals for knowledge in specific careers and job descriptions. Collectively, the classes, when completed, will meet the requirements for the AAS degree in Occupational Safety Engineering and Environmental Management Technologies. This easy entry/easy exit will allow students to complete a course of study each semester and collectively build a knowledge base as they progress toward a degree.

Certified Occupational Safety Technician (COST)*Certificate of Employability*

COST candidates are entry-level supervisors and managers who have work experience in the field but are new to the safety profession. These individuals may have safety listed as an ancillary duty and need technical information in the field of hazard recognition, and communication, investigation, and awareness of regulatory issues.

Semester 1	Credit Hours
SET 101 Introduction to Safety and Health	3
SET 104 Hazard Control Engineering	4
SET 105 Safety Report Writing and Analytical Methods	4
SET 205 Accident Investigation/Behavioral Aspects of Safety	3
_____ **Technical or ***Safety Electives	2
	16

Total Hours Required for Certificate: 16

*Students will receive the OSHA 10-hour card if taken on campus.

**Technical electives include courses taken from industry and/or other accredited training sources that are recognized as approved training courses for employees. Courses taken outside of ENMU-Roswell will

need to be approved as equivalent before being accepted. Electives must be within the same course of study to be considered.

***Safety Electives (where not already identified) are SET-identified courses such as SET 114, 115, 118, 119, 231, 232, 233, 240, 241, and 242.

Certified Occupational Safety and Health Specialist (COSHS)

Certificate of Employability

The COSHS candidate normally has supervisory or managerial duties associated with their position. They regularly develop, manage, or oversee safety and health programs on location and are responsible for communicating the goals and objectives to both upper management and workers.

Semester 2	Credit Hours
SET 106 Safety Information Management	3
SET 108 Product Safety.....	3
SET 201 Biomechanics (Ergonomics).....	3
SET 114 Workplace Safety for Construction	
Or	
SET 115 *Workplace Safety for Employees.....	1
_____ **Technical or ***Safety Electives.....	6
	16

Total Hours Required for Certificate: 16

*Students will receive the OSHA 10-hour card if taken on campus.

**Technical electives include courses taken from industry and/or other accredited training sources that are recognized as approved training courses for employees. Courses taken outside of ENMU-Roswell will need to be approved as equivalent before being accepted. Electives must be within the same course of study to be considered.

***Safety Electives (where not already identified) are SET-identified courses such as SET 114, 115, 118, 119, 231, 232, 233, 240, 241, and 242.

Certified Occupational Safety and Environmental Technician (COSET)

Certificate of Employability

COSET candidates build on the knowledge and experience they have running a health and safety COSET program with the inclusion of environmental management duties. This course of study includes practical applications to regulatory problems and real-world experience in working within a team to complete environmental studies.

Semester 3	Credit Hours
SET 107 Introduction to Environmental Health	3

SET 110	Environmental Careers	3
SET 203	Environmental Safety and Health	4
SET 206	Industrial Toxicology	4
_____	**Technical or ***Safety Electives	2
		16

Total Hours Required for Certificate: 16

*Students will receive the OSHA 10-hour card if taken on campus.

**Technical electives include courses taken from industry and/or other accredited training sources that are recognized as approved training courses for employees. Courses taken outside of ENMU-Roswell will need to be approved as equivalent before being accepted. Electives must be within the same course of study to be considered.

***Safety Electives (where not already identified) are SET-identified courses such as SET 114, 115, 118, 119, 231, 232, 233, 240, 241, and 242.

Certified Occupational Safety and Health Trainer (COSHT)

Certificate of Employability

The COSHT certification prepares the safety professional with the essential skills and knowledge needed to train adults in health and safety topics. OSHA regulations mandate knowledgeable individuals be selected as trainers when conducting required training sessions for employees. This course of study helps the candidate by covering some of the more difficult and hazardous topics that require training.

Semester 4	Credit Hours
SET 109	H2S Hydrogen Sulfide Awareness..... 1
SET 241	H2S Hydrogen Sulfide Instructor Trainer 2
SET 113	Introduction to Design Safety Principles 1
SET 114	Workplace Safety for Construction
Or	
SET 115	Workplace Safety for Employees..... 1
SET 118	Workplace Safety for Supervisors..... 1
SET 202	Fire Safety and Code Enforcement Practices 4
SET 209	Training Methods for Safety 3
SET ---	Safety Elective (Suggested SET 240, OSH 500/501) 2
CTE 230	Developing Leadership in Supervision 2

SET 242	Vehicle Control Safety Officer.....2
SET 243	Medic/First Aid Trainer2
	(Medic First Aid® Basic Trainer (or Equivalency) is a portion of the First Aid Trainer Class)

Total Hours Required for Certificate: 21

Occupational Safety Engineering and Environmental Management Technologies AAS

Associate of Applied Science degree

The A.A.S. degree in Occupational Safety Engineering and Environmental Management Technologies transfers into a Bachelor of Applied Arts and Sciences (B.A.A.S.) degree program at ENMU.

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program and complete any remedial work necessary.

General Courses	Credit Hours
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ENTR 101	Entrepreneurship	
Or		
PSY 134	The Psychology of Success	
Or		
UNIV 101	Principles of Student Success.....	3
CIT 151	Basic Computer Skills II	3
COMM ____	Common Core I	3
ENG 102	English Composition.....	3
MATH 107	Intermediate Algebra.....	3
STAT 213	Statistical Methods	4
	*Laboratory Science Selection 1	4
	*Laboratory Science Selection 2	4
		27

Professional Core Courses	Credit Hours
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CTE 230	Developing Leadership for Supervision	2
SET 101	Introduction to Safety and Health	3
SET 104	Hazard Control Engineering.....	4
SET 105	Safety Report Writing and Analytical Methods	4
SET 106	Safety Information Management	3

SET 107	Introduction to Environmental Health	3
SET 108	Product Safety.....	3
SET 115	Workplace Safety for Employees.....	1
SET 201	Biomechanics (Ergonomics).....	3
SET 202	Fire Safety and Code Enforcement	4
SET 203	Environmental Safety & Health	4
SET 205	Accident Investigation/Behavioral Aspects of Safety	3
SET 206	Industrial Toxicology	4
SET 209	Training Methods for Safety	3
SET 294	Co-op/Internship Training.....	1-3
SET -----	Electives	2
		49-51

Total Hours Required for Degree: 74-76

SET Elective Courses:		Credit Hours
SET 113	Introduction to Design Safety Principles	1
SET 114	Workplace Safety for Construction.....	1
SET 119	Principles of Safety in the Food Service and Hospitality Trades Industry	1
SET 231	Understanding OSHA Regulations —General Industry.....	2
SET 232	Understanding OSHA Regulations —Construction	2
SET 233	Oil and Gas Regulations	2
SET 240	The Professional Trainer	2
SET 241	H2S Hydrogen Sulfide Instructor Trainer	2
SET 242	Vehicle Control Safety Officer.....	2
SET 243	Medic First Aid Trainer.....	2

*Two science classes with laboratories must be taken from any laboratory science offered at ENMU-Roswell (with the exception of Astronomy) to meet the science requirement of this degree.

OCCUPATIONAL THERAPY ASSISTANT

The Eastern New Mexico University-Roswell Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at

American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, P.O. Box 31220,
Bethesda, MD 20824-1220
(301) 652-AOTA

Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT).

The NBCOT's COTA Certification Application contains five (5) felony related questions that must be answered by all exam candidates applying for the certification examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or to attain state licensure. Information on the guidelines for felony convictions can be found under Publications "disciplinary actions" at www.NBCOT.org and Rules and Law "disciplinary proceedings" at www.rld.state.nm.us/b&c/otb/rules-and-law.htm

After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Students interested in exploring occupational therapy as a career may take OT 101 Orientation to Occupational Therapy prior to progression into the Occupational Therapy Assistant Level 1 Core Courses. OT 101 is offered online and/or classroom instruction.

The number of students enrollment in OTA core courses at all levels is limited. Students entering the program at all levels (first-time entry into OTA core courses, re-entry and transfer) should carefully consider the following information:

1. Students ENTER or RE-ENTER the Occupational Therapy Assistant program under the CURRENT Catalog. Therefore, it is important to carefully read the current Catalog.
2. Contact an advisor in either the Occupational Therapy Assistant program or the Advising Services.
3. Submit an application to Eastern New Mexico University-Roswell (if necessary). Applications are valid for a limited time.
4. Submit an application to the Occupational Therapy Assistant program. Applications are valid for one academic school year.
5. It is the applicant's responsibility to have official high school transcript (or GED certificate), college transcripts, and/or OTA education transcripts in the Admissions and Records Office by the required date. Transfer credit is awarded only by the Director of Admission and Records.
6. In addition to special requirements for the Occupational Therapy Assistant program, students must meet general entrance requirements for the University.

7. Students will be required to submit information for a background check. Any pertinent information that may affect licensure or employment guidelines could affect the student's standing in the OTA program. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or to attain state licensure.
8. Mandatory drug screening is required during the first week of the program and will be scheduled by the Division of Health faculty. A student can expect random drug testing throughout the duration of the program.
9. Students must pass all mandatory drug screening to remain in the program. Drug screening may be repeated based on requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory screening to remain in the program. Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Division of Health Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.
10. All first-year Level I required core courses must be completed in order to progress into Level II core courses of OT 214, 216, 240, 242, 244, 246.

Special Requirements for Progression into the First Semester of Occupational Therapy Assistant Core Courses

Occupational Therapy Assistant program students who want to progress into the Occupational Therapy Assistant core courses should be aware the program consists of a two-year program of study after the student has completed the required first-year courses (which may take one year or more to complete). The first-year courses consist of selected academic courses in preparation for progression in the OTA program.

In the first-year courses, students are required to complete the following:

1. University Skills Placement Test requirements and appropriate developmental courses, if necessary.
2. ENTR 101 – Entrepreneurship
Or
PSY 134 – The Psychology of Success
Or
UNIV 101 – Principles of Student Success
(3 credits) with a grade of “C” or better.
3. ENG 102 - English Composition (3 credits) with a grade of “C” or better.
4. PSY 101 - Introductory Psychology (3 credits) with a grade of “C” or better.
5. SOC 101 - Introductory Sociology (3 credits) with a grade of “C” or better.

Progression/Re-Entry Plan for OTA Program

The following process refers to students who want to be considered for progression or re-entry as first-semester Occupational Therapy Assistant students. Students who want to be considered for the Occupational Therapy Assistant program for the following fall semester will submit an Occupational Therapy Assistant program application by May 1. To be considered for progression into Level 1 core courses, students must meet the following at the time of review for selection (generally early June):

1. Be in good standing with the University.
2. Have all required documentation on file in the Admissions and Records Office.
3. Have a current application to ENMU-Roswell on file in the Admissions and Records Office.
4. Have a 2.50 or higher GPA in the first-year course requirements (excluding developmental courses). By May 1 of each year, the Program Director notifies the Director of Admissions of the number of positions available to be filled. The Director of Admissions forms an Occupational Therapy Assistant Review Committee to review all submitted applications. The Review Committee consists of the Director of Admissions, the OTA Program Director, an OTA program instructor, Dean of Division of Health, Admissions Supervisor, and one Student Advisor. The committee meets after the Director of Admissions has completed posting course final grades. Students are notified by June 15 whether or not they have been approved for progression into the Occupational Therapy Assistant program core courses.

Students meeting the special requirements for progression in the Occupational Therapy Assistant program as outlined in the current ENMU-Roswell Catalog will be considered “qualified” students.

“Qualified students” will be granted permission for progression into the core courses based upon a two-stage process. Initial slots will be filled solely on the basis of the qualified student’s GPA in the above first-year courses, excluding developmental courses. The Committee will review only final course grades and will not consider midterm grades. There will be a minus 0.25 GPA deduction if an applicant has already been in the ENMU-Roswell program or a similar program at another institution. This is to give a slight advantage to students who have not already had the opportunity. Students scoring the highest points will be given priority in the review process. After selecting the students for all the available slots, the OTA Review Committee will select additional students to serve as alternates to fill any slots not taken by students selected for those positions. Alternates will be selected by the Committee using the same selection method as students originally selected to fill the allocated slots.

If positions remain available after the “qualified” students have been admitted, then students will be admitted as “provisional” based on the total points awarded for the following:

1. The number of requirements a student has fulfilled (2 points for each fulfilled requirement).
2. GPA of the requirements, excluding developmental courses (zero GPA points awarded for unfulfilled requirements).
3. Subtraction of 0.25 points for students previously enrolled in the program or in a similar program at another institution. This will give a slight preference to students who have not had the opportunity.

Once students have been mailed notices of selection, they must make a formal acceptance of appointment within the time specified on the selection notice.

Requirements for Continuation in the Occupational Therapy Assistant program

1. In order to continue in the program, students must maintain a grade of “C” or better in each consecutive Occupational Therapy Assistant course; and an overall “C” average in all courses in the degree plan. If these requirements are not met, the student will be asked to leave the program.
2. Students who do not successfully complete the Level I Fall Core Courses may subsequently reapply but will be competing with the next group of applicants.
3. Students who do not successfully complete subsequent semesters may reapply on a space available basis.
4. Students entering or reentering the OTA program do so under the current catalog guidelines.
5. Students must keep current required laboratory tests on file: tuberculin skin tests (PPD) after July 1 each year, Td immunization or booster within last 10 years, MMR vaccine and titer for individuals born after 12/31/56, HEP B Vaccination recommended, and proof of Varicella. It is also required to provide proof of current American Heart Association Healthcare Provider.
6. Student must demonstrate appropriate professional behaviors as evidenced by passing the minimum requirements on the Professional Behavior Evaluation completed each semester.

Special Requirements for Re-Entry into OTA courses

All students who are approved for re-entry into the OTA core courses must meet the “Requirements for Continuation in the Occupational Therapy Assistant program.”

Students who have withdrawn from an Occupational Therapy Assistant course, failed to meet the “Requirements for Continuation in the Occupational Therapy Assistant program,” or who have not enrolled in Occupational Therapy Assistant courses for one or more semesters and wish to re-enter the program must meet the following requirements:

1. Submit an application for re-entry to the program.
2. Document completion of required degree plan courses up to the desired level of admission with an overall 2.50 or higher GPA (excluding developmental courses) and a grade of “C” or higher in each Occupational Therapy Assistant course. Failing grades in OTA courses to be repeated are not computed in the GPA. There will be a 0.25 GPA deduction applied due to previous enrollment in the OTA core courses. This is to give a slight advantage to students who have not already had the opportunity for enrollment in these OTA core courses.
3. Submit a petition letter to the OTA Review Committee if the student has previously withdrawn from the program, withdrawn from or failed an OTA courses. The petition letter must address the student’s academic standing at the time of any OTA course withdrawal and/or circumstances surrounding any OTA course failure. It should document what action the student is taking to improve his/her academic success should he/she be approved to re-enter OTA core courses. Petition letters are due by May 1.
4. If not enrolled in the OTA program for a period of up to two years, students, along with application for re-entry, will take the OTA program competency exam to include both written and clinical skills. This will provide documentation of retention of knowledge to the Review

Committee. If student has been out of OTA program for a period of two or more years, the student will be required to re-enter the program at the Level I fall semester OTA core courses.

5. Students with 4 or more OTA course failures within the past 2 years or who have a total of 8 or more OTA course withdrawals within the past 2 years will not be considered for re-entry into the OTA program for a period of 2 calendar years following the date of the last failure or withdrawal. If approved for re-entry after this 2-year period, the student would re-enter the program at the Level I fall semester OTA core course requirements.

Completion of the above does not mean automatic approval for re-entry into the Occupational Therapy Assistant core courses. The OTA core courses have enrollment limits. Students who have completed the requirements and are in good standing in the University are “qualified” for consideration of re-entry.

“Qualified” students are ranked along with students for advanced standing wishing to complete the requirements for the Associate of Science degree in Occupational Therapy Assistant using the following criteria:

1. GPA of first-year courses (not including developmental courses) and required courses up to the desired level of admission. Failing grades in Occupational Therapy Assistant courses to be repeated are not computed in the GPA.
2. Previous enrollment in the desired level of admission (a minus 0.25 GPA deduction).
3. Space availability in the OTA core courses.

Special Requirements for Progression into the Occupational Therapy Assistant Core Courses with Advanced Standing

In addition to meeting the requirements for progression into the OTA program core courses, students wishing to transfer from other Occupational Therapy Assistant programs must meet the following requirements:

1. Submit all official transcripts from all prior schools and colleges attended.
2. Document completion of required first-year courses and degree plan courses up to the desired level of admission with an overall 2.50 or higher GPA (excluding developmental courses) and a grade of “C” or higher in each Occupational Therapy Assistant course.
3. Submit an application to the OTA program for entry into OTA core courses.
4. Repeat Occupational Therapy Assistant courses completed two or more years prior to re-entry into OTA core courses as recommended by OTA Review Committee.

Completion of the above does not mean automatic acceptance for progression into the Occupational Therapy Assistant program. Students who have completed the requirements and are in good standing in the University are “qualified.”

“Qualified” students are ranked along with other students for advanced standing wishing to complete the requirements for the Associate of Science degree in Occupational Therapy Assistant using the following criteria:

1. GPA of first-year courses (not including developmental courses) and required courses up to the desired level of admission. Failing grades in Occupational Therapy Assistant courses to be repeated are not computed in the GPA.

2. Previous enrollment in the desired level of admission (a minus .25 GPA deduction).
3. Space availability in OTA core courses.

Mandatory drug screening is required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Drug screening may be repeated based on requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory screening to remain in the program. Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Division of Health Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.

Occupational Therapy Assistant AS

Associate of Science degree

The A.S. in Occupational Therapy Assistant transfers into a Bachelor of Applied Arts and Sciences (B.A.A.S.) degree program at ENMU.

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

University Skills Placement Tests and appropriate developmental courses must be completed if necessary. All first-year courses must be completed with a grade of “C” or higher. Substitutions for UNIV 102 can be made using the requirements listed under “Substitutions for University Studies 101 or 102” in the Catalog.

First Year Courses

These courses must be completed prior to progressing into the Occupational Therapy Assistant (OTA) core courses:

University Skills Placement Test Requirements:

	Credit Hours
ENTR 101 Entrepreneurship	
Or	
PSY 134 The Psychology of Success	
Or	
UNIV 101 Principles of Student Success.....	3
ENG 102 English Composition.....	3
PSY 101 Introductory Psychology	3
SOC 101 Introductory Sociology.....	3
OT 101 *Orientation to OT.....	2

*(Taken in first semester of Level I core courses or prior to progression into the program)

Fall Semester Level I Core Courses:

*NOTE: General Education courses may be completed prior to progression into OTA Core Courses and must be completed successfully with a grade of "C" or better by the end of the semester listed in the degree plan (BIOL 209, PSY 200, COMM 101 or COMM 102, CD 111 or 203).

** BIOL 154/154L is a prerequisite for BIOL 209 at ENMU-Roswell. BIOL 154/154L is not required if the student transfers in credit for Anatomy and Physiology I from another institution.

PSY 200	Human Growth and Development.....	3
BIOL 209	Anatomy and Physiology I.....	4
OT 110L	Therapeutic Media I.....	2
OT 112	Applied Communication in OT.....	2
OT 114L	Fieldwork I-A.....	1
		12 or 16

** (See note above regarding BIOL 154/154L)

Spring Semester Level I Core Courses:

COMM 101	Interpersonal Communication	
Or		
COMM 102	Public Speaking*	3
OT 118L	Therapeutic Media II.....	2
OT 120	Principles of OT.....	3
OT 130	Kinesiology.....	3
OT 140L	Therapeutic Techniques.....	3
OT 116L	Fieldwork I-B.....	1
		15

Fall Semester Level II Core Courses

CD 203	Children with Special Needs*	3
OT 216L	OT Shop Techniques	2
OT 240	OT in Gerontology.....	2
OT 242	OT in Physical Disabilities.....	3
OT 244	OT Psychosocial Dysfunction	3
OT 246	OT in Pediatrics	3
OT 214	Fieldwork I-C.....	1
		17

Spring Semester Level II Core Courses

NOTE: All OTA classes and non-OTA classes must be completed before progression into Spring Semester Level II OTA courses. All Fieldwork must be completed within 20 months following completion of Level II Fall OTA courses.

OT 250L	Occupational Therapy Seminar.....	2
OT 260L	Fieldwork II in Psychosocial Dysfunction	7
OT 262L	Fieldwork II in Physical Disabilities	7
		16

Total Hours Required for Program: 49

Total Hours Required for Degree (Including First-Year Courses): 73

Office Management & Technologies

Office Manager COE

Certificate of Employability

The Computer Applications and Support Certificate is designed to help students acquire the necessary skills to obtain an entry-level computer/administrative support position in business. All of the courses in this program will apply toward obtaining a two-year Associate of Applied Science Degree in Computer Applications and Support.

Courses		Credit Hours
BUS 151	Introduction to Business.....	3
CIT 101	Basic Computer Skills I	3
CIT 151	Basic Computer Skills II	3
CIT 175	Microsoft Outlook and Office Procedures.....	3
CIT 250	Office Management and Record Keeping.....	3
CIT 263	Word Processing.....	3
CIT 274	Spreadsheets.....	2
ENG 233	Technical Writing	3
		24

Total Hours Required for Certificate: 24

Office Management and Technologies AAS

Associate of Applied Science degree

This two-year course of study prepares students to be successful office managers in today's fast-paced. High tech office environments. Students will learn computer applications, desktop troubleshooting,

security issues, and project management skills. Skills Assessment Management software also prepares students for the MOS (Microsoft Office Specialist) exams. In the fourth semester, students have an opportunity to apply their acquired skills and knowledge in the workplace through an internship in their last semester of study.

The Associate of Applied Science Degree (A.A.S.) in Office Management and Technologies transfers into a Bachelor of Applied Arts and Sciences (B.A.A.S.) Degree at ENMU.

Fall Semester **Credit Hours**

BUS 151	Introduction to Business	3
CIT 101	Basic Computer Skills I	3
CIT 185	Introduction to Computer Information Systems	3
COMM 101	Interpersonal Communication	3
ENTR 101	Entrepreneurship	3
		15

Spring Semester

ACCT 200	Basic Bookkeeping and Accounting	3
CIT 151	Basic Computer Skills II	3
CIT 175	Microsoft Outlook and Office Procedures	3
CIT 189	Introduction to IT Support	3
ENG 233	Technical Writing	3
		15

Fall Semester

CIT 245	Social Media Management	3
CIT 263	Word Processing	3
CIT 264	Desktop Publishing	3
CIT 274	Spreadsheets.....	3
MATH 107	Intermediate Algebra.....	3
		15

Spring Semester

CIT 250	Office Management & Record Keeping	3
CIT 284	Database Management.....	3
CIT 285	Presentations & Media	3
CIT 294	CIT Internship.....	3

STAT 213	Statistical Methods	4
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16

Total Hours Required for Degree: 61**PHARMACY TECHNICIAN***Certificate of Employability***Advisor's Notes/Recommendations**

In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test and the TABE-A prior to entering the program. Development courses will be required as determined by the placement test. Students must meet all assessment requirements of the program, which may include pre-and post-TABE-A testing.

Pharmacy Technicians are employed in retail and hospital pharmacies. Under the supervision of Registered Pharmacists, they perform a wide range of skilled activities which includes preparation, packaging, distributing, storing, and inventory of pharmaceutical products.

A grade of "C" or better in each PHAR course, and an overall "C" average in all other required courses, must be achieved to receive certification.

Note: The PHAR courses in the certificate plan are offered only during the semesters indicated below.

Program Requirements:

Mandatory drug screening is required during the first week of the program and will be scheduled by the Health Education unit faculty. Students must pass the mandatory drug screening to remain in the program. Drug screening may be repeated based on requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory screening to remain in the program. Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Health Education unit's "Policy for Student Suspected Impairment." Appeals can be made according to the process outlined in the Student Handbook.

Pharmacy Technician COE*Certificate of Employability*

Fall Semester		Credit Hours
PHAR 101	Pharmacy Technology I	3
PHAR 107	Math and Calculations for Pharmacy Technicians	3
MDST 102	Medical Terminology	3
MDST 106	Professional Development.....	2
MDST 118	Current Issues in Allied Health.....	2
		13

Spring Semester

PHAR 103	Pharmacology for Technicians	3
PHAR 104	Pharmacy Technology II	3
PHAR 105L	Pharmacy Technician Preceptorship.....	3
PHAR 109	Pharmacy Tech Exam Review	1
CIT 151	Basic Computer Skills II	3
		13

Total Credits Required for Certificate: 26

PHLEBOTOMY

Phlebotomists are part of the allied health care team who have been trained to perform phlebotomy procedures in hospitals, health care offices, medical laboratories, blood banks, and forensic agencies. Most commonly, phlebotomy procedures include obtaining blood for diagnostic testing, removing blood for transfusion purposes, and removing blood for therapeutic purposes in individuals with certain disease processes.

The 17.5 credit hour, two-semester program, which includes a competency-based clinical experience, leads to a Certificate of Employability. Graduates of the program are eligible to take the PBT (ASCP), a national certification examination through the American Society for Clinical Pathology.

Although the program is designed to attract students with a declared sole interest in phlebotomy, it also provides opportunities for students in other allied health programs to broaden their educational and experiential basis or to seek additional credentials.

A grade of "C" or better in each required course must be achieved to be permitted to complete the Phlebotomy Clinical Practicum and obtain a Certificate of Employability.

Students must be enrolled in or have completed MDST 102, MDST 103, MDST 106, MDST 118, and EMS 101 in order to enroll in PBE 113 and 113L.

Prerequisite for entry into program:

One of the following courses must be passed with a grade of "C" or better:

- *ENTR 101 Entrepreneurship
- Or
- *PSY 134 The Psychology of Success
- Or
- *UNIV 101 Principles of Student Success3

*Also, one of these courses will be the pre-requisite for MDST 102.

Mandatory drug screening and background checks are required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening

and background checks to remain in the program. Students exhibiting signs of impaired clinical judgment related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. At that time, the instructor will implement steps according to the Division of Health Policy for Student Suspected Impairment. Appeals can be made according to the process outlined in the Student Handbook.

Phlebotomy COE

Certificate of Employability

Fall and Spring Semesters		Credit Hours
*MDST 102	Medical Terminology	3
MDST 103	Anatomy & Physiology for Allied Health.....	3
MDST 106	Professional Development.....	2
MDST 118	Current Issues for Allied Health	2
PBE 113	Introduction to Phlebotomy	3
PBE 113L	Introduction to Phlebotomy Lab.....	1
EMS 101	BLS/Clinical Preparation.....	1
		15
Spring and Summer Semesters		
PBE 114L	Phlebotomy Clinical	3
PBE 116	Phlebotomy Exam Review	1
		4

Total Hours Required for Certificate: 19

Students may be expected to meet health history, immunization, and background check requirements of some clinical agencies.

POLICE SCIENCE

The Associate of Applied Science (A.A.S.) in Police Science is a terminal, career-centered degree program that provides a 66 credit hour course of study for people currently employed in a law enforcement career with a New Mexico policing agency or who are state-certified in policing by other state licensing authorities or are certified as military police. Students must complete a two-tiered course of study:

1. Successful completion of 1) a New Mexico Department of Public Safety basic or NMDPS-approved satellite police certification training academy, or 2) the United States Border Patrol Basic Training Program (USBPI), the Federal Air Marshal Basic Training Program (FAMTP), or the Land Management Basic Police Training Program (LMPT) will equate to 30 hours toward the A.A.S. degree; AND

2. A 36-hour academic component at ENMU-Roswell (see course of study listed below). Graduates of the United States Border Patrol Basic Training Program (USBPI) will receive credit for Spanish 102.

Students must meet the stringent qualifications for entrance to one of the aforementioned law enforcement academies. These requirements include, but are not limited to, age limitations, physical fitness and psychological testing, an oral interview, and a background check.

Once the two-tiered course of study listed above is satisfied, and upon provision of an official training graduation transcript, students will be awarded an A.A.S. degree in Police Science from ENMU-Roswell.

Police Science AAS

Associate of Applied Science

General Education Requirements: 37 Credit Hours

ENTR 101	Entrepreneurship	
Or		
PSY 134	The Psychology of Success	
Or		
UNIV 101	Principles of Student Success.....	3
ENG 102	English Composition.....	3
COMM ____	Common Core I	3
MATH 113	Mathematical Discovery	3
PSY 101	Introductory Psychology	3
SOC 101	Introductory Sociology.....	3
SOC 212	Contemporary Social Issues.....	3
PSCI 102	American National Government.....	3
CIT 151	Basic Computer Skills II	
Or		
CIT 185	Introduction to Computer Information Systems	3

Language Requirements (choose 1 from list below)

SPAN 101	Beginning Spanish.....	3
SPAN 102	Continuation of Beginning Spanish.....	3
DS 101	American Sign Language I	3
DS 102	American Sign Language II	3
DS 103	American Sign Language III	3

Criminal Justice Electives (choose 2 from list below)

CJ 203	Introduction to Corrections	3
CJ 205	Criminal Procedures.....	3
CJ 220	Ethics & Liability in Criminal Justice	3
CJ 233	Juvenile Justice.....	3
CJ 284	American Judicial Systems	3
CJ 289	Criminal Law.....	3

Total hours toward the Associate of Applied Science in Police Science: 37 credit hours

Total hours awarded for successful completion of NMSP or NMDPS Academy: 30 credit hours

Total Hours Required for Degree: 67

PROFESSIONAL PILOT TRAINING

ENMU-Roswell's professional pilot training program prepares students to pilot Fixed-Wing Aircraft, Rotorcraft-Helicopter, and Unmanned Aerial Systems.

Professional Pilot Training—Fixed Wing AAS

Associate of Applied Science degree

The ENMU-Roswell Fixed Wing Professional Pilot Training program is the only one in New Mexico and is designed for students who want to become Airline Transport Pilots. Graduates of the program will have the training and licensures needed to complete the flight time to qualify for the Restricted Airline Transport Pilot license and to go to work as a pilot in the airline industry.

In order to enter the program, the students must:

- Obtain a clear FAA First Class Medical
- Be able to pass a TSA background check
 - “U.S. citizens must provide an unexpired passport or a birth certificate and a valid driver's license. Foreign students must provide an unexpired visa and passport, and obtain information on registering with the TSA.”
- Be able to obtain an FAA Student Pilot Certificate prior to first solo flight
- Meet the FAA eligibility requirements for each licensure

This program is intended to prepare students to go to work in the airline industry; therefore, students who wish to transfer to another college or university must contact the receiving institution to determine course transferability.

General Education Requirements

CIT 151	Basic Computer Skills II	3
COMM	Any Common Core COMM course.....	3
ENG 233	Technical Writing	3

MATH Math 105, 107, or 1193

PSY 101 Introduction to Psychology 3

Subtotal for General Education requirements: 15

Related Requirements

AFR 114 Aerodynamics2

ATC 101 Aviation Weather3

ATC 122 Human Factors3

GAMT 201 Turbine Engine Theory & Aircraft Systems3

Subtotal for Related Requirements: 11

Professional Pilot Training Requirements **Credit Hours**

PPT 101 Private Pilot Ground Instruction4

PPT 102 Private Pilot Flight Course.....2

PPT 104 Instrument Ground Instruction.....4

PPT 105 Instrument Flight Training3

PPT 120 Air Navigation3

PPT 150 Intermediate Flight Training2

PPT 200 Aviation Safety3

PPT 210 Aviation Law.....3

PPT 220 Commercial Ground Instruction4

PPT 221 Commercial Flight Training2

PPT 250 Certified Instructor Ground4

PPT 251 Certified Instructor Flight—Airplane2

Subtotal for Professional Pilot Training Requirements: 36

Total Hours Required for Degree: 62

Professional Pilot Training—Fixed Wing Basic COA

Certificate of Achievement

ATC 101 Aviation Weather3

ATC 122 Human Factors3

CIT 151 Basic Computer Skills II3

PPT 101 Private Pilot Ground Instruction4

PPT 102 Private Pilot Flight Training2

PPT 120 Air Navigation3

Total Hours Required for Certificate: 18

Professional Pilot Training—Fixed Wing Intermediate COA

Certificate of Achievement

Students must complete all of the courses required for the Basic Certificate before completing the Intermediate Certificate.

	Basic Certificate	18
ENG 233	Technical Writing	3
MATH	Math 105, 107, or 119	3
PPT 104	Instrument Ground Instruction.....	4
PPT 105	Instrument Flight Training	3
PPT 150	Intermediate Flight Training	2

Total Hours Required for Certificate: 33

Professional Pilot Training—Fixed Wing Advanced COE

Certificate of Employability

Students must complete all of the courses required for the Basic and Intermediate Certificates before completing the Advanced Certificate.

	Intermediate Certificate	33
COMM	Any Common Core COMM course.....	3
PPT 200	Aviation Safety	3
PPT 220	Commercial Ground Instruction	4
PPT 221	Commercial Flight Training	2
PSY 101	Introductory Psychology	3

Total Hours Required for Certificate: 48

Professional Pilot Training—Rotorcraft—Helicopter AS

Associate of Science degree

The purpose of the Associate of Science degree in Professional Pilot Training is to provide a program through which students can complete aircraft pilot training for Rotorcraft-Helicopter and thereby become gainfully employed in the aviation industry. A strong academic component is included in the program, thus providing a well-rounded graduate. These academic courses would also be transferable should the graduate decide to pursue a bachelor's degree.

The A.S. degree in Professional Pilot Training –Rotorcraft – Helicopter transfers into a Bachelor of Applied Arts and Science degree program at ENMU.

- The A.S. degree in Professional Pilot Training transfers into a Bachelor of Applied Arts and Science (B.A.A.S.) degree program at ENMU.
- In order to improve student success probability and reduce unnecessary attrition, all students must take the university skills placement test prior to entering the program.
- All lectures and corresponding labs must be taken simultaneously.
- Student must have an ENMU Campus System cumulative grade point average of 2.0 in order to meet graduation requirements.
- Submit a Graduation Application before the close of the semester preceding the expected completion date.
- Requirements must be met from the General Education Common Core. International students and students who request Veterans Administration (VA) certification must be enrolled in at least six (6) hours of general education requirements each term until the general education requirements have been met.
- Program fees for Professional Pilot Training Rotorcraft – Helicopter flight training are listed under the Special Fees section of the catalog.
- The student must have flown a minimum of 150 flight hours and have received a Commercial Pilot's License and an instrument rating to receive the Associate of Science degree.

General Education Requirements

ENG 102	English Composition.....	3
COMM	Common Core I	3
MATH	Common Core II (Math 107 or higher)	6-8
---	Life Science Common Core III	4
---	Physical Science Common Core III	4
---	Social or Behavior Science Common Core IV	3
---	Computer Literacy Common Core VII	3
ENTR 101	Entrepreneurship	
Or		
PSY 134	The Psychology of Success	
Or		
UNIV 101	Principles of Student Success.....	3
Total Hours for General Education requirements: 29 -31		

Professional Pilot Training Requirements		Credit Hours
PPT 101	Private Pilot Ground Instruction	4
PPT 103	Professional Pilot Ground Instruction I.....	3
PPT 104	Instrument Ground Instruction.....	4
PPT 108	Private Pilot - Rotorcraft Flight Training	4

PPT 109	Instrument Rotorcraft Rating.....	4
PPT 110	Commercial Pilot - Rotorcraft Flight Training	4
AFR 114	Theory of Flight and Aerodynamics for Fixed and Rotary Winged Aircraft	2
ATC 101	Aviation Weather	3
ATC 121	Introduction to Aviation Security.....	3
ATC 122	Human Factors in Aviation.....	3
		34

Professional Pilot Training Elective Credit Hours

PPT 112	Professional Pilot Flight Course	1-7
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NOTE: PPT 112, which provides students with an option to complete additional flight training, can be repeated as necessary to meet the required flight hours.

General Education Degree Requirements: 29-31

Professional Pilot Training Requirements: 34

Total Hours Required for Degree: 64-72

Professional Pilot Training—Unmanned Aerial Systems AAS

Associate of Applied Science degree

The Unmanned Aerial Systems (UAS) programs prepares students with the foundational knowledge and skills necessary to pilot Unmanned Aerial Systems or work as a spotter, observer or ground crew member. These knowledge and skills include UAS aerodynamics, airspace and navigation, sensors, weather, FAA regulations and flight restrictions, collision avoidance and emergency operations, commercial efficacy and ethical use UAS and UAS flight operation. Upon completion of the UAS program students will be able to select from a number of application based training offering. UAS application training will evolve as industry needs arise including such industries as Law Enforcement, First Responders, Border Patrol, Energy production, Precision Agriculture, Movie Production, and Geospatial Information Systems (GIS).

General Education Requirements

I.	Communication.....	6
	ENG 102	
	COMM 102	
II.	Science	4
	PHYS 151	
	PHYS 151L	

III.	Mathematics	3
	MATH 105 or higher	
IV.	Social and Behavioral Sciences.....	3
	PSY 101	

Total Hours for General Education prerequisites: 16

UAS Core Course Requirements

AFR 114	Theory of Flight and Aerodynamics for Fixed and Rotary Winged Aircraft	2
CIT 151	Basic Computer Skills II	3
CTE 210	Employability Skills.....	3
HPE 141	Exercise and Wellness Education.....	2
HPE 210	Stress Management	3
UAS 101	Introduction to Unmanned Aerial Systems Operations	3
UAS 102	UAS Aerodynamics.....	3
UAS 103	UAS Sensors	3
UAS 104	Weather for UAS Operations	3
UAS 105	Airspace & Navigation for UAS	4
UAS 107	Collision Avoidance & Emergency Operation for UAS.....	3
UAS 108	Regulations & Flight Restrictions	3
UAS 109	Judgement/CRM/Drugs & Alcohol.....	3
UAS 200	Flight Experience.....	6

Total Hours for UAS Core Courses: 44

Total Hours Required for Degree: 60

Professional Pilot Training—Unmanned Aerial Systems COT

Certificate of Occupational Training

COT Course Requirements

AFR 114	Theory of Flight and Aerodynamics for Fixed and Rotary Winged Aircraft	2
CTE 210	Employability Skills.....	3
UAS 101	Introduction to Unmanned Aerial Systems Operations	3
UAS 102	UAS Aerodynamics.....	3
UAS 103	UAS Sensors	3
UAS 104	Weather for UAS Operations	3
UAS 105	Airspace & Navigation for UAS	4
UAS 107	Collision Avoidance & Emergency Operation for UAS.....	3

UAS 108	Regulations & Flight Restrictions	3
UAS 109	Judgement/CRM/Drugs & Alcohol.....	3
UAS 200	Flight Experience	6

Total Hours for COT: 36

RESPIRATORY THERAPY

The A.A.S. in Respiratory Therapy transfers into a Bachelor of Applied Arts and Science (B.A.A.S.) degree program at ENMU.

Respiratory Therapists are allied health professionals who participate with other health professionals in the prevention of cardiopulmonary problems and in the care of adults and children with acute and chronic cardiopulmonary disorders. They are employed in a variety of settings, including hospitals, home care agencies, long-term care facilities, and medical equipment suppliers.

Progression into the core Respiratory Therapy program curriculum/courses requires a separate application procedure. Enrollment in the program is limited and interested persons who have successfully completed the first year course requirements and have interviewed with the Program Director may enroll on a first-come, first-serve basis. Certified Respiratory Therapy Technicians may apply for admission with advanced standing on a space available basis. This two year, full-time program leads to an Associate of Science degree. In order to gain skills in the practice of respiratory therapy, students will be required to attend clinical sessions outside of Roswell. This will require out-of-town travel and housing at the student's expense.

The Respiratory Therapy program is accredited by the

Commission on Accreditation for Respiratory Care (CoARC)
1248 Harwood Rd.,
Bedford, TX 76021,
<http://www.coarc.com/>
Phone (817) 283-2835]

Mandatory drug screening is required during the first week of the program and will be scheduled by the Respiratory Therapy Faculty. Students must pass the mandatory drug screening to remain in the program. Drug screening may be repeated based on the requirements of clinical site contracts. Students must pass the mandatory drug screening and any mandatory screening to remain in the program. Appeals can be made according to the process outlined in the Student Handbook.

Credit for Industry Credentials

Credit for industry credentials assists non-degreed credentialed respiratory therapists in attaining an Associate of Applied Science degree in Respiratory Therapy. Those holding the RRT credential will only need to meet general education requirements. The Associate of Applied Science degree in Respiratory Therapy is awarded when all general education and Respiratory Therapy curricula are successfully completed.

Any student with a nationally recognized Respiratory Therapy credential may be awarded college credit towards a Respiratory Therapy Associate of Applied Science degree. This includes the National Board of Respiratory Care (NBRC), Certified Respiratory Therapist (CRT), Certified Respiratory Therapy Technician (CRTT), or the Registered Respiratory Therapist (RRT).

Please submit the following documents for review if seeking credit for current licensure or certification:

- Application for Admission (apply online at www.roswell.enmu.edu).
- Notarized copy (front and back if applicable) of a current state license and NBRC credential certificate(s).
- Official high school transcripts from an accredited institution or satisfactory GED test scores (Any high school, GED, or college transcripts must be sent directly to ENMU-Roswell from the school previously attended. Transcripts should be sent to: Eastern New Mexico University-Roswell, P.O. Box 6000, ATTN: Admissions, Roswell, NM 88202).

Please note the following:

- All credit awarded for credentials is dependent upon approval by the Respiratory Therapy Director.
- All entering students are required to take the University Skills Placement Test in English and math. Please refer to the ENMU-Roswell catalog for further information concerning exemptions.

If you have further questions about receiving college credit for your Respiratory Therapy license or NBRC credentialing certificate(s), please contact the Respiratory Therapy Department at (575) 624-7217 or refer to the RCP pages on the website for specific program contacts.

Students pursuing an Associate of Applied Science degree in Respiratory Therapy must complete the general education requirements from the Associate of Applied Science in Respiratory Therapy degree plan.

Respiratory Therapy AAS

Associate of Applied Science degree

First Year Courses (effective fall 2012)

Note: All of these courses must be completed with a grade of "C" or better prior to progressing into the core Respiratory Therapy courses.

1. University Skills Placement Test and required developmental courses if necessary.
2. BIOL 109, Survey of Anatomy and Physiology for Allied Health (3 credits) or approved substitution
3. English ENG 102 - English Composition (3 credits)
4. Psychology Any three-credit Psychology course
5. Any six to eight (6-8) credits from the general education common core

All of the above courses are offered on an open enrollment basis.

Note: Most courses are available only once in a calendar year.

Core RCP Courses

Fall Semester I

RCP 103	Introduction to Respiratory Therapy	5
RCP 104	Cardiopulmonary Physiology	3
RCP 105	Basic Therapeutics	3
RCP 105L	Basic Therapeutics Lab.....	1
RCP 106	Cardiopulmonary Pharmacology	3
RCP 107L	Clinical Procedures I.....	3
		18

Spring Semester I

RCP 108	Basic Assessment and Monitoring	3
RCP 108L	Basic Assessment and Monitoring Lab	1
RCP 109L	Clinical Procedures II.....	3
RCP 110	Critical Care Therapeutics	3
RCP 110L	Critical Care Therapeutics Lab	1
RCP 201	Advanced Assessment and Monitoring	5
RCP 201L	Advanced Assessment and Monitoring Lab.....	1
		17

Summer Session

RCP 202L	Clinical Procedures III.....	3
RCP 203	Cardiopulmonary Disorders I	3
RCP 205	Cardiopulmonary Disorders II	3
		9

Fall Semester II

RCP 204	Specialty Therapeutics	3
RCP 204L	Specialty Therapeutics Lab	1
RCP 208	Professional Development.....	2
RCP 209L	Clinical Procedures V	8
		14

Total Credits (including prerequisite courses)

Respiratory Credits: 58

General Education Credits: 15-17

Total Hours Required for Degree: 73-75

**RCP clinical courses are a minimum of 60 clock hours per credit and are competency based.

Advanced Placement

Students seeking advanced placement (transferring from another Respiratory Therapy program or licensed as an RN, EMT-P, CRT or other appropriate health care provider) must meet all requirements for acceptance into the Respiratory Therapy program. In addition, applicants must meet the following:

1. Submit all official transcripts including those from their program of study. A grade of "C" or higher is required in all previous RCP or general education courses.
2. Complete validation exams, as required, in the cognitive, psychomotor, and clinical areas to determine the level at which the student may enter the program (additional fees may be required).
3. Repeat selected Respiratory Therapy courses completed five or more years prior to reapplication for advanced standing as recommended by the Respiratory Therapy Admissions Committee, the Respiratory Therapy Program Director, and the Respiratory Therapy Program Medical Director.
4. Submit a university application and separate Respiratory Therapy application.
5. Meet with the Respiratory Therapy Program Director.

Students not admitted to the Respiratory Therapy program under advanced placement do have the right to appeal admission decisions through the University appeal process.

TEACHER EDUCATION

The Associate of Science degree in Teacher Education transfers into a Bachelor of Science in Education (B.S.E.) degree or Bachelor of Science (B.S.) degree program at ENMU and is consistent with the requirements of the Postsecondary Education Articulation Act [21-1B NMSA 1978].

The Associate of Science degree is used statewide by students pursuing a program of study leading to teacher certification. Students who anticipate transferring to one of the New Mexico public universities and majoring in education should follow this module of lower division courses. Check with the transfer institution requirements to select the appropriate courses from Associate of Science degree plan courses. Students who successfully complete this preparatory curriculum for teacher education are strongly advised to take the New Mexico Assessment (NMTA) of Basic Skills before transferring to a university. Admission to most teacher education programs requires successful completion of the Basic Skills portion of the NMTA. Teacher Education General Education requirements are specific to the degree.

Note: GPA of 3.00 is required to apply for Gateway II status at ENMU

Note: All Elementary/Special Education majors are required to complete a minimum of 3 hours of a second language.

Teacher Education A.S.

Associate of Science degree in Elementary Education

Fall Semester

ENTR 101	Entrepreneurship	
Or		
PSY 134	The Psychology of Success (recommended)	
Or		
UNIV 101	Principles of Student Success.....	3
ENG 102	English Composition.....	3
Fine Arts: ART 131, MUS 131		3
MATH 261	Mathematical Concepts	3
*HIST: 101 and 102 or 121 and 122		3
		15

Spring Semester

ENG 104	English Composition and Research.....	3
*HIST: 101 and 102 or 121 and 122		3
MATH 262	Mathematical Concepts II	3
Life Science: BIOL 113/L, BIOL 154/L, BIOL 155/L.....		4
PSCI 102	American National Government.....	3
		16

Fall Semester

Physical Science: CHEM 113/L, PHYS 113/L, GEOL 113/L		4
EDF 110	Communication for Educators	3
ECON 200	Survey of Economics	3
Subject Matter Concentration		3-4
Subject Matter Concentration		3-4
		16-18

Spring Semester

ANTH 243	Introduction to Cultural Anthropology	3
EDF 222	Structured Observations of Teaching	3

Visual Arts ART 101, 221, 231

Teacher Education AS

Associate of Science degree in Secondary Education

Fall Semester

ENTR 101	Entrepreneurship	
Or		
PSY 134	The Psychology of Success (recommended)	
Or		
UNIV 101	Principles of Student Success.....	3
ENG 102	English Composition.....	3
Fine Arts: ART 131, MUS 131		3
MATH: 113, 119, 120, 124, STAT 213.....		3-4
*HIST: 101 and 102 or 121 and 122		3
		15-16

Spring Semester

ENG 104	English Composition and Research.....	3
*HIST: 101 and 102 or 121 and 122		3
MATH: 113, 119, 120, 124, STAT 213.....		3-4
Life Science: BIOL 113/L, BIOL 154/L, BIOL 155/L.....		4
PSCI 102	American National Government.....	3
		16-17

Fall Semester

Physical Science: CHEM 113/L, PHYS 113/L, GEOL 113/L		4
EDF 110	Communication for Educators	3
ECON 200	Survey of Economics	3
Subject Matter Concentration		3-4
Subject Matter Concentration		3-4
		16-18

Spring Semester

ANTH 243	Introduction to Cultural Anthropology	3
EDF 222	Structured Observations of Teaching	3
EDF 222L	Structured Observations of Teaching Lab.....	1
Subject Matter Concentration		3-4
Subject Matter Concentration		3-4
		13-14

Total Hours Required for Degree: 60-64

*Students must complete U.S. History 101 and 102 sequence or Western Civilization 121 and 122 sequence

Subject Matter Concentration Courses:

Biology Secondary Science.....	BIOL 154/L, 155/L, 209/L, 222/L CHEM 151/L, 152/L GEOL 151/L PHYS 151/L, 152/L
Chemistry Secondary Science	CHEM 151/L, 152/L BIOL 154/L GEOL 151/L MATH 119, 124 STAT 213
English Secondary	ENG 211, 221, 222, 251, 252
Languages.....	SPAN 101, 102, 201
Mathematics for Secondary Education.....	MATH 124, 132, 202 STAT 213
Social Studies Secondary Social Studies.....	ECON 200, or 221 HIST 101,102, 121, 122, 203 PSCI 101, 102 SOC 101

Teacher Education AS

Associate of Science degree in Early Childhood Education

Fall Semester

ENTR 101	Entrepreneurship	
Or		
PSY 134	The Psychology of Success	
Or		
UNIV 101	Principles of Student Success.....	3
ENG 102	English Composition.....	3
MATH 261	Mathematical Concepts I	3
ECE 102	Child Growth, Development, and Learning	3
PSCI 102	American National Government.....	3
*HIST: 101 and 102 or 121 and 122		3

18

Spring Semester

ENG 104	English Composition and Research	3
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*HIST: 101 and 102 or 121 and 122	3
MATH 262 Mathematical Concepts II	3
Fine Arts: ART 131, MUS 113	3
ECE 220 Professionalism	2
ECE 107 Health, Safety, and Nutrition	2
ECON 200 Survey of Economics	3
	19

Fall Semester

Life Science: BIOL 113/L, BIOL 154/L, BIOL 155/L	4
ECE 265 Guiding Young Children	3
ECE 239 Curriculum Development through Play-Birth through PreK	3
ECE 239L Curriculum Development through Play-Birth through PreK Practicum	2
ECE 201 Introduction to Language, Literacy, and Reading	3
EDF 110 Communication for Educators	3
	18

Spring Semester

Physical Science: CHEM 113/L, PHYS 113/L, GEOL 113/L	4
ANTH 243 Introduction to Cultural Anthropology	3
ECE 240 Curriculum Development and Implementation PreK through Grade 3	3
ECE 240L Curriculum Development and Implementation PreK through Grade 3 Practicum	2
ECE 280 Family and Community Collaboration	3
ECE 208 Assessment of Children and Evaluation of Programs	3
	18

Total Hours Required for Degree: 73

*Students must complete U.S. History 101 and 102 sequence or Western Civilization 121 and 122 sequence

TELECOMMUNICATIONS

The Telecommunications Certificate of Employability prepares students for jobs or additional education by employing a unique entry-level, hands-on, training and certification as Network Cabling Specialists, Voice Communication

Professionals, or Smart Home Professionals. ENMU-Roswell is an independent Certified Training Facilities (CTFs) approved by C-Tech.

For certification information visit www.c-techtraining.com or contact the Career and Technical Education Division, 575-624-7337.

Telecommunications COE

Certificate of Employability

Courses	Credit Hours
TCC 100	1
TCC 101	3
TCC 102	3
TCC 103	3

Total Hours Required for Certificate: 10

UNIVERSITY STUDIES

The University Studies Associate of Arts degree program is a two-year transfer degree designed to be consistent with freshman and sophomore courses at four-year universities. This degree is offered both on-campus and online.

To receive the Associate of Arts degree in University Studies, students must complete the 49 credit hours from the General Education Common Core Requirements listed below, plus 15 credit hours of electives, which may be in a specific field or from various fields of study. Two electives (totaling no more than six credit hours) may be selected from vocational/ career technical courses (disciplines not listed in the New Mexico General Education Common Core). The degree requires a minimum of 60 credit hours.

A cumulative GPA of at least 2.0 is required upon completion. Students are responsible for knowing the rules and regulations concerning graduation requirements and for registering in required courses.

Maximum transferability can be assured when students carefully coordinate their Associate of Arts degree course work with the general education requirements of the four-year institution to which they plan to transfer. ENMU-Roswell advises students preparing for specific careers in engineering, health sciences, or other profession-related fields to seek advising from the four-year institution of their choice to determine the appropriate transferability of electives.

University Studies AA

Associate of Arts degree

Fall Semester	Credit Hours
ENTR 101 Entrepreneurship	
Or	
PSY 134 The Psychology of Success	
Or	
UNIV 101 Principles of Student Success.....	3
ENG 102	3
COMM ____ Common Core I	3

MATH: Common Core II	3-4
CIT 151 or CIT 185	3
HPE 141 Exercise and Wellness Education	2
	17-18

Spring Semester

ENG 104	3
MATH: Common Core II	3-4
*Social and Behavioral Sciences: Common Core IV	3
*Fine Arts: Common Core Vb.....	3
*Elective	3-4
HPE Activity Class	1
	16-18

Fall Semester

Life Sciences: Common Core III	4
*Social and Behavioral Sciences: Common Core IV	3
*Humanities: Common Core Va.....	3-4
*Elective	3-4
*Elective	3-4
	16-19

Spring Semester

Physical Sciences: Common Core III.....	4
*Humanities: Common Core Va.....	3-4
*Social and Behavioral Sciences: Common Core IV	
Or	
Fine Arts: Common Core Vb.....	3
*Elective	3-4
*Elective	3-4
	16-19

Total Hours Required for Degree: 64-74

*Opportunities to meet 13-16 hours of 200 level requirement.

WELDING TECHNOLOGY

Note: This program requires students to purchase their own tools. To obtain a list of the required tools, contact the program instructor.

Courses are taught using a variety of “hands-on” equipment and the latest welding technology available. A student must demonstrate proficiency in the course competencies to successfully complete the course requirements and advance to sequential courses. It is recommended that students take the courses in sequential order as presented in the degree plan below. Students are expected to demonstrate responsibility in completing assignments in a timely manner.

Students successfully completing the program are skilled in the latest advances in welding technology and are given assistance in locating appropriate employment. Current graduates are gainfully employed in a wide variety of large and small shops in the area.

Students enrolled in WELD 294 will be subject to drug testing before placement at the co-op site.

Welding Technology – Basic COE

Certificate of Employability

Courses	Credit Hours
CTE 210	Employability Skills.....3
WELD 110	Introduction to Welding4
WELD 115	Print Reading.....3
WELD 125	Gas Metal Arc/Flux Core4
WELD 131	Beginning Arc I3
WELD 132	Beginning Arc II3
WELD 135	Gas Tungsten Arc4
	24

Total Hours Required for Certificate: 24

Welding Technology – Advanced COE*Certificate of Employability*

The Welding Technology—Advanced COE builds upon the Welding Technology Basic COE. **Students must successfully complete all requirements of the Welding Technology Basic COE program, which include the following:**

CTE 210	Employability Skills.....	3
WELD 110	Introduction to Welding	4
WELD 115	Print Reading.....	3
WELD 125	Gas Metal Arc/Flux Core	4
WELD 131	Beginning Arc I	3
WELD 132	Beginning Arc II	3
WELD 135	Gas Tungsten Arc	4
		24

Welding Technology—Advanced COE courses begin here:

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program and complete any remedial work necessary.

Courses	Credit Hours
MATH 105	Technical Math.....3
WELD 118	Basic Metallurgy and Weld Testing Applications.....3
WELD 210	Intermediate Arc/Cutting.....3
WELD 221	Advanced Arc/Pipe I.....3
WELD 222	Advanced Arc/Pipe II.....3
WELD 232	Pipefitting for Welders.....4
WELD 233	Welding Fabrication3
	22

Total Hours Required for Certificate: 22

Welding Technology AAS*Associate of Applied Science degree*

The A.A.S. degree in Welding Technology transfers into a Bachelor of Applied Arts and Sciences (B.A.A.S.) or a Bachelor of Occupational Education (B.O.E.) degree program at ENMU. Please check all core courses for transferability into these degree plans.

Note: In order to improve student success probability and reduce unnecessary attrition, all new students must take the University Skills Placement Test prior to entering the program and complete any necessary remedial work.

General Course Requirements		Credit Hours
ENTR 101	Entrepreneurship	3
CIT 151	Basic Computer Skills II	3
COMM	Common Core 1	3
ENG 102	English Composition	

OR	
ENG 133	Writing for Technical Professionals3
MATH 105	Technical Math.....3
CTE 210	Employability Skills.....3
	18

Program Course Requirements

WELD 110	Introduction to Welding4
WELD 115	Print Reading.....3
WELD 118	Basic Metallurgy and Weld Testing Applications.....3
WELD 125	Gas Metal Arc/Flux Core4
WELD 131	Beginning Arc I3
WELD 132	Beginning Arc II3
WELD 135	Gas Tungsten Arc4
WELD 210	Intermediate Arc/Cutting.....3
WELD 221	Advanced Arc/Pipe I.....3
WELD 222	Advanced Arc/Pipe II.....3
WELD 232	Pipefitting for Welders.....4
WELD 233	Welding Fabrication3
WELD 294	Co-op/Internship Training.....3
	43

Total Hours Required for Degree: 61

Workplace Interpersonal Effectiveness COA

Certificate of Achievement

Note: In order to improve student success probability and reduce unnecessary attrition, all students must take the placement test prior to entering the program.

Individuals entering the workforce encounter increased diversity as well as greater competition for promotion and advancement. This Certificate of Achievement program is a three-semester program, which will prepare individuals to significantly contribute in a positive manner to any workplace environment, increasing their opportunities.

This curriculum will equip the successful student with the skills and knowledge required to enter the workforce and interact effectively with any member of a diverse and dynamic workplace, regardless of the specific work environment. It will lay a firm foundation on which all subsequent training may be secured.

Fall semester (First Semester)		Credit Hours
CIT 135	Computer Applications for Technical Education	
OR		
CIT 151	Basic Computer Skills II 3	
COMM 101	Interpersonal Communication..... 3	

*ENG 102	English Composition.....	3
HIST 122	Survey of Western Civilization II	3
UNIV 101	Principles of Student Success	
OR		
ENTR 101	Entrepreneurship	
OR		
PSY 134	Psychology of Success.....	3
		15
Spring semester (Second Semester)		
EMS 102	Basic Emergency Care	1
FIN 287	Personal Finance	3
HPE 207	Stress Management	3
HS 110	Principles of Interviewing	3
PSY 101	Introduction to Psychology.....	3
		13
Fall semester (Third Semester)		
BUS 151	Introduction to Business	3
CTE 210	Employability Skills and Customer Service	3
COMM 202	Dynamics of Group Behavior	3
SOC 101	Introductory Sociology.....	3
		12
Total Hours Required for Certificate: 40		

COURSE DESCRIPTIONS

(ACCT) Accounting

ACCT 200 - Basic Bookkeeping and Accounting. Three credit hours. Composition of a basic system and implementation. Areas of concentration include preparing a balance sheet, journalizing an open entry from the source document, journalizing and posting other daily transactions, preparing a trial balance on a worksheet, preparing adjusting entries, and preparing a post-closing trial balance to complete the bookkeeping cycle.

ACCT 201 (ACCT 2113) - Principles of Accounting I. Four credit hours. Analyze business transactions in accordance with generally accepted accounting principles (GAAP), their effects on the financial statements, and the interrelationships of the financial statements. Complete the accounting cycle for sole proprietors and partnerships, service and merchandising businesses.

ACCT 202 (ACCT 2123) - Principles of Accounting II. Four credit hours. Analyze business transactions including financing and investing for corporations, cash flow statements and financial analysis. Managerial accounting including utilization of accounting information for decision making by management in planning and controlling manufacturing business activities. Prerequisite ACCT 200 or ACCT 201

ACCT 204 - Basic Income Tax. Three credit hours. Income tax forms and laws which affect a small business, including payroll and income tax returns, emphasizing individual taxes.

ACCT 207 - Payroll Accounting. Three credit hours. Payroll law, computing wages and salaries, payroll taxes, withholding, and net pay. Preparing federal and state payroll reports, payroll registers, employee earning records, and journalizing payroll transactions.

ACCT 210 - QuickBooks Accounting – Three credit hours. Basic accounting principles for business concerns with transactions recorded using QuickBooks software. Emphasis will be on vendors, customers, period end procedures, inventory, new company set-up, payroll, banking, jobs and time tracking, and customizing the company file. This course will prepare students for the QuickBooks User Certification.

ACCT 168/268 - Workshop in Accounting. One to nine credit hours. As announced. (Repeatable for credit.)

ACCT 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

ACCT 193/293 - Topics in Accounting. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

ACCT 294 - Accounting Internship. Three credit hours. The capstone course required to complete the Accounting certificate. Students will work 135 hours under the joint supervision of the cooperating firm and ENMU-Roswell. Presentation of a detailed work experience report will be required. Prerequisite: ACCT 200 or ACCT 201.

(AFR) & (AFRM) Airframe

AFR is part of the Professional Pilot Training program. See PPT also (Professional Pilot Training). AFRM is part of Aviation Maintenance Technology. Also, see the PWPL (Powerplant) and GAMT (General Aviation Maintenance Technology).

AFR 114 - Theory of Flight and Aerodynamics for Fixed and Rotary Winged Aircraft. Two credit hours. Study of powered flight as related to fixed and rotary winged aircraft.

AFRM 101 - Aircraft Electrical Systems. Three credit hours. Describes full aircraft electrical systems, including troubleshooting and repair of these systems. Prerequisite: Successful completion of GAMT classes

AFRM 102 - Assembly and Rigging. Two credit hours. Discussion of all assembly and rigging on flight controls for rotary wing and fixed wing aircraft, and all cable control of power control units. Prerequisite: Successful completion of all GAMT classes

AFRM 103 - Sheet Metal Structures. Five credit hours. Describes sheet metal repairs and how to perform repairs on sheet metal structures. Prerequisite: Successful completion of all GAMT classes

AFRM 104 - Welding. Two credit hours. Basic instruction including braising, soldering, gas welding, weld inspection, basic repairs for aircraft, and shop safety. Prerequisite: Successful completion of all GAMT classes

AFRM 105 - Wood, Fabric, and Finishes. Three credit hours. Identification of woods and wooden repairs. Explanation of types of fabric and fabric repairs for fabric-covered aircraft. Identification and explanation of aircraft finishes such as paint application and aircraft identification design. Prerequisite: Successful completion of all GAMT classes

AFRM 106 - Composite Structures. Three credit hours. Basic design, repair, and application of composite materials as related to the aircraft industry. Prerequisite: Successful completion of all GAMT classes

AFRM 107 - Instruments and Navigation/Communication Systems. Two credit hours. Inspection and repair of aircraft instruments. Overview and repair of aircraft navigation and communication systems. Prerequisite: Successful completion of all GAMT classes

AFRM 108 - Hydraulic, Pneumatic, and Fuel Systems. Four credit hours. Instruction on basic system components, operation, troubleshooting and repair for hydraulic, pneumatic, and fuel systems. Prerequisite: Successful completion of all GAMT classes

AFRM 109 - Landing Gear Systems. Three credit hours. Basic operation, components, troubleshooting and repair of all landing gear. Prerequisite: Successful completion of all GAMT classes

AFRM 110 - Aircraft Auxiliary Systems. Four credit hours. Overview of operation, troubleshooting, and repair of cabin atmosphere, position and warning, ice and rain control, and fire protection systems. Prerequisite: Successful completion of all GAMT classes

AFRM 111 - Aircraft Inspection. Two credit hours. Perform an airworthiness inspection of an aircraft. Including a 100-hour or annual inspection. Prerequisite: Successful completion of all GAMT classes

(AG) Agriculture

AG 101 - Animal Science. Three credit hours. Livestock and meat industry; problems of feeding management; development of skill in cattle, sheep, and swine production.

AG 102 - Dairy Science. Three credit hours. Dairy science in relation to agriculture; dairy breeds, secretion of milk, composition and food value of milk, importance of quality in dairy products; breeding, feeding, and management of the dairy herd; and marketing of dairy products.

AG 103 - Orientation and Careers. One credit hour. An introduction to the field of agriculture and the many career opportunities within the discipline.

AG 106 – Urban Forestation. One credit hour. Focuses on the identification, inspection and care of trees, vegetation, and small plants.

AG 121 – Horse Production and Management. Three credit hours. An introduction to the fundamental aspects of the scope and status of the equine industry. The functional anatomy, feeding, nutrition, and health management of the horse.

AG 168/268 - Workshop in Agriculture. One to nine credit hours. As announced. (Repeatable for credit.)

AG 203 – Crop Science. Three credit hours. Introduction to the major food, feed fiber and specialty crops grown in Nw Mexico and the U.S. Emphasis on biology, physiology, genetics, culture and management. Corequisite: AG 203L.

AG 203L – Crop Science Laboratory. No credit. Corequisite: AG 203

AG 204 – Soil Science. Three credit hours. Origin, formation and classification of soils; factors determining distribution of different soils; physical, chemical and biological properties of soils and basic principles governing processes which occur in soils. Corequisite: AG 204L

AG 204L - Soil Science Laboratory. No credit. Prerequisite: Consent of instructor. Corequisite: AG 204L.

AG 250 – Feeding and Nutrition. Three credit hours. Digestibility and nutritional values of feeds, compounding rations in the production of livestock, ration function, digestion process, requirements for maintenance and production. Prerequisite: AG 101 or 102

AG 252 – Fundamentals of Agricultural Economics. Three credit hours. Fundamental economic principles and their application to problems and issues in the food, fiber and natural resource sectors of the economy.

AG 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit).

AG 193/293 - Topics in Agriculture. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(AHE) Allied Health Education

AHE 201 - Fundamentals of Teaching in Allied Health. Three credit hours. An introduction to the basic principles underlying teaching and learning: learning theory, motivation, the exceptional learner, gender and cultural differences, and classroom management strategies. The course is designed to develop and enhance skills of allied health professional teaching in an allied health setting.

AHE 202 - Instructional Design in Allied Health. Three credit hours. The course covers goal analysis, needs assessment, lesson plans, and writing performance objectives for developing courses of study in allied health programs.

AHE 203 - Learning Strategies in Allied Health Programs. Two credit hours. Emphasis is placed on exploring a variety of learning styles and strategies to facilitate learning in allied health programs.

AHE 204 - Adult Learners in Allied Health. Three credit hours. Content-based primarily on psychology of teaching and learning of adults. Topics include learner readiness, development, motivation, creativity, and application of instruction and learning to the adult learner in the allied health programs.

AHE 205 - Instructional Delivery and Evaluation in Allied Health Programs. Two credit hours. Students will demonstrate their ability to connect lesson plans with curriculum objectives and assessment used in allied health programs.

AHE 206 - Accreditation Standards in Allied Health. Three credit hours. The course explores accreditation standards, national and regional standards, school and college improvement plans when developing new and existing curriculum in

allied health programs. Included in this course is development of externship facilities, affiliation agreements and evaluations.

AHE 207 - Technology Application in Allied Health Education. Three credit hours. Technology applications such as the World Wide Web, Internet-based courses, and computer-generated instructional materials are examined for application in allied health education.

AHE 208 - Test Construction and Evaluation in Allied Health Education. Three credit hours. Covers the basic guidelines to writing and refining tests so that they measure what is intended to be measured in allied health curriculum.

AHE 209 - Professional Seminar in Allied Health. One credit hour. The course is designed to allow students to participate in allied health courses, workshops, and seminars offered by universities, colleges, technical societies, professional organizations, or business and industry to improve their content and instructional skills in their professional area. The student will be required to write a scholarly paper on the workshop/seminars attended.

AHE 210 - Legal Issues in Allied Health Education. Three credit hours. Provides a non-technical overview of the law and legal systems as it pertains to education. Includes issues regarding practicums, student organizations, distance education, disabilities, harassment and discrimination.

(ANTH) Anthropology

ANTH 105 (ANTH 1113) - Introductory Anthropology. Three credit hours. A beginning course covering the diverse societies that exist in various geographical areas of the world with emphasis on understanding relationships between cultural and natural environments.

ANTH 243 (ANTH 2113) - Introduction to Cultural Anthropology. Three credit hours. A beginning course that emphasizes a cross view of human adaptations. Introductory information on comparative linguistics, economies, political systems, kinship, and religion.

ANTH 168/268 - Workshop in Anthropology. One to nine credit hours. As announced. (Repeatable for credit.)

ANTH 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

ANTH 193/293 - Topics in Anthropology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(ART) Art

All studio art courses require one more contact hour weekly than credit hours (e.g., a three-credit-hour course requires four contact hours of class/laboratory per week).

ART 101 - Beginning Drawing I. Three credit hours. An introduction to the basic principles, materials, and skills of freehand drawing from life. The course synthesizes studies in representation, proportion, perspective, value, and composition. (Open to non-art majors and minors.)

ART 102 - Beginning Drawing II. Three credit hours. An extension of the student's drawing ability beyond ART 101. Guided work from life, imagination and abstraction, using a variety of media methods and techniques. Problems of drawing in pencil, pen and ink, wash, pastel, and watercolor. Includes advanced perspective and composition. Prerequisite: ART 101

ART 106 - Design I. Three credit hours. A two-dimensional exploration of visual elements, principles of design and color through classroom application and experimentation. Included is an introduction to the arts. (Open to non-art majors.)

ART 107 - Design II. Three credit hours. Further study of an exploration of visual elements, principles of design and color with an emphasis on three-dimensional applications. Included is an introduction to the arts. (Open to non-art majors.)

ART 131 (ARTS 1113) - Art Appreciation. Three credit hours. Introductory course exploring the visual arts. This lecture course surveys the role of arts in society. Emphasis on design principles and fine and applied arts.

ART 206- Human Figure. Three credit hours. Study of advanced drawing principles applied to the human form and its structure. Using a variety of materials, students concentrate on gesture, contour, and proportion. Prerequisite: ART 101 or consent of instructor

ART 221 - Beginning Painting I. Three credit hours. Introduction to painting. Basic skills in painting with oils, acrylics, and watercolors. Work from life, still life, landscape, composition, and thematic concepts. Prerequisite: ART 101 or consent of instructor

ART 222 - Beginning Painting II. Three credit hours. Continuation of ART 221 utilizing skills with acrylics, oils, and watercolors. Work from life is supplemented with the development of the relationship of form to idea in painting. Prerequisite: ART 221 or consent of instructor

ART 231 - Beginning Ceramics I. Three credit hours. Introduction to basic clay forming techniques including pinch, coil, slab, wheel, throwing, and glaze application.

ART 232 - Beginning Ceramics II. Three credit hours. Continuation of ART 231. Prerequisite: ART 231 or consent of instructor.

ART 233 - Hand Building Ceramics. Three credit hours. An introduction to basic clay hand-building and sculptural techniques, including pinch, coil, slab, extrusions, molding, and glaze application.

ART 234 - Terra Sigillata. One credit hour. A specialized surface decoration on ceramics using horsehair, feathers, and other organic materials.

ART 235 - Raku. Three credit hours. A study in Japanese firing techniques for ceramics.

ART 265 (ARTS 2113) - Art History I. Three credit hours. Survey of the art of prehistoric and historic periods in Western and non-Western cultures through the 16th century with exploration of cultural traditions in art by examining the impact of social, political, and economic organizations.

ART 266 (ARTS 2123) - Art History II. Three credit hours. Concentrates on Western and non-Western traditions from the 16th through the 20th century with exploration of cultural traditions in art by examining the impact of social, political, and economic organizations.

ART 168/268 - Workshop in Art. One to nine credit hours. As announced. (Repeatable for credit.)

ART 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

ART 193/293 - Topics in Art. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

AT 103 – Survey of Automotive Technology I with Lab. Four credit hours. This course is designed to provide instruction and experience in the basic skills and knowledge required of an automotive technician. It will simulate the working conditions encountered in the industry, and, using a variety of delivery methods, will prepare the student for more advanced automotive technology training. This course may be taken concurrently with AT 105.

AT 105 – Survey of Automotive Technology II with Lab. Four credit hours. A continuation of AT 103 Survey of Automotive Technology I with Lab. This course is designed to provide expanded instruction and experience in basic skills and knowledge of an automotive technician. This course may be taken concurrently with AT 103.

AT 112 - Automotive Brakes. Four credit hours. A study and practice on automotive shop safety and automotive brake systems. In-depth training on drum brakes, disc brakes, and modern anti-lock power brake systems. Includes diagnosing, isolating, and repairing defective components and complete rebuild of the braking system.

AT 114 - Electrical Systems I. Three credit hours. Training in dealing with the diagnosing and repair of automobile electrical systems. These systems and components are studied in depth and include battery, starting systems, lighting systems, gauges, warning devices, driver information systems, horn, wiper/washer components, and all electrical accessories.

AT 115 - Electrical Systems II. Four credit hours. Continuation of AT 114. Prerequisite: AT 114

AT 116 - Heating and Air Conditioning. Three credit hours. Training in the diagnosing and repair of automotive air conditioning systems based on performance, inspection, observation, and interpretation of test equipment readings. Removal and repair or replacement of faulty components as needed and removal and replacement of refrigerant compound in accordance with accepted environmental procedures.

AT 118 - Wheel Alignment and Suspension. Three credit hours. A study of the procedures to accomplish a complete four-wheel alignment and tire balance along with the diagnosing and repair or replacement of steering and suspension components.

AT 122 - Automatic Transmission/Transaxle Systems. Three credit hours Diagnose and isolate problems with automatic transmissions and transaxles and make necessary repairs by removal, repair, and/or replacement of component parts as needed. This repair skill is to be applied to transmission and transaxles both on and off the vehicle.

AT 124 - Manual Transmissions and Axle Systems. Four credit hours. A study of manual drive trains and axles with emphasis on diagnosis, repair or replacement of components of these systems including clutches, transmissions, transaxles, half-shafts, universal joints, and power transfer systems.

AT 130 - Engine Repair. Four credit hours. Diagnose and identify engine problems and repair or replace engine components such as cylinder heads, blocks, bearings, valve trains, lubrication system, cooling system and other components as identified and needed.

AT 132 - Engine Performance I. Four credit hours. Designed to teach diagnostic techniques to analyze and repair problems with engine ignition, fuel, exhaust, and emission control systems. Analyze engine performance using electronic test equipment. Perform adjustment of the ignition, fuel, exhaust, and emission control systems to operate within the guidelines of the manufacturer to assure efficiency.

AT 134 - Engine Performance II. Four credit hours. Continuation of AT 132. Prerequisite: AT 132

AT 168/268 - Workshop in Automotive Technology. One to nine credit hours. As announced. (Repeatable for credit.)

AT 230 – Diesel Engine Repair. Three credit hours. This course and lab will provide the procedures of diagnosing and repairing of light duty diesel engines. Students will learn the fundamentals for proper diagnosis and repair procedures for four cylinder, six cylinder, and eight-cylinder engines. Students will learn proper service techniques when repairing

diesel engines and components, and how to properly write a repair order and technical report. Prerequisite: AT 114, 115, 132, and 134

AT 235 – Diesel Air Brakes. Three credit hours. This course and lab will provide the procedures of diagnosing and repairing of air brake systems, including drum, hydraulic systems, and ABS systems. Students will learn the fundamentals for proper diagnosis of air brake systems, how to properly perform a drum brake job along with proper procedures to inspect and repair pneumatic systems. Students will learn proper service techniques when repairing brake components, and how to properly write a repair order and technical report. Prerequisite: AT 114, 115, 132, and 134

AT 240 – Diesel Hydraulics. Three credit hours. This course and lab will provide the procedures of diagnosing and repairing of hydraulic systems used on modern diesel engines. Students will learn the fundamentals for proper diagnosis and repair procedures for hydraulic systems. Students will learn how hydraulic systems flow and are controlled, and how to repair such systems. Prerequisite: AT 114, 115, 132, and 134

AT 250 – Dealership Practices. Three credit hours. The course and lab are designed to simulate the working environment of a modern dealership. Students will be required to repair automobiles in various subject areas. Students will be required to inspect, diagnose, and repair the vehicle using a repair order. Students will be required to perform all work within industry time standards.

AT 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

AT 193/293 - Special Topics in Automotive Technology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

AT 294 - Co-op/Internship Training. One to three credit hours. Practical applications in an automotive industry/work environment. (May be repeated for a maximum of six credit hours.)

(BIOL) Biology

Those courses specifically designed for the non-science major should not be taken by those working toward an Associate of Arts degree in the sciences.

Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

BIOL 109 - Survey of Anatomy & Physiology for Allied Health. Three credit hours. This one-semester survey course is a study of normal structure and function of human anatomy and physiology, including an understanding of the relationship of all body systems in maintaining homeostasis. Topics to be covered include cells, tissues, and organ systems. This is an introductory course for students entering Emergency Medical Services, or Respiratory Therapy. Not equivalent to BIOL 209/210. Credit not applicable toward Biology major/minor, Dental Hygiene, Nursing, Occupational Therapy Assistant, or other Allied Health programs.

BIOL 110 - Introduction to Wildlife and Fisheries Sciences. Three credit hours. Introduction to fundamental principles of animal populations, communities and ecosystems as well as the conservation and management of wild animals and their habitats. Corequisite: BIOL 110L.

BIOL 110L - Introduction to Wildlife and Fisheries Science Lab. One credit hour. Scheduled field trips to local sites of interest in wildlife management. Emphasis on field identification and record keeping. Corequisite: BIOL 110.

BIOL 113 (BIOL 1113) - Biology for General Education. Three credit hours. Survey of biological concepts suitable for the non-major, designed to address general education requirements for laboratory science. Emphasized topics include, but are not limited to, the scientific method, characteristics and diversity of living organisms, chemistry, cell structure and function, metabolism, genetics, ecology, and consumer applications. Credit not applicable toward biology major or minor. Three hours lecture weekly. Corequisite: BIOL 113L. (Effective fall 2012)

BIOL 113L (BIOL 1111) - Laboratory course taken concurrently with BIOL 113. One credit hour. Topics and exercises selected to supplement BIOL 113 lecture. Three hours lab weekly. Corequisite: BIOL 113. (Effective fall 2012).

BIOL 130 - Rocky Mountain Life Zones. Three credit hours. A two-week field trip to introduce the major life zones of New Mexico, their characteristic flora, fauna and indicator species. Techniques of field identification and field note recordkeeping. Consent of instructor required. Corequisite: BIOL 130L

BIOL 130L - Rocky Mountain Life Zones Lab. One credit hour. An introduction to field methods used in Biology. Consent of instructor required. Corequisite: BIOL 130.

BIOL 154 (BIOL 1223) - General Biology I. Three credit hours. An introduction to basic biological concepts including chemistry, cellular structure and function, metabolism, reproduction, and genetics. Topics will be addressed at the tissue, organ, and organ system levels. Serves as a foundational course for students majoring in biology, pre-medicine, and certain allied health programs. Three hours lecture weekly. Corequisite: BIOL 154L.

BIOL 154L (BIOL 1221) - General Biology I Laboratory. One credit hour. Concurrent enrollment in BIOL 154 required. Laboratory exercises designed to complement lecture material and provide hands-on exposure to the laboratory environment. Three hours lab weekly. Corequisite: BIOL 154.

BIOL 155 (BIOL 1213) - General Biology II. Three credit hours. A survey of ecology and evolutionary biology leading to an introduction of the basic biology of animals, plants and microorganisms. Serves as an introductory course for students majoring in biology. Corequisite: BIOL 155L.

BIOL 155L (BIOL 1211) - General Biology II Laboratory. One credit hour. Three hours lab weekly. Corequisite: BIOL 155.

BIOL 209 (BIOL 2414) - Anatomy and Physiology I and Lab. Four credit hours. Part of an integrated systems approach covering gross human anatomy, histology and physiological function. This section covers the musculoskeletal system and control systems including the nervous system, the endocrine system, and signal transduction. The lecture class will meet for 3 hours weekly and the laboratory class will meet for 3 hours weekly. Prerequisite: BIOL 154 General Biology II (3 credits) and BIOL 154L - General Biology II Lab (1 credit) with a grade of "C" or better in each course. (Chemistry 121/121L is strongly recommended.)

BIOL 210 (BIOL 2424) - Anatomy and Physiology II and Lab. Four credit hours. Part two of an integrated systems approach covering gross human anatomy, histology and physiological function. This section covers the other major body systems including cardiovascular, respiratory, renal and gastrointestinal systems. The lecture class will meet for 3 hours weekly and the laboratory class will meet for 3 hours weekly. Prerequisite: BIOL 209. (Chemistry 121/121L is strongly recommended.)

BIOL 214 (BIOL 2513) - Microbiology. Three credit hours. Identification and application of bacteria, medical bacteriology and bacterial involvement in disease. Corequisite: BIOL 214L. Prerequisite: BIOL 154 - General Biology II (3 credits) and BIOL 154L - General Biology II Lab (1 credit) with a grade of "C" or better in each course. (Chemistry 121/121L is strongly recommended.)

BIOL 214L (BIOL 2511) - Microbiology Lab. One credit hour. Corequisite: BIOL 214. Prerequisite: BIOL 154 - General Biology II (3 credits) and BIOL 154L - General Biology II Lab (1 credit) with a grade of "C" or better in each course. (Chemistry 121/121L is strongly recommended.)

BIOL 222 - Introductory Cell Biology. Three credit hours. Origin and function of living systems, cellular structure and physiology, energetics and metabolism, differentiation, and multicellular systems. Prerequisites: BIOL 154/154L and 155/155L. To be offered fall semester only.

BIOL 231 - Genetics. Three credit hours. Cellular and Mendelian patterns of inheritance and basic molecular biology of prokaryotes and eukaryotes. Prerequisite: BIOL 222. To be offered spring semester only.

BIOL 239 - Pathophysiology I. Two credit hours. An introduction to human pathophysiology which is defined as changes that occur in the human body when normal structure and/or physiology is altered. Builds on the knowledge of anatomy, physiology, biochemistry, and microbiology and focuses on forming a basic knowledge for health science students. Prerequisites: BIOL 154, 154L, 211, 211L, 212, 212L.

BIOL 240 - Pathophysiology II. Two credit hours. A continuation of BIOL 239. Focuses on various body systems and the changes that occur in those systems when normal structure/physiology is altered. The information is intended for health science students. Prerequisite: BIOL 239.

BIOL 241 - Wilderness Survival. Three credit hours. Designed for students interested in careers associated with outdoor recreation or professionalism. Emphasis on utilization of national forests and parks as recreational and educational facilities. Basic ecological relationships, survival techniques, and life zones of the United States. Two hours lecture weekly, plus a weekend field trip into a wilderness area.

BIOL 260 - Biology Seminar. One credit hour. May be repeated once. Students select, prepare, present, and discuss topics of biological nature. Prerequisite: BIOL 154 or 155 or consent of instructor.

BIOL 168/268 - Workshop in Biology. One to nine credit hours. Topics to include lesser prairie chicken, track identification and tracking, waterfowl management, zoo husbandry, fisheries management, rangeland ecology, and Project Wild. Other topics may be offered. (Repeatable for credit.)

BIOL 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

BIOL 193/293 - Topics in Biology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(BUS) Business Administration

BUS 151 (BUSA 1113) - Introduction to Business. Three credit hours. The basic nature of business in an essentially market-disciplined economic system; the interdisciplinary nature of business and broad administrative principles governing organized human endeavor. Integrated study in the field of business. Discusses the whole business culture as a dynamic social system. Basic level to serve students majoring in any area of the University.

BUS/FIN 209 - Real Estate Finance. Three credit hours. An overview of mortgage markets, the financing of residential and income-producing property, and administrative tasks relevant to the financing of real estate.

BUS 221 - Principles of Real Estate. Three credit hours. Real estate as an academic and practical discipline; designed to introduce students to theory, principles, practices, problem-solving and decision-making techniques applicable to the purchase, transfer, lease, financing, appraisal, and brokerage of interests in land and buildings.

BUS 245 - Leadership Seminar. One credit hour. Seminar course addressing current trends and news related to management practices and employee/employer relations.

BUS 168/268 - Workshop in Business Administration. One to nine credit hours. As announced. (Repeatable for credit.)

BUS 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

BUS 193/293 - Topics in Business Administration. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(CDL) Commercial Driver's License

CDL 100 - CDL Preparation and Pre-Trip Inspection. Two credit hours. This course will prepare students for successful completion of the commercial driver's license program. This course includes instruction about pre-trip inspection and testing.

CDL 101 - Supervised Driving Level 1 – Range Skills. Two credit hours. This course provides students with opportunities for hands-on experience in basic maneuvers on a controlled range driving course. Proper techniques will be taught in engine starting and shut down, clutching, shifting, cornering, and backing. Emphasis is given to proper safety and technical practices. Prerequisite: CDL 100

CDL 102 - Supervised Driving Level 2 – Range and Road Skills. Three credit hours. This course provides students with supervised over-the-road driving experiences. Student will learn and demonstrate the proper techniques of shifting, cornering, and backing trucks with various trailers. Emphasis is given to proper safety and technical practices. Prerequisites: CDL 100 and CDL 101

CDL 103 - Supervised Driving Level 3 – Road Skills. Four credit hours. This course provides students with advanced opportunities and driver training operating trucks in rural and city traffic. Included in the course are experiences in pulling trailers in city, rural areas, and backing in industrial and oil field areas. Emphasis is placed on defensive driving and proper technical practices. Students will prepare for a Class A Commercial Driver's License with selected endorsements. Prerequisites: CDL 100, CDL 101, and CDL 102

CDL 105 - CDL Industry Knowledge and Regulations. Three credit hours. This course is an introduction to the commercial transportation and trucking industry. Employment opportunities, company and driver regulations by the Department of Transportation, and other Federal and State agencies will be covered.

CDL 193/293 - Special Topics in Commercial Driver's License. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(CHEM) Chemistry

Those working toward an Associate of Arts Degree in the sciences should not take the courses specifically designed for the non-science major.

Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

CHEM 113 (CHEM 1113) - Chemistry for Today. Three credit hours. A survey of fundamental chemical concepts and applications for non-science majors. Topics include matter and its changes, atomic structure, chemical reactions and equations, stoichiometry and the application integration of chemical principles into technology and daily living activities. Prerequisite: Minimum ACT score of 19 or minimum Accuplacer score of 46 or minimum of "C" in MATH 107. Corequisite: CHEM 113L

CHEM 113L (CHEM 1111) - Chemistry for Today's Lab. One credit hour. Laboratory exercises that address selected topics from CHEM 113. Corequisite: CHEM 113

CHEM 151 (CHEM 1213) - General Chemistry I*. Three credit hours. Basic laws and principles of chemistry. Part I: metric units, scientific notation, periodic table, gas laws, chemical equations, thermodynamics, atomic and molecular structure, and bonding. This is the first semester of a two-semester sequence. Prerequisite: NEXT-GEN ACCUPLACER scores as specified in each areas: 250 or better in Arithmetic, 250 or better in Quantitative Reasoning, 236 or better in Advanced Algebra. Alternatives to NEXT-GEN ACCUPLACER scores: minimum ACT math score of 23 or minimum of C in MATH 107 or higher math course. Corequisite: CHEM 151L

CHEM 151L (CHEM 1211) - General Chemistry I Lab*. One credit hour. Basic general chemical laboratory techniques. Three hours lab weekly. Corequisite: CHEM 151

CHEM 152 (CHEM 1223) - General Chemistry II*. Three credit hours. Basic laws and principles of chemistry. Part II: liquids, solids, solutions, reaction rates and mechanisms, equilibrium, acids and bases, oxidation/reduction, and advanced topics. A continuation of CHEM 151. Three hours lecture weekly. Prerequisite: CHEM 151 and NEXT-GEN ACCUPLACER scores as specified in each areas: 250 or better in Arithmetic, 250 or better in Quantitative Reasoning, 236 or better in Advanced Algebra. Alternatives to NEXT-GEN ACCUPLACER scores: minimum ACT math score of 23 or minimum of C in MATH 107 or higher math course. Corequisite: CHEM 152L.

CHEM 152L (CHEM 1221) - General Chemistry II Lab*. One credit hour. Laboratory techniques in chemical principles and phenomena. Three hours lab weekly. Prerequisite: CHEM 151L. Corequisite: CHEM 152

CHEM 168/268 - Workshop in Chemistry. One to nine credit hours. As announced. (Repeatable for credit.)

CHEM 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

CHEM 193/293 - Topics in Chemistry. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(CHW) Community Health Worker

CHW 150 - Role in the Health Care System. Two credit hours. Includes scope of practice; role boundary and limits; documenting and evaluation; financing, and identification of high risk, high need clients.

CHW 151 - Social Determinants of Health. Two credit hours. Includes health and social determinants of health; understanding of high-risk and high-need populations; factors that lead to inequalities of health care; social networks and social support; spirituality; environmental and cultural issues for the Community Health Worker.

CHW 152 - Basics of CHW Care for Target Populations. Six credit hours. Includes in-depth exploration of community health issues and CHW intervention for each area.

CHW 160L - Target Population Practicum. Six credit hours. Laboratory and clinical experience in pediatric, mental health, substance abuse, immunizations, and oral health skills for the Community Health Worker. Assignment will be based on the target population for the area.

(CIT) Computer Applications and Support

CIT 101 - Basic Computer Skills I. Three credit hours. Development or upgrading of the techniques of touch keyboarding and introduction to Microsoft Word through the creation of basic business documents such as letters, interoffice memorandums, tables, and reports. This course is required for computer application majors.

CIT 135 - Computer Applications for Technical Education. Three credit hours. This course introduces the student to correct touch keyboarding techniques as well as basic coverage of the Microsoft Office Suite including Word, Excel, Outlook and Internet research.

CIT 151 - Basic Computer Skills II. Three credit hours. This course will introduce the student to computer terminology, concepts, and applications to focus on the Microsoft Office Suite including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and integration of these tools.

CIT 171 - Business English Applications. Three credit hours. In this scenario-based class, students will learn to apply business English, grammar, and composition skills to contemporary business documents. Prerequisite: CIT 101 and ENG 102.

CIT 175 – Microsoft Outlook and Office Procedures. Three credit hours. This course provides information about office principles and procedures that are used in the fast-paced offices of today. Student will become proficient using Microsoft Outlook and other current technologies to develop the foundational skills necessary to manage email, appointments, contacts, and tasks.

CIT 185 - (BCIS 1113) - Introduction to Computer Information Systems. Three credit hours. Introduction to computers and technology, how this technology is used in business, and some of the societal implications of computers and related technology. Topics include the history of computers, current computer technology and terminology, the Internet, software, systems and societal issues related to computer use. No prior computer experience is needed. (Effective fall 2012)

CIT 189 – Introduction to IT Support. Three credit hours. This course is designed to provide an overview of the different types of helpdesks that exist as a single point of contact for managing customers' problems, and the varying roles and skills required within a typical helpdesk. In addition, the course will cover troubleshooting Microsoft Windows and Microsoft Office desktop applications, managing application updates and upgrades, as well as resolving folder and file issues.

CIT 221 - Internet Technologies. Three credit hours. Basic fundamentals of Internet-related technologies and their impact. Effective design of World Wide Web pages using current WWW publishing language. Prerequisites: CIT 151 or CIT 185. (Effective fall 2012)

CIT 241 - Business Mathematics and Calculating Machines. Three credit hours. An introduction to the touch system of using a calculator in solving common consumer math problems, as well as applying skills and knowledge to computer applications.

CIT 263 – Word Processing. Three credit hours. Emphasis on today's most widely-used business word processing software: Microsoft Word. Students will progress through basic to intermediate levels of document creation and manipulation; mail merge; graphics; and a basic introduction to desktop publishing.

CIT 264 - Desktop Publishing. Three credit hours. This course provides a comprehensive overview of desktop publishing including the fundamentals of desktop publishing software and proper procedures for creating professional quality publications such as newsletters, brochures, invitations, advertisements, and flyers.

CIT 168/268 - Workshop in Computer Applications and Support. One to nine credit hours. As announced. (Repeatable for credit.)

CIT 245 – Social Media Management. Three credit hours. In this introductory course, students will examine the role that social media plays in society, relationships, and enterprise. Learners will get hands-on experience with virtual communities and learn how to use a variety of social media tools to expand social awareness, create a digital presence, and develop a social media strategy. Upon completion, students will be able to create a blog, distribute digital content, lead a participative online community, and implement a social media campaign.

CIT 250 – Office Management and Record Keeping. Three credit hours. This course introduces systems procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills. Physical and electronic records and information management strategies for classifying electronic files using metadata, taxonomies, and file planes.

CIT 274 - Spreadsheets. Three credit hours. Basic to intermediate coverage of spreadsheets using the Microsoft Excel software will allow students to create and manipulate worksheets and charts, use formulas and functions, and query databases.

CIT 284 – Database Management. Three credit hours. The course provides a comprehensive presentation of the Microsoft Access program. Topics include creating and designing databases, tables, forms, and reports. It also includes querying, maintaining, and establishing relationships between databases. Students learn how to create data access pages, combo boxes; using OLE fields, hyperlinks, and subforms. They also learn how to create an application system using the Switchboard Manager.

CIT 285 – Presentations and Media. Three credit hours. This is a complete presentation graphics program that provides students with the tools to produce professional presentations. Students learn how to create and work with design templates, auto layouts, and background slides. Also covered are how to add tables, charts, clip art, pictures, video, sound, and animation effects.

CIT 286 - Introduction to Project Management. Three credit hours. This course provides students an introduction to the project management process, project life cycle, project organizational structure, controlling and managing a project, creating the project team, financial issues in project management, communication information needs and reporting processes. Project management career paths, professional organizations, and national certifications will also be presented.

CIT 289 - Troubleshooting Desktop Applications. Three credit hours. This course is designed to provide an overview of how to troubleshoot Windows XP and Microsoft Office desktop applications. Students will also learn to resolve issues related to Microsoft Office application usage. They will learn to configure application security, manage office application updates and upgrades as well as resolve folder and file issues. Prerequisite: CIT 151 CIT 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

CIT 193/293 - Topics in Computer Applications and Support. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

CIT 294 - CIT Internship. Three credit hours. This capstone course gives students an opportunity to apply all of their skills and knowledge in the workplace. Students will work a minimum of nine (9) hours per week under the joint supervision of the cooperating firm and ENMU-Roswell. Presentation of a detailed work experience report and student binder is required at the end of the semester. Prerequisite: CIT 210 Employability Skills and Customer Service.

(CJ) Criminal Justice

CJ/SOC 102 (CRIJ 1113) - Introduction to Criminal Justice. Three credit hours. Analysis of law and society with emphasis on the police, prosecution, the courts, corrections, and probation and parole.

CJ 202 - Introduction to Criminal Investigation. Three credit hours. An overview of the science of criminal investigation. All aspects of the investigative process are surveyed from the preliminary crime scene investigation through prosecution and trial.

CJ 203 (CRIJ 2303) - Introduction to Corrections. Three credit hours. An overview and critical analysis of contemporary correctional theory and practice. Course compares mainline American corrections with historical, cross-cultural, philosophical and nontraditional views of corrections.

CJ 205 - Criminal Procedures. Three credit hours. Criminal procedure, including laws of arrest, search and seizure, and leading case law.

CJ 215 (CRIJ 2103) - Introduction to Policing in America. Three credit hours. This course is a comprehensive look at the police industry and relevant issues in the United States of America, ranging from historical development of policing systems to analysis of the work of police officers and agencies. Issues of law enforcement fragmentation and jurisdiction will be explored along with specific topics related to community interaction, enforcement discretion deployment strategies, deviance, police mythology, use of force, personnel selection, socialization, tactics and stress. Prerequisites: CJ/SOC 102 or graduation from a New Mexico police or corrections certification academy.

CJ 220 - Ethics and Liability in Criminal Justice. Three credit hours. This course examines various ethical systems and their application to discretionary choices faced by criminal justice professionals. Decision making is further assessed by examination of criminal and civil liabilities resulting from improper conduct by criminal justice officials. Students will be familiarized with varied ethical philosophies as well as diverse strategies and practices for oversight of criminal justice practitioners' integrity and adherence to professional standards. Prerequisites: CJ/ SOC 102 or graduation from a police or corrections certification academy

CJ 233 (CRIJ 2603) - Juvenile Justice. Three credit hours. A comprehensive overview of the contemporary juvenile justice system. Analysis of the philosophical aspects as well as the challenges and changes to the prevailing juvenile justice system. The New Mexico Children's Code is compared to policies and laws in other states.

CJ 168/268 - Workshop in Criminal Justice. One to nine credit hours. As announced. (Repeatable for credit.)

CJ 284 (CRIJ 2503) - American Judicial Systems. Three credit hours. Analysis of law and society with emphasis on the rights of the accused, the roles of the district attorney, the judge and the defense attorney, and legal terminology.

CJ 289 (CRIJ 2053) - Criminal Law. Three credit hours. A study of the general principles and doctrines of substantive criminal law to include the sources of law, classification of crimes, and ideological perspectives. Legal definitions of crime codified in the New Mexico Criminal Code are emphasized. Prerequisite: CJ 102

CJ 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

CJ 292 - Introduction to Social Research. One to three credit hours. This course covers the social context, structure of inquire, ethical concepts and modes of observation in the research of social and cultural phenomena. Prerequisites: Completion of CJ/SOC 102 or a police certification academy; English 104; or STAT 213

CJ 193/293 - Topics in Criminal Justice. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

CJ 294 - Practicum. Three credit hours. Supervised practical field experience in a Criminal Justice agency. A minimum of six (6) hours per week will be in direct service or contact. One (1) hour per week supervision and critique of activities. Prerequisites: CJ 102 and a minimum of nine credit hours in 200-level CJ courses

(COMM) Communication

COMM 101 (COMM 1213) - Interpersonal Communication. Three credit hours. The development of communication skills necessary for effective interaction with persons on an interpersonal level and in small groups; and the theoretical dimensions of interpersonal communication. Provides opportunities for practical application.

COMM 102 (COMM 1113) - Public Speaking. Three credit hours. Training in the composition of informative and persuasive discourse with emphasis on the use of evidence, reasoning, delivery skills, and audience analysis.

COMM 202 - Dynamics of Group Behavior. Three credit hours. Principles and practices of effective participation in small group discussion, with emphasis on improvement of critical thinking, problem-solving, organizational skills, and group cooperation.

COMM 203 - News Writing. Three credit hours. Principles of news and feature stories (computer assisted). Prerequisites: ENG 102 and basic computer skills. Corequisite: COMM 203L

COMM 203L - News Writing Laboratory. (NC). Corequisite: COMM 203

COMM 215 - Newspaper Practicum. Two credit hours. Practical experience through work on student newspaper or yearbook as staff writers or editors under the supervision of the instructor. (May be repeated for a maximum of four hours.) Pre/Corequisite: COMM 203 or consent of instructor

COMM 235 - Development of Language. Three credit hours. Provides an overview of the language families of the world with emphasis on the diversified development of languages of the Indo-European family. Various theories of change in sound and usage are studied. Prerequisite: ENG 102

COMM 168/268 - Workshop in Communication. One to nine credit hours. As announced. (Repeatable for credit.)

COMM 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

COMM 193/293 - Topics in Communication. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(CP) Community Paramedic

CP 200 - Role in the Health Care System. Two credit hours. This course includes scope of practice; role boundary and limits; documenting and evaluation; financing; and identification of high-risk, high-need clients.

CP 201 - Social Determinants of Health. Two credit hours. This course includes health and social determinants of health, understanding of high-risk and high-need populations, factors that lead to inequalities of health care, social networks and social support; spirituality, environmental, and cultural issues of the Community Paramedic.

CP 202 - Role in Public Health and Primary Care. Three credit hours. This course incorporates health promotion, injury prevention, chronic disease management, and program evaluation.

CP 203 - Cultural Competency. One credit hour. This course includes spirituality and health literacy with emphasis on incorporation of cultural values in care.

CP 204 - Community Paramedic Role in the Community. Two credit hours. This course includes health assessment and mapping, community outreach, provider outreach, case findings, patient navigation, assessment, basics of the system service, referral, tracking and following-up for CP programs.

CP 205 - Personal Safety, Self-Care, and Boundaries. One credit hour. This course incorporates self-care, professional boundaries, and personal safety for the Community Paramedic.

CP 206 - Advanced Patient Assessment. Three credit hours. This course is designed to allow the PA student to obtain the knowledge and skills required to physically assess a patient's medical and health status as part of the focused adult history and problem-oriented physical examination. In addition, students will develop patient-management skills by interpreting laboratory and limited diagnostic studies and appropriate therapeutics.

CP 210L - Clinical Practicum for Community Paramedic. Five credit hours. Laboratory and clinical experience in pediatric, adult, geriatric, mental health, substance abuse, immunizations, and oral health skills for the Community Paramedic. It involves approximately 200 clock hours.

CP 211 - Community Paramedic Capstone. One credit hour. This capstone course is designed to assess the graduate competencies required for the Community Paramedic Certificate in the areas of knowledge base and patient management skills. Included in this course is the practical exam on patient assessment and a comprehensive final. Students will be required to complete this course on campus or with an approved proctor. This course is repeatable only with the approval of the Program Director.

(CS) Computer Science

CS 103 - Introduction to Programming. Three credit hours. This course introduces basic concepts common to most high-level programming languages. Topics include variables, expressions, functions, conditionals, and other fundamentals concerned with program design and development.

CS 131 - Introduction to Fortran. Three credit hours. Programming applications using the FORTRAN 77 compiler.

CS 132 - Programming in C. Three credit hours. Introduction to programming. Topics include operators and expressions control of program flow, functions and program structure, pointers and arrays, creation and handling of data structures, input and output, and the standard library.

CS 187 - Developing and Implementing Web Applications. Three credit hours. This course focuses on developing and implementing web applications using Microsoft Visual Studio. This course is the first in a series of three that leads to Microsoft Certified Applications Developer Certification. Prerequisites: CS 103 or consent of instructor. Corequisite: CS 187L

CS 187L - Developing and Implementing Web Applications. One credit hour. Hands-on application of theory learned in CS 187. Prerequisites: CS 103 or consent of instructor. Corequisite: CS 187.

CS 231 - Advanced Fortran. Three credit hours. Exposure to advanced programming concepts using the FORTRAN 77 compiler. Prerequisites: CS 131, MATH 110. CS 168/268 - Workshop in Computer Science. One to nine credit hours. As announced. (Repeatable for credit.)

CS 282 - Advanced C. Three credit hours. Advanced programming applications using C language in a VMS environment. Prerequisites: CS 132, MATH 110.

CS 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

CS 193/293 - Topics in Computer Science. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(CTE) Career & Technical Education

CTE 110 - Technology Leadership. One credit hour. Designed to enhance leadership skills and develop community service projects. Includes student membership in SkillsUSA. (Effective fall 2012)

CTE 210 - Employability Skills and Customer Service. Three credit hours. This course is designed to help students and potential employees recognize and develop positive personal qualities in preparation for successful employment. It also focuses on the communication skills, customer service skills, effective interpersonal skills, productivity, ethical standards, and career development that are in demand by employers.

CTE 230 – Developing Leadership in Supervision. Two credit hours. This course introduces the essential concepts needed to develop leaders in an organization and improve the effectiveness of those already in those positions. Studies include, but are not limited to, problem analysis, decision making, building teams, coaching, conflict management, goal setting, and accountability. An introduction to Behavior Based Safety Management is included in this curriculum. This course is designed for new and or experienced supervisors, managers, and executives wanting to get the most out of their employees or just wanting to increase their effectiveness.

CTE 168/268 - Workshop in Career & Technical Education. One to nine credit hours.

CTE 193/293 - Topics in Career & Technical Education. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(DNC) DANCE

DNC 101 (DANC 1013) - Introduction to Dance. Three credit hours. Introduction to fundamentals of dance technique, dance history and aesthetics studied through text, video, and participation.

DNC 102 - Modern Dance I. Three credit hours. Introduction and development of basic modern dance techniques and its history approached through academic study and participation.

DNC 168/268 - Workshop in Dance. One to nine credit hours. As announced. (Repeatable for credit.)

DNC 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

DNC 193/293 - Topics in Dance. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(DS) Deaf Studies

The Deaf Studies curriculum is designed to promote awareness of and communication with the Deaf Community. It is a basic approach to the appreciation of Deaf Culture and the art of sign languages.

DS 101 - American Sign Language I. Three credit hours. Interactive approach to ASL by use of vocal and signed instruction. Develops basic vocabulary in American Sign Language. It is recommended that students take DS 110 before or concurrently with DS 101.

DS 102 - American Sign Language II (ASL II). Three credit hours. A continuation of DS 101. Develops basic competencies for communication. Introduction to ASL grammar and syntax. Prerequisite: DS 101

DS 103 - American Sign Language III (ASL III). Three credit hours. A continuation of DS 102. Prepares students for basic sign conversation. Prerequisite: DS 102

DS 110 - Introduction to American Deaf Culture. Three credit hours. Study of psychological and social aspects of deafness. General overview of American Sign Language (ASL) and manual communication systems: Pidgin Signed English (PSE), Manual Coded English (MCE), and Signing Exact English (SEE). It is recommended that this course be taken before or in conjunction with DS 101.

DS 200 - Beginning Conversational Sign Language. Three credit hours. Develops basic competencies in conversational skills. Prerequisite: DS 103

DS 201 - Intermediate Conversational Sign Language. Three credit hours. Develops intermediate competencies in signed communication. Prerequisites: DS 200

DS 210 - Ethics/Professional Standards for Interpreting. Three credit hours. Lecture course using readings, theory, and discussion of hypothetical situations and role plays to explore ethical standards and dilemmas in ASL-English interpretation. Covers personal and professional values, ethics, and morality; professional principles; power, responsibility, and group dynamics; the interpreter's role; cross-cultural issues, and the decision-making process. Prerequisite: DS 110

DS 168/268 - Workshop in Deaf Studies/Sign Language. One to nine credit hours. As announced. (Repeatable for credit.)

DS 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

DS 193/293 - Topics in Deaf Studies/Sign Language. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(ECE) Early Childhood Education

ECE 102 (FCS 221) - Child Growth, Development and Learning. Three credit hours. This basic course in the growth, development, and learning of young children, prenatal through age eight, provides students with the theoretical foundation for becoming competent early childhood professionals. Includes knowledge of how young children grow, develop, and learn. Major theories of child development are integrated with all domains of development, including biological, physical, social, cultural, emotional, cognitive, and language. The adult's role in supporting each child's growth, development, and learning is emphasized.

ECE 107 - Health, Safety, and Nutrition. Two credit hours. Provides information related to standards and practices that promote children's physical and mental well-being, sound nutritional practices, and

maintenances of safe learning environments. Includes information on developing sound health and safety procedures for indoor and outdoor learning environments for young children. Examines the many scheduling factors that are important for children's total development, health, nutrition, physical activity, and rest.

ECE 168/268 – Workshop in Child Development. One to nine credit hours. As announced. (Repeatable for credit.)

ECE 193/293 – Topics in Child Development. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

ECE 201 - Introduction to Language, Literacy and Reading. Three credit hours. This course is designed to prepare early childhood professionals for promoting children's emergent literacy and reading development. Through a developmental approach, the course addresses the way in which early childhood professionals can foster young children's oral language development, phonetic awareness, and literacy problem-solving skills, fluency, vocabulary, and comprehension. This course provides the foundation for early childhood professionals to become knowledgeable about literacy development in young children. Instructional approaches and theory-based and research-based strategies to support the emergent literacy and reading skills of native speakers and English language learners will be presented.

ECE 203 - Children with Special Needs. Three credit hours. Focuses on working with children who have special needs. Covers the history of, and legislation affecting, children with special needs, the role of assessment in identifying and working with children with special needs, and program planning for children with special needs. Examines typical development along with the effect of impairments on such developmental areas as motor behavior, cognition, language, social-emotional development, self-help skills, and play skills. Prerequisite: OT 101.

ECE 208 (SPED 203) - Assessment of Children and Evaluation of Programs. Three credit hours. This basic course familiarizes students with a variety of culturally appropriate assessment methods and instruments, including systematic observation of typically and non-typically developing children. Addresses the development and use of formative and summative assessment and evaluation instruments to ensure comprehensive quality of the total environment for children, families, and the community. Students will develop skills for evaluating the assessment process and involving other teachers, professionals, and families in the process.

ECE 220 – Professionalism. Two credit hours. Provides a broad-based orientation to the field of early care and education. Early Childhood history, philosophy, ethics, and advocacy are introduced. Basic principles of early childhood systems are explored. Multiple perspectives and early care and education are introduced. Professional responsibilities such as cultural responsiveness and reflective practice are examined.

ECE 239- Curriculum Development through Play--Birth through PreK. Three credit hours. This beginning curriculum course places play at the center of curriculum in developmentally appropriate early childhood programs. It addresses content that is relevant for children, birth through Pre-K, in developmentally and culturally sensitive ways of integrating content into teaching and learning experience. Information on adapting content areas to meet the needs of children with special needs and the development of IFSP's is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through PreK, is emphasized. Co-requisite: ECE 239L Prerequisite: ECE 220 and ECE 102.

ECE 239L - Curriculum Development through Play: Birth through PreK Practicum. Two credits. The field-based relevant for children birth through age four in developmentally and culturally sensitive ways of integrating teaching and learning experiences. Information on adapting content areas to meet the needs of children with special needs and the development of IFSP's is included. Curriculum development in all areas, including literacy, numeracy, the arts, health, science, social skills, and adaptive learning for children, birth through age four, is emphasized. Co-requisite: ECE 239.

ECE 240 - Curriculum Development and Implementation: PreK through Grade 3. Three credit hours. Focuses on developmentally appropriate curriculum content in early childhood programs, age 3 through third grade. Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, motor and social skills, are emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEP's is included. Co-requisite: ECE 240L; prerequisite: ECE 220 and ECE 102.

ECE 240L - Curriculum Development/Implementation: PreK through Grade 3 Practicum. Two credit hours. Focuses on developmentally appropriate curriculum content in early childhood programs, age three through the third-grade Development and implementation of curriculum in all content areas, including literacy, numeracy, the arts, health and emotional wellness, science, and motor and social skills are emphasized. Information on adapting content areas to meet the needs of children with special needs and the development of IEP's is included. Co-requisite: ECE 240

ECE 265 - Guiding Young Children. Three credit hours. Explores various theories of child guidance and the practical applications of each. Provides developmentally appropriate methods for guiding children and effective strategies and suggestions for facilitating positive social interactions. Strategies for preventing challenging behaviors through the use of environment, routines, and schedule will be presented. Emphasis is placed on helping young children become self-responsible, competent, independent, and cooperative learners and including families as part of the guidance approach.

CD 168/268 - Workshop in Child Development. One to nine credit hours. As announced. (Repeatable for credit.)

ECE 280 - Family and Community Collaboration. Three credit hours. This beginning course examines the involvement of families in early childhood programs. Ways to establish collaborative relationships with families in early childhood settings is discussed. Families' goals and desire for their children will be supported through culturally responsive strategies.

ECE 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

(ECON) Economics

ECON 200 - Survey of Economics. Three credit hours. An introductory level course in economics designed for non-business majors. Emphasis is placed on understanding how economic principles apply to domestic and global issues in today's world.

ECON 221 (ECON 2113) - Principles of Macro Economics. Three credit hours. Introduces theory and explores interrelationships involving inflation, unemployment, gross national product, taxes, government spending and the domestic and world monetary systems. Prerequisites: BUS 151 and MATH 107 or higher

ECON 222 (ECON 2123) - Principles of Micro Economics. Three credit hours. Introduces microeconomic theory and explores market allocation of resources: supply and demand; theory of marginal analysis; market types; market failure; regulation and antitrust; economic growth and innovation; business finance; economic globalization; and cultures of capitalism. Prerequisites: BUS 151 and MATH 107 or higher.

ECON 168/268 - Workshop in Economics. One to nine credit hours. As announced. (Repeatable for credit.)

ECON 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

ECON 193/293 - Topics in Economics. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(EDF) Education Foundations

EDF 110 - Communication for Educators. Three credit hours. Strategies for communicating with students, parents, administrators and the community. Topics include professional writing, public speaking, (interpersonal and small group) and diversity in communication styles in educational settings. Note: This course is a general education course within the English section.

EDF 222 - Structured Observations of Teaching. Three credit hours. Introduction to the study and practice of teaching. For students interested in pursuing a career in education. Includes early field experience in pre-collegiate teaching. Required for advancement in Teacher Education.

EDF 222L - Structured Observations of Teaching Laboratory. One credit hour. Students will be placed in K-12 school settings to meet the requirement of 40 hours of observation throughout the semester: 20 hours in the five-week elementary (ELED) placement and 20 hours in the five-week secondary (SED) placement. Corequisite: EDF 222.

EDF 224 – Mastery of Online Teaching. Three credit hours. This courses is designed for faculty who wish to teach online courses. This course provides a basic introduction to online teaching and learning with a focus on developing the knowledge and skills for effectively engaging students in the distance learning classroom. Learners will be involved in active learning—learning as you are doing. This course is designed to help instructors make the transition from teaching face-to-face classes to effective distance learning facilitators. This course also provides the opportunity to develop knowledge and skills for effectively designing course content, learning activities, and assessments that achieve instructional objectives and are based on Quality Matters Standards. This course will be taught in the Blackboard Learn Management System (Bb LMS). While taking this class, you will gain a student's perspective of what it is like to successfully complete an online course as well as learn effective teaching strategies for online delivery. Success in this class requires both a commitment of your time as well as your personal motivation towards learning how to expand your teaching in online delivery of instruction. Ideally, you will take what you already know about good teaching and practice and apply it to the online environment.

EDF 168/268 - Workshop in Education Foundations. One to nine credit hours. As announced. (Repeatable for credit.)

EDF 281 - Arts and Crafts for the Elementary Teacher. Three credit hours. Application of techniques, methods, and materials of arts and crafts in the teaching of subject matter by the elementary classroom teacher.

EDF 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

EDF 193/293 - Topics in Education Foundations. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(ELEC) Electricity

ELEC 101 - Introduction to Electricity. Three credit hours. Introduces the student to electrical theory, generation and distribution, Ohm's law, series and parallel circuits, AC/DC, practical applications and electrical safety.

ELEC 202 - Advanced Electricity. Four credit hours. The students will become proficient in electric components, electrical circuits, motors and electrical testing devices/meters. Prerequisite: ELEC 101

(EM) Emergency Management

EM 110 - Introduction to Emergency Management. One credit hour. The history and development of emergency management as a professional field of study will be reviewed along with an exploration of the four phases of emergency management (preparedness, mitigation, response, recovery). Upon completion of this class, students will be awarded Course Completion Certificate from FEMA in NIMS 100 and 200.

EM 115 - Principles of Emergency Preparedness. One credit hour. The workforce increasingly provides direct and indirect roles and functions during their agency's emergency response. A most critical element of being professionally prepared is to be personally prepared. In addition, this workforce will need to integrate into a larger response. Upon completion, students will be awarded Course Completion Certificate from FEMA in NIMS 700 and 701.

EM 150 - Exercise Design (IS 139). Two credit hours. This course is designed to introduce you to the fundamentals of exercise design and to prepare you to design and conduct a small functional exercise for your organization as you prepare your organization to respond to emergencies.

EM 151 - Principles of Emergency Management (IS 230). One credit hour. This course is one of the Federal Emergency Management Agency (FEMA) Professional Development Series. The goal of this course is to introduce the fundamentals of emergency management as an integrated system, surveying how the resources and capabilities of all functions at all levels can be networked together in all phases for all hazards.

EM 152 - Emergency Planning (IS 235). One credit hour. This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. The course offers training in the fundamentals of the emergency planning process, including the rationale behind planning.

EM 153 - Leadership and Influence (IS 240). One credit hour. This course is designed to improve leadership and influence skills. It addresses leadership from within, how to facilitate change, how to build and rebuild trust, using personal influence and political savvy, and fostering an environment for leadership development.

EM 154 - Decision Making and Problem Solving (IS 241). One credit hour. This course is designed to improve decision-making skills by addressing the decision-making process, decision-making styles, attributes of an effective decision maker, and ethical decision making and problem-solving.

EM 155 - Effective Communication (IS 242). One credit hour. This course is designed to improve communication skills by addressing basic communication skills, how to communicate in an emergency, how to identify community-specific communication issues, use of technology as a communication tool, effective oral communication, and how to prepare an oral presentation.

EM 156 - Developing and Managing Volunteers (IS 244). One credit hour. This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies. The course provides procedures and tools for building and working with voluntary organizations.

EM 200 - Incident Command System/Emergency Operations (G108). Two credit hours. The course provides an opportunity for participants to begin developing an Incident Command Center (ICS)/ Emergency Operations Center (EOC) interface for their communities with emphasis on exercises and group discussions.

EM 201 - Local Situation (RAPID) Assessment Workshop (G250.7). One credit hour. This course provides information for communities, using the Resource Guide, to develop the plan and procedures for rapidly and efficiently collecting disaster intelligence immediately following a disaster.

EM 202 - Recovery from Disaster: The Local Government Role (G270.4). Two credit hours. This course covers the responsibilities of local recovery team members in response to disaster.

EM 203 - Emergency Operations Center (EOC) Management and Operations (G275). Three credit hours. This course provides participants with knowledge and skills to effectively manage and operate an EOC during crisis situations. Prerequisite: consent of instructor.

EM 204 - Mitigation Planning Workshop for Local Governments (G318). Two credit hours. The Mitigation Planning Workshop for Local Governments assists representatives of local communities or multi-jurisdictional planning areas to develop a mitigation plan that meets community needs as well as 322 local planning requirements.

EM 205 - Community Mass Care Management (G108). Two credit hours. This course is intended to equip emergency management staff and voluntary agency personnel with the knowledge and skills necessary to perform effective mass care coordination in a broad range of disaster situations.

EM 206 - Emergency Management Operations for Local Governments. Three credit hours. This course is designed for local communities or tribal governments that may not be able to participate in FEMA's resident integrated Emergency Management Courses. The course is an exercise-based program with planning sessions that begin weeks prior to the actual course, and it includes classroom sessions and exercises. The course is designed to improve operational capabilities as they relate to managing emergencies in the local community.

EM 207 - Exercise Program Management (G137). Three credit hours. This course provides knowledge, skills, and job aids to assist local, state, and national personnel in implementing their roles as exercise program managers.

EM 208 - Emergency Planning and Special Needs Populations (G197). Three credit hours. This course provides emergency planners with the skills and knowledge that they will need to prepare for, respond to, and recover from emergencies that involve seniors, people with disabilities, and/or special needs groups.

EM 209 - Debris Management (G202). One credit hour. This field course is designed for state, local, and tribal personnel at all levels as well as public works directors, their staff, and waste management personnel. It provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from debris-generating events.

EM 210 - Hazardous Weather and Flood Preparedness (G271). One credit hour. This course is designed to help promote a more proactive response to weather and flooding hazards through close coordination between emergency management and the National Weather Service.

EM 211 - Warning and Coordination (G272). Two credit hours. This course is intended to help facilitate the reduction of death, injury, and property losses by providing information for emergency managers that facilitates news media so effective warnings can be received and understood by people at risk.

EM 212 - Local Volunteer and Donations Management (G288). One credit hour. This course addresses the planning considerations and operational requirements for an effective donations management system at the local level.

EM 213 - Basic Public Information Officers (G290). Three credit hours. This course is intended for the new or less experienced Public Information Office (PIO) to emphasize the basic skills and knowledge needed for emergency management public information activities.

EM 214 - Evaluation and Re-entry Planning (G358). Two credit hours. This course is designed to provide participants with the knowledge and skills needed to design and implement an evacuation and re-entry plan for their jurisdiction.

EM 215 - Flood Fight Operations (G361). Three credit hours. This course emphasizes how to conduct a flood fight as well as providing information to help communities decide if a flood fight is possible and worth the effort and cost.

EM 216 - Multi-Hazard Emergency Planning for Schools (G362). One credit hour. This course will provide participants with the knowledge, skills, and tools needed to develop all-hazard school emergency operations plans for school emergencies.

EM 217 - Mass Fatalities Incident Response (G386). Two credit hours. This course prepares local and state response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with the survivors in an emergency or disaster.

EM 218 – Advanced Incident Command System (G400). Two credit hours. This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). Prerequisite: Permission of instructor to assure that FEMA prerequisite courses have been completed.

EM 219 - Homeland Security Planning for Local Governments (G408). Two credit hours. The course teaches participants to evaluate, revise, or develop a homeland security appendix to their jurisdiction's existing Emergency Operations Plan (EOP). Prerequisite: Permission of instructor to assure that all prerequisite FEMA courses have been completed.

EM 220 - NIMS Resource Management (IS 703). One credit hour. This course provides the principles, tools, processes, and systems used in the National Incident Management System (NIMS) that incident managers need for timely and effective resource management during an incident.

EM 221 – Designated Defensive Marksman. Three credit hours. The Designated Defensive Marksman course is designed to teach individuals basic through advanced techniques of precision rifle fire, camouflage, concealment, range estimation, data collection, target collection, grouping and precision rifle set up.

EM 221L – Designated Defensive Marksman Lab. Three credit hours. This course is to support EM 221 with practical applications on the range using scenarios simulating possible situations. Co-requisite: EM 221

EM 193/293 - Topics in Emergency Management. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(EMS) Emergency Medical Services

EMS 101 – BLS/Clinical Preparation – One credit hour- Prepares students in health science programs for their clinical and field rotations. This course will provide training in CPR (AHA BLS Healthcare Provider), bloodborne pathogens, HIPAA, and fire safety. (Repeatable for credit.)

EMS 102 - Basic Emergency Care. One credit hour. Uses the National Green Cross curriculum for the general public response to medical and traumatic emergencies. This course is suitable for business and industry and meets all local, state, and federal requirements for first aid at industrial sites. Includes first aid, airway management, and public access defibrillation. (Repeatable for credit.)

EMS 103 - Wilderness First Aid. One credit hour. Provides comprehensive information about how to deal with medical and traumatic emergencies when help is hours, even days, away. This course is suitable for outdoor recreationists and people who work or live in remote locations. This course uses the National Green Cross curriculum.

EMS 104 - First Aid and CPR for Child Care Providers. One credit hour. Prepares personnel in the childhood education and other childcare fields to respond to emergencies involving children. This course meets all local, state, and federal requirements for first aid and CPR training of child care providers. This course uses the National Green Cross curriculum. (Repeatable for credit.)

EMS 105 - Emergency Medical Responder. Five credit hours. This 75-hour course of instruction provides initial basic pre-hospital lifesaving knowledge and skills. First responders are individuals trained to assess patients and provide emergency care. This course meets or exceeds the National EMS Education Standards and New Mexico Scope of Practice. Upon successful completion of this course, students will be eligible for licensure with the New Mexico EMS Bureau and/or National Registry of EMTs. Students will also be issued an American Heart Association BLS Provider Card.

EMS 106 - Emergency Medical Responder Refresher. One credit hour. Reviews and updates the knowledge base and skills of the First Responder. Prerequisite: Current First Responder card. (Repeatable for credit.)

EMS 107 - First Aid and CPR for Firefighters. One credit hour. This course was developed in conjunction with the New Mexico Fire Academy and the EMS Academy to fulfill the first aid requirements of the Fire Fighter One program as outlined by the *NFPA 1001 Fire Fighter Professional Qualification*, 1992 edition.

EMS 110 - Emergency Medical Responder to EMT. Eight credit hours. A continuation of the Emergency Medical Responder class. Upon successful completion, the graduate will have met all EMT requirements and will be eligible for licensure as an EMT. Prerequisites: Successful completion of New Mexico approved Emergency Medical Responder or Emergency Medical Responder Refresher course within 2 years, current BLS provider card, and satisfactory performance on a course pretest (administered on the first day of class).

EMS 111 – EMT. Twelve credit hours. Provides an introductory survey of emergency medical services with emphasis on basic assessment, treatment, and transport of the sick and injured. This course meets or exceeds the National EMS Education Standards and the New Mexico Scope of Practice. Corequisites: EMS 111L

EMS 111L – EMT Practicum. Two credit hours. Utilizes low and high fidelity simulation for the application of knowledge and the practice of skills learned in EMS 111. Local EMS facilities are used to provide field and hospital experience in EMS. Corequisites: EMS 111 and EMS 101

EMS 112 - EMT Transition. Six credit hours. This course of study is composed of the National Standard Curriculum for the EMT. Students will attend a week-long immersion in the practical application of the skills and knowledge of the EMT. Upon successful completion, the student will take the National Registry of EMTs (NEMET) exam for the EMT. Prerequisite: Acceptance into EMT Transition Program.

EMS 114 - Introduction to Emergency Medical Services. Three credit hours. An orientation to the principles and practices of pre-hospital emergency medical services including: the history of EMS, EMT well-being, medical-legal, illness and injury prevention, ethics, survey of anatomy and physiology, lifespan development, communication skills, and a general overview of EMS.

EMS 130 - Out-of-state Transition. One to three credit hour(s). This course meets the requirements of the New Mexico Injury Prevention and EMS Bureau for EMT-Basic and Intermediate requesting reciprocity for New Mexico licensure. Included in this course are NM rules and regulations, scope of practice issues, and preparation for the NM State EMS exam. This course is offered each fall or upon request. Prerequisites: Students must apply for NM licensure and have received a confirmation letter from the NM IP/EMS Bureau.

EMS 131 - Hazardous Material Awareness. One credit hour. This course meets the requirements as outlined in the Code of Federal Regulations (CFR) 29 OSHA 1910.120 (as adopted by the State of New Mexico) and the National Fire Protection Association (NFPA) standard 472. Included in this course is the recognition of hazardous materials and early response to minimize life safety hazards.

EMS 135 - EMS Refresher. Two credit hours. This 24-hour course meets the refresher requirements of the New Mexico EMS Bureau and/or National Registry of EMT. EMTs and Advanced EMTs will receive a course completion certificate

upon successful completion. Emergency Medical Responders will receive a course completion certificate and eight hours on continuing education. Prerequisites: Current EMT or Emergency Medical Responder License. Repeatable for credit

EMS 150 - Vehicle Extrication. Two credit hours. This class covers new vehicle construction, vehicle safety systems, and new rescue techniques for motor vehicle crashes. It provides the new rescuer with basic extrication knowledge and skills, and the seasoned rescuer with updated information and techniques for safety during extrication. THIS CLASS ALSO MEETS THE REQUIREMENT FOR THE EXTRICATION PORTION OF THE FIREFIGHTER II CURRICULUM OF THE NEW MEXICO FIREFIGHTERS TRAINING ACADEMY. The class consists of eight hours of power tool extrication. All participants are required to have full protective gear, (normally firefighters bunker gear), helmet or hard hat with face shield or goggles, boots, leather gloves, and safety glasses.

EMS 168/268 - Workshop in Emergency Medical Services. One to nine credit hours. As announced. (Repeatable for credit.)

EMS 175 – Advanced EMT (EMT-Intermediate). Eight credit hours. This course builds on the knowledge learned in the EMT course building on assessment of sick and injured patients. Students will learn advanced treatment of patients. This course meets or exceeds the National EMS Education Standards for the AEMT and New Mexico Scope of Practice for the EMT-Intermediate. Students must have a current New Mexico EMT License to enroll. Corequisite: EMS 175L and EMS 176L.

EMS 175L – Advanced EMT Practicum. One credit hour. Utilizes low and high fidelity simulation for the application of knowledge and the practice of skills related to the AEMT learned in EMS 175. Students must have a current New Mexico EMT License to enroll. Corequisite: EMS 175 and EMS 176L

EMS 176L – Advanced EMT Field/Clinical Practicum. One credit hour. Uses local EMS agencies and clinical facilities for the clinical application of knowledge and the practice of skills related to the intermediate care of patients learned in EMS 175. Students may be required to travel to complete some clinical requirements. Students must have a current New Mexico EMT License and current AHA Basic Life Support for Health Care Providers certification to enroll. Corequisite: EMS 175 and EMS 175L

EMS 202 – Introduction to Paramedic. Three credit hours. Integrates the comprehensive knowledge of EMS systems, the safety/well-being of the paramedic, and the medical/legal and ethical issues which are intended to improve the health of EMS personnel, patients, and the community. This course introduces the Paramedic student to the impact of behavioral, social, and cultural aspects on health and disease. Prerequisite: Consent of Instructor

EMS 203 - Human Pathophysiology. Three credit hours. This course provides a survey of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis.

EMS 204L – Pre-Hospital Airway Management Practicum. One credit hour. Provides for application of the concepts and principles taught in EMS 204 using a combination of low and high fidelity simulation. Corequisite: EMS 204

EMS 204L - Pre-Hospital Airway Management Lab. One credit hour. Provides for laboratory applications of the concepts and principles taught in EMS 204. Corequisite: EMS 204

EMS 206 – Paramedic Trauma Life Support. One credit hour. Emphasizes the diagnosis, assessment, pathophysiology, and management of trauma including trauma systems, mechanisms of injury, hemorrhage and shock, soft tissue trauma, burns, head and facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma. Prerequisite: Admission into Paramedic Program. Corequisite: EMS 206L

EMS 206L – Paramedic Trauma Life Support Practicum. One credit hour. Provides for application of the concepts and principles taught in EMS 206 using a combination of low and high fidelity simulation

EMS 207 - Tactical Emergency Casualty Care. Two credit hours. This course is designed to teach the student to deliver pre-hospital emergency care in a tactical environment, while actively providing security and transporting the casualty to the next level of care. Our course is unique in that carbine training, actual tactics and live scenarios are incorporated as an integral part of the course. TECC was designed to expand on the principles of emergency medicine in a civilian environment that have evolved out of Tactical Combat Casualty Care. TECC has expanded the TCCC protocol in order for the first responder to treat a civilian population ranging in age from 5 - 75 years old.

EMS 207L – Tactical Emergency Casualty Care Lab. Three credit hours. This course is to support EMS 207 with practical application on the range, using scenarios simulating possible situations. Co-requisite 207

EMS 208 – Prehospital Pharmacology. Three credit hours. Covers the pharmacokinetics, pharmacodynamics, dose calculation, and administration of the medication applicable to the pre-hospital environment. Corequisite: EMS208L. Prerequisite: Acceptance into the Paramedic Program

EMS 208L – Prehospital Pharmacology Practicum. One credit hour. Provides for application of the concepts and principles taught in EMS 208 using a combination of low and high fidelity simulation

EMS 209L - Paramedic Lab I. One credit hour. Provides for laboratory application of the concepts of pharmacology and medication administration. Also serves as a review of the skills and procedures learned as an EMT and AEMT. Prerequisite: Acceptance into the Paramedic Program

EMS 210 - EMS Colloquium I. One credit hour. Integration of knowledge and skills learned in preceding classes. Prerequisites: Enrollment in Paramedic Program

EMS 211L- Clinical Practicum I. Three credit hours. Uses local clinical facilities for the application of knowledge and the practice of skills learned in the classroom into the clinical setting. Students may be required to travel to complete some clinical requirements. Prerequisites: Admission to the paramedic program; current New Mexico EMT Licensure

EMS 212L – Vehicular Practicum I- Two credit hours. Uses local EMS agencies for the application of knowledge and the practice of skills learned in the classroom into the pre-hospital setting. Students may be required to travel to complete some field requirements. Prerequisites: Admission into the Paramedic program and current New Mexico EMT Licensure.

EMS 214 – Prehospital Medical Life Support I. Six credit hours. Covers the diagnosis, pathophysiology, and management of common medical emergencies affecting the cardiovascular and neurologic systems

EMS 214L – Pre-hospital Medical Life Support I Practicum. Two credit hours. Provides for application of the concepts and principles taught in EMS 214 using a combination of low and high fidelity simulation

EMS 219L - Paramedic Lab II. Three credit hours. Provides for laboratory application of the concepts of advanced airway management, advanced trauma care, and management of medical emergencies. Prerequisite: Acceptance into the Paramedic Program

EMS 222 – EMS Operations. One credit Hour. Covers the day to day operations of prehospital emergency care including preparation and response. Topics include ambulance operations, rescue operations, and disaster response.

EMS 222L – EMS Operations Practicum. One credit hour. Provides for application of the concepts and principles taught in EMS 222 using a combination of low and high fidelity simulation

EMS 224 - Pre-Hospital Medical Life Support II. Six credit hours. Covers the assessment, diagnosis, pathophysiology, and management of common medical emergencies including areas of endocrinology, immunology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, and respiratory disorders. Prerequisites: Admission into the Paramedic Program. Corequisite: EMS 224L

EMS 224L – Pre-hospital Medical Life Support II Practicum. Two credit hours. Provides for application of the concepts and principles taught in EMS 224 using a combination of low and high fidelity simulation. Corequisite: EMS 224.

EMS 229L - Paramedic Lab III. Two credit hours. Provides for laboratory application of the concepts of advanced cardiac life support, neonatal resuscitation, obstetrics, gynecology, and other special considerations. Also builds on the knowledge gained from EMS 209 and EMS 219 and helps to incorporate the knowledge for the practicing paramedic. Prerequisite: Acceptance into the Paramedic Program in EMS 224. Corequisite: EMS 224

EMS 231L – Paramedic Capstone Internship. Five credit hours. Uses local and statewide EMS Agencies for paramedic students to complete an internship period which is mandatory for eligibility to take the National Registry Certification Exam. This capstone experience is arranged on the student's own time. Students must expect to travel to complete this internship. Prerequisites: Successful completion of all Paramedic core courses, approval of program director, and approval of medical director

EMS 232 - Special Considerations in EMS. Three credit hours. Covers the pathophysiology and management of the various patient groups including neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Upon successful completion of this course and EMS 232L, students receive a Pediatric Advances Life Support Certification from the American Heart Association. Prerequisites: Successful completion of all previous paramedic level courses. Corequisite: EMS 232L

EMS 232L – Special Considerations in EMS Practicum. One credit hour. Provides for application of the concepts and principles taught in EMS 232 using a combination of low and high fidelity simulation.

EMS 233 - Trauma Nursing Core Courses (TNCC). One credit hour. ENA (Emergency Nurses Association) developed and implemented the TNCC as a means for identifying a standardized body of trauma nursing knowledge. The TNCC is a 16- to 20-hour course made up of didactic and skill stations. Only registered nurses are eligible for certification. Other healthcare providers may register in the course for credit, but will not receive a course completion card from ENA.

EMS 234 - Emergency Nursing Pediatric Course (ENPC). One credit hour. The ENA (Emergency Nurses Association) developed the ENPC to educate nurses on caring for acutely ill and injured children. The course teaches participants to recognize the ill or injured child and identify significant, yet subtle, changes in the less acute child. Additionally, the course teaches all aspects of pediatric emergency nursing, including, but not limited to, pediatric trauma or resuscitation. ENPC is a 16-hour course made up of didactic and skill stations. Only registered nurses are eligible for certification. Other healthcare providers may register in the course for credit, but will not receive a course completion card from ENA.

EMS 240 - EMS Colloquium II. One credit hour. Integration of the knowledge and skills learned in preceding classes. Prerequisites: Enrollment in Paramedic program

EMS 241L- Clinical Practicum II. Three credit hours. Uses local clinical facilities for the application of knowledge and the practice of skills learned in the classroom setting. Students may be required to travel to complete some clinical requirements. Prerequisites: Admission to the paramedic program; successful completion of EMS 211L; current New Mexico EMT Licensure.

EMS 242L – Vehicular Practicum II- Two credit hours. Uses local EMS agencies for the application of knowledge and the practice of skills learned in the classroom into the prehospital setting. Students may be required to travel to complete some field requirements. Prerequisites: Admission into the Paramedic program, successful completion of EMS 212L, and current New Mexico EMT Licensure.

EMS 250- EMS Colloquium. One credit hour. Focuses on the integration of the knowledge and skills learned in preceding classes including comprehensive written and psychomotor exams that will serve as a final for the entire program.

Prerequisites: Successful completion all paramedic core courses, approval of program director, and approval of medical director. Corequisite: EMS 231L

EMS 251L - Clinical Practicum III. One credit hour. Uses local clinical facilities for the application, practice, and synthesis of the knowledge and skills learned in the classroom in the clinical setting. The clinical facilities also provide the setting in which students evaluate the effectiveness of pre-hospital care. Students are required to travel to complete some clinical requirements. Prerequisites: Successful completion of all previous paramedic-level courses. Corequisite: EMS 250

EMS 252L - Accelerated Paramedic Clinical/Internship. Fourteen credit hours. This course is designed to meet the special needs of an accelerated paramedic program where the clinical and internship is taught as a single block after the didactic portion. The content of this class meets the clinical requirements of EMS 211L, EMS 212L, EMS 231L, EMS 241L, EMS 242L, and EMS 251L. Prerequisites: EMS 232/232L

EMS 254 - Paramedic Transition. Six credit hours. This is Phase 1 of the Paramedic Transition Program. The didactic portion (leveling course) is composed of forty-eight (48) learning modules, encompassing the National Standard Curriculum for the EMT-Paramedic. Prerequisite: Acceptance into the Advanced Placement Program

EMS 255 - Paramedic Transition Practicum. Six credit hours. This is Phase 2 of the Paramedic Transition Program. The purpose of this class is to integrate the knowledge acquired in EMS 254, to evaluate crucial skills, and to ensure comprehension of the roles and responsibilities of a paramedic. Prerequisite: EMS 254

EMS 256L - Paramedic Transition Clinical/Field Practicum. Six credit hours. This is Phase 3 of the Paramedic Transition Program, and it is the clinical and field competency portion. It will be adjusted based on each student's past clinical experience. Regardless of past experience, all students will be required to successfully complete a minimum of 20 Lead Paramedic calls. Clinical rotations may be arranged at various locations to meet the needs of the students. Depending upon the local EMS regulations, students may have additional requirements and fees assigned. Prerequisite: EMS 255

EMS 260 - Advanced Cardiac Life Support. Three credit hours. Covers the pathophysiology and management of cardiovascular disorders, including Advanced Cardiac Life Support. Designed to acquaint all levels of health care providers (EMT-B, EMT-I, EMT-P, RN and health students) with emergency cardiac care. Upon successful completion of this course, students receive an Advanced Cardiac Life Support Certification from the American Heart Association. Prerequisite: Basic Life Support Provider (Repeatable for credit.)

EMS 261 - ACLS (Advanced Cardiac Life Support) 2-Day. One credit hour. Provides an intense study in Advanced Cardiac Life Support. Upon successful completion of this course, students will be awarded an Advanced Cardiac Life Support Certificate from the American Heart Association. This class is for the healthcare provider with previous ACLS experience. Prerequisite: Basic Life Support Provider Card. (Repeatable for credit.) ***This course has required pre-course work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS program for more information.**

EMS 263 - Pre-Hospital Trauma Life Support (PHTLS). One credit hour. Provides the practicing pre-hospital responder with a specific body of knowledge about pre-hospital assessment and management of the trauma patient. PHTLS is a continuing education program and contains information that may be a review for some or all course participants. Upon successful completion of this course, students receive a Pre-Hospital Trauma Life Support Certificate from the National Association of EMTs. Prerequisite: EMT-B, EMT-I, EMT-P, or RN, RCP, or MD. ***This course has required pre-course work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS program for more information.**

EMS 264 - Pediatric Advanced Life Support (PALS). One credit hour. Covers information necessary for health care personnel who provide, or have the potential to provide, care to pediatric patients. The course, which is open to all caregivers, consists of written examination and teaching/testing practical stations. Upon successful completion of this

course, students receive a course completion card from the American Heart Association. Prerequisite: Basic Life Support Provider Card. (Repeatable for credit.) ***This course has required pre-course work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS program for more information.**

EMS 265 - Neonatal Resuscitation Program (NRP). One credit hour. Consists of eight lessons designed to teach the knowledge and skills necessary to effectively resuscitate the newborn. Upon successful completion of the program, students will be awarded a course completion card from the American Academy of Pediatrics and the American Heart Association. Prerequisite: EMT, LPN, RN, or RCP. (Repeatable for credit.) ***This course has required pre-course work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS program for more information.**

EMS 266 - Basic Life Support Instructor (BLS-I). One credit hour. Provides the opportunity and forum to acquire the knowledge and skills necessary to instruct fairly and accurately and to test potential basic life support providers. Upon successful completion of this course, students will be awarded a Basic Life Support Instructor Certificate from the American Heart Association. Prerequisites: Current Healthcare Provider CPR cards and Regional Faculty or TC Faculty recommendation, Pre-testing, and Training Center recommendation. **This course has required pre-course work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS program for more information.**

EMS 267 - Introduction to 12 Lead ECG. One credit hour. An introduction to 12-lead, ECG interpretation including lead placement, axis determination, determination of AMI, and other dysrhythmias. Prerequisite: ECG rhythm interpretation skills

EMS 269 - Field/Clinical Experience for EMTs. Two credit hours. This course is designed to enhance the clinical skills of licensed EMTs. This course is directed toward the EMT who has limited opportunity in the practice of their skills. Prerequisite: Current license as a First Responder or higher

EMS 270 - Teaching in EMS. Three credit hours. Designed as an instructional methodology course which meets the 1994 National Standard EMT Basic Instructor Curriculum, including the learning process, adult learner, principles of learning, course development, lesson planning, course coordination, and student evaluation. After successful completion of the didactic portion, the student will be required to successfully complete an 80-hour (minimum) competency-based internship. Completion of this course DOES NOT imply any commitment by ENMU-Roswell or any New Mexico Emergency Bureau (EMSb) approved training program for employment. Prerequisites: New Mexico licensed EMT Intermediate or higher and a current AHS BCLS Instructor Card

EMS 271 - Management in EMS. Three credit hours. Focuses on human resources, quality management, managed care, legal and regulatory aspects of EMS, protocol development, EMS operations, patient account services, and developing community support. Intended for EMS personnel desiring to become managers or who are already in management roles.

EMS 272 - EMS Communications. Three credit hours. Focuses on system status control, telecommunications/radio communication technology, statewide EMS communications, medical priority dispatching, legal aspects of communication, and computer-aided dispatching. Intended for EMS dispatching, management, and field personnel. It is not an Emergency Medical Dispatcher course.

EMS 273 - EMS Computer Applications. Three credit hours. Introduces computer applications with an emphasis on those used in the out-hospital environment. Focuses on word processing, handheld computers, pen-chart applications, EMS data entry, and communication applications.

EMS 277 - ACLS for the Experienced Provider. One credit hour. The ACLS Experienced Provider course is designed for seasoned ACLS providers. The course focus is “the next step” in ACLS training. This course provides a stimulus for expert clinicians and practitioners to identify areas in resuscitation that deal with special circumstances. The case-based, small group sessions involve review of electrolyte abnormalities, toxicology, 12-lead ECG discussion, and cardiac arrest due to special causes. Prerequisite: Current ACLS Provider

EMS 285 - EMT-Paramedic Refresher. Three credit hours. Reviews and updates the knowledge base and skills of the currently certified EMT Paramedic. This course meets National Registry of EMTs and the New Mexico EMS Bureau requirements for a Paramedic Refresher. This course may meet in a traditional format, web-based, or a combination of the two. Prerequisites: Current EMT-P license (Repeatable for credit.)

EMS 287 – NREMT Test Prep. One credit hour. This course is designed to assess the graduate competencies required for the Paramedic Certificate in the areas of knowledge base and patient management skills; as well as to prepare the student for the National Registry cognitive and psychomotor exams. Included in this course are practical exams on patient assessment, care, and management. Additionally, the student is evaluated on teamwork, documentation, and time management.

EMS 289 - ACLS Instructor. One credit hour. Provides the student with the knowledge and skills needed to serve as faculty for AHA ACLS Provider courses. Those successfully completing the course will receive instructor recognition from the American Heart Association. Prerequisites: Current ACLS Provider and Healthcare Provider CPR cards and Regional Faculty or CTC recommendation. ***This course has required pre-course work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS program for more information.**

EMS 290 - Critical Care EMT-Paramedic. Six credit hours. This course will consist of 80 hours (classroom/skills). The content will include laboratory data collection, hemodynamic monitoring, 12-Lead EKG monitoring, implantable cardioverter defibrillator and cardiac pacemakers, intra-aortic balloon pumps, feeding tubes, catheters and ostomies, ventilators, invasive lines, IV pumps, pressure infusers, and much more. Upon successful completion of this course, the student will receive Critical Care EMT-Paramedic course completion certification from UMBC Emergency Health Services, which is valid for three (3) years. Prerequisite: Paramedic or registered nurse who has worked in that capacity for two (2) years

EMS 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form, consent of instructor, and administrative approval. (Repeatable for credit.)

EMS 292 - PALS Instructor. One credit hour. Provides the student with the knowledge and skills needed to serve as faculty for AHA PALS Provider courses. Those successfully completing the course will receive instructor recognition from the American Heart Association. Prerequisites: Current PALS Provider and Healthcare Provider CPR cards and Regional Faculty or TC recommendations. ***This course has required pre-course work which must be successfully completed and turned in on the first day of class. Students not completing this work will not be allowed to attend the course. Contact the EMS program for more information.**

EMS 295 - Pediatric & Neonatal Critical Care. Five credit hours. The Pediatric and Neonatal Critical Care Transport Program is designed to prepare paramedics, nurses and respiratory therapists to function as members of a pediatric and neonatal critical care transport team. Critical pediatric patients who must be transported between facilities require a different level of care from hospital or emergency field patients. Prerequisites: Current NRP and PALS Provider Card. Corequisites: EMS 265 (if not a current NRP Provider.)

EMS 168/268 - Workshop in Emergency Medical Services. One to nine credit hours. As announced. (Repeatable for credit.)

EMS 193/293 - Topics in Emergency Medical Services. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

ENG) English

Students must attain the required level on the English portions of the University Skills Placement Test or an ACT score of 19 before they may enroll in English 102. No student will be awarded an Associate degree without achieving the required level of university skills in English. ENG 102 is a prerequisite for 200-level classes.

ENG 093 - Basic English Skills. Four credit hours. Developmental course with a lab designed to improve writing skills by focusing on the fundamentals of sentence structure, correct usage, grammar, and punctuation. Credit not applicable toward degree requirements. Must pass with a "C" or better. (Effective spring 2013)

ENG 096 - Developmental Writing. Three credit hours. A transitional course between ENG 093 and ENG 102. Examines the writing process from simple paragraphs to the essay by exploring topics, creating topic sentences, organizing details, and revising. Students incorporate reading skills into the writing process and will summarize, critique, and evaluate essays as a means for revising their own work. Includes a review of grammar, usage, punctuation, and sentence structure. Credit not applicable toward degree requirements. Prerequisite: Placement Test or ACT scores, or ENG 093. Must pass with a "C" or better. Prerequisite/Corequisite: UNIV 101 or 102. (Effective spring 2013)

ENG 098 - Writing Review. One credit hour. A brief review of basic essay writing. Corequisite: ENG 102. Prerequisite: Placement test, ACT scores, ENG 096 or recommendation of the dean or instructor. (Effective spring 2013)

ENG 102 (ENGL 1113) - English Composition. Three credit hours. Sentence and paragraph grammar; literary models; writing narrative, persuasive, and expository papers; enhanced critical thinking and writing skills. Prerequisite: Placement by placement test scores or ACT score. Must pass with a "C" or better. Prerequisite/Corequisite: UNIV 101 or ENTR 101 or PSY 134.

ENG 104 (ENGL 1123) - English Composition and Research. Three credit hours. A continuation of ENG 102. Applies critical thinking, reading, and writing skills to research paper writing. In order to enhance students' interdisciplinary research, special topics may be selected. Prerequisite: ENG 102.

ENG 106 - English as A Second Language I. Four credit hours. English for the non-native speaker with lab based on the application of modern linguistics. Open only to students whose native language is not English. Must earn a "C" or better. Placement as ESL Intermediate High and ESL Advanced or consent of instructor. (This course does not meet the undergraduate requirements for freshman composition.)

ENG 107 - English as a Second Language II. Four credit hours. A continuation of ENG 106 with lab; developmental language for use in the academic and business worlds; syntactic analyses. Open only to students whose native language is not English. Must earn a "C" or better. Placement as ESL Advanced or successful completion of ENG 106. (This course does not meet the undergraduate requirements for freshman composition.)

ENG 133 - Writing for Technical Professionals. Three credit hours. Sentence and paragraph grammar applied to professional and technical writing, including email, reports, proposals, letters, and other media. Prerequisites or corequisites: UNIV 101, placement by ACT scores or University Placement test. This course is designed for certificate and terminal degree programs.

ENG 211 (ENGL 2213) - Introduction to Literature. Three credit hours. Elements of the short story, novel, poetry, and drama; mythology, literary terms, and basic techniques of each literary form; and practice in writing about literature.

ENG 215 (ENGL 2313) - Poetry. Three credit hours. An introduction to various forms of poetry.

ENG 216 (ENGL 2323) - Novel. Three credit hours. An introduction to various types of novels.

ENG 217 (ENGL 2343) - Short Story. Three credit hours. An introduction to the short story as literature.

ENG 218 - Plays. Three credit hours. An introduction to dramatic literature.

ENG 219 - Literary Non-fiction. Three credit hours. An introduction to non-fiction genres of literature.

ENG 221 (ENGL 2413) - British Literature Survey I. Three credit hours. Overview of British literature from Beowulf to eighteenth century.

ENG 222 (ENGL 2423) - British Literature Survey II. Three credit hours. Literary masterpieces from pre-romanticism to the contemporary period.

ENG 233 (ENGL 2113) - Technical Writing. Three credit hours. Techniques and forms of professional and technical writing, including manuals, feasibility studies, proposals, correspondence, and sales/promotional literature. Emphasis on style, grammar, editing, graphics, and design of documents.

ENG 235 - Advanced Composition. Three credit hours. For students striving for fluency, maturity, and significance in their writing. Short works of master writers are studied for ideas, style, and structure.

ENG 243 (ENGL 2123) - Creative Writing. Three credit hours. Exploration of various literature genres through application.

ENG 251 (ENGL 2513) - Survey of American Literature I. Three credit hours. Overview of American literature from the earliest works to the Civil War.

ENG 252 (ENGL 2523) - Survey of American Literature II. Three credit hours. Overview of American literature from the Civil War to present.

ENG 261 (ENGL 2613) - Survey of Western Literature I. Three credit hours. An introduction to the appreciation of great works of Western literature from classical times through the Renaissance. Readings include selections from Biblical, Greek, Roman, Medieval, and Renaissance literature. Emphasis is on critical writings and class discussion.

ENG 262 (ENGL 2623) - Survey of Western Literature II. Three credit hours. A study of literary selections: plays, poems, novels and short stories from the Renaissance to the present. Students will be able to comprehend the role of literature as a means of shaping the values and ideas of Western Civilization.

ENG 168/268 - Workshop in English. One to nine credit hours. As announced. (Repeatable for credit.)

ENG 270 (ENGL 2653) - Survey of Twentieth Century (Modern) Literature. Three credit hours. A survey of major literary works of the twentieth century. Readings include representative selections of fiction, poetry, and drama by a variety of writers. Students will study and discuss the social, cultural and intellectual currents which influenced these writers.

ENG 275 - The Motion Picture. Three credit hours. Criticism of the film as an art and literary form. Selected films with attention upon composition and final impact.

ENG 281 - Comparative Mythology. Three credit hours. An introduction to the mythology of various cultures. Offers a broad multicultural acquaintance with the literary masterpieces of world mythology from its beginning to the present.

ENG 282 (ENGL 2723) - Hispanic American Literature. Three credit hours. An introduction to North and South American Hispanic literature including novels, poetry, short stories, and drama.

ENG 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum,

require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

ENG 193/293 - Topics in English. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(ENGR) Engineering and Design Technology

ENGR 101 - Introduction to Engineering. Three credit hours. Fields and functions of engineering; the engineering approach to problem-solving; use of electronic calculators; graphical presentation; spoken and written communications; and professionalism.

ENGR 102 - Introduction to Design Fields. Two credit hours. Students explore the various design principles such as architectural, engineering, product and graphic design. This course explores the creative processes from the inception of an idea to the completion of a product. It takes a hands-on approach to problem-solving using sketching, drafting, and model making techniques as they would be used in the professional world.

ENGR 111 - Technical Drawing. Three credit hours. An introductory drafting course which covers historical development, equipment and supplies, lettering, drawing, components, projections, dimensions, and tolerances. A portion of this course is devoted to a review of basic geometry. This course also covers an introduction to architectural drawings.

ENGR 120 - Architectural Modeling. One credit hour. This course gives students hands-on experience producing scaled architectural models from a working set of plans.

ENGR 125 - Fabrication and Design. One credit hour. This course gives students an overview of designing a particular part and fabricating a prototype. The prototypes will be produced on a 3-D rapid prototype printer and in the machine shop utilizing different types of equipment.

ENGR 135 - Introduction to GIS. Three credit hours. An introduction to Geographic Information System (GIS) which is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. GIS tools assist in manipulating, analyzing, visualizing and illustrating geographic (spatial) data, trends, and patterns that are not apparent in a written format. This course will provide students with concepts necessary for advancement in the field of GIS.

ENGR 170 - Introduction to Renewable Energy. Three credit hours. This course gives students an overview of the different renewable energies which will include wind, solar, algae, biofuel, clean coal, nuclear fuel cells, and others. Students will be involved with hands-on projects to explore wind and solar power.

ENGR 205 - Principles of Engineering. Three credit hours. Principles involved in industrial and product design, research, experimentation, and solutions concerning basic design problems. Material requirements, design methodology, and the construction of prototypes.

ENGR 211 - Introduction to CAD--Mechanical. Three credit hours. This course provides an introduction to computer-aided drafting. Emphasis placed on drawing setup and manipulation, orthographic, isometric, auxiliary, and sectional views. Plotting drawings to scale is included in the course.

ENGR 212 - Residential Architectural CAD. Three credit hours. This is a course in 2-D and 3-D architectural drafting with emphasis on residential drafting and design. Students will prepare detailed working drawings including floor plans, interior and exterior elevations, sections, foundation plans, details, electrical plans, plumbing plans, climate control plans, framing plans, and site plans. Prerequisite: ENGR 211.

ENGR 213 - Civil/Survey CAD. Three credit hours. Designed to give students Computer Aided Drafting projects in the fields of Civil/ Surveying, Architectural, Electronic, Piping, and Mechanical Design. Prerequisite: ENGR 211.

ENGR 220 - Building Structures. Three credit hours. Principles of statics for the building construction industry. Unit stresses steel reactions, movements, and shear theory of bending; properties of sections; use of the beam formula; beam design procedures; floor framing systems; columns; and the application of these principles to the areas of structural steel, reinforced concrete, and wood timbers. Prerequisite: MATH 105.

ENGR 222 - Plane Surveying. Three credit hours. Surveying theory and practice as applied to plane surveying, in the areas of error propagation, linear measurements, angle measurements, area determination, differential and trigonometric leveling and topographic mapping. Prerequisite: MATH 105.

ENGR 230 - 3-D Parametric CAD. Three credit hours. Computer-Aided Design and Parametric 3-D representation using commercially available software packages. Creation of parts, components, and subassemblies with drawings. Prerequisite: ENGR 211 or equivalent work experience.

ENGR 235 - Advanced GIS. Three credit hours. A continuation of the ENGR 135 Introduction to GIS course. Prerequisite: ENGR 135.

ENGR 240 - Commercial Architectural CAD. Three credit hours. This course is a 2-D and 3-D architectural engineering course with emphasis in commercial planning and computer-aided design. Students will be presented with the principles, procedures, and standards used in architectural drafting and design. The course requires preparation of a detailed set of working drawings for a commercial structure that includes floor plan, foundation plan, foundation details, typical wall sections, elevations, electrical plan, mechanical plan, details and plot plan. Prerequisite: ENGR 211.

ENGR 245 - Structural CAD. Three credit hours. Designed to give students the fundamentals of structural design. Topics will include detailing of beams, columns, braces, bill of materials, welding symbols, and erection drawings. Prerequisite: ENGR 211.

ENGR 168/268 - Workshop in Engineering and Design Technology. One to nine credit hours. As announced. (Repeatable for credit.)

ENGR 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

ENGR 193/293 - Topics in Engineering and Design Technology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

ENGR 294 - Engineering and Design Internship. Three credit hours. Practical hands-on working experience in the world of drafting and design in a supervised atmosphere. Prerequisite: ENGR 240

(ENTR) Entrepreneurship

ENTR 101 (ENTR 1113) – Entrepreneurship. Three credit hours. Introduces students to the concept of entrepreneurship and to the process of business startups. This student success course inspires and engages students with the perseverance and determination of an entrepreneurial mindset needed to succeed in business, college, and in life.

ENTR 193/293 – Topics in Entrepreneurship. One to nine credit hours. (May be repeated for credit with consent of instructor and administrative approval).

(ET) Electronics Technology

ET 110 - Survey of Electronics. Four credit hours. An introduction to direct current (DC), alternating current (AC), semiconductor devices, circuits and digital electronics. This course is not required in the degree program, but is offered for non-electronics technology majors.

ET 168/268 - Workshop in Electronics/Computer Maintenance Technology. One to nine credit hours. As announced. (Repeatable for credit.)

ET 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

ET 193/293 - Topics in Electronics/Computer Maintenance Technology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

ET 294 - Co-op/Internship Training. Three credit hours. Practical applications in an electronics industry/work environment. (May be repeated for a maximum of six credit hours.)

(FDS) Basic Food Service

FDS 102 - Basic Food Service with Lab. Four credit hours. This course will provide students with a working knowledge of various food service venues and provide them with the training needed to be able to take a job in numerous types of food service operations at entry level.

FDS 104 - Advanced Food Service with Lab. Four credit hours. Continuation of FDS 102, Basic Food Service. Provides students with broader, more in-depth training in the various food service areas. Additional topics covered may include the following: job search/interviewing techniques, environmental rules and regulations, fire safety, civil rights, and security.

(FIN) Finance

FIN 201 (BFIN 2113) - Introduction to Finance. Three credit hours. Provides an introduction to financial relationships in our economic environment stressing concepts and techniques of financial management. Also included are the time value of money, financial planning and risk, capital budgeting techniques, debt and equity investment decisions, and financial statement analysis. Prerequisites: ACCT 201, MATH 107 or MATH 119

FIN 168/268 - Workshop in Finance. One to nine credit hours. As announced. (Repeatable for credit.)

FIN 287 - Personal Finance. Three credit hours. Relationship of personal goals to money management in terms of expenditures, savings, and tax considerations. Financial media that serve the individual, such as life insurance, savings, securities, and consumer and mortgage credit.

FIN 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

FIN 193/293 - Topics in Finance. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(FIRE) Fire Sciences

FIRE 101 – Introduction to Fire Science. Three credit hours. An introduction to fire science technology's role in the protection of life and property. Study includes the history and philosophy of fire protection, fire loss analysis, public and

private fire protection services, introduction to the chemistry of fire, scientific methods and technology applied to fire protection, equipment usage, and discussion of future fire protection problems.

FIRE 109 - Physical Fitness for Firefighting. One credit hour. This course teaches all aspects of fitness for the firefighter. Students will learn how to develop strength, cardiovascular endurance, and flexibility in a participatory learning environment. Students are coached through workouts designed to improve strength in target muscle groups and develop the students' cardiovascular ability and fitness.

FIRE 111 - Firefighter I. Five credit hours. Students will obtain basic principles and skills of firefighting to develop a student with little or no knowledge of firefighting. This course covers the science of fire and its behavior, exposes the student to the basic principles and skills of firefighting as well as basic strategies and tactics employed to extinguish fire and rescue trapped people. This course is taught according to NFPA standard 1001 and is for the entry-level firefighter.

FIRE 113 - Firefighter II. Five credit hours. Building on the principals and techniques covered in Fire Fighter I. More advanced fire and rescue techniques, and principals are explored. Basic concepts in firefighting are expanded upon and more advanced concepts are introduced. This course rounds out the entry-level firefighter, and discusses the advanced concepts that a competent firefighter needs to know. This course will be taught according to N.F.P.A. standard 1001. Instructor signature required. Prerequisites: FPT 111 minimum grade of C

FIRE 114 - Concepts of Command Strategy and Tactics. Three credit hours. Provides an analysis of the principles of fire control through utilization of personnel, equipment and extinguishing agents on the fire ground. In addition, structural firefighting operations, urban search and rescue, aircraft emergencies and firefighter safety. Also, includes specific incident management techniques including basic fire ground operations involving high occupancy use and mass casualty incidents.

FIRE 115 - Hose and Hydrant Testing. One credit hour. This course is designed to deal with theory and practical skills necessary for hose and hydrant testing according to NFPA standards. Class will include documentation methods of testing and proper calculation of flows. Protective clothing complying with NFPA Standards and long pants and long-sleeved shirt are required.

FIRE 116 - Basic Wildland Firefighting I. Three credit hours. This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. Foundational skills universal to all Wildland firefighters will be taught and a mandatory, instructor-led field day exercise is also included. Concepts and skills that are taught in the course will be performed and evaluated on the field day exercise. This course makes the student eligible to become a Type 2 Wildland Firefighter. (Equivalent to NWCG L-180, S-130, and S-190). Equivalent with NATR 171

FIRE 117 - Hazardous Materials Awareness/Operations. Three credit hours. Designed to give the entry-level firefighter the knowledge and competence to operate on a hazardous materials incident. Covers the identification and recognition of hazardous materials, techniques, for isolating the scene and denying entry into the area, and basic support techniques utilized by firefighters to assist a technical hazardous material entry team. This 45-hour course covers the organizational structure and necessary elements of incident command of a hazardous materials incident.

FIRE 119 - Basic Auto Extrication. Two credit hours. The student will obtain the basic concepts and skills of vehicle extrication in this course. This course covers incident evaluation and stabilization, use of extrication tools, and victim disentanglement from small passenger type vehicles through lecture and hands-on training.

FIRE 121 - Fire Officer 1. Three credit hours. Covers such topics as the role of fire officers, safety and wellness of fire personnel. This includes recognizing and managing cultural diversity, problem-solving, community awareness, public relations, fire cause determination, and effective communication. Students who successfully complete this course will be eligible to take the IFIREAC credentialing exam; students must also be an IFSAC FF II.

FIRE 122 - Fire Officer II. Three credit hours. This course covers human resources management, managing affirmative action, government agencies, budgetary process and information management systems, health and safety, public fire education, specialized fire protection equipment, strategic planning, and tactics. Prerequisite: FS 121 Students who successfully complete this course will be eligible to take the IFSAC credentialing exam.

FIRE 124 - Fire Instructor I. Three credit hours. This is an upper-level course designed for individuals in the fire service who face the unique challenges of instructing and implementing both classroom and practical classes. The course deals with safety, legal, psychology, planning, methodology and lesson plans, practical training and NFPA standards, media and technology. Students who successfully complete this course will be eligible to take the IFSAC credentialing exam

FIRE 125 - Fire Instructor II. Three credit hours. This course addresses NFPA 1041 competencies at the Fire Service Instructor II level. At the conclusion of this course, students will be able to develop individual lesson plans for a specific topic, including identifying learning objectives, instructional aids, and evaluation instruments; to schedule training sessions based on an overall training plan for their organization; and to supervise and coordinate the activities of other instructors. Prerequisite: FIRE 124 Students who successfully complete this course will be eligible to take the IFSAC credentialing exam.

FIRE 130 – Incident Safety Officer. Three credit hours. The course provides you with a solid foundation and knowledge to identify and analyze safety concerns and to communicate recommended solutions to the command authority. The class focuses on industrial emergency scene operations using the Incident Command System (ICS). You will gain confidence in your ability to handle a variety of emergency situations through classroom exercises, including building an incident safety plan.

FIRE 148 - Introduction to Fire Based Geographic Information Systems. Three credit hours. Geographic information systems (GIS) are geospatially referenced databases that relate the positions of points or areas to data and properties. This course introduces students to fundamental concepts and principles of maps and GIS and applies these technologies to natural resources and wildland fire management.

FIRE 150 - Building Construction for Fire Prevention. Three credit hours. This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

FIRE 152 - Fire Behavior and Combustion. Three credit hours. This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

FIRE 154 - Fire Prevention. Three credit hours. This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigations.

FIRE 158 - Principles of Emergency Services. Three credit hours. This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives

FIRE 160 - Principles of Fire and Emergency Services Safety and Survival. Three credit hours. This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

FIRE 193/293 – Topics in Fire Science. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(GAMT) General Aviation Maintenance Technology

GAMT 101 - Aviation Science. Three credit hours. Provides AMT students with basic technical math skills, an overview of general physics as applied to work as an A&P, and instruction for reading and interpreting aircraft drawings.

Corequisites: GAMT 102, 103, 104, 105, and 106.

GAMT 102 - Shop Practices. Three credit hours. Introduces students to specialty tools, shop safety, workplace practices, basic aviation materials and processes. Students also learn to fabricate fluid lines and fittings, identify types of fasteners, and processes for nondestructive testing. Corequisites: GAMT 101, 103, 104, 105, and 106.

GAMT 103 - Ground Operations. Three credit hours. Identifies aircraft fuels, cleaning procedures and corrosion removal, as well as ground operation procedures. These include safety, fueling, and startup. Corequisites: GAMT 101, 102, 104, 105, and 106.

GAMT 104 - Federal Regulations. Two credit hours. Instruction explains how to read, comprehend, and apply all FAA maintenance forms and publications as related to aircraft maintenance. Also describes all rights and privileges of A&P technicians. Corequisites: GAMT 101, 102, 103, 105, and 106.

GAMT 105 - Weight and Balance. Two credit hours. Describes proper procedures for weighing and loading aircraft, and C. G. safety and procedures for jacking aircraft. Corequisites: GAMT 101, 102, 103, 104, and 106.

GAMT 106 - Basic Electricity. Three credit hours. Explains theories and principles of electricity related to aircraft circuitry. Corequisites: GAMT 101, 102, 103, 104, and 105.

GAMT 201 - Turbine Engine Theory & Aircraft Systems. Three credit hours. The study of the Turbine Engine from Air Carrier perspective. This also includes an in-depth study of Aircraft Systems.

(GEOL) Geology

Those working toward an associate of arts degree in the sciences should not take those courses designed specifically for the non-science degree. Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

GEOL 113 (ENVS 1113) - The Geological Environment. Three credit hours. Geological processes and hazards, resources, and environmental problems, including pollution, global warming, and waste disposal. Corequisite: GEOL 113L.

GEOL 113L (ENVS 1111) - The Geological Environment Lab. One credit hour. Identification of minerals and rocks, topographic maps, earthquakes, flooding, resources, water quality and other environmental issues. Corequisite: GEOL 113.

GEOL 130 - Introduction to the Geology of New Mexico. Three credit hours. A survey of basic geological principles from field observations for non-science majors. Includes a brief overview of the geologic history of New Mexico. Two-week field trip required along with a research component. Consent of instructor required. Corequisite: GEOL 130L.

GEOL 130L - Introduction to the Geology of New Mexico Lab. One credit hour. An introduction to field methods used in geology. Includes rock, mineral, fossil identification, sediment studies, field notes and interpretation of field observations. Consent of instructor required. Corequisite: GEOL 130.

GEOL 140 - Petroleum Geology with Lab. Four credit hours. Covers the basic principles in Petroleum Geology such as petroleum generation and migration, petroleum traps, and petroleum exploration and recovery techniques.

GEOL 151 (GEOL 1113) - Physical Geology*. Three credit hours. Changes in forms and processes of the earth's surface and interior in response to various types of energy flow. Includes a survey of rocks and minerals, structural geology, topographic and geologic map interpretation, and structural features of the surface. Three hours lecture each week. Corequisite: GEOL 151L.

GEOL 151L (GEOL 1111) - Physical Geology Lab*. One credit hour. Materials and processes of the solid earth. A series of investigations of earth materials and their recognition and use; earth processes. Corequisite: GEOL 151.

GEOL 152 (GEOL 1214) - Historical Geology*. Three credit hours. Evolution of the Earth's surface and the biosphere; ancient environments and plate tectonics. Paleontology, paleogeography, and the principles of stratigraphy are emphasized. Three hours lecture weekly. Corequisite: GEOL 152L.

GEOL 152L (GEOL 1211) - Historical Geology Lab*. One credit hour. Fossils, geological environments and processes. Practical exercises using geologic maps and the principles of structural geology and stratigraphy to decipher earth history. Characteristics and evolution of fossils and the uses of fossils in geologic interpretation. Corequisite: GEOL 152.

GEOL 222 - Planetology. Three credit hours. A comparative study of the planets and moons comprising our solar system. Incorporates the most recent findings of the space probes. Prerequisites or corequisites: GEOL 151 and 152, or consent of instructor. Corequisite: GEOL 222L.

GEOL 222L - Planetology Lab. One credit hour. Laboratory investigations of the properties of the planets such as orbits, geologic history, and chemical and physical attributes. Direct observation of planets will be attempted when possible. Corequisite: GEOL 222.

GEOL 168/268 - Workshop in Geology. One to nine credit hours. As announced. (Repeatable for credit.)

GEOL 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum,

require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

GEOL 193/293 - Topics in Geology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(GRNT) Grant Writing

GRNT 101 - Grant Writing Basics. Three credit hours. This course focuses on the basics of a successful grant proposal. Emphasis is on how to illustrate ideas for funding, find funding sources (from individuals, corporations, foundations and government), and incorporate key components into a successful grant proposal. Students will learn how to estimate budgets, create measurable outcomes, and to self-evaluate grant proposals.

GRNT 102 - Research for Grant Writers. Three credit hours. This course helps refine and build upon basic grant-writing skills. Students will write real grant proposals, create a mock review process, and review actual grant proposals. The dynamic of group review and its implications for grant proposals will be addressed, as will common grant-writing weaknesses and strategies to improve individual grant-writing skills.

GRNT 103 - Social Artistry for Grant Writing. Three credit hours. This course introduces students to the concept of social artistry and its potential for positive impact on grant acquisition, the community, and the nation. There is an emphasis on how the understanding timing, pressing social issues, differing cultural perspectives and management can help students identify social trends and improve funding success.

GRNT 294 - Practicum. One to six credit hours. This course allows students to apply new grant-writing skills to the betterment of themselves and community agencies by working within grant-seeking institutions on grant funding, grant-making and grant maintenance projects. Emphasis is on applying new skills and finding ways to use grantwriting knowledge toward community betterment. Students must submit a written proposal of their focus, which becomes a contract for the practicum

(HIST) History

HIST 101 (HIST 1113) - Survey of US History to 1877. Three credit hours. Development of American principles and ideals from the Colonial Era through the early National Period; issues in sectional divergence and the Civil War and Reconstruction.

HIST 102 (HIST 1123) - Survey of US History since 1877. Three credit hours. Changes which brought the urban/industrial society of today into being; World Wars I and II and after.

HIST 121 (HIST 1053) - Survey of Western Civilization I. Three credit hours. Egyptian, Mesopotamian, and Cretan civilizations; early Greek political and intellectual development; Rome and the rise of the Christian Church; life and society in the Medieval Period; and the Renaissance in Italy and the North.

HIST 122 (HIST 1063) - Survey of Western Civilization II. Three credit hours. The Protestant Reformation and the birth of the modern world; rise of Absolutism reactions to the rise in war and revolution; Western technology, social and intellectual history; and political trends to the present.

HIST 203 (HIST 2113) - New Mexico. Three credit hours. New Mexico's Indian, Spanish, Mexican, and American epochs; internal development and problems in the State; and New Mexico's place in the United States.

HIST 215. The American Civil War. Three credit hours. A detailed study of the political, social, and military aspects of the American Civil War era.

HIST 168/268 - Workshop in History. One to nine credit hours. As announced. (Repeatable for credit.)

HIST 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

HIST 193/293 - Topics in History. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(HPE) Health and Physical Education

Activity Courses

HPE 103 - Racquetball. One credit hour.

HPE 104 - Beginning Aerobic Exercise. One credit hour.

HPE 105 - Racquetball II. One credit hour.

HPE 106 - Step Aerobics. One credit hour.

HPE 108 - Advanced Aerobic Exercise. One credit hour.

HPE 109 - Aqua Aerobics. One credit hour.

HPE 111 - Jogging. One credit hour.

HPE 113 - Physical Training. One credit hour.

HPE 115 - Personal Defense. One credit hour.

HPE 117 - Beginning Basketball. One credit hour.

HPE 120 - Advanced Basketball. One credit hour.

HPE 123 - Lifetime Sports Exploration. One credit hour. An activity course in the field of health and physical education. Students will develop an appreciation for physical fitness through participation in a variety of lifetime sports such as tennis, badminton, pickleball, and fitness testing.

HPE 125 - Stretch and Tone. One credit hour.

HPE 130 - Social Dance. One credit hour.

HPE 135 - Zumba. One credit hour.

HPE 136 – Zumba Tone. One credit hour.

HPE 137 – Personal Defense II. One credit hour.

HPE 145 - Walking for Fitness. One credit hour.

HPE 160 - Karate. One credit hour.

HPE 161 - Fly Fishing. One credit hour.

HPE 164 – Yoga I. One credit hour.

HPE 165 – Yoga II. One credit hour.

HPE 201 - Badminton. One credit hour.

HPE 205 - Volleyball. One credit hour.

HPE 206 - Circuit Training. One credit hour.

HPE 219 - Beginning Swimming. One credit hour.

HPE 221 - Weight Training. One credit hour.

HPE 224 - Beginning Golf. One credit hour.

HPE 225 - Advanced Golf. One credit hour.

HPE 233 - Intermediate Swimming and Diving. One credit hour. Advanced instruction on all strokes and diving techniques.

HPE 234 - Lifeguard Training. Two credit hours.

HPE 238 – Circuit Training II. One credit hour.

HPE 243 - Beginning Tennis. One credit hour.

HPE 248 – Weight Training II. One credit hour.

HPE 249 - High Intensity Interval Training. One credit hour.

HPE 250 - Fitness Fusion. One credit hour.

HPE 259 - Bowling. One credit hour.

HPE 269 – Lifelong Wellness. One to three credit hours. This course encourages the pursuit of lifelong wellness by providing relevant information, wellness goal planning assistance, and accountability. Students become aware of the positive benefits of a regular exercise program by selecting activities suited to their individual lifestyle, physical abilities, and desired rate of progression.

Non-Activity Courses

HPE 121 - Personal Health. Three credit hours. Concepts of physical, mental, and social health and implications for modern daily living. An overview of contemporary health issues.

HPE 141 - Exercise and Wellness Education. Two credit hours. Designed as an introductory course at the college level. Covers many areas in the broad field of physical fitness and wellness education. The primary purpose of this course is to acquaint students with basic knowledge, understanding, and values of wellness as they relate to optimal, healthful living.

HPE 181 - Foundations of Health Education. Three credit hours. A foundation in the historical development, philosophical relationships, current trends, contemporary issues, and professional elements of health education.

HPE 207 - Stress Management. Three credit hours. Study of the cause and effects of stress in the workplace with emphasis on stress reduction techniques and practices.

HPE 220 - First Aid. Two credit hours. A thorough overview of first aid skills and knowledge. Required for American Heart Association Certification.

HPE 240 - Drugs and Health. Three credit hours. The medical, psychological and social use and misuse of drugs; evaluation of stimulant, depressant, and hallucinogenic agents as to their positive and negative values. For general college students, prospective secondary teachers, and other related occupations.

HPE 245 - Theory of Coaching. Three credit hours. Philosophy of coaching and leadership, current trends in sports and coaching; and the contemporary issues, legal aspects, and professional elements of coaching.

HPE 247 - Basic Athletic Training. Two credit hours. Treatment of athletic injuries and techniques of athletic training.

HPE 168/268 - Workshop in Physical Education. One to nine credit hours. As announced. (Repeatable for credit.)

HPE 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

HPE 193/293 - Topics in Physical Education. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(HS) Human Services

HS 110 - Principles of Interviewing. Three credit hours. Provides basic knowledge of the interviewing process with emphasis on developing interviewing skills. Developing an awareness of ways in which the student's background, attitude, and behavior influence the interview. Videotaped class interviews will provide material for discussion and critique. Prerequisite/Corequisite: HS 182.

HS 182 - Introduction to Human Services. Three credit hours. This course will include (1) overview of Human Services technology, (2) defining the helping relationships, and (3) developing techniques and skills essential to the helping process.

HS 201 - Techniques of Assessment and Intervention. Three credit hours. Looks at the means of obtaining and evaluating information about difficulties which bring people to mental health or social service settings. Introduces students to a variety of modalities for assisting individuals, groups, and families to enhance their capacities for coping with their personal and environmental stresses.

HS 202 - Introduction to Alcohol & Drug Abuse. Three credit hours. This course provides a broad overview of the field, including issues of alcohol and other drugs in history and society; definitions and prevalence of alcohol and drug use, misuse, and addiction; major theoretical perspectives on the causes and remedies of substance abuse; major landmarks in alcohol and drug social policy; and the development and evolution of the alcohol and drug abuse counseling field.

HS 203 - Biopsychosocial Foundation of Alcohol & Drug Abuse. Three credit hours. A comprehensive survey of the contributions of biology, medicine, psychology, sociology, anthropology, and other disciplines to the understanding of substance use disorders and addictive disease. Research is presented from genetics, neurochemistry, learning theory, socialization, and cultural views of addiction and recovery.

HS 204 - Principles of Prevention & Research in Alcohol & Drug Abuse. Three credit hours. This course provides a broad overview of the methods and effectiveness of primary, secondary, and tertiary prevention efforts. Emphasis is on research-supported strategies directed to individuals, communities and special populations. Prevention is examined from both risk factor and protective factor perspectives.

HS 205 - Principles of Treatment & Recovery in Alcohol & Drug Abuse. Three credit hours. This course defines the legal and ethical scope of practice for alcohol and drug counselors; surveys the research support for the effectiveness of alcohol and drug abuse treatments; provides an understanding of the processes of change, relapse, and recovery; and imparts skills in self-help facilitation, cognitive-behavioral techniques, and motivational interviewing approaches in individual counseling.

HS 206 - Alcohol & Drug Abuse Counseling: Families & Groups. Three credit hours. This course emphasizes the techniques and skills required for counseling with families and groups, including systems theory, family intervention, employee assistance practice, and group processes.

HS 207 - Alcohol & Drug Abuse Counseling: Special Populations. Three credit hours. This course emphasizes the techniques and skills required for counseling with special populations including women, minorities, youth, and persons with co-occurring physical and mental disabilities and disorders.

HS 210 - Human Sexual Deviant Behavior and Abuse. Three credit hours. Course considers aberrant sexual behaviors, sexual ethics and legal issues; gender role and gender identity perspectives; victim and offender; impairment therapies; and current STI/AIDS research. The subject matter and forthright discussion in this course may not be suitable for all students. Prerequisites: PSY 210 or HS 182 or NURS 121 or SOC 215.

HS 168/268 - Workshop in Human Services. One to nine credit hours. As announced. (Repeatable for credit.)

HS 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

HS 292 - Introduction to Social Research. One to three credit hours. The social context, structure of inquiry, ethical concepts and modes of observation in research of social and cultural phenomena. Prerequisites: Completion of HS 182; ENG 104; and STAT 213.

HS 193/293 - Topics in Human Services. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

HS 294 - Human Services Practicum. Two credit hours. Supervised experience in Human Services Agency. A minimum of six (6) hours per week will be in direct service or contact. One (1) hour per week supervision and critique of activities. Prerequisite: HS 182.

Culinary Arts

For Culinary Arts, see “(HTCA & HRTM) Culinary Arts” certificate Program.

(HTCA & HRTM) Culinary Arts

Eastern New Mexico University–Ruidoso SUN Online Courses

The following courses for the Certificate of Employability for the Hospitality and Tourism - Food and Beverage Management concentration (Culinary Arts certificate) are offered in collaboration with ENMU-Ruidoso through the statewide SUN Online collaboration. Students must be registered at ENMU-Roswell, and credit is awarded by ENMU-Roswell.

HTCA 151 – Introduction to Culinary Arts. Three credit hours. An overview of a career in the culinary arts field. Introduction to the history of the industry, kitchen and cooking terminology, commercial kitchen equipment and atmosphere and basic food handling and preparation.

HRTM 200 - Management of Food and Beverage Options. Three credit hours. Introduction to the unique atmosphere of the restaurant industry through real-world exposure to what restaurant managers experience in daily operations. Topics covered include leadership styles, personnel management, customer service, purchasing, and a professional development plan.

HRTM 255 - Planning and Control for Food and Beverages. Three credit hours. This course covers the principles and procedures required for an effective food and beverage control system, including standards concerning the operating budget, cost value profit analysis, income and cost control, menu pricing, labor cost control and computer applications.

HTCA 260 – Sanitation and Safety. Three credit hours. The primary focus of this course is on food service sanitation and food service safety. The student will learn food handling practices to avoid the foodborne illness of guests and employees, proper reactions if an incident should occur, and provision and cultivation of a safe working environment for all employees and guests.

HTCA 262/L - Food Preparation I. Four credit hours. Provides the student with hands-on experience in food preparation, kitchen design and workflow.

HTCA 263/L - Food Preparation II. Four credit hours. This course will involve a transition from basic to more advanced foods skills. Sanitation practices will be re-emphasized and reinforced. The course will explore the culinary arts from a managerial perspective dealing with such subjects as menu planning, restaurant development, front of the house service, and beverage service.

HTCA 265/L - Global Cuisines. Four credit hours. This course builds on skills learned in Food Preparation I and II and adds an international appeal to cooking and presentation. The course includes planning and preparing complete international meals. Prerequisite: HTCA 262

and 263. Co-requisite: HTCA 265L

HTCA 266/L - Specialty Cooking. Four credit hours. This course covers the fundamentals of specialty positions in a commercial kitchen including baking, cold preparation, sauces and fry cook. It will include exposure to commercial equipment and processes. Prerequisite: HTCA 151

HTCA 270 - Beverage Management: Alcoholic and Non-Alcoholic. Two credit hours. This course provides the fundamentals of identification, production, purchasing and service of spirits, wine and beer products. Emphasis is on developing plans for marketing, menu developing and cost management.

HTCA 289 - Hospitality Internship. Three credit hours. A practical experience designed to complete the Culinary Arts certificate.

(HUM) Humanities

HUM 221 - Introduction to World Humanities. Three credit hours. Classical world traditions; African, Asian, European, and Native American; including their philosophies, arts, literature, and history in selected representative works.

HUM 222 - Introduction to Modern World Humanities. Modern world cultures of Africa, Asia, Europe, and North and South America; their philosophies, arts, literature, and history in selected representational works.

HUM 168/268 - Workshop in Humanities. One to nine credit hours. As announced. (Repeatable for credit.)

HUM 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

HUM 193/293 - Topics in Humanities. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(HVAC) Heating, Ventilation, Air Conditioning, Refrigeration Technology

HVAC 101 - Introduction to Air Conditioning and Refrigeration. Three credit hours. Introduction to the development of ventilation, air conditioning and refrigeration systems and their applications.

HVAC 111 - Introduction to Electricity. Three credit hours. Introduces the student to electrical theory, generation and distribution, Ohm's law, series and parallel circuits, AC/DC, practical applications and electrical safety.

HVAC 151 – HVAC/R Advanced Electricity. Four credit hours. Students will learn safe work practices while gaining knowledge of HVAC/R electrical controls, wiring diagrams, compressive troubleshooting, component failures, and how to properly diagnose failures by using the volt-ohmmeter. Practical and realistic examples will be stressed throughout, as well as the National Electrical Code and Uniform Mechanical code as it relates to the HVAC/R industry. Prerequisite: ELEC 101 or HVAC 111.

HVAC 201 - Refrigeration Cycle and Diagrams. Three credit hours. Topics include vapor compression, superheat, sub-cooling, refrigeration systems components, temperature/enthalpy diagrams, refrigeration storage systems, and metering devices.

HVAC 203 - HVAC Heating Systems. Three credit hours. The student will become proficient in identifying the various heating systems and their components. They will explain the sequence of operation of each system and troubleshoot heating specific problems. Prerequisite: HVAC 101

HVAC 212 - Heat Pumps. Three credit hours. The student will be able to identify components of the heat pump and explain the sequence of operation. They will learn to troubleshoot heat pump systems with the proper tools and equipment. Prerequisite: HVAC 203

HVAC 218 - HVAC Service and Problem Analysis. Three credit hours. The student will become proficient in troubleshooting the HVAC and refrigeration systems using a systematic approach. They will learn to use the correct tools and measuring devices to solve problems with electrical and mechanical components. Prerequisite: HVAC 101 HVAC 235 - Air Flow Principles/Duct Design. Four credit hours. Students will design and construct return and supply duct runs. Installation of grilles and registers. Correct sizing of lines and construction of piping systems. Identification of CFM, duct size, velocity, and friction loss.

HVAC 235 - Air Flow Principles/Duct Design. Three credit hours. Students will design and construct return and supply duct runs. Installation of grilles and registers. Correct sizing of lines and construction of piping systems. Identification of CFM, duct size, velocity, and friction loss.

HVAC 251 - HVAC/R Control Systems. Four credit hours. The student will become proficient in identifying and understanding air conditioning and refrigeration control systems and solid state components. Prerequisite or Corequisite: ELEC 202 or HVAC 151

HVAC 168/268 - Workshop in Heating, Air Conditioning, Refrigeration Technology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

HVAC 193/293 - Special Topics in Heating, Air Conditioning, Refrigeration Technology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

HVAC 294 - Co-op/Internship Training. Three credit hours. Practical applications in HVAC/R related industry/work environment. (May be repeated for a maximum of six credit hours.) Prerequisite: IET 218

(IET) Industrial Engineering Technology

IET 102 - Introduction to Industrial Maintenance. Three credit hours. This course introduces students to today's industrial environment. Basic workplace concepts such as safety, measuring techniques, and common manufacturing methods are stressed. Students gain hands-on experience with the tools and equipment commonly used to perform many service or maintenance operations. They are also introduced to automated manufacturing and quality control.

IET 104 - Industrial Maintenance Technology II with Lab. Four credit hours. Combines lecture with hands-on instruction. Students receive a comprehensive overview of technical drawing, carpentry, plumbing, heating/cooling, refrigeration, and ventilation. Students are expected to follow general workplace safety practices. A variety of career choices are detailed for students. Course may be taken concurrently with IET 103.

IET 105 - Basic Woodworking. Three credit hours. Functional components of wood industries with emphasis on the techniques of the processes of machine woodworking including shop practices, design, workmanship, and fabrication.

IET 106 - Residential Construction I. Four credit hours. Combines lecture and hands-on training designed to prepare entry-level workers for residential construction and repair. Topics may include framing, drywall, concrete and form work, measurement, home interiors and exteriors.

IET 107 - Basic Plumbing. Four credit hours. Combines lecture and hands-on training designed to prepare entry-level workers as residential plumbers. Topics may include piping materials, installation, cleaning, rejuvenation, and basic codes.

IET 108 - Residential Construction II. Four credit hours. A continuation of IET 106. Course is designed to provide more in-depth instruction in the areas of home building and design. Prerequisite: IET 106 or consent of instructor.

IET 110 - Manufacturing Techniques with Lab. Four credit hours. Designed for students seeking a comprehensive introduction to various methods for processing metallic, polymeric, and ceramic materials. Covers the basic principles of material selection, corrosion, the environmental effects, the metallurgical aspects, the eight forms of corrosion, and the generally accepted methods of prevention. Organized around the major families of process: casting and molding, forming, separating, conditioning, assembling, and finishing.

IET 115 - Graphical Communication and Design I with Lab. Four credit hours. The study of microcomputer and computer graphics software that meet the special needs of industry, which includes software and hardware used to produce and prepare reports, newsletters, business cards, presentations, and technical manuals for industrial use.

IET 121 - Facilities Planning. Three credit hours. Studies the fundamental principles, methods, and techniques for analyzing existing and proposed plant facilities.

IET 135 - Quality Assurance. Three credit hours. Designed to introduce the student to the importance of quality in products and service. This course focuses on defining terms, explaining concepts, providing historical background, introducing quantitative techniques, control charts, reliability, quality cost, and product liability. Practical and realistic examples will be stressed throughout. The universal application of proper quality control and assurance techniques will be demonstrated in relation to management responsibility. Total quality management will be the focal point for this study.

IET 155 - Commercial Driver License Preparation. Three credit hours. Designed to familiarize students with CDL manuals, pre-trip inspection and forms, safety, licensure requirements, and testing strategies. Non-driving course.

IET 180 - Programmable Logic Controllers I. Three credit hours. Students will learn both theory and hands-on training in the use of PLC hardware and software. It focuses on the principles of how programmable logic controllers (PLC's) work and offers practical installation information.

IET 215 - Graphical Communication and Design II with Lab. Four credit hours. Use of microcomputers, software, and hardware to produce financial reports, newsletters, manuals, periodicals, and book illustrations, OCR, scanners, plotters, and file exchange techniques. Prerequisite: IET 115.

IET 220 - Machine Tool Technology with Lab. Four credit hours. Provides training and experience in the operation of drill presses, pedestal grinders, band saws, lathes, milling machines, and precision grinding procedures. Instruction also covers shop safety, machine construction, repair and nomenclature, speeds and feeds, cutting tool physics, and abrasives.

IET 225 - Manufacturing Automation with Lab. Four credit hours. Designed to introduce students to manufacturing automation systems including the use of computer numerical controlled machines, robotics, CAD/ CAM with emphasis in operations management and scheduling. Teaches the components of the CNC system, system axis, points and coordinates, tool path, safety in CNC operation, and machine setup for program run. Prerequisites: IET 220, MATH 110.

IET 230 - Materials Science with Lab. Four credit hours. Studies in the fundamentals that govern the behavior of metallic material and plastics, including composition and types of materials, uses of alloys, and the effects of heating and cooling

on molecular structures and strength. Instruction is also given on heat treating, quenching, annealing, normalizing, case hardening, tempering, and the crystallization of metals. Prerequisites: IET 110 or equivalent work experience.

IET 245 - Industrial Supervision. Three credit hours. The study of applying principles of management to organizational concepts, motivation, and styles of supervisory management. The course topics will include work teams, total quality management, cultural diversity, and sexual harassment.

Computer and Network Cyber Security

For Computer and Network Cyber Security, see “(IS) Computer and Network Cyber Security” certificate program.

Cybersecurity

For Cybersecurity certificate, see “(IS) Computer and Network Cyber Security” certificate program.

(IS) Computer and Network Cyber Security

Eastern New Mexico University – Ruidoso SUN Online Courses

The following courses are offered in collaboration with ENMU-Ruidoso through the statewide SUN Online collaboration. Students must be registered at ENMU-Roswell, and credit is awarded by ENMU-Roswell.

IS 131 - Computer and Security Fundamentals. Three credit hours. A comprehensive overview of network security concepts that include: remote access, e-mail, the Web, directory and file transfer, wireless data, common network attacks, cryptography, operational/ organizational security, disaster recovery, business continuity, and Cyber Ethics.

IS 136 - Guide to Business Continuity and Disaster Recovery. Three credit hours. This course presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. It will take an enterprise-wide approach to developing a disaster recovery plan.

IS 153 - Introductions (Foundations) of Information Systems. Three credit hour. Information systems are an integral part of all business activities and careers. This course is designed to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organizations. The focus of this course will be on the key components of information systems – people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. Through the knowledge of how IS provides a competitive advantage, students will gain an understanding of how information is used in organizations and how IT enables improvement in quality, speed, and agility. This course also provides an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society. Corequisite: IS 153L

IS 153L – Introductions (Foundations) of Information Systems Lab. One credit hour. Information systems are an integral part of all business activities and careers. This lab is designed to be an assessment of knowledge and skills that are an integral part of the educational process. The hands-on labs will cover the materials discussed in class, which are reflective of in-class lecture and hands-on exercise assignments. They are based on INFOSEC 4011 certification. Corequisite: IS 153

IS 253 - Firewalls and How They Work. Three credit hours. This course introduces students to the design and implementation of firewalls. The course covers such topics as firewalls using Cisco Routers, Microsoft server platform and UNIX platform. Focuses on how firewalls function in these environments and the basic steps to plan and implement firewalls. Prerequisite: IS 131 or Instructor’s Permission

IS 257 - Computer and Network Defense Counter Measures. Three credit hours. This course examines the tools, techniques and technologies used in the technical securing of information assets. Students will receive in-depth

information about the software and hardware components of Information Security and Assurance. **PREREQUISITE:** components of Information Security and Assurance.

IS 258 - Cyber Ethics, Professionalism and Career Development. Three credit hours. This course exposes the student to the topic of Cyber Ethics, Professionalism, and Career Development. The course provides students seeking a career in Cyber Security insight on professional behavior required in a security job and how to develop a professional career in Cyber Security.

(MA) Media Arts

Online Graphics Design courses require that students purchase the appropriate software.

MA 101 – Introduction to Media Arts. One credit hour. This course explores the basic issues of Digital Design as a career path. The course examines the role of digital designers and their work through various media including illustration, graphic design, photography, animation, web design, game design, filmmaking, and other multi-media.

MA 110 - Graphic Design: Basics. Four credit hours. Introduces principles of good design for visual communication. Terminology, history, and processes in computer-generated print media are covered.

MA 112 - Graphic Design: Photoshop. Four credit hours. Students will explore digital imaging techniques through the use of the photo manipulation software Adobe Photoshop.

MA 114 - Graphic Design: Computer Illustration. Four credit hours. Digital manipulation of images using Bezier curves, points and paths, color blends and fills, and non-linear text.

MA 116 - Graphic Design: Page Layout. Four credit hours. Introduces the concepts used in electronic page composition for advertising and publishing.

MA 118 - Graphic Design: Digital Video Editing I. Four credit hours. Introduces the concepts used in digital video communication including video capture, editing, and playback.

MA 130 - 3-D Animation Basics. Four credit hours. The course covers the basic concepts of 3-D animation design. Concepts and techniques of modeling, texture, rendering, and animating are introduced.

MA 132 - Animation Modeling. Four credit hours. The course covers the basic concepts of 3-D modeling, and the concepts and techniques of form development using polygons and nerves. Prerequisite or corequisite: MA 130

MA 134 - Intermediate Animation. Four credit hours. The course continues the development of concepts and techniques of animation design to achieve believable and natural animations. Techniques explored include IK (inverse kinematics), FK (forward kinematics), bones, morphing, and keyframing. Prerequisite or corequisite: MA 132

MA 150 - Introduction to Film Technology. Four credit hours. First of a three-course sequence. Introduction to film technology trades.

MA 212 - Graphic Design: Web Publishing. Four credit hours. Introduces the concepts used in design, development, and publishing.

MA 214 - Graphic Design: Publication. Three credit hours. Introduces the concepts used in typography and layout, and the production and printing of magazines, newsletters, annual reports, direct mail advertising, and brochures. Prerequisite: MA 112 and MA 116, or consent of instructor

MA 215 – Digital Photography. Three credit hours. In this course, students will learn the basics of photographic composition and lighting, the basics of using a digital camera, and the basics of preparing a digital darkroom. Students

will also learn basic color theory and the fundamentals of image processing. This course is designed for the student who has no background in photography. A digital camera and access to a computer with Internet is required.

MA 218 - Graphic Design: Digital Video Editing II. Four credit hours. Introduces the concepts used in digital video communication including video capture, editing, and playback. Prerequisite: MA 118

MA 222 - Graphic Design: Concept Development. Four credit hours. Development of presentation techniques, orally and visually, of multiple conceptual solutions for a variety of projects. Analysis of the evaluation process for design concepts. Development of individual artistic identity. Prerequisite: MA 110 or consent of instructor.

MA 232 - Animation Dynamics. Four credit hours. The course covers the structure and physical characteristics of 3-D animated objects. Prerequisite or corequisite: MA 134

MA 234 - Advanced Animation. Four credit hours. The course continues the development of animation skills with emphasis on the visual integration of plot and theme. Prerequisite or corequisite: MA 134

MA 252 - Film Technology: Production. Four credit hours. This course will focus on production management and postproduction. Prerequisite: MA 150 or prior experience in film technology.

MA 254 - Film Technology: Set Services. Four credit hours. This course will focus on set service trades. Prerequisite: MA 150 or prior experience in film technology

MA 256 - Film Technology: Camera/Sound/Art. Four credit hours. This course will focus on camera, sound, and art trades. Prerequisite: MA 150 or prior experience in film technology

MA 168/268 - Workshop in Media Arts. One to nine credit hours. As announced. (Repeatable for credit.)

MA 284 - Film Technology: Specialized Training. Four credit hours. Third and final course of three-course sequence. Prerequisite: MA 150 and MA 252, 254, or 256

MA 291 - Directed Studies. One to nine credit hours. This course allows students to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

MA 193/293 - Topics in Media Arts. One to nine credit hours. As announced. (Repeatable for credit with consent of instructor and administrative approval.)

MA 294 - Practicum in Media Arts. Three credit hours. Supervised experience in Media Arts. A minimum of six hours per week for 16 weeks will be in direct service contact. (Repeatable for credit with consent of instructor and administrative approval.)

MA 295 - Portfolio. One credit hour. Develop and evaluate individual portfolios.

(MATH) Mathematics

NOTE: Some math courses require prerequisites that can be fulfilled with satisfactory ACT/SAT scores. Please refer to the placement chart for mathematics on Page 9 of the catalog.

For courses with MATH 119 as a prerequisite, students with an ACT math score of 21 or higher or with a SAT math score of 600 or higher are encouraged to meet with a math department instructor to assure appropriate placement in math courses.

Students must attain required levels on the math portion of the University Skills Placement Test or ACT or successfully complete MATH 097/098 (Basic Math Skills/Fastrack Basic Math Skills) before they may enroll in any college-level

mathematics classes. No student will be awarded a certificate of achievement or an associate degree without achieving the required level of university skills in mathematics.

Whenever a discrepancy exists between a student's ACT scores(s) and ACCUPLACER score(s) regarding placement into a math-prefixed course, the higher of the two scores shall be used for course placement.

Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

MATH 094 - Basic Mathematics Skills. Three credit hours. A developmental course designed for students who need a comprehensive review of arithmetic including the study of whole numbers, fractions, decimals, ratios, proportions, basic percent, basic measurement, powers, signed numbers, and simple equations. Credit not applicable toward degree requirements

MATH 095 - Fastrack: Basic Math Skills. Three credit hours. The course is a web-based study of arithmetic including whole numbers, fractions, decimals, ratios, proportions, basic percent, basic measurement, powers, signed numbers, and simple equations. The course is self-paced with as much instructor assistance as desired by the student. Students are encouraged to obtain assistance from the instructor as well as any ENMU-R tutoring services. Credit not applicable toward degree requirements

MATH 097 - Basic Algebra. Three credit hours. A brief review of fractions, decimals, and percents. Basic operations in algebra, first degree equations and inequalities, rational expressions, exponents and linear graphing. Credit not applicable to associate or baccalaureate degrees. Co-requisite: MATH 097L.

MATH 097L – Basic Algebra Lab. One credit hour. Laboratory investigations related to lecture material. The emphasis on group work and interactive math exploration. Co-requisite: MATH 097.

MATH 098 – iLearn Basic Algebra. Three credit hours. The course is a web-based study in the operation of algebra including first-degree equations and inequalities, rational expressions, exponents, polynomials, and linear graphing. The course is self-paced with as much instructor assistance as desired by the student. Students are encouraged to obtain assistance from the instructor as well as any ENMU-R tutoring services. Credit not applicable toward degree requirements. Co-requisite: MATH 098L.

MATH 098L – iLearn Basic Algebra Lab. One credit hour. Scheduled instructor and tutor assistance provided in a virtual classroom via Blackboard Collaborate or a face-to-face tutoring lab. Co-requisite MATH 098.

MATH 105 - Technical Math. Three credit hours. Technical math reviews the fundamental operations, measurements, and conversions. Included are basic algebraic expressions, equations, formulas, geometry, and trigonometric concepts. Prerequisites: Satisfactory ACT score or MATH 097/098 with a grade of "C" or better

Math 106 - General Mathematics. Four credit hours. This course focuses on mathematics understanding for non-technical fields and will enhance student abilities with mathematical notation, formula solving, measurements, and statistical analysis. Students will read and understand applications-based scenarios and be able to justify their findings and conclusions. This course serves as focused preparation for MATH 113 and STAT 213 but will not substitute for STEM course prerequisite requirements for Math 107. Prerequisite: Satisfactory ACT score or MATH 097/098 with a grade of "C" or better

MATH 107 - Intermediate Algebra. Three credit hours. Linear equations, inequalities, systems of equations, polynomials and factoring, quadratic equations, rational expressions, and graphing. Prerequisite: Satisfactory ACT score or MATH 097/098 with a grade of "C" or better

MATH 113 - Mathematical Discovery. Three credit hours. A study of the mathematics needed for the critical evaluation of quantitative information including graphs, tables, simple mathematical models, and statistical surveys and studies.

Topics are chosen from: Set theory, consumer and financial math, rates and ratios, unit conversion, probability and statistics. Uses a problem-solving approach to mathematics as it is applied to life and the world of work. Prerequisites: "C" or better in MATH 097/098 or satisfactory score on ACT math or Placement test or appropriate high school GPA (within last 3 years). Please consult your advisor.

MATH 119 (MATH 1113) - College Algebra*. Three credit hours. Equations and inequalities, functions and their graphs; exponential and logarithmic functions, polynomial functions, complex numbers, graphs of rational functions, solving several linear equations with several unknowns, and slope as rate of change. Prerequisite: "C" or better in MATH 107 or satisfactory score on ACT math or Placement or appropriate high school GPA (within last 3 years). Please consult your advisor.

MATH 120 (MATH 1213) - Plane Trigonometry. Three credit hours. Trigonometric functions, logarithms, and complex numbers. Prerequisite: "C" or better in MATH 107 or satisfactory score on ACT math or Placement test or appropriate high school GPA (within last 3 years). Please consult your advisor.

MATH 124 (MATH 1614) - Calculus I.* Four credit hours. Limits, derivatives, the mean value theorem, curve sketching, max-min problems, Newton's Method, exponential and logarithmic functions, anti-derivatives, the definite integral, the fundamental theorem of calculus, area, and average of a function. Prerequisites: "C" or better in MATH 119 and MATH 120 or satisfactory score on Math Placement test or ACT math or appropriate High School GPA (within last 3 years). Please consult your advisor.

MATH 132 (MATH 1624) - Calculus II*. Four credit hours. Volume, work, inverse functions, inverse trigonometric functions, l'Hopital's Rule, techniques of integration, improper integrals, arc length, moments and centers of mass, and sequences and series. Prerequisites: MATH 124

MATH 202 (MATH 2614) - Calculus III*. Four credit hours. Parametric equations, polar coordinates, three-dimensional geometry and vectors, partial derivatives, multiple integrals, and vector calculus. Prerequisite: MATH 132 or consent of instructor

MATH 261 - Mathematical Concepts I. Three credit hours. The fundamental operations; an intuitive development of whole numbers, integers, and rational numbers; elementary number theory; introduction to problem-solving strategies; and introduction to functions and modeling.

MATH 262 - Mathematical Concepts II. Three credit hours. Development of rational numbers, real numbers, functions of various degrees, statistics, and probability. A continued emphasis on building problem-solving ability. Prerequisite: MATH 261.

MATH 168/268 - Workshop in Mathematics. One to nine credit hours. As announced. (Repeatable for credit.) MATH 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

MATH 193/293 - Topics in Mathematics. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(MDST) Medical Assisting

MDST 102 - Medical Terminology. Three credit hours. The study of the pronunciation, spelling, and definition of medical terms; building medical terms from prefixes, suffixes, and word roots; combining forms; and the use of appropriate abbreviations and symbols.

MDST 103 - Anatomy and Physiology for Allied Health. Three credit hours. An introduction to the body systems and concepts of human physiology.

MDST 104 - Administrative Medical Skills I. Two credit hours. Introduction to administrative medical assisting including telephone techniques, appointment scheduling, maintaining accurate medical records, handling mail, written communications, daily accounting techniques, billing, collections, basics of transcription, and receptionist skills.

Corequisite: MDST 104L. Prerequisite/Corequisite: CIT 151; MDST 102

MDST 104L - Administrative Medical Skills I Lab. One credit hour. Three hours' lab weekly. Corequisite: MDST 104

MDST 105L - Clinical Medical Assisting I. One credit hour. Study of emergencies in the medical office, first aid procedures, equipping an office for emergencies, and emergency preparedness in the community. Course also includes infection control, medical asepsis, sterilization, documentation, and vital signs. Prerequisites/Corequisites: MDST 102, 104, and 104L

MDST 106 - Professional Development. Two credit hours. Introduction to fundamental concepts of medical law and ethics as it relates to medical and dental offices, laboratories, hospitals, and pharmacies. Professionalism, confidentiality, and cultural diversity will be studied as well as entry into professional employment, resume writing, and job interviewing.

MDST 107 - Clinical Medical Assisting II. Two credit hours. Development of techniques basic to clinical medical assisting including preparing patients, assisting with physical exams and specialty exams, as well as office surgeries. This course also includes administering injections, rehabilitative modalities, diagnostic imaging, ECGs, and a review of drug calculations and vital signs. Prerequisite: MDST 105. Corequisite: MDST 107L

MDST 107L - Clinical Medical Assisting II Lab. One credit hour. Three hours' lab weekly. Corequisite: MDST 107

MDST 108 - Pharmacology for Allied Health. Three credit hours. Focuses on the classification of drugs, principles of drug administration, diseases treated with specific drugs as well as side effects and adverse reactions, drug overdose, and computation of drug doses including a review of basic math. Prerequisite: Satisfactory placement score or MATH 094/095 with a grade of "C" or better.

MDST 109 - Administrative Medical Skills II. One credit hour. Advanced administrative skills will include an introduction to commercial insurance companies, Medicare, Medicaid, Tricare, worker's compensation, and supplemental insurance. Preparing insurance claim forms, procedural and diagnostic coding basics, handling rejected claims, and processing insurance payments will also be covered. Prerequisites: MDST 104, 104L. Corequisite: MDST 109L

MDST 109L – Administrative Medical Skills II Lab. One credit hour. Three-hour lab weekly. Corequisite MDST 109.

MDST 110 - Seminar. One credit hour. Provides the student with the opportunity to organize and assimilate knowledge gained from the practicum. Weekly review and discussion. Corequisite: MDST 111L. Prerequisite: Permission of Program Director

MDST 111L - Medical Assisting Practicum. Four credit hours. Supervised directed practice in a physician's office, clinic, or other approved ambulatory care facility. This supervised experience enables the student to develop insight, understanding, and skill in medical assisting. The practicum student receives no remuneration. Corequisite: MDST 110, MDST 112 and 205. Prerequisites include all other courses in the MDST Certificate of Occupational Training (including UNIV 101 or 102 and required developmental courses) in addition to approval by the Program Director

MDST 112 - Certification Examination Review. One credit hour. Designed to review medical assistants to prepare them to sit for the Certified Medical Assistant Examination. Topics include anatomy and physiology, medical terminology, human relations, medical law and ethics, administrative and clinical aspects of the medical office. Prerequisite: MDST 111L

MDST 113 - Medical Technology. Two credit hours. Development of techniques basic to CLIA-waived tests done in a medical office laboratory. Review of safety in the laboratory, quality assurance, quality control, record keeping, phlebotomy, urinalysis, hematology, blood chemistry, and microbiology. Prerequisite/Corequisite: MDST 102, MDST 103. Prerequisites: MDST 105 or PBE 113. Corequisite: MDST 113L

MDST 113L - Medical Technology Lab. One credit hour. Three-hour lab weekly. Corequisite: MDST 113

MDST 116 - Administrative Skills for Working Medical Assistants. Three credit hours. A review of administrative duties for experienced medical assistants which includes telephone techniques, appointment scheduling, maintaining patient records, and written communications. This course will substitute for MDST 104 and 104L for the experienced medical assistant.

MDST 118 - Current Issues for Allied Health. Two credit hours. This course covers current issues in the medical field that relate to allied health professions. Specific issues include grief and loss, addiction, patient teaching and the health-related issues of abuse and discrimination.

MDST 119 - Diagnostic Coding. Three credit hours. Provides the student with a comprehensive approach to learning and mastering diagnostic coding. The course focuses on the fundamentals of diagnostic as well as coding guidelines. Students receive hands-on practice in diagnostic coding. The course also includes HCPCS coding for medical offices and hospitals. Prerequisites/Corequisites: MDST 102 and 103

MDST 120 - Procedural Coding. Three credit hours. Provides the student with an overview of CPT coding and coding guidelines for medical practices. The course concentrates on specialties and levels of coding as well as linking the correct codes for reimbursement. Prerequisites/Corequisites: MDST 102, 103 and 119

MDST 123 – Medical Scribe Skills. Three credit hours. This course teaches students to accompany a physician/provider into the exam room, transcribe history and physical exams, and document accurately the physician's/provider's encounter with patients. It also includes how to list all proper diagnoses and symptoms, follow-up instructions, and prescriptions as dictated by the physician/provider. In addition, the course includes documentation of procedures done by the physician/provider and orders, including laboratory tests, radiology tests, and medications. Prerequisites/Corequisites: MDST 102, MDST 103, MDST 106, MDST 108, and MDST 118. Prerequisites: CIT 151

MDST 201 - Health and Nutrition. Three credit hours. Concepts of physical, mental, and social health. Overview of health issues. Basics of nutrition including metabolism and digestion. Includes the principles related to the role of fats, proteins, carbohydrates, vitamins, minerals and water. Emphasis is placed on special diets related to diseases.

MDST 203 - Medical Office Management. Three credit hours. Specific application of management techniques to the medical office or healthcare facility. Importance of professional environment; facility and equipment maintenance; personnel administration; management styles; tax requirements and regulations; payroll; and bookkeeping. Communication and organization skills are included. Prerequisite: MDST 104 and MDST 109 or permission of Program Director.

MDST 204L - Advanced Clinical Skills. Three credit hours. Introduction of procedures unique to various medical specialties including pediatrics, surgery, endocrinology, ophthalmology, gastroenterology, proctology, urology, cardiology, neurology, orthopedics, dermatology, radiology, otolaryngology, gynecology, and obstetrics. Prerequisite: MDST 110 & 111L

MDST 205 - Practice Management and EHR. Two credit hours. Introduction to medical software and EHR/electronic health records. The course will include entering new patient information, appointment scheduling, insurance and payment processing, aging accounts, billing and monthly reports. The course also includes entering patient histories, scanning lab and X-ray results, immunizations, and communication documents. Prerequisites/Corequisites: MDST 109

MDST 206 - Pathophysiology for Allied Health. Three credit hours. Introduction to diseases of the human body. Includes infectious and congenital diseases, neoplasms as well as diseases of each specific body system.

MDST 209 - Moderately Complex Lab. Three credit hours. Provides medical assisting students with a particular interest in working in a medical office lab with additional skills of performing lab tests classified by CLIA as moderately complex. Prerequisites: MDST 113 and 113L

MDST 210 - Complementary and Alternative Therapies. Two credit hours. Discusses the rise in popularity of complementary and alternative healing modalities and the nature of integrated health care. It examines the theory and practice of the most common therapies including acupuncture, herbal medicine, massage, mind-body therapies, and Traditional Chinese Medicine. By becoming familiar with the various methods, the healthcare professional will gain a better understanding of common therapies used by patients.

MDST 211 - Advanced Professional Development. One credit hour. Discusses the importance of professional organizations, certification, continuing education, and networking. Interviewing techniques, professional image, and public speaking are reviewed. **A thorough review of HIPAA and immunization guidelines are also covered.** This course is taken in the final semester of the Medical Assisting program to prepare the graduate for the workforce. Pre/Corequisites: MDST 106.

MDST 219 - Issues in Family Violence. Three credit hours. The study of family violence is a complex, multifaceted experience. By its very nature, family violence involves physicians, medical assistants, nurses, counselors, social workers, educators, and law enforcement officials. This course is designed to help these professionals become more aware of the extent of family violence in our society as well as to recognize the signs and symptoms. The course covers child abuse, elder abuse, spousal abuse, incest, rape, and stalking. It also deals with reporting laws and victims' rights.

MDST 220 - Medical Records Coding. Three credit hours. Adequate training is key to developing a proficient medical records coding staff and ensuring proper reimbursement from payers. This course provides hands-on practice at coding for hospitals. As well as inpatient coding, the class covers emergency room and outpatient surgery coding and DRGs and APCs.

MDST 221 - Coding Certification Review. Two credit hours. Designed to review medical coders who will sit for either of two available certification exams. The course includes a review of ICD-9 and CPT codes, conventions, and coding guidelines.

MDST 222 - Cultural Diversity in Health Care. Three credit hours. Culture has a powerful influence on one's interpretation of and response to health care. It is essential that healthcare professionals become aware and learn to value patient diversity. In doing so, healthcare professionals will enhance the delivery and effectiveness of patient care. This course offers students an opportunity to better understand the influence culture plays in our society.

MDST 225 - Healthcare Human Resource Management. Three credit hours. Overview of the theory and practice of human resource management in healthcare settings. Covers job design and analysis; legal issues; safety; training; employee relations; health care compensation practices; recruitment; and the challenges facing healthcare management today. Includes relevant applications for the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

MDST 226 - Coding Practicum. Two credit hours. Supervised directed practice in a physician's office, hospital coding department, or other approved site. This course enables the student to gain skills and experience in coding. Prerequisites: MDST 119 and MDST 120.

MDST/NURS/PSY 262 - Thanatology. Three credit hours. Examines the biopsychosocial-spiritual implications of death and dying. The discussion format of the course necessitates individual preparation prior to class and interaction with the group during class. Open to all nursing and non-nursing persons with an interest in thanatology.

MDST 168/268 - Workshop in Medical Assisting. One to nine credit hours. As announced. (Repeatable for credit.)

MDST 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

MDST 193/293 - Topics in Medical Assisting. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(MGT) Management

MGT 110 - Human Resource Management. Three credit hours. Addresses contemporary processes and practices related to the organization and management of personnel including employee selection, development, motivation, evaluation and remuneration.

MGT 201 - (MGMT 2113) - Principles of Management. Three credit hours. Includes an analysis of organizations and systems for coordinating the use of resources. Historical perspectives as well as classic management function analysis. Prerequisite: BUS 151

MGT 239 - (ENTR 2113) - Small Business Management. Three credit hours. This course is designed to acquaint the student with the opportunities encountered in the management and operations of a small business enterprise.

MGT 168/268 - Workshop in Management. One to nine credit hours. As announced. (Repeatable for credit.)

MGT 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

MGT 193/293 - Topics in Management. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(MKT) Marketing

MKT 201 (MKTG 2113) - Principles of Marketing. Three credit hours. Functions, organizations, and methods involved in marketing agricultural and manufactured products; marketing problems; policies; and trends. Prerequisite: BUS 151

MKT 168/268 - Workshop in Marketing. One to nine credit hours. As announced. (Repeatable for credit.)

MKT 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

MKT 193/293 - Topics in Marketing. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(MUS) Music

MUS 101 (MUSI 1213) - Music Reading. Three credit hours. For nonmusic majors. Notation, note values, meters, scales, key signatures, intervals, and chords. Exercises in music reading and aural perception. Recommended for elementary classroom teachers and for others wishing to develop skills in reading music. Also a basic course for music majors deficient in musical background.

MUS 107 - Beginning Piano for Adults I. Two credit hours. For non-music majors. Designed to provide the adult beginner with elementary piano skills. Includes reading music notation; recognition of keyboard patterns, keys, and chords; and development of technique sufficient to play easy pieces.

MUS 108 - Beginning Piano for Adults II. Two credit hours. For non-majors. A continuation of MUS 107. Prerequisite: MUS 107 or consent of instructor.

MUS 113 (MUSI 1113) - Music Appreciation. Three credit hours. For non-music majors. Attempts to answer the question "What is music?" by acquainting students with knowledge and appreciation of music from several cultures and times. Includes contact with music through discussion, guest artists, and recorded music. No required previous music training.

MUS 114 - Fundamentals of Voice. One credit hour. Laboratory experiences to help solve vocal problems and develop singing potential through group methods with emphasis on the development of breathing, phonation, articulation, and expression. (May be repeated for a maximum of 4 credits.)

MUS 125 (MUSI 1313) - Music History. Three credit hours. Music History explores the development of musical forms, performance venues, and instruments throughout history.

MUS 131 - Mariachi I. Three credit hours. Introduction to Mariachi music and instruments

MUS 132 - Mariachi II. Three credit hours. Continuation of MUS 131. Prerequisite: MUS 131

MUS 133 - Mariachi III. Three credit hours. Continuation of MUS 132. Prerequisite: MUS 132

MUS 134 - Mariachi Performance. Three credit hours. Continuation of MUS 133. Prerequisite: MUS 133

MUS 262 - Community Band. Two credit hours. This course is designed to provide community members with practical experience in band instrument performance.

MUS 168/268 - Workshop in Music. One to nine credit hours. As announced. (Repeatable for credit.)

MUS 272 - Choral Performance. Three credit hours. This course is designed to provide students with the knowledge of and practical experience in vocal production. Fundamentals of sound and expressive singing individually and in a choral ensemble will be studied. Choral principles will be applied in the performance of choral literature of varying styles.

MUS 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

MUS 193/293 - Topics in Music. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(NA) Nursing Assisting

NA 111 - Nursing Assisting. Two credit hours. Includes the fundamentals of patient care, technical procedures, and ethics. Prepares the student to perform in the hospital, nursing home, or home care setting. Corequisite: NA 111L.

NA 111L - Nursing Assisting Lab. Three credit hours. Practice, especially in the hospital or nursing home setting, utilizing techniques learned in NA 111. Corequisite: NA 111.

NA 112 - Medical Terminology. One credit hour. Provides an overview of medical terminology used in Nursing Assisting careers including an introduction to common prefixes and suffixes; review of word relationships to anatomy and physiology; and review of common abbreviations.

NA 114 - Homemaker/Home Health Aid Training. Two credit hours. Includes an introduction to homemaker and home health aid skills; review of situations associated with homemaker and home health aid employment; review of common issues in-home care; and completion of competencies required in these areas of health care.

NA 115 Homemaker/Home Health Aid Practicum. Three credit hours. Application of homemaker and home health aide skills and completion of required competencies in the laboratory and home health care setting. Corequisite: NA 114.

NA 168/268 - Workshop in Nursing Assisting. One to nine credit hours. As announced. (Repeatable for credit.)

NA 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

NA 193/293 - Topics in Nursing Assisting. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(NATR) Natural Resources

Eastern New Mexico University – Ruidoso SUN Online Courses

The following courses are offered in collaboration with ENMU-Ruidoso through the statewide SUN Online collaboration. Students must be registered at ENMU-Roswell, and credit is awarded by ENMU-Roswell.

NATR 121 – Introduction to Forestry. Three credit hours. Introduction to the basic elements of forest ecology and management of natural resources including timber and woodlands management practices. Field visits are required.

NATR 151 – Fire Ecology. Three credit hours. This course provides an overview of natural fire systems in the Rocky Mountains, how fire management has shaped our current natural systems and corresponding fire regimes, and how

modern fire science is shedding light on the management of fire within the wildland/urban interface and natural settings. Prerequisite: NATR 121.

NATR 271 – Wildland Firefighter Safety and Survival. Three credit hours. Students will design their own safety program by working in small groups to discuss and develop the Lookout, Communications, Escape Routes, and Safety Zones (LCES) system including creating a list of performance standards and a safety contract. Students will also research wildland fire accident reports and develop plans to minimize the likelihood of future tragedies. (Course includes NWCG S-134)

NATR 272 – Intermediate Wildland Fire Fighting and Behavior. Three credit hours. Students will continue developing wildland fire behavior prediction knowledge and skills. Course content builds upon the basics learned in previous classes but with more detailed information about characteristics and interactions of the wildland fire environment (fuels, weather, and topography) that affect wildland fire behavior for safety purposes. Students will also learn to identify environmental factors and indicators of hazardous fire conditions, and how to use these indicators when implementing the Risk Management Process. Prerequisite: FPT

102/NATR 171. (Equivalent to NWCG S-133 and S-290)

NATR 273 – Fire Operations in the Wildland/Urban Interface Two credit hours. This course is designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and improvements, in the wildland/urban interface. Content includes interface awareness, situation evaluation, initial strategy and incident action plan, structure triage, structure protection tactics, incident action plan assessment and update, follow-up and public relations, and firefighter safety in the interface (Equivalent to NWCG 5-215).

(NURS) Nursing

NURS 110 - Medical-Surgical Nursing I. Four credit hours. Includes basic nursing concepts related to health and to the care of adults with relatively uncomplicated medical-surgical conditions. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. Prerequisite: Acceptance into the Level I nursing core courses. Corequisite: NURS 110L.

NURS 110L - Medical-Surgical Nursing I Practicum. Three credit hours. Facilitates application of the nursing process to the care of adults with relatively uncomplicated medical-surgical conditions. The nursing skills laboratory is used for demonstration, practice, and performance evaluation of basic nursing skills. Students will be in the nursing skills laboratory for the first 2 weeks. The following 12 weeks will include 6 rotations (including Monday afternoon, Tuesday and Wednesday, and Friday morning) in the clinical settings on an every-other-week schedule. The final clinical week will be used for nursing skills testing on a flexible schedule. Local health care and community agencies are used for clinical experiences. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. Prerequisite: Acceptance into the Level I nursing core courses. Corequisite: NURS 110.

NURS 112 - Medical-Surgical Nursing II. Four credit hours. Includes concepts related to health and to nursing in the care of adults with increasingly complex medical-surgical conditions. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. Prerequisites: NURS 110 and NURS 110L. Corequisite: NURS 112L.

NURS 112L - Medical-Surgical Nursing II Practicum. Three credit hours. Facilitates application of the nursing process to the care of adults with increasing complex medical-surgical conditions. The nursing skills laboratory is used for demonstration, practice, and evaluation of nursing skills. Students will be in the nursing skills laboratory for the first 2 weeks. The following 12 weeks will include 6 rotations (including Monday afternoon, Tuesday and Wednesday, and Friday morning) in the clinical settings on an every-other-week schedule. The final clinical week will be used for

simulation testing and nursing skills testing on a flexible schedule. Local health and community agencies are used for clinical experiences. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. Prerequisites: NURS 110 and NURS 110L. Corequisite: NURS 112.

NURS 114 - Basics of Nutrition. One credit hour. Focuses on the role of nutrition in health. Includes the principles related to the role of fats, proteins, carbohydrates, vitamins, minerals, and water in meeting energy requirements. Addresses the manner in which people are influenced by their eating habits. Students will identify healthy and unhealthy diet practices and consider how eating behaviors influence maintenance, promotion, and restoration of health.

NURS 117 - Pharmacology I. Two credit hours. Explores the nursing implications of common drugs in major classifications. Prerequisites: NURS 110 and NURS 110L.

NURS 121 - Mental Health. One credit hour. Focuses on the development of therapeutic communication skills and the application of the nursing process related to selected common mental health conditions. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. Each student will be required to participate in the Culture Day assignment. Prerequisite: Acceptance into the Level I nursing core courses.

NURS 201 - Psychiatric Nursing. Two credit hours. Includes concepts related to health and to the care of clients with mental health conditions. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. Prerequisites: All Level I required courses. Corequisite: NURS 201L.

NURS 201L - Psychiatric Nursing Practicum. One credit hour. Includes three hours of clinical time per week. Facilitates analysis of client and student nurse interactions in the mental health setting. Local health and community agencies are used for clinical experiences. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. Flexible scheduling is required and will include evenings and/or weekend rotations. Prerequisites: All Level I required courses. Corequisite: NURS 201.

NURS 216 - Pediatric Nursing. Two credit hours. Includes concepts related to the health and care of the pediatric client. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. Prerequisites: All Level I courses. Corequisite: NURS 216L.

NURS 216L - Pediatric Nursing Practicum. Two credit hours. Facilitates application of the nursing process to the care of the pediatric patient/ client. The first two weeks of the semester, the eighth week of the semester, and the last two weeks of the semester involve nursing skill testing on a flexible schedule, orientation to the clinical settings, and lectures. The weeks noted above will include two consecutive days of clinical. Following the orientation period, students are in the clinical setting in acute care or community-based rotations. Some of the community agencies require flexible scheduling and may include Wednesday rotations and an occasional evening and/or weekend rotation. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. The Pediatric Nursing Practicum schedule may be changed to meet the needs of the student population (as example: an 8-week block). Prerequisites: All required Level I courses. Corequisite: NURS 216.

NURS 217 - Maternal-Newborn and Women's Health Nursing. Two credit hours. Includes issues and concepts related to women's health, pregnancy, the newborn, and the child-bearing family. Foundations for this course include communication, the whole person, the family, the community, and the environment, using the nursing process as the critical thinking model. Prerequisites: All required Level I courses. Corequisite: NURS 217L.

NURS 217L - Maternal-Newborn and Women's Health Nursing Practicum. Two credit hours. Facilitates use of the nursing process in caring for women, child-bearing families, and newborns. The first two weeks of the semester, the eighth week of the semester, and the last two weeks of the semester involve nursing skill testing on a flexible schedule, orientation to the clinical settings, and/or lectures. The weeks noted above will include two consecutive days of clinical. Following the orientation period, students are placed in clinical sites which may include acute care facilities or

community-based facilities that serve women and newborns. Flexible scheduling is required, as agency schedules vary. Foundations for this course include communication, the whole person, family, the community, and the environment, using the nursing process as the critical thinking model. The Maternal-Newborn and Women's Health Practicum schedule may be changed to meet the needs of the student (as example an 8-week block). Prerequisites: All required Level I courses. Corequisite: NURS 217.

NURS 220 - Medical-Surgical Nursing III. Four credit hours. Includes concepts related to health and to the care of adults with complex acute and chronic conditions. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. Students are required to pass the ACLS competencies. Includes EMS Training Center Fee for ACLS. Prerequisites: All Level I required courses. Corequisite: NURS 220L.

NURS 220L - Medical-Surgical Nursing III Practicum. Five credit hours. Facilitates application of the nursing process and nursing leadership/ management skills to the care of adults with complex acute and chronic conditions. The first 2 weeks of the semester will involve nursing skills testing on a flexible schedule and orientation to the clinical settings. Following orientation, students will be in the clinical settings approximately 15 hours a week. Some community settings require flexible scheduling. Nursing skills lab; local acute care and long-term care facilities; and community agencies are used for clinical experiences. Clinical skills competency practice and testing is scheduled throughout the semester on a weekly basis in the nursing lab. Foundations for this course include communication, the whole person, and the nursing process as the critical thinking model. Prerequisites: All Level I required courses. Corequisite: NURS 220.

NURS 221 - Pharmacology II. One credit hour. Emphasizes the application of the nursing process to patients/clients receiving intravenous therapies and complex medication regimens. Prerequisites: All Level I required courses. Corequisite: NURS 220.

NURS 223 - Nursing Seminar. One credit hour. Explores the role of the Associate Degree Nurse (R.N.) in today's society. Includes the investigation of the ethical, moral, and legal issues of health care delivery. Each student is required to participate in a community project. Prerequisite: All Level I required courses.

NURS 225- Comprehensive Predictor Capstone. One credit hour. Provides the student with skills and content in preparation for taking the Comprehensive Predictor ATI examination. The student is required to meet a set score on the Comprehensive Predictor. To enroll in the course, students must be in the final semester of the nursing program.

NURS 240 - Clinical Applications of Nutrition Principles: Part I. One credit hour. A web-based course. Focuses on the role of nutrition in health. Includes basic principles related to the role of fats, proteins, carbohydrates, vitamins, minerals, and water in meeting energy requirements. Students will master the principles of the role of fats, proteins, carbohydrates, vitamins, minerals, and water in meeting the energy requirements of individuals and in addressing the manner in which people are influenced by their eating habits. Students will identify healthy and unhealthy dietary practices and consider how eating behaviors influence the maintenance, restoration, and promotion of health. May enroll concurrently in NURS 241.

NURS 241 - Clinical Applications of Nutrition Principles Part 2. Two credit hours. A web-based course. Focuses on the application of nutritional principles for selected illness and disease states. Students will identify how the consequences of nutritional deficiencies and excesses impact overall health, and how various disease processes and illness states lead to nutritional deficiencies that inhibit or delay healing and restoration of health. Students will develop strategies to assist individuals in maintaining, restoring, or optimizing health and reducing complications related to nutritional deficiencies or excesses. May enroll concurrently in NURS 240.

NURS 260 - Issues in Gerontology. Three credit hours. Examines the physiological, psychological and social aspects of aging. Focuses on gaining insight into what it means to be an older person in contemporary society. Open to all nursing and non-nursing students with an interest in gerontology.

NURS 261 - Physical Assessment. Four credit hours. Designed primarily for the registered nurse or healthcare professional. After completing the course, the student should be able to perform and document a physical assessment.

NURS/MDST/PSY 262 - Thanatology. Three credit hours. Examines the biopsychosocial-spiritual implications of death and dying. The discussion format of the course necessitates individual preparation prior to class and interaction with the group during class. Open to all nursing and non-nursing persons with an interest in thanatology.

NURS 168/268 - Workshop in Nursing. One to nine credit hours. As announced. (Repeatable for credit.)

NURS 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

NURS 193/293 - Topics in Nursing. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(OT) Occupational Therapy Assistant

OT 101 - Orientation to Occupational Therapy. Two credit hours. This course introduces the student to the occupational therapy profession and its role in healthcare. The course provides an introduction to the various types of patients referred to occupational therapy; therapeutic use of self and cultural considerations in treatment planning. This course is offered online and/or through classroom instruction. This course can be taken either prior to acceptance in the OTA program or during the first semester of the program.

OT 110L - Therapeutic Media I. Two credit hours. A lecture/demonstration class in which students participate in learning therapeutic activity techniques. Students will learn how to analyze and adapt activities to a variety of settings. Corequisites: OT 101, 114L.

OT 112 - Applied Communication in OT. Two credit hours. This course focuses on practice. Corequisite: OT 101.

OT 114L - Fieldwork I-A. One credit hour. Students are assigned 16 hours of observation/"hands-on" experience in a clinical/educational center. In addition, this course consists of weekly class sessions to discuss fieldwork assignments, share experiences, and solve problems. Corequisites: OT 101, 110L.

OT 116L - Fieldwork I-B. One credit hour. Students are assigned 16 hours of "hands-on" experience in a clinical/educational area. In addition, weekly class sessions to solve problems, share experiences and discuss fieldwork will be held. Students will be assigned to either pediatric, psychosocial, physical dysfunction or geriatric settings. Prerequisite: OT 114L. Corequisite: OT 120.

OT 118L - Therapeutic Media II. Two credit hours. A lecture/demonstration class in which students increase their knowledge of therapeutic activities. Students will increase their ability to analyze and adapt activities to a variety of settings. Prerequisite: OT 110L. Corequisite: OT 120.

OT 120 - Principles of OT. Three credit hours. This course expands the concepts introduced in the orientation course. It provides a foundation for the practice of occupational therapy in various settings. It focuses on the COTA's role in evaluation, treatment planning, and treatment implementation. Prerequisite: OT 101.

OT 130 - Kinesiology. Three credit hours. A lecture/experiential course which focuses on principles of mechanics and anatomy in relation to human movement.

OT 140L - Therapeutic Techniques. Three credit hours. A lecture/demonstration course which focuses on the activities of daily living, adaptive equipment, the modification of environments, and the teaching of activities to clients.

Prerequisites: OT 110L, 120. Corequisites: OT 116L, 118L.

OT 214L - Fieldwork I-C. One credit hour. Students are assigned 16 hours of "hands-on" experience in a clinical setting involving either pediatrics, psychosocial, physical disabilities, or geriatrics. In addition, weekly class sessions to discuss fieldwork and solve problems will be held. Prerequisite: OT 116L.

OT 216L - OT Shop Techniques. Two credit hours. A lecture/demonstration course which focuses on the use of basic hand tools to fabricate adaptive positioning equipment, basic orthotics and prosthetics. Prerequisite: OT 120, 140L.

OT 240 - Occupational Therapy in Gerontology. Two credit hours. A lecture/experiential course which focuses on occupational therapy for the elderly. Special emphasis on environmental and cultural considerations. Prerequisites: OT 120, 140L, PSY 200. Corequisites: OT 216L, 242, 244.

OT 242 - Occupational Therapy in Physical Disabilities. Three credit hours. A lecture/experiential course which focuses on occupational therapy for clients with physical dysfunction. A variety of disabilities including hand injury, traumatic brain injury, and spinal cord injury will be addressed. Prerequisites: OT 120, 140L. Corequisites: OT 216L, 244.

OT 244 - Occupational Therapy in Psychosocial Dysfunction. Three credit hours. A lecture/experiential course which focuses on occupational therapy for clients with psychosocial dysfunction. Therapeutic use of self and the role of environment and culture will be emphasized. Prerequisites: OT 110L, 112, 118L, 120, PSY 101, 200.

OT 246 - Occupational Therapy in Pediatrics. Three credit hours. A lecture/experiential course which focuses on the use of occupational therapy techniques with children and adolescents. Treatment of clients with orthopedic, developmental, and behavioral deficits will be addressed. Prerequisites: OT 101, 110L, 118L, 120. Corequisites: CD 203 or CD 211, OT 242, 244.

OT 250L - Occupational Therapy Seminar. Two credit hours. This course teaches the student program development in terms of administrative functions of occupational therapy, consulting skills and participation in program implementation. The student's review for the certification examination. Prerequisites: Successful completion of all academic coursework.

OT 260L - Fieldwork II in Psychosocial Dysfunction. Seven credit hours. Students must participate in eight weeks of training in a clinical setting. Prerequisites: Successful completion of all academic coursework with the exception of OT 250L.

OT 262L - Fieldwork II in Physical Disabilities. Seven credit hours. Students must participate in eight weeks of training in a separate clinical setting. Prerequisite: Successful completion of all academic coursework with the exception of 250L.

OT 168/268 - Workshop in Occupational Therapy. One to nine credit hours. As announced. (Repeatable for credit.)

OT 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

OT 193/293 - Topics in Occupational Therapy. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(PBE) Phlebotomy

PBE 101 - Medical Law & Ethics). One credit hour. An overview of law and ethics as it relates to medical office and hospital labs.

PBE 105 - Beginning Phlebotomy with Lab. Four credit hours. Basic introduction to phlebotomy procedures and techniques along with a background in theory and principles. The course includes quality assurance, infection control, and safety, as well as an overview of anatomy related to the circulatory system. Includes weekly Phlebotomy Laboratory.

PBE 107 – Professionalism in Health Care. One credit hour. This course covers crucial “soft skills”: work ethics, character, relationships, teamwork, communication and etiquette, honesty, cultural competence, personal image, and personal health and wellness. This course gives students a clear understanding of where they fit in the changing healthcare system, why patient satisfaction is more important than ever, and how to behave with the professionalism that both employers and patients demand.

PBE 108 – Beginning Medical Terminology. Two credit hours. This course covers building medical terms from prefixes, suffixes, word roots and combining forms. It also covers definitions of these terms.

PBE 113 - Introduction to Phlebotomy. Three credit hours. Provides the student with essential phlebotomy theory with emphasis on safety, minimizing discomfort to the patient, and accurately collecting and handling blood specimens. Prerequisite: Satisfactory placement score or MATH 094/095 and ENG 096 with a grade of “C” or better. Corequisite: PBE 113L.

PBE 113L - Introduction to Phlebotomy Lab. One credit hour. Three hours lab weekly. Corequisite: PBE 113.

PBE 114L - Phlebotomy Clinical. Three credit hours. Supervised directed practice in a medical laboratory. This supervised experience enables the student to develop skill in phlebotomy and gain the experience necessary to sit for a phlebotomy certification exam. Prerequisites: All required courses including PBE 113 and PBE 113L.

PBE 115L - Phlebotomy Skills for Nursing. Four credit hours. This course is specifically designed for nursing students who want to enhance and perfect their phlebotomy skills. The course provides the student with essential phlebotomy theory, emphasis on safety, and minimizing patient discomfort. The course also focuses on accurate collection and handling of specimens and point-of-service testing.

PBE 116 – Phlebotomy Exam Review. One credit hour. This course is designed to prepare phlebotomy students for the Phlebotomy Certification Exam through the American Society of Clinical Pathologists. Topics include a review of phlebotomy theory, anatomy, infection control, blood collection procedures, nonblood specimen collection, and point of care testing. Corequisite: PBE 114L

PBE 168/268 - Workshop in Phlebotomy. One to nine credit hours. As announced. (Repeatable for credit.)

PBE 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

PBE 193/293 - Topics in Phlebotomy. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(PHAR) Pharmacy Tech

PHAR 101 - Pharmacy Technology I. Three credit hours. Includes lecture/discussion/practice of the role of the technician. Designed to include the Pharmacy Act; ethical/legal considerations; terminology; reading prescriptions and medication orders; basic principles in prescription preparation, compounding, reconstituting, packaging and labeling; and universal precautions. Prerequisites: Satisfactory placement score or MATH 094/095 and ENG 096 with a grade of “C” or better. Prerequisites/Corequisites: MDST 102

PHAR 103 - Pharmacology for Technicians. Three credit hours. Lecture/discussion includes basic pharmacology including drug classifications, general actions of major drug classes, dosage forms, and generic and trade names. Prerequisites or Co-requisites: PHAR 101, MDST 102, MDST 106, CIT 151

PHAR 104 - Pharmacy Technology II. Three credit hours. Lecture/discussion/practice continues and builds on concepts taught in PHAR 101 with the addition of, and emphasis on, sterile IV admixture preparation, aseptic techniques, and distribution systems. Prerequisites: PHAR 101, PHAR 103, PHAR 107, and MDST 102. Prerequisite or Co-requisite: PHAR 103

PHAR 105L - Pharmacy Technician Preceptorship. Three credit hours. Supervised practice in retail and healthcare facility settings designed to gain practical experience and apply knowledge and skills learned in the pharmacy technician program. Preceptorship will require students to complete 135 hours in an assigned pharmacy.

Prerequisites/corequisites: PHAR 101, PHAR 103, PHAR 104, PHAR 107, PHAR 108, MDST 102, MDST 106, MDST 118, AND CIT 151

PHAR 107 - Math and Calculations for Pharmacy Technicians. Three credit hours. Lecture/discussion/practice of math and calculations for oral and parenteral preparations. Prerequisite/Corequisites: MDST 102 and satisfactory placement score or MATH 094/095 with ENG 096 with a grade of "C" or better

PHAR 109 – Pharmacy Technician Exam Review. One credit hour. This course is designed to review Pharmacy Technician students to sit for the Pharmacy Technician Certification Exam (PTCE) and to meet state licensing requirements. Topics include pharmacology, pharmacy law and regulations, compounding, medication safety, order entry, fill process, inventory, and reimbursement.

PHAR 168/268 - Workshop in Pharmacy Technician. One to nine credit hours. As announced. (Repeatable for credit.)

PHAR 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

PHAR 193/293 - Workshop in Pharmacy Technology. One to nine credits. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(PHIL) Philosophy

PHIL 121 (PHIL 1113) - Introductory Philosophy. Three credit hours. The elementary problems and history of philosophy and the major philosophical systems.

PHIL 131 (PHIL 1213) - Logic and Critical Thinking. Three credit hours. The structure of logical thinking with concrete application of critical thinking.

PHIL 211 (PHIL 2113) - Ethics. Three credit hours. The development of morality and the principles of individual and social behavior. Contemporary ethical issues.

PHIL 168/268 - Workshop in Philosophy. One to nine credit hours. As announced. (Repeatable for credit.)

PHIL 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

PHIL 193/293 - Topics in Philosophy. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(PHYS) Physics

Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

PHYS 113 - Survey of Physics. Three credit hours. Important concepts in physics and their application to the everyday world. A course designed for non-scientists with an emphasis on conceptual understanding. Corequisite: PHYS 113L

PHYS 113L - Survey of Physics Lab. One credit hour. Designed to give a hands-on exploration of the basic concepts of physics introduced in the accompanying class. Corequisite: PHYS 113

PHYS 141 (ASTR 1113) - Astronomy. Three credit hours. A beginning astronomy course providing an introduction to the sky and a survey of the objects in the violent universe, ranging from our own solar system; through globular clusters, nebulae, and galaxies; to the quasars on the edge of the observable universe. Corequisite: PHYS 141L

PHYS 141L (ASTR 1111) - Astronomy Lab. One credit hour. This lab provides an opportunity to learn the major features of the sky, study firsthand the motions of celestial objects, and make observations through an astronomical telescope. Corequisite: PHYS 141

PHYS 151 (PHYS 1113) - General Physics I*. Three credit hours. This is the first semester of a two-semester, non-calculus treatment of the principles of mechanics; work and energy; oscillations and waves; and sound. Primarily for STEM others requiring a basic knowledge of physics. Prerequisite: A "C" or better in MATH 119, 120, or 124) or a satisfactory score on Math Placement test or ACT/SAT. Corequisite: PHYS 151L

PHYS 151L (PHYS 1111) - General Physics Lab I*. One credit hour. Laboratory investigations related to lecture material. Experiments in mechanics, heat, and sound. Corequisite: PHYS 151

PHYS 152 (PHYS 1123) - General Physics II*. Three credit hours. A continuation of PHYS 151. This is the second semester of a two-semester, non-calculus treatment of the principles of thermodynamics, electricity and magnetism, and optics. Prerequisites: PHYS 151/151L or consent of instructor. Corequisite: PHYS 152L

PHYS 152L (PHYS 1121) - General Physics Lab II*. One credit hour. A continuation of PHYS 151L. Experiments in electricity and magnetism, light, and atomics. Corequisite: PHYS 152

PHYS 201 (PHYS 1213) - Physics I. Four credit hours. Principles and technical applications in mechanics and heat. For science major. Corequisite: MATH 124, PHYS 201L or consent of instructor

PHYS 201L (PHYS 1211) - Physics I Lab. One credit hour. Laboratory investigations related to lecture material. Meets three hours per week. Corequisite: PHYS 201

PHYS 202 (PHYS 1223) - Physics II. Four credit hours. Principles and technical applications in fluid mechanics, electricity, magnetism, wave motion and light. Prerequisite: PHYS 201/201L or consent of instructor. Corequisite: PHYS 202L, MATH 132.

PHYS 202L (PHYS 1221) - Physics II Lab. One credit hour. Continuation of PHYS 201L. Meets three hours per week. Corequisite: PHYS 202

PHYS 168/268 - Workshop in Physics. One to nine credit hours. As announced. (Repeatable for credit.)

PHYS 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum,

require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

PHYS 193/293 - Topics in Physics. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(PPT) Professional Pilot Training

PPT 101 - Private Pilot Ground Instruction. Four credit hours. An entry-level study of aviation subjects designed to prepare students for the Federal Aviation Administration (FAA) administered Private Pilot Written Examination. Covers fundamentals of flight, aircraft operation, navigation, communications, Federal Aviation Regulations, and aviation weather. Prerequisites: Students must be at least 17 years of age and have satisfied the University Skills Placement Test requirements.

PPT 102 - Private Pilot Flight Course--Airplane. Two credit hours. Consists of hours of flight instruction in training aircraft; practicing basic flight maneuvers, navigation, communications, and basic instrument flying specifically designed to prepare students for the FAA Private Pilot Flight Test. Prerequisites: students must be at least 17 years of age, have passed the University Skills Placement Test, and hold a Class II Medical Certificate and a Student Pilot's License. Course Fee required. Corequisite: PPT 101 (or prior successful completion of the FAA Private Pilot Written Examination)

PPT 104 - Instrument Ground Instruction. Four credit hours. A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of navigation systems, instrument charts, instrument flight, and Federal Aviation Administration Regulations. Prerequisite: PPT 101

PPT 105 - 105 Instrument Flight-Airplane. Three credit hours. Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument flight procedures. Course fee required. Prerequisites: PPT 102

PPT 108 - Private Pilot - Rotorcraft Flight Training Course. Four credit hours. This course involves the first step in flight training for Rotorcraft to becoming a pilot in command of an aircraft. Per the FAA 141 training syllabus a minimum of 35 flight hours in a helicopter with the average national completion of 60hrs flights or more upon completion of the FAA rating. The hours are to include 20 dual given, 3 hours night, 3 hours cross country, and a minimum of 5 hours solo. Upon completion of this course the student will hold the privileges of private pilot and will meet the FAA practical test standards. Additionally, the student's private pilot rating will allow the student to carry passengers but not for hire. Pre/Corequisites: Students must be at least 17 years of age; PPT 101.

PPT 109 - Instrument Rotorcraft Rating Course. Four credit hours. This course is a step that takes the student into an FAA instrument rating. An instrument rating allows a pilot with properly certified aircraft to fly into Instrument Meteorological Conditions (IMC). This course is outlined per the approved FAA 141 course for a minimum of 40 hours of flight training under simulated instrument meteorological conditions which up to 20 hours can be supplemented with an FAA-approved flight training device. Upon completion of this course the student will be able to conduct the FAA privileges of an instrument rating in a helicopter. Pre/Corequisites: Aviation 3rd Class Medical required. PPT 103, PPT 108 must be completed. The FAA Private Pilot Certificate must be issued to the student before starting the flight training for this course.

PPT 110 - Commercial Pilot - Rotorcraft Flight Training Course. Four credit hours. This course is a step that takes the student into an FAA Commercial Pilot License. The commercial pilot course outlines for a minimum of 115 hours of flight time upon completion of the PPT 108 and/or PPT 109. A minimum of logged instruction of 30 hours, 5 hours of night instruction, 10 hours of solo time, and all of the FAA required cross-country training and familiarization for commercial operations. Upon completion of this course the student will hold an FAA Commercial Pilots License which will enable him/her to fly for hire and perform duties and privileges of a commercial helicopter license. Pre/Corequisites: Aviation

3rd Class Medical required. PPT 104, PPT 108 must be completed. The FAA Private Pilot Certificate must be issued to the student before starting the flight training for this course. Flight Course 109 can be taken concurrently. Upon completion of this course the student must be 18 years of age to receive the rating.

PPT 120 - Air Navigation. Three credit hours. Instruction in visual flight rules, navigation in the National Air Space System. Topics include Air Traffic Control Procedures, ILS, GPS, and VOR Components of the Air System.

PPT 150 - Intermediate Flight – Two credit hours. Provides students with flight hours and skills necessary to fulfill solo cross-country hours required for the Federal Aviation Administration Commercial Pilot, single engine land, and airplane certificate. Course fee required. Prerequisite: PPT 105

PPT 200 - Aviation Safety. Three credit hours. A study of the fundamentals essential to the safety of flight. A survey of the aviation industry including decision-making factors, accident reporting, accident investigation, air traffic systems and aircraft technologies.

PPT 210 - Aviation Law. Three credit hours. A study of domestic and international aviation law.

PPT 220 - Commercial Ground Instruction. Four credit hours. A study of advanced aviation topics used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Federal Aviation Administration Commercial Airplane Practical Test. Prerequisite: PPT 104.

PPT 221 - Commercial Flight--Airplane. Two credit hours. Flight Instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student to perform commercial pilot maneuvers. Course fee required. Prerequisites: PPT 150.

PPT 224 - Advanced Maneuver Training. One credit hour. This two-day course consists of four hours of classroom instruction and flights in an aerobatic Beech Bonanza and a variable stability Learjet, configured as a generic swept-wing, twin-engine jet transport. In the classroom, causes of jet-upset events, underlying aerodynamic concepts, and recovery techniques are discussed. The aerobatic Bonanza is used to teach unusual attitude recoveries and accelerated flight. The Learjet aircraft is used to demonstrate aerodynamic principles and teach upset recovery techniques. Prerequisite: Must be employed as an airline pilot and be a US flagged carrier.

PPT 225 - Advanced Jet Training. One credit hour. This course provides students with the necessary knowledge, aeronautical skill, and experience to fly turbo-jet aircraft. Classroom instruction in advanced jet aircraft. Subjects covered include high-speed aerodynamics, high-altitude physiology, and advanced aircraft systems. Prerequisite: PPT 107 (or equivalent) or consent of instructor. (Repeatable for credit.)

PPT 250 - Certified Instructor Ground School. Four credit hours. Skill development in the fundamentals of teaching and learning in an aviation-oriented environment. Introduction to the techniques of instruction and analysis of flight maneuvers. Topics include flight instructor responsibilities and Federal Aviation Regulations relating to the instructor rating. Prerequisite: PPT 220

PPT 251 - Certified Instructor Flight—Airplane. Two credit hours. Flight and ground instruction required to qualify for the Federal Aviation Administration Certified Flight Instructor—Airplane Certificate. Course fee required. Prerequisite: PPT 221

PPT 168/268 - Workshop in Professional Pilot Training. One to nine credit hours. As announced. (Repeatable for credit.)

PPT 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

PPT 193/293 - Topics in Professional Pilot Training. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(PSCI) Political Science

PSCI 101 (POLS 1113) - Introduction to Political Science. Three credit hours. A comparative introduction to the fundamental concepts of political science including ideologies, political culture, parties, institutions, and case studies of various political systems in regions of the world.

PSCI 102 (POLS 1123) - American National Government. Three credit hours. American national government; formation and principles of the Constitution; the relation of the state to the national government; political parties, structure of legislative, executive, and judicial branches; civil rights; and current trends and issues.

PSCI 103 (POLS 1213) - State and Local Government. Three credit hours. Relationship of the state to the national government; functions and powers of states; and types of municipal governments and their growth and operation.

PSCI 203 - Introduction to Public Administration. Three credit hours. An introduction to the public sector's implementation of the law. Topics include budgeting, program planning, personnel relations and program evaluation. Prerequisite: PSCI 102.

PSCI 207 - Introduction to Comparative Politics. Three credit hours. The comparative study of contemporary political systems from all regions of the world. Comparative case study approaches are introduced. Various political systems are examined.

PSCI 168/268 - Workshop in Political Science. One to nine credit hours. As announced. (Repeatable for credit.)

PSCI 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

PSCI 193/293 - Topics in Political Science. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(PWPL) Powerplant

(This is part of Aviation Maintenance Technology. Please also see AFRM - Airframe and GAMT - General Aviation Maintenance Technology).

PWPL 101 - Fuel Metering and Induction Systems. Four credit hours. Instruction on the reciprocating engine and turbine engine fuel metering; fuel; induction and airflow; and engine cooling. Includes repair and troubleshooting. Prerequisite: Successful completion of all GAMT classes.

PWPL 102 - Aircraft Propellers. Three credit hours. Types, operation, repair, removal and installation of aircraft propellers. Prerequisite: Successful completion of all GAMT classes.

PWPL 103 - Aircraft Powerplant Electrical Systems. Four credit hours. In-depth instruction related to the description, operation, troubleshooting, and repair of engine fire protection, engine electrical, and ignition and starting systems. Prerequisite: Successful completion of all GAMT classes.

PWPL 104 - Aircraft Reciprocating Engines. Three credit hours. Reciprocating engine theory, instrumentation, lubrication, and exhaust. Prerequisite: Successful completion of all GAMT classes.

PWPL 105 - Aircraft Reciprocating Engine Overhaul. Six credit hours. Removal, installation and overhaul of reciprocating engines. Prerequisite: Successful completion of all GAMT classes.

PWPL 106 - Aircraft Turbine Engine Theory. Three credit hours. Instruction on turbine engine theory, instrumentation, lubrication, ignition and starting, exhaust and reverser, unducted fans, and auxiliary power units. Prerequisite: Successful completion of all GAMT classes.

PWPL 107 - Turbine Engine Overhaul. Four credit hours. Removal, installation and overhaul of turbine engines. Prerequisite: Successful completion of all GAMT classes.

PWPL 108 - Aircraft Powerplant Inspection. Two credit hours. Perform PowerPlant airworthiness inspection. Prerequisite: Successful completion of all GAMT classes.

PWPL 168/268 - Workshop in Powerplant. One to nine credit hours. As announced. (Repeatable for credit.)

PWPL 193/293 - Special Topics in Powerplant. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

PWPL 294 - Co-op/Internship Training. Three credit hours. Practical applications in a PowerPlant industry/work environment.

(PSY) Psychology

PSY 101 (PSYC 1113) - Introductory Psychology. Three credit hours. Psychology as the science of behavior. Physiological bases of behavior, sensation, perception, learning, emotion, and motivation.

PSY 134 - The Psychology of Success. Three credit hours. This course brings together classic mindset with the basic tenets of the Science of Happiness for an exploration into what accounts for success and the positive aspects of human experience. Course topics include fixed v. growth mindsets, dimensions of happiness, flourishing, character strengths, motivation, grit, and gratitude.

PSY 200 - Human Growth and Development. Three credit hours. A lifespan view of the development of the individual from conception to death.

PSY 201 - Child Psychology. Three credit hours. Psychological, physiological, and social development of childhood.

PSY 202 - Adolescent Psychology. Three credit hours. Psychological, physiological, and social development of adolescence.

PSY 210 - Human Sexuality. Three credit hours. A survey of the psychological, biological, cultural, and ethical issues pertaining to human sexuality. Course includes consideration of sexual behavior, anatomy, physiological functions, gender issues, victimization, STD's, and consumerism.

PSY/MDST/NURS 262 - Thanatology. Three credit hours. Examines the biopsychosocial-spiritual implications of death and dying. The discussion format of the course necessitates individual preparation prior to class and interaction with the group during class. Open to all nursing and non-nursing persons with an interest in thanatology.

PSY 168/268 - Workshop in Psychology. One to nine credit hours. As announced. (Repeatable for credit.)

PSY 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

PSY 292 - Introduction to Social Research. One to three credit hours. The social context, structure of inquiry, ethical concepts and modes of observation in the research of social and cultural phenomena. Prerequisites: Completion of PSY 101; ENG 104; and STAT 213.

PSY 193/293 - Topics in Psychology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

PSY 294 - Practicum. Three credit hours. Supervised experience in a Human Services Agency. A minimum of six (6) hours per week will be in directed services or contact. One (1) hour per week supervision and critique of activities. Prerequisite: Six (6) to (9) hours in psychology and sociology.

(RCP) Respiratory Therapy

RCP 103 - Introduction to Respiratory Therapy. Five credit hours. An overview of respiratory care, its evolution as a profession and its current relation to the modern health care system. Includes medical terminology, basic concepts of microbiology and chemistry, math for the respiratory therapist, health communication, general patient care principles, as well as ethical and legal implications of health care. Principles of infection control employed in the hospital's respiratory care department. Includes discussion of organisms responsible for contamination in respiratory care and techniques for preventing contamination. Also, it will cover the principles and techniques of basic cardiac life support, prudent living, risk factors, and action for survival. Students will also acquire skills in airway and breathing management using adjuncts, use of an automatic defibrillator, and initial management of life-threatening situations. Upon completion, students are eligible for Basic Life Support Certification by the American Heart Association.

RCP 104 - Cardiopulmonary Physiology. Three credit hours. Study of the cardiopulmonary system and associated structures. Includes nervous system control of ventilation, renal system, and the principles involved in ventilation and gas transport. Also, includes the effects of aging, exercise, and altitude on the cardiopulmonary system.

RCP 105 - Basic Therapeutics. Three credit hours. Basic respiratory care therapeutics, equipment function, and clinical indications and contraindications. Includes medical gas administration, humidity and aerosol therapy, hyperinflation therapy, chest physiotherapy, and basic airway management. Gas law physics will also be discussed. Prerequisite: Admission to the program. Corequisite: RCP 105L.

RCP 105L - Basic Therapeutics Lab. One credit hour. Application of concepts taught in Basic Therapeutics RCP 105. Prerequisites: Admission to the program. Corequisite: RCP 105.

RCP 106 - Cardiopulmonary Pharmacology. Three credit hours. Principles of pharmacology, drug dose calculations, and drug receptor theory as it relates to patients with cardiopulmonary disease. Includes specific emphasis on drugs used by respiratory care practitioners as well as discussion of other drugs used in the treatment of patients under their care.

RCP 107L - Clinical Procedures I. Three credit hours. Clinical application of all prerequisite and corequisite respiratory care course work. Includes hospital and departmental organization; professionalism; medical record utilization; oxygen administration and analysis; and respiratory physiology principles applied to patient care. OUT OF TOWN TRAVEL AT THE STUDENT'S EXPENSE MAY BE REQUIRED FOR THIS CLINICAL SECTION. RCP clinical courses are competency based. Prerequisite: Admission to the program.

RCP 108 - Basic Assessment and Monitoring. Three credit hours. Study of patient assessment, diagnostic procedures, and testing techniques. Includes the detection and monitoring of adult, neonatal and pediatric cardiorespiratory disorders including advanced cardiac life support (ACLS). Also includes participation in a service-learning project. Prerequisite: Successful completion of all first semester RCP courses. Corequisite: RCP 108L.

RCP 108L - Basic Assessment and Monitoring Lab. One credit hour. Application of concepts taught in Basic Assessment and Monitoring RCP 108. Prerequisite: Successful completion of all first semester RCP courses. Corequisite: RCP 108.

RCP 109L - Clinical Procedures II. Three credit hours. Continuation of RCP 107L. Includes clinical application of all prerequisite respiratory care course work. Also includes basic respiratory care therapeutics, basic assessment, monitoring, and clinical application of cardiopulmonary medications. OUT OF TOWN TRAVEL AT THE STUDENT'S EXPENSE MAY BE REQUIRED FOR THIS CLINICAL SECTION. RCP clinical courses are competency based. Prerequisite: Successful completion of all first semester RCP courses.

RCP 110 - Critical Care Therapeutics. Three credit hours. Study of critical care principles and procedures in the adult patient. Includes advanced airway management, mechanical ventilation principles, care of the mechanically ventilated patient, and alternatives to conventional ventilation. Prerequisite: Successful completion of all first semester RCP courses. Corequisite: RCP 110L.

RCP 110L - Critical Care Therapeutics Lab. One credit hour. Application of Critical Care Therapeutics RCP 110.

Prerequisite: Successful completion of all first semester RCP courses. Corequisite: RCP 110.

RCP 200 - Anatomy and Physiology for Respiratory Therapists. Three credit hours. A survey of human anatomy and physiology with emphasis on what the respiratory therapist will encounter. Corequisite: RCP 200L

RCP 200L - Anatomy and Physiology for Respiratory Therapists Lab. One credit hour. Laboratory concepts and principles taught in RCP 200. Corequisite: RCP 200.

RCP 201 - Advanced Assessment and Monitoring. Five credit hours. Study of the assessment of the critical respiratory patient. Includes advanced diagnostic studies and testing techniques employed in the detection and monitoring of adult, neonatal, and pediatric cardiorespiratory disorders including pediatric advanced life support (PALS) and Neonatal Resuscitation Program (NRP). Also includes participation in a service-learning project. Prerequisite: Successful completion of all required first-year RCP courses. Corequisite: RCP 201L

RCP 201L - Advanced Assessment and Monitoring Lab. One credit hour. Application of Advanced Assessment and Monitoring RCP 201. Prerequisite: Successful completion of all required first-year RCP courses. Corequisite: RCP 201.

RCP 202L - Clinical Procedures III. Three credit hours. Continuation of RCP 109L. Includes clinical application of all prerequisite respiratory care course work with an emphasis on adult critical care, assessment, and monitoring. Also includes cooperative and problem-based learning; and students will interact with, and present case studies to, the program's medical director. OUT OF TOWN TRAVEL AT THE STUDENT'S EXPENSE MAY BE REQUIRED FOR THIS CLINICAL SECTION. RCP clinical courses are competency based. Prerequisite: Successful completion of all required first-year RCP courses.

RCP 203 - Cardiopulmonary Disorders I. Three credit hours. Study of commonly encountered respiratory disorders in the adult patient. Includes examination of the etiology, pathology, pathogenesis, clinical manifestations and treatment of a variety of common adult pulmonary diseases. Prerequisite: Successful completion of all required first-year RCP courses.

RCP 204 - Specialty Therapeutics. Three credit hours. Study of respiratory therapies used in specialized environments. Includes basic and advanced respiratory care of the neonatal and pediatric patient, discussion of fetal development, birth, transitions, neonatal and pediatric resuscitation, neonatal mechanical ventilation, selected ventilators, high-frequency ventilation, and extracorporeal membrane oxygenation. Also includes pulmonary rehabilitation, respiratory care outside of the hospital environment, balloon pump function, hyperbaric oxygenation, and recent advances in respiratory care techniques and procedures. Also includes participation in a service-learning project. Prerequisite: Successful completion of all previous required RCP courses. Corequisite: RCP 204L.

RCP 204L - Specialty Therapeutics Lab. One credit hour. Application of Specialty Therapeutics RCP 204. Prerequisite: Successful completion of all previous required RCP courses. Corequisite: RCP 204.

RCP 205 - Cardiopulmonary Disorders II. Three credit hours. Continuation of RCP 203. Includes the study of commonly encountered respiratory disorders in the adult patient, and examination of pulmonary problems related to the newborn and pediatric patient. Also includes an examination of the etiology, pathology, pathogenesis, clinical manifestations, and treatment of selected adult, neonatal, and pediatric cardiopulmonary diseases. Also includes participation in a service-learning project. Prerequisite: Successful completion of all previous required RCP courses.

RCP 208 - Professional Development. Two credit hour. Completion of clinical application group projects. Includes preparation of résumés, review for credentialing exams, peer and/or mock interviews, and interaction with the program's medical director. Also includes participation in a service-learning project. Prerequisite: Successful completion of all previous RCP courses.

RCP 209L - Advanced Procedures Clinical. Eight credit hours. Continuation of RCP 202L. Includes clinical application of all prerequisite respiratory care course work with an emphasis on adult critical care; neonatal/ pediatric basic and critical care therapeutics; assessment and monitoring; pulmonary rehabilitation; and specialized environments for the delivery of respiratory care. In-depth clinical application of all prerequisite respiratory care course work with an emphasis in specialty areas. OUT OF TOWN TRAVEL MAY BE REQUIRED FOR THIS CLINICAL SECTION. RCP clinical courses are competency based. Prerequisite: Successful completion of all previous required RCP courses.

RCP 251 - CRT Respiratory Board Exam Review Course. One credit hour. Preparation and review for credentialing for the NBRC CRT exam for graduates of a CoARC-accredited Respiratory Therapy program.

RCP 252 - RRT Respiratory Board Exam Review Course. One credit hour. Preparation and review for credentialing for the NBRC RRT exams for graduates of a CoARC-accredited advanced level Respiratory Therapy program.

RCP 253 - Basic EKG Interpretation. One credit hour. A general overview of basic EKGs including interpretation and correct lead placement for individuals who perform or monitor EKGs or as a pre-course for those planning to take ACLS.

RCP 254 - Adult Nitric Oxide Therapy. One credit hour. This course is designed to familiarize respiratory care practitioners in the application and use of inhaled nitric oxide (iNO) in the adult patient. The respiratory therapist will learn the effect of iNO on the cardiopulmonary system under various medical situations as they pertain to the adult patient.

RCP 255 - Introduction to Hyperbaric Oxygen. One credit hour. This course is designed to familiarize respiratory care practitioners with the history, application, and basic therapy of hyperbaric medicine. The respiratory therapist will learn the inescapable effects that the changing character of the atmosphere with increasing altitudes has on physiological functioning. The practitioner will get a basic understanding of the problems to be encountered and the effects of pressure change which accompany changes in altitude.

RCP 168/268 - Workshop in Respiratory Therapy. One to nine credit hours. As announced. (Repeatable for credit.)

RCP 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

RCP 193/293 - Topics in Respiratory Therapy. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(REFR) Refrigeration

REFR 202 - Ice Makers. Three credit hours. The student will become proficient in identifying styles of ice makers and explaining the sequence of operation of each. They will learn to troubleshoot and repair mechanical and electrical problems. Prerequisite: HVAC 201

REFR 205 - Refrigeration Service and Problem Analysis. Three credit hours. The student will become proficient in troubleshooting the commercial refrigeration systems such as using a systematic approach. They will learn to use the correct tools and measuring devices to solve problems with refrigeration mechanical components. Prerequisite: HVAC 201.

REFR 210 - Multiplexed Evaporator Systems. Three credit hours. Define and explain the different types and applications of multiplexed systems. Describe how compressors are connected. Describe how the compressors are cycled on and off. Explain the advantage of multiple evaporators. Explain the operation of the defrost cycle. Prerequisite: HVAC 201.

(REL) Religion

REL 101 - Old Testament Survey. Three credit hours. History, literature, and teachings of the Old Testament. Required for a major or minor in religion.

REL 103 - New Testament Survey. Three credit hours. History, literature, and teachings of the New Testament. Required for a major or minor in religion.

REL 107 (REL 1113) - Introduction to Religion. Three credit hours. A study of religion to include the universal forms of religious experience and expression and the classical forms of religious beliefs and practice.

REL 141 (REL 1223) - Western Religion. Three credit hours. Western Religion examines the religious belief systems in the Western Hemisphere including the Americas, Europe, and Africa.

REL 151 (REL 1213) - Eastern Religion. Three credit hours. Eastern Religion examines the religious belief systems in the Eastern Hemisphere including the Near East, Asia, Australia, and the Pacific Islands.

REL 231 - History of the Christian Church. Three credit hours. Covers the history of Christianity from its inception to the present; influences which have resulted in the present situation; and tendencies in the life of the church. Required for a major in religion.

REL 168/268 - Workshop in Religion. One to nine credit hours. As announced. (Repeatable for credit.)

REL 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

REL 193/293 - Topics in Religion. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(SET) Occupational Safety Engineering and Environmental Technologies

SET 101 - Introduction to Safety and Health. Three credit hours. Typical topics in this course are general safety and health concepts with terms, historical developments, program concepts, legislative overview including workman's compensation law, and basic concepts of safety engineering and occupational safety training.

SET 104 - Hazard Control Engineering. Four credit hours. Addresses the application of scientific and engineering principles and methods to achieve optimum safety and health through the analysis and design of processes, equipment, products, facilities, operations, and environments.

SET 105 - Safety Report Writing and Analytical Methods. Four credit hours. The study of the format and content of comprehensive reporting and analyzing safety system methods for quantitative and qualitative information. The course focuses on technical writing, clarifying, and synthesizing findings as they pertain to safety and accident reports as required by Title 29 of the Code of Federal Regulations. Analysis of safety systems includes risk acceptance, management, job safety and cost benefits.

SET 106 - Safety Information Management. Three credit hours. Fundamentals of research and development and management of environmental health and safety programs through the use of electronic media and data recording systems.

SET 107 - Introduction to Environmental Health. Three credit hours. The course of study introduces key elements of the environmental management field. Topics include fundamentals of environmental health, disease, vector and water control, recreational area management, environmental planning, air quality, government regulations, and food

protection. The course is designed for students considering a career in environmental management, ecology, public health, forestry, fire, or occupational safety.

SET 108 - Product Safety. Three credit hours. Deals with safety as it relates to consumer products. Topics include the consumer injury problem; preventing accidents with consumer products through product safety engineering; product design, assembly, packaging, distribution, use and misuse; knowledge and skill of users; warnings; liability; federal standards; other regulations; and recalls.

SET 109 – H2S Hydrogen Sulfide Awareness. One credit hour. This course meets the training requirements set forth in ANSI Z390.1-1995, Accepted Practices for Hydrogen Sulfide Training Programs. Topics include, but are not limited to, properties and characteristics of H2S Sources, areas of potential exposure, and typical site-specific safe work practices associated with H2S operations. The course materials also cover detection methods, selection, use, and care of personal protection equipment as well as rescue / first aid procedures for H2S victims.

SET 110 - Environmental Careers. Three credit hours. Course focus is on the knowledge needed by students to make decisions regarding a career in environmental management or occupational safety. The curriculum introduces key concepts and science-based information needed by workers to ensure their safety. Students and entry-level workers will find this course essential in identifying hazards and conditions found in the workplace environment, as well as managing environmental issues and programs at work.

SET 113 - Introduction to Design Safety Principles. One credit hour. Students will be introduced to regulatory compliance issues and will practice interpreting standards for Life Safety, ADA, and NFPA 5000 Building Construction and Safety.

SET 114 - Workplace Safety for Construction. One credit hour. Topics include safety citations and penalties, competent person, fall protection, trenching and excavation, and hazardous materials. Upon successful completion of this course, students will be issued the OSHA completion card for Construction.

SET 115 - Workplace Safety for Employees. One credit hour. The course focuses on the knowledge needed by employees to ensure their safety in the workplace. The curriculum introduces concepts in employee rights, teen worker issues, hazard identification, avoidance, and proper chemical (HAZCOM) handling. Slips/trips and falls, electrical, fire, and food safety are just a few of the topics discussed. Students successfully completing this course will receive a certificate of training and the OSHA 10-Hour General Industry Card. This course is designed to meet the needs of employers and employees wanting a better working knowledge of workplace safety.

SET 118 - Workplace Safety for Supervisors. One credit hour. The course focuses on the knowledge needed to create and maintain a safe workplace environment. The curriculum introduces students to OSHA, EPA, Workers Compensation, and teen worker statutes and regulations. Concepts in management, development and administration of a safety program, as well as environmental issues, are discussed and analyzed. Upon successful completion of this course, students will receive a certificate of training and the OSHA 10-Hour General Industry Card. This course is designed for small business owners, managers, and supervisors interested in increasing their knowledge of federal and state regulations that apply to them.

SET 119 - Principles of Safety in the Food Service and Hospitality Trade Industry. One credit hour. The course covers safety elements as they apply to food safety, employee safe work practices, and guest relations. Principles are derived from OSHA regulations and HACCP food safety practices.

SET 168/268 - Workshop in Safety. One to nine credit hours. As announced. (Repeatable for credit).

SET 201 - Biomechanics (Ergonomics). Three credit hours. Typical topics include man-machine systems, human capabilities and limitations, design of displays, controls, equipment, and workstations. Also, fundamentals of biomechanics in human activities and cumulative trauma or repetitive motion disorders.

SET 202 - Fire Safety and Code Enforcement Practices. Four credit hours. Introduces safety professionals to fire prevention and code enforcement. A review of philosophy, statistics, and loss control as they apply to fire prevention. Students learn a practical method of prevention as well as NFPA Life Safety Code and IFSTA enforcement techniques.

SET 203 - Environmental Safety and Health. Four credit hours. Topics include air and water quality; sanitation; hazardous materials and their storage, handling and transportation; waste management and cleanup; environmental laws and regulations; worker and community right-to-know laws; and protection of workers involved in hazardous material activities. Prerequisite: SET 107.

SET 205 - Accident Investigation/Behavioral Aspects of Safety. Three credit hours. Subjects included are methodologies for accident and incident investigation and analysis, reporting and problem identification, accident propensity, motivation, risk-taking; physical, mental and emotional problems; effects of drugs or alcohol on performance, and methods for modifying and controlling human behavior.

SET 206 - Industrial Toxicology. Four credit hours. Topics include recognition, evaluation, and control of hazards related to noise; vibration; ionizing and nonionizing radiation; thermal conditions, pressure, chemicals, airborne contaminants, and biological substances.

SET 209 - Training Methods for Safety. Three credit hours. The course includes methods for management of education and training for safety. Topics include task analysis; defining knowledge, skill and education/training requirements; course design and development, evaluation criteria and methods, delivery methods and media, methods and systems to manage training and training cost, tracking training that has been accomplished, and evaluation of programs.

SET 231 - Understanding OSHA Regulations—General Industry. Two credit hours. Understanding the OSHA regulations concerning general industry activities is one of the more difficult tasks company owners, managers, and supervisors have to comply with on a daily basis. This course explains the regulations in easier-to-understand terms, concepts and language. Students taking this course will have a deeper understanding of the how and why of regulation development, insight as to what OSHA is looking for, and the general industry regulation (29CFR1910) that applies to their business.

SET 232 - Understanding OSHA Regulations—Construction. Two credit hours. Understanding the OSHA regulations concerning construction activities is one of the more difficult tasks company owners, managers, and supervisors have to comply with on a daily basis. This course explains the regulations in easier-to-understand terms, concepts and language. Students taking this course will have a deeper understanding of the how and why of regulation development, insight as to what OSHA is looking for, and how the construction regulation (29CFR1926) applies to their business.

SET 233 - Oil and Gas Regulations. Two credit hours. Oil and Gas is a hot topic and the regulations governing it can be confusing. This course is designed for supervisors, managers, and safety professionals working in the oil and gas industry who want a better understanding of the regulations, which include general industry, construction, recordkeeping, ANSI, and API.

SET 240 - The Professional Trainer. Two credit hours. This course covers ideas, concepts, and practices used by professional trainers to teach adults in all aspects of the industry. Topics include, but are not limited to, program / course development, goal / objective setting, meeting standards, technology use, and classroom management techniques to increase student comprehension / retention, and instructional compliance. ANSI standards for instruction

are used and taught in this course, and students will be able to increase their training effectiveness upon successful completion. If you train adults, or want to become a trainer, then this course is for you.

SET 241 - H2S Hydrogen Sulfide Instructor Training. Two credit hours. This course covers the essential elements of ANSI Z390 and Z490 in regards to Hydrogen Sulfide training and what it takes to instruct an H2S awareness course. Students taking this course should have an awareness of the potential dangers of H2S and have a valid H2S awareness certificate or card from an accredited issuing entity that has not expired. Course content covers the ANSI and OSHA standards as well as referencing appropriate API/RP, State Rules, and modeling programs.

SET 242 - Vehicle Control Safety Officer. Two credit hours. Vehicle Control Safety Officers (VCSO) are responsible for the management of vehicle fleets both large and small. These individuals supervise and/ or many times deliver driver training, schedule equipment maintenance, logistics, and are responsible for the drivers assigned to their company. This course is for those individuals looking to meet the requirements of a VCSO and or adding those duties to their job.

SET 243 – Medic First Aid Trainer. Two credit hours. Having an individual trained in first aid and CPR individuals is not only a good idea but is required by regulation on many job sites. Becoming a Medic First Aid provider allows experienced individuals to meet that challenge by providing the education and skills needed to instruct others in first aid and lifesaving skills. This course is perfect for EHS professionals, first responders, and others interested in setting themselves up as a training center and learning the needed skills and helping others save lives. Medic First Aid® Basic (or equivalency) is a part of this First Aid Trainer Course.

SET 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

SET 193/293 - Topics in Safety. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

SET 294 - Co-op/Internship Training. One to three credit hours. Practical applications in a work environment. (May be repeated for a maximum of six credit hours.)

(SOC) Sociology

SOC 101 (SOCI 1113) - Introductory Sociology. Three credit hours. A general overview of the field including basic concepts, perspectives, and approaches.

SOC/CJ 102 - Introduction to Criminal Justice. Three credit hours. Analysis of law and society with emphasis on the police; prosecution and courts; corrections; and probation and parole.

SOC 212 (SOCI 2113) - Contemporary Social Issues. Three credit hours. Assessment of current social problems in the U.S.A.

SOC 215 (SOCI 2213) - Marriage and the Family. Three credit hours. Social aspects of family living with an emphasis on mate selection, courtship, engagement, marriage, and parenting in a changing society.

SOC 168/268 - Workshop in Sociology. One to nine credit hours. As announced. (Repeatable for credit.)

SOC 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

SOC 292 - Introduction to Social Research. One to three credit hours. The social context, structure of inquiry, ethical concepts, and modes of observation in the research of social and cultural phenomena. Prerequisites: Completion of SOC 101; English 104; and STAT 213.

SOC 193/293 - Topics in Sociology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(SPAN) Spanish

SPAN 101 (SPAN 1114) - Beginning Spanish. Three credit hours. Development of speaking, reading, and writing skills. Introduction to linguistic structures in a cultural context.

SPAN 102 (SPAN 1124) - Continuation of Beginning Spanish. Three credit hours. A continuation of SPAN 101. Prerequisite: SPAN 101.

SPAN 201 - Intermediate Spanish. Three credit hours. Grammar review, conversation, and reading at the intermediate level. Prerequisite: SPAN 102 or consent of instructor.

SPAN 168/268 - Workshop in Spanish. One to nine credit hours. As announced. (Repeatable for credit.)

SPAN 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

SPAN 193/293 - Topics in Spanish. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(STAT) Statistics

Students planning to pursue a bachelor's degree in a scientific field should choose their beginning courses from those marked with an asterisk (*).

STAT 115 - Introduction to Statistics and Computer Programming. Three credit hours. Statistics and the application of elementary computer programming to statistical problems.

STAT 213 (MATH 2313) - Statistical Methods*. Four credit hours. Beginning course in basic statistical methodology; measures of central tendency, variability, and correlation; probability and sampling distribution; estimation of population parameters and testing hypotheses. Prerequisite: "C" or better in MATH 107 or 113 or satisfactory score on math placement test or ACT/SAT or appropriate high school GPA (within 3 years).

STAT 215 (STAT 2414) - Statistical Applications. Four credit hours. This course will focus on the application of statistics in research and the use of statistical applications software. Prerequisite: Satisfactory ACT or MATH 107

STAT 168/268 - Workshop in Statistics. One to nine credit hours. As announced. (Repeatable for credit.)

STAT 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum,

require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

STAT 193/293 - Topics in Statistics. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(TCC) Telecommunications

TCC 100 - Connecting to Business. One credit hour. Explores business trends and employment opportunities in the telecommunications industry. Corequisite/Prerequisite: TCC 101

TCC 101 -- Introduction to Telecommunications Cabling. Three credit hours. Survey course designed to introduce students to telecommunications cabling using C-Tech curriculum.

TCC 102 -- Telecommunications Cabling, Copper-Based Systems. Three credit hours. Provides hands-on copper-based cabling training to students using C-Tech curriculum. Corequisite/Prerequisite: TCC 101

TCC 103 --- Telecommunications Cabling, Fiber Optic-Based Systems. Three credit hours. Provides hands-on fiber optic-based training for students using C-Tech curriculum. Corequisite/Prerequisite: TCC 101

(THTR) Theatre

THTR 106 (THTR 1013) - Introduction to Theatre. Three credit hours. The course includes the entire process of producing a play, from the selection of script and auditions, publicity and ticket sales, through the production and strike.

THTR 111 (THTR 1113) - Theatre Appreciation. Three credit hours. For nonmajors. Basic theories of performance arts as applied to theatre and film. Includes application through discussion of acting, audiences, stagecraft, scenic and costume design, and dramatic criticism.

THTR 121 - Beginning Acting. Three credit hours. Techniques, principles of stage movements, and basic problems common to all actors.

THTR 206 - Rehearsal and Performance. One credit hour. Substantial participation in theatre productions through practical experience in performance assignments.

THTR 212 - Theatrical Makeup. Two credit hours. Theory and practice of makeup design and application for the stage, motion picture and television. Makeup supplies required.

THTR 221 - Intermediate Acting. Three credit hours. Development of voice, body, mind, and emotions. Practice in dramatic situations stressed. Prerequisite: THTR 121.

THTR 168/268 - Workshop in Theatre. One to nine credit hours. As announced. (Repeatable for credit.)

THTR 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

THTR 193/293 - Topics in Theatre. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(UAS) Unmanned Aerial Systems

UAS 101 - Introduction to Unmanned Aerial Systems Operations. Three credit hours. A survey of the wide variety of aerodynamic forms and propulsion systems for UAS, including fixed-wing, helicopter and multi-copter designs. The course includes discussion of the types of recreational and commercial applications for various configurations of UAS and the types of sensors and detectors used to accomplish aerial data collection.

UAS 102 - UAS Aerodynamics. Three credit hours. In addition to the fundamentals of aerodynamics for fixed wing and helicopter aircraft, the characteristics of small multi-rotor UAS will be examined in detail. Flight Control Systems for each category will be presented, including an understanding of energy management and conservation in fixed wing, single and multi-rotor designs. Finally, weight and balance considerations and calculations will be mastered.

UAS 103 - UAS Sensors. Three credit hours. The design, function and application of aerial sensors for UAS will be examined. The course will also examine the deployment and use of multiple sensor arrays, data collection, transmission and storage methods. Data analysis methods will be reviewed, including multi-sensor data fusion and computer analysis.

UAS 104 - Weather for UAS Operations. Three credit hours. A complete understanding of aviation weather for high and low altitude operations, including micrometeorology affecting small UAS. Accessing, interpreting and analyzing weather reports and charts will be practiced and evaluated. Practical mission planning with regard to existing and forecast weather will be presented and practiced.

UAS 105 - Airspace and Navigation for UAS. Four credit hours. Various classes of airspace in the NAS will be identified. Airspace subject to Air Traffic Control and the associated limitations and restrictions on UAS operations will be identified. The course will examine the use of navigation charts, GPS, INS and emerging independent navigation systems applicable to UAS operations. The use of manual and digital integration of environmental data into UAS navigation and control systems will also be covered. Flight planning considerations, such as loss of external navigation signal, onboard system failures, mid-mission re-routing methods of communication, both voice and digital, will be reviewed and practiced

UAS 107 - Collision Avoidance and Emergency Operations for UAS. Three credit hours. The due consideration of fixed obstacles, other UAS operations and a range of operations in the NAS will be considered. Preflight sight surveying will be presented. Tools for determining the height and distance of fixed obstacles will be taught. Emergency procedures by the operator as well as emergency features such as auto recovery inherent in UAS will be discussed and demonstrated. Prerequisites: Math 105

UAS 108 - Regulations & Flight Restrictions. Three credit hours. A complete review of FAR Part 107 and related FAR's governing UAS operators and operations will be reviewed and tested. In addition, a survey of other government bodies that have oversight responsibilities related to UAS will be examined. Federal and state laws relating to property rights, personal privacy and data protection will also be presented.

UAS 109 - Judgement/CRM/Drugs and Alcohol. Three credit hours. This course will integrate the use of all previously mastered information to examine the forming of operational decisions as to the safety, commercial efficacy and ethical use of UAS. The effective use of additional crew such as sensor operators and visual observers will be considered in the CRM lessons. Fitness to fly and the prohibitions on the use of drugs, including prescription medicines, and alcohol will be discussed.

UAS 200 - Flight Experience. One to six credit hours. Sufficient flight experience shall be gained to ensure a thorough knowledge of specific UAS operations. Proficiency will be demonstrated in at least the following operations: Preflight determination of airworthiness, suitability of the flight area, take-off, hovering (station holding) flying a predetermined track to the required accuracy, obstacle avoidance, use of GPS or alternate method of navigation, managing in-flight emergencies, and landing. All flights to be conducted in accordance with the applicable FAR's and other laws and regulations. (Repeatable for credit)

(UNIV) University Studies

UNIV 101 – Principles of Student Success. Three credit hours. This course is designed to assist first-year students in their transition from high school, home, or the workplace to college. This course helps students understand the demands of college life and develop the eight principles needed to meet those demands. Students will be provided with the tools necessary to take personal responsibility for their success with a focus on the empowerment of wise choice.

UNIV 104 – Health, Hygiene, and Citizenship. One credit hour. This course covers the progression of personal responsibility, family relationships, and the duty of a citizen of a democratic community.

UNIV 106 - Life Skills: Work. One credit hour. Introduction to job search skills and activities related to successfully entering the workforce. Topics include resume writing, application process, interviewing skills, work ethics, and cover letters.

UNIV 107 - Life Skills: Personal Finance. One credit hour. Introduction to personal finance and activities related to successful money management. Topics include: credit, budgeting, savings and checking account management.

UNIV 108 - Life Skills: Choices. One credit hour. Introduction to life skills and activities relating to understanding yourself and others in today's society. Topics include anger management, conflict resolution, problem-solving, decision making, time management, and understanding our emotions.

UNIV 120 - Life Skills: Conflict Resolution. Three credit hours. This course provides students with tools for self-regulation in conflict situations both personally and interpersonally and includes the workplace. It encourages self-discovery and responsibility when dealing with conflict situations. Course emphasis: conflict tactics, problem-solving exercises, styles of communication, body language, positive choices, and effective responses to anger and criticism. Also included will be guided identification and practice of effective versus ineffective social skills in the workplace. May be repeated for credit.

UNIV 168/268 - Workshop in University Studies. One to nine credit hours. As announced. (Repeatable for credit.)

UNIV 188/288 - Service Learning. One credit hour. This course may be offered in conjunction with another course. The course is a community or service-based practicum. Consent of instructor required. UNIV 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

UNIV 193/293 - Topics in University Studies. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(WELD) Welding Technology

WELD 110 - Introduction to Welding. Four credit hours. Provides an introduction and orientation to the welding industry and the various cutting processes used. The course provides an in-depth study of welding hazards and discusses material data sheets along with common safety procedures. Weld joints and weld positions are studied. Students learn the proper names of the parts of a weld and are able to identify good welds and point out defects in bad welds. Students learn basic metal identification and metallurgy. Students learn the names of common metal shapes. The course covers weld and metal-testing techniques used in the industry along with a discussion of welding certification, job opportunities, business opportunities and state and contractor licensing requirements.

WELD 115 - Print Reading. Three credit hours. Provides students with the knowledge to read and interpret blueprints and welding symbols and transfer this knowledge to the workplace with layout tools and measuring instruments.

WELD 118 - Basic Metallurgy and Weld Testing Applications. Three credit hours. This course is designed to give students a basic understanding of metal science and its relation to testing and design. The course will cover mechanical and chemical properties crucial to any person dealing with metals as a profession. Students will also learn to interpret welding procedure qualifications and specifications based upon American Welding Society standards. Prerequisites: WELD 110, WELD 115, and MATH 105.

WELD 125 - Gas Metal Arc/Flux Core. Four credit hours. Provides students with the basic theory of the MIG and Flux Core welding processes along with safety requirements. Acquaints students with the various types of MIG gasses and machine settings that are used to change from one type of metal transfer to another. Students study the electrode classification system. Students will weld a variety of metal types and thicknesses with the MIG, Flux core, and self-shielded wire. Welding will be done in all positions. Along with practice exercises, students must participate in shop projects.

WELD 131 - Beginning Arc Welding I. Three credit hours. Provides students with the basic techniques of arc welding. Includes electrode classification and welding nomenclature. Teaches the necessary metallurgy for these procedures and emphasizes the safety requirements of these techniques. Students will weld common joints in all positions using a variety of different steel thicknesses and electrodes. Welding skill will be developed through the use of practice welding along with shop projects.

WELD 132 - Beginning Arc Welding II. Three credit hours. A continuation of WELD 131.

WELD 135 - Gas Tungsten Arc. Four credit hours. Provides knowledge of the principles, terminology, gases, electrodes, and polarities used in Gas Tungsten Arc Welding along with proper safety. Welding in all positions on a variety of metal thicknesses, shapes, and types. Welding skills are applied toward shop projects.

WELD 168/268 - Workshop in Welding. One to nine credit hours. As announced. (Repeatable for credit.)

WELD 193/293 - Special Topics in Welding. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

WELD 201 - Practical Applications. Three credit hours. Provides welding students additional opportunities to work in the lab. Assigned projects, approved by the instructor, will allow students to enhance current skills while learning new skills. Prerequisite: Consent of instructor.

WELD 210 - Intermediate Arc/Cutting. Three credit hours. Continuation of WELD 132 with a strong emphasis on WELD testing, testing procedures, and code welding. Certification in the vertical and overhead position is expected. Arc metal cutting procedures such as Advanced OFC, CAC-A, and PAC will also be covered. Along with practice exercises, students must participate in shop projects. Prerequisites: WELD 125, WELD 131, WELD 132, and WELD 135.

WELD 218 - Industrial Welding. Six credit hours. Provides students with the basic techniques of arc welding, MIG welding, TIG welding, and proper safety.

WELD 221 - Advanced Arc/Pipe I. Three credit hours. Pipe welding theory, terminology and procedures will be studied. Students will weld carbon steel pipe according to the API, ASME, and AWS codes with emphasis on welder qualification. Pre/Corequisite: WELD 210.

WELD 222 - Advanced Arc/Pipe II. Three credit hours. A continuation of WELD 221. Pre/Corequisite: WELD 221.

WELD 232 - Pipefitting for Welders. Four credit hours. Overviews the fabrication of piping systems used in real life mechanical and facility applications. Students will build and test pipeline from blueprints using a variety of fittings and offsets. Prerequisites: WELD 221, WELD 222 or consent of instructor.

WELD 233 -Welding Fabrication. Three credit hours. This course is designed to give students a basic knowledge of the fabrication process. This course will cover areas of customer interaction, print reading, sketching, job estimation, manufacturing of parts, assembly, welding and finishing. Students will gain knowledge in the operation and safety practices of equipment used in fabrication, project tolerance, meeting deadlines as well as critical thinking skills. Prerequisites: WELD 110, 115, 118, 125, 131, 132 and 135

WELD 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisites: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

WELD 294 - Co-op/Internship Training. Four credit hours. Practical applications in a welding industry/work environment only offered during the summer session. Prerequisites: WELD 110, 118, 115, 125, 131, 132, 135, 210, 221, and 222, or consent of instructor.

SPECIAL SERVICES PROGRAM

The Special Services Program provides an important component in the comprehensive community college mission of ENMU-Roswell by providing specialized certificate programs in Food Service, Office Skills, Child Care Attendant, Building Maintenance, Auto Mechanics, Veterinary Assistant, Stocking and Merchandising, Animal Healthcare, and Special Topics.

The programs are designed for students who have disabilities, but who, with occupational training, are able to obtain entry-level positions in competitive employment. Class sizes are small, and emphasis is on the completion of the skills necessary for employment.

Neither a high school diploma nor the placement test is required (unless the student is applying for financial aid, in which case both documents are required). You must be accepted to the University before you can apply to this program. However, admission into ENMU-Roswell does not ensure admission into the Special Services Occupational Training program.

Entrance Requirements for the Special Services Occupational Training Program

The following criteria and/or documentation will be used to help determine acceptance into the program:

1. Most recent Individualized Education Plan and educational diagnostic report from high school. Candidates are also encouraged to submit a professional vocational assessment showing the student's abilities and skills in relation to the specific vocation of interest.
2. Complete documentation and full disclosure of medical/psychological/developmental disabilities.
3. Minimum 18 years of age.
4. Self-medicate with no assistance. The ability to follow directions from nurse, doctor, or pharmacy and manage medical and psychological issues appropriately and to take the appropriate medicine at the right time.
5. Independently awaken to an alarm. Attend classes and practicum regularly and on time.
6. Be able to independently utilize public transportation.
7. Maintain appropriate personal hygiene, dorm room, and laundry.
8. Demonstrate effective communication skills including the ability to read, write, process information, follow instructions from faculty and staff, and respond appropriately. Demonstrate appropriate social behavior including the ability to get along with peers and follow rules.
9. Meet minimum entrance requirements for the selected study discipline.
10. Current proof of negative tuberculosis testing and Tetanus, Diphtheria, and Pertussis (TDaP) immunization required if going into Child Care Attendant Program.
11. Student interview in person, by video chat, or phone.

All applications are reviewed by a four-member committee to determine admission into the Special Services Program.

Limited health services are available to students on campus and are provided by a certified family nurse practitioner. The nurse practitioner will diagnose and treat common illnesses. The student is responsible for the following within a 24-hour period:

- Transporting himself/herself to and from appointments and pharmacies in town.
- Obtaining and paying for prescription and recommended nonprescription treatment.
- Following recommended treatment plan as written.
- Self-administering medication.
- Notifying the office immediately of any change in medications.
- Presenting medical clearance and release reports to the office upon return to classes.

In the event a student needs to see a physician for more extensive medical treatment, it is the responsibility of the student (and the parent/guardian) to find additional services and ensure that the medical provider accepts their insurance. We encourage students to have a local primary care provider set up prior to the beginning of each semester.

In case of a major emergency, the staff at ENMU-Roswell will activate the emergency response (i.e., call 911 for an ambulance at the student's expense and notify parent/guardian). The staff of ENMU-Roswell will not always remain with the student during their medical care; the faculty and staff do not take responsibility for transporting students to and from medical appointments. Once the student arrives at the medical facility, the provider becomes responsible for the student's care.

With the exception of Special Topics, the occupational programs have been approved for Federal Financial Aid assistance. Potential students are encouraged to apply for Federal Financial Aid by completing the FAFSA, which can be obtained through the Financial Aid office. In addition, students are encouraged to apply through the Division of Vocational Rehabilitation (DVR) for possible financial assistance.

Students who complete all program requirements will receive a Certificate of Occupational Training (COT). The COT requires:

- A minimum of 50 credit hours for the first-year program (25 core 1 credit hours, and 25 vocational credit hours for each program);
- A minimum of 48 credit hours for the second-year program (23 core 2 credit hours and 25 vocational credit hours for each program);
- A minimum grade of "C" in all vocational courses, labs, and practicums/co-ops; and
- A 2.0 overall GPA.

ANIMAL HEALTHCARE**Animal Healthcare Core 1 COT***Certificate of Occupational Training*

The Animal Healthcare program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all of the requirements within the Core 1 and the technical requirements listed below. This COT is designed to assist employees in a veterinary clinic, pet store, zoo, or humane society setting.

CORE 1 Requirements	Credit Hours
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ACS 010	Recognizing Conflict.....	2
ACS 020	Conflict Management	2
HO 010	Community CPR	1
HO 030	Life Skills I.....	2
HO 031	Life Skills II.....	2
HO 032	Life Skills III.....	1
HO 091	Independent Living I	2
HO 091L	Independent Living Lab I.....	1
HO 092	Independent Living II	2
HO 092L	Independent Living Lab II.....	1
HO 093L	Independent Living Lab III.....	1
HO 095	Job Skills	2
HO 096	Basic Skills for Job Seekers.....	2
HPE 020	Standard First Aid.....	1
HPE 021	Adaptive Physical Education I	1
HPE 022	Adaptive Physical Education II	1
HPE 023	Adaptive Physical Education III	1

AND**Technical Requirements**

LAC 011	Animal Healthcare Program I.....	5
LAC 011L	Animal Healthcare Lab I.....	5
LAC 021	Animal Healthcare Program II.....	5
LAC 021L	Animal Healthcare Lab II	5
LAC 031	Animal Healthcare Program III	1

LAC 031L Animal Healthcare Lab III4

Total Hours Required for the Animal Healthcare Core 1 COT: 50

Animal Healthcare Core 2 COT

Certificate of Occupational Training

The Animal Healthcare program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all of the requirements within the Core 2 and the technical requirements listed below. This COT is designed to assist employees in a veterinary clinic, pet store, zoo, or humane society setting.

CORE OPTION 2

Credit Hours

ACS 030	Recognizing Conflict II.....	2
ACS 040	Conflict Management II	2
HO 040	Life Skills IV.....	2
HO 041	Life Skills V.....	2
HO 042	Life Skills VI.....	1
HO 099	Independent Living IV	2
HO 099L	Independent Living Lab IV.....	1
HO 094	Independent Living V	2
HO 094L	Independent Living Lab V.....	1
HO 095L	Independent Living Lab VI.....	1
HO 097	Job Skills II	2
HO 098	Basic Skills for Job Seekers II	2
HPE 031	Adaptive Physical Education IV	1
HPE 032	Adaptive Physical Education V	1
HPE 033	Adaptive Physical Education VI.....	1

AND

Technical Requirements

LAC 011	Animal Healthcare Program I	5
LAC 011L	Animal Healthcare Lab I.....	5
LAC 021	Animal Healthcare Program II.....	5
LAC 021L	Animal Healthcare Lab II	5
LAC 031	Animal Healthcare Program III	1
LAC 031L	Animal Healthcare Lab III	4

Total Hours Required for the Building Maintenance Core 2 COT: 48**AUTO MECHANICS****Auto Mechanics Core 1 COT***Certificate of Occupational Training*

The Auto Mechanics program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 1 and the technical requirements listed below. It is designed to prepare students for employment as mechanic's assistants.

Core 1 Requirements Credit Hours

ACS 010	Recognizing Conflict.....	2
ACS 020	Conflict Management	2
HO 010	Community CPR	1
HO 030	Life Skills I.....	2
HO 031	Life Skills II.....	2
HO 032	Life Skills III.....	1
HO 091	Independent Living I	2
HO 091L	Independent Living Lab I.....	1
HO 092	Independent Living II	2
HO 092L	Independent Living Lab II.....	1
HO 093L	Independent Living Lab III.....	1
HO 095	Job Skills	2
HO 096	Basic Skills for Job Seekers.....	2
HPE 020	Standard First Aid.....	1
HPE 021	Adaptive Physical Education I	1
HPE 022	Adaptive Physical Education II	1
HPE 023	Adaptive Physical Education III	1

AND**Technical Requirements**

AM 010	Overview of Auto Mechanics.....	1
AM 011	Overview of Auto Mechanics Lab	4
AM 020	Automotive Brake System/Wheel Alignment and Suspension	2
AM 021	Automotive Brake System/Wheel Alignment and Suspension Lab	8
AM 030	Electrical Systems/Engine Performance	2
AM 031	Electrical Systems/Engine Performance Lab.....	8

Total Hours Required for Auto Mechanics Core 1 COT: 50**Auto Mechanics Core 2 COT***Certificate of Occupational Training*

The Auto Mechanics program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 2 and the technical requirements listed below. It is designed to prepare students for employment as mechanic's assistants.

The Auto Mechanics Core 2 builds upon the Special Services Core 1 requirements. Students must successfully complete all requirements of the Special Services Core 1 prior to enrolling in the Special Services Core 2 program.

ACS 030	Recognizing Conflict II	2
ACS 040	Conflict Management II	2
HO 040	Life Skills IV.....	2
HO 041	Life Skills V.....	2
HO 042	Life Skills VI.....	1
HO 099	Independent Living IV	2
HO 099L	Independent Living Lab IV.....	1
HO 094	Independent Living V	2
HO 094L	Independent Living Lab V.....	1
HO 095L	Independent Living Lab VI.....	1
HO 097	Job Skills II	2
HO 098	Basic Skills for Job Seekers II	2
HPE 031	Adaptive Physical Education IV	1
HPE 032	Adaptive Physical Education V	1
HPE 033	Adaptive Physical Education VI	1

AND

Technical Requirements

AM 010	Overview of Auto Mechanics.....	1
AM 011	Overview of Auto Mechanics Lab	4
AM 020	Automotive Brake System/Wheel Alignment and Suspension	2
AM 021	Automotive Brake System/Wheel Alignment and Suspension Lab	8
AM 030	Electrical Systems/Engine Performance	2
AM 031	Electrical Systems/Engine Performance Lab.....	8

Total Hours Required for Auto Mechanics Core 2 COT: 48

BUILDING MAINTENANCE

Building Maintenance Core 1 COT

Certificate of Occupational Training

The Building Maintenance program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all of the requirements within the Core 1 and the technical requirements listed below. This COT is designed to train students to become knowledgeable in the building maintenance industry including safety practices in custodial applications.

CORE 1 Requirements		Credit Hours
ACS 010	Recognizing Conflict.....	2
ACS 020	Conflict Management	2
HO 010	Community CPR	1
HO 030	Life Skills I	2
HO 031	Life Skills II	2

HO 032	Life Skills III.....	1
HO 091	Independent Living I	2
HO 091L	Independent Living Lab I.....	1
HO 092	Independent Living II	2
HO 092L	Independent Living Lab II.....	1
HO 093L	Independent Living Lab III.....	1
HO 095	Job Skills	2
HO 096	Basic Skills for Job Seekers.....	2
HPE 020	Standard First Aid.....	1
HPE 021	Adaptive Physical Education I	1
HPE 022	Adaptive Physical Education II	1
HPE 023	Adaptive Physical Education III	1

AND

Technical Requirements

ST 010	Building Maintenance Program I	4
ST 011	Building Maintenance Practicum I.....	6
ST 020	Building Maintenance Program II	4
ST 021	Building Maintenance Practicum II.....	6
ST 030	Building Maintenance Program III	1

Total Hours Required for the Building Maintenance Core 1 COT: 50

Building Maintenance Core 2 COT

Certificate of Occupational Training

The Building Maintenance program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all of the requirements within the Core 2 and the technical requirements listed below. This COT is designed to train students to become knowledgeable in the building maintenance industry including safety practices in custodial applications.

CORE OPTION 2

Credit Hours

ACS 030	Recognizing Conflict II	2
ACS 040	Conflict Management II	2
HO 040	Life Skills IV.....	2
HO 041	Life Skills V.....	2
HO 042	Life Skills VI.....	1
HO 099	Independent Living IV	2
HO 099L	Independent Living Lab IV.....	1
HO 094	Independent Living V	2
HO 094L	Independent Living Lab V.....	1
HO 095L	Independent Living Lab VI.....	1
HO 097	Job Skills II	2
HO 098	Basic Skills for Job Seekers II	2
HPE 031	Adaptive Physical Education IV	1
HPE 032	Adaptive Physical Education V	1
HPE 033	Adaptive Physical Education VI.....	1

AND

Technical Requirements

ST 010	Building Maintenance Program I	4
ST 011	Building Maintenance Practicum I	6
ST 020	Building Maintenance Program II	4
ST 021	Building Maintenance Practicum II	6
ST 030	Building Maintenance Program III	1
ST 031	Building Maintenance Practicum III	4

Total Hours Required for the Building Maintenance Core 2 COT: 48

CHILD CARE ATTENDANT

Child Care Attendant Core 1 COT

Certificate of Occupational Training

The Child Care Attendant program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 1 and the technical requirements listed below. This COT is designed to prepare students for employment as a Childcare provider.

Core 1 Requirements Credit Hours

ACS 010	Recognizing Conflict	2
ACS 020	Conflict Management	2
HO 010	Community CPR	1
HO 030	Life Skills I	2
HO 031	Life Skills II	2
HO 032	Life Skills III	1
HO 091	Independent Living I	2
HO 091L	Independent Living Lab I	1
HO 092	Independent Living II	2
HO 092L	Independent Living Lab II	1
HO 093L	Independent Living Lab III	1
HO 095	Job Skills	2
HO 096	Basic Skills for Job Seekers	2
HPE 020	Standard First Aid	1
HPE 021	Adaptive Physical Education I	1
HPE 022	Adaptive Physical Education II	1
HPE 023	Adaptive Physical Education III	1

AND

Technical Requirements

CC 010	Child Care Attendant Program I	5
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CC 011	Child Care Attendant Practicum I	5
CC 020	Child Care Attendant Program II.....	5
CC 021	Child Care Attendant Practicum II	5
CC 030	Child Care Attendant Program III.....	2
CC 031	Child Care Attendant Practicum III	3

Total Hours Required for Child Care Attendant 1 COT: 50

Child Care Attendant Core 2 COT

Certificate of Occupational Training

The Child Care Attendant program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 2 and the technical requirements listed below. This COT is designed to prepare students for employment as a child care provider.

The Child Care Attendant Core 2 builds upon the Special Services Core 1 requirements. Students must successfully complete all requirements of the Special Services Core 1 prior to enrolling in the Special Services Core 2 program.

Core 2 Requirements		Credit Hours
ACS 030	Recognizing Conflict II.....	2
ACS 040	Conflict Management II	2
HO 040	Life Skills IV.....	2
HO 041	Life Skills V.....	2
HO 042	Life Skills VI.....	1
HO 099	Independent Living IV	2
HO 099L	Independent Living Lab IV.....	1
HO 094	Independent Living V	2
HO 094L	Independent Living Lab V.....	1
HO 095L	Independent Living Lab VI.....	1
HO 097	Job Skills II	2
HO 098	Basic Skills for Job Seekers II	2
HPE 031	Adaptive Physical Education IV	1
HPE 032	Adaptive Physical Education V	1
HPE 033	Adaptive Physical Education VI	1

AND

Technical Requirements

CC 010	Child Care Attendant Program I.....	5
CC 011	Child Care Attendant Practicum I	5
CC 020	Child Care Attendant Program II.....	5

CC 021	Child Care Attendant Practicum II	5
CC 030	Child Care Attendant Program III	2
CC 031	Child Care Attendant Practicum III	3

Total Hours Required for Child Care Attendant Core 2 COT: 48

FOOD SERVICE COT

Food Service Core 1 COT

Certificate of Occupational Training

The Food Service program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 1 and the technical requirements listed below. This program will provide basic food service training in safety, sanitation, and quality food preparation, serving, nutrition, dishwashing, grill and equipment use.

Core 1 Requirements		Credit Hours
ACS 010	Recognizing Conflict	2
ACS 020	Conflict Management	2
HO 010	Community CPR	1
HO 030	Life Skills I	2
HO 031	Life Skills II	2
HO 032	Life Skills III	1
HO 091	Independent Living I	2
HO 091L	Independent Living Lab I	1
HO 092	Independent Living II	2
HO 092L	Independent Living Lab II	1
HO 093L	Independent Living Lab III	1
HO 095	Job Skills	2
HO 096	Basic Skills for Job Seekers	2
HPE 020	Standard First Aid	1
HPE 021	Adaptive Physical Education I	1
HPE 022	Adaptive Physical Education II	1
HPE 023	Adaptive Physical Education III	1

AND

Technical Requirements

FDS 010	Food Services Program I	5
FDS 011	Food Services Practicum I	5
FDS 020	Food Services Program II	5
FDS 021	Food Services Practicum II	5
FDS 030	Food Services Program III	1
FDS 031	Food Services Practicum III	4

Total Hours Required for Food Service Core 1 COT: 50

Food Service Core 2 COT

Certificate of Occupational Training

The Food Service program is a three semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 1 and the technical requirement listed below. This

program will provide basic food service training in safety, sanitation, and quality food preparation, serving, nutrition, dishwashing, grill and equipment use.

The Food Service Core 2 builds upon the Special Services Core 1 requirements. Students must successfully complete all requirements of the Special Services Core 1 prior to enrolling in the Special Services Core 2 program.

Core 2 Requirements	Credit Hours
ACS 030 Recognizing Conflict II	2
ACS 040 Conflict Management II	2
HO 040 Life Skills IV.....	2
HO 041 Life Skills V.....	2
HO 042 Life Skills VI.....	1
HO 099 Independent Living IV	2
HO 099L Independent Living Lab IV.....	1
HO 094 Independent Living V	2
HO 094L Independent Living Lab V.....	1
HO 095L Independent Living Lab VI.....	1
HO 097 Job Skills II	2
HO 098 Basic Skills for Job Seekers II	2
HPE 031 Adaptive Physical Education IV	1
HPE 032 Adaptive Physical Education V.....	1
HPE 033 Adaptive Physical Education VI.....	1

AND

Technical Requirements

FDS 010 Food Services Program I	5
FDS 011 Food Services Practicum I	5
FDS 020 Food Services Program II	5
FDS 021 Food Services Practicum II	5
FDS 030 Food Services Program III	1
FDS 031 Food Services Practicum III	4

Total Hours Required Food Service Core 2 COT: 48

INDEPENDENT LIVING

Independent Living COA

Certificate of Achievement

Approval from the Special Services administration is required for a student to enroll in the Independent Living Certificate of Competition.

Core 1	Credit Hours
ACS 010 Recognizing Conflict.....	2
ACS 020 Conflict Management	2
HO 010 Community CPR	1
HO 030 Life Skills I.....	2
HO 031 Life Skills II	2
HO 032 Life Skills III.....	1

HO 091	Independent Living I	2
HO 091L	Independent Living Lab I	1
HO 092	Independent Living II	2
HO 092L	Independent Living Lab II	1
HO 093L	Independent Living Lab III	1
HO 095	Job Skills	2
HO 096	Basic Skills for Job Seekers.....	2
HPE 020	Standard First Aid.....	1
HPE 021	Adaptive Physical Education I	1
HPE 022	Adaptive Physical Education II	1
HPE 023	Adaptive Physical Education III	1

Total Hours Required for Certificate: 25

OFFICE SKILLS

Office Skills Core 1 COT

Certificate of Occupational Training

The Office Skills program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 1 and the technical requirements listed below. This COT is designed to train students to become assistants in an office setting.

Core 1 Requirements	Credit Hours
ACS 010-----Recognizing Conflict	2
ACS 020-----Conflict Management	2
HO 010-----Community CPR	1
HO 030-----Life Skills I	2
HO 031-----Life Skills II	2
HO 032-----Life Skills III.....	1
HO 091-----Independent Living I	2
HO 091L-----Independent Living Lab I	1
HO 092-----Independent Living II	2
HO 092L-----Independent Living Lab II	1
HO 093L-----Independent Living Lab III	1
HO 095-----Job Skills	2
HO 096-----Basic Skills for Job Seekers.....	2
HPE 020-----Standard First Aid.....	1
HPE 021-----Adaptive Physical Education I	1
HPE 022-----Adaptive Physical Education II	1
HPE 023-----Adaptive Physical Education III	1

AND

Technical Requirements

OS 010 -----Office Skills Program I	5
OS 011 -----Office Skills Practicum I	5
OS 020 -----Office Skills Program II	5
OS 021 -----Office Skills Practicum II	5
OS 030 -----Office Skills Program III	2
OS 031 -----Office Skills Program III	3

Total Hours Required for Office Skills Core 1 COT: 50

Office Skills Core 2 COT

Certificate of Occupational Training

The Office Skills program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 2 and the technical requirement listed below. This COT is designed to train students to become assistants in an office setting.

The Office Skills Core 2 builds upon the Special Services Core 1 requirements. Students must successfully complete all requirements of the Special Services Core 1 prior to enrolling in the Special Services Core 2 program.

Core 2 Requirements Credit Hours

ACS 030 -----Recognizing Conflict I	2
ACS 040 -----Conflict Management II	2
HO 040 -----Life Skills IV	2
HO 041 -----Life Skills V	2
HO 042 -----Life Skills VI	1
HO 099 -----Independent Living IV	2
HO 099L -----Independent Living Lab IV	1
HO 094 -----Independent Living V	2
HO 094L -----Independent Living Lab V	1
HO 095L -----Independent Living Lab VI	1
HO 097 -----Job Skills II	2
HO 098 -----Basic Skills for Job Seekers II	2
HPE 031 -----Adaptive Physical Education IV	1
HPE 032 -----Adaptive Physical Education V	1
HPE 033 -----Adaptive Physical Education VI	1

AND

Technical Requirements

OS 010 -----Office Skills Program I	5
OS 011 -----Office Skills Practicum I	5
OS 020 -----Office Skills Program II	5
OS 021 -----Office Skills Practicum II	5

OS 030 -----Office Skills Program III	2
OS 031 -----Office Skills Program III	3

Total Hours Required for Office Skills Core 2 COT: 48

SPECIAL TOPICS

Special Topics programs provide career training for students whose career needs are not within the Special Services program's traditional course offerings. This program may be repeated for credit. Special Topics program labs apply learned skills in a specific career to actual job sites.

Courses

ACS 011	Special Topics Program I	4
ACS 011L	Special Topics Lab I	6
ACS 021	Special Topics Program II	4
ACS 021L	Special Topics Lab II	6
ACS 031	Special Topics Program III	2
ACS 031L	Special Topics Lab III	3

STOCKING AND MERCHANDISING

Stocking and Merchandising Core 1 COT

Certificate of Occupational Training

The Stocking and Merchandising is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 1 and the technical requirements listed below. This COT is designed to train students to become retail, wholesale, and warehouse clerks.

Core 1 Requirements		Credit Hours
ACS 010	Recognizing Conflict	2
ACS 020	Conflict Management	2
HO 010	Community CPR	1
HO 030	Life Skills I	2
HO 031	Life Skills II	2
HO 032	Life Skills III	1
HO 091	Independent Living I	2
HO 091L	Independent Living Lab I	1
HO 092	Independent Living II	2
HO 092L	Independent Living Lab II	1
HO 093L	Independent Living Lab III	1
HO 095	Job Skills	2
HO 096	Basic Skills for Job Seekers	2
HPE 020	Standard First Aid	1
HPE 021	Adaptive Physical Education I	1
HPE 022	Adaptive Physical Education II	1
HPE 020	Standard First Aid	1
HPE 023	Adaptive Physical Education III	1

AND

Technical Requirements

STK 011	Stocking and Merchandising Program I	5
STK 011L	Stocking and Merchandising Practicum I.....	5
STK 021	Stocking and Merchandising Program II	5
STK 021L	Stocking and Merchandising Practicum II.....	5
STK 031	Stocking and Merchandising Program III	1
STK 031L	Stocking and Merchandising Practicum III.....	4

Total Hours Required for Stocking and Merchandising Core 1 COT: 50**Stocking and Merchandising Core 2 COT***Certificate of Occupational Training*

The Stocking and Merchandising is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 2 and the technical requirement listed below. This COT is designed to train students to become retail, wholesale, and warehouse clerks.

The Special Services Core 2 builds upon the Special Services Core 1 requirements. Students must successfully complete all requirements of the Special Services Core 1 prior to enrolling in the Special Services Core 2 program.

Core 2 Requirements

ACS 030	Recognizing Conflict II	2
ACS 040	Conflict Management II	2
HO 040	Life Skills IV.....	2
HO 041	Life Skills V.....	2
HO 042	Life Skills VI.....	1
HO 099	Independent Living IV	2
HO 099L	Independent Living Lab IV.....	1
HO 094	Independent Living V	2
HO 094L	Independent Living Lab V.....	1
HO 095L	Independent Living Lab VI.....	1
HO 097	Job Skills II	2
HO 098	Basic Skills for Job Seekers II	2
HPE 031	Adaptive Physical Education IV	1
HPE 032	Adaptive Physical Education V	1
HPE 033	Adaptive Physical Education VI.....	1

AND**Technical Requirements**

STK 011	Stocking and Merchandising Program I	5
STK 011L	Stocking and Merchandising Practicum I.....	5
STK 021	Stocking and Merchandising Program II	5
STK 021L	Stocking and Merchandising Practicum II.....	5
STK 031	Stocking and Merchandising Program III	1
STK 031L	Stocking and Merchandising Practicum III.....	4

Total Hours Required for Stocking and Merchandising Core 2 COT: 48**VETERINARY ASSISTANT****Veterinary Assistant Core 1 COT***Certificate of Occupational Training*

The Veterinary Assistant program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 1 and the technical requirements listed below. This COT is designed to train students to become an assistant to all employees in a veterinary clinic or hospital.

Core 1 Requirements	Credit Hours
ACS 010 Recognizing Conflict	2
ACS 020 Conflict Management	2
HO 010 Community CPR	1
HO 030 Life Skills I	2
HO 031 Life Skills II	2
HO 032 Life Skills III	1
HO 091 Independent Living I	2
HO 091L Independent Living Lab I	1
HO 092 Independent Living II	2
HO 092L Independent Living Lab II	1
HO 093L Independent Living Lab III	1
HO 095 Job Skills	2
HO 096 Basic Skills for Job Seekers	2
HPE 020 Standard First Aid	1
HPE 021 Adaptive Physical Education I	1
HPE 022 Adaptive Physical Education II	1
HPE 023 Adaptive Physical Education III	1

AND**Technical Requirements**

VA 010 Veterinary Assistant I	4
VA 010L Veterinary Assistant I Lab	6
VA 020 Veterinary Assistant II	4
VA 020L Veterinary Assistant II Lab	6
VA 030 Veterinary Assistant III	2
VA 030L Veterinary Assistant III Lab	3

Total Hours Required for Veterinary Assistant Core 1 COT: 50**Veterinary Assistant Core 2 COT***Certificate of Employability*

The Veterinary Assistant program is a three-semester program leading to a certificate of occupational training. Successful completion of this program includes all requirements within Core 2 and the technical requirements listed below. This COT is designed to train students to become an assistant to all employees in a veterinary clinic or hospital.

The Veterinary Assistant Core 2 builds upon the Special Services Core 1 requirements. Students must successfully complete all requirements of the Special Services Core 1 prior to enrolling in the Special Services Core 2 program.

Core 2 Requirements**Credit Hours**

ACS 030	Recognizing Conflict II.....	2
ACS 040	Conflict Management II	2
HO 040	Life Skills IV.....	2
HO 041	Life Skills V.....	2
HO 042	Life Skills VI.....	1
HO 099	Independent Living IV	2
HO 099L	Independent Living Lab IV.....	1
HO 094	Independent Living V	2
HO 094L	Independent Living Lab V.....	1
HO 095L	Independent Living Lab VI.....	1
HO 097	Job Skills II	2
HO 098	Basic Skills for Job Seekers II	2
HPE 031	Adaptive Physical Education IV	1
HPE 032	Adaptive Physical Education V.....	1
HPE 033	Adaptive Physical Education VI	1

AND**Technical Requirements**

VA 010	Veterinary Assistant I	4
VA 010L	Veterinary Assistant I Lab	6
VA 020	Veterinary Assistant II	4
VA 020L	Veterinary Assistant II Lab	6
VA 030	Veterinary Assistant III	2
VA 030L	Veterinary Assistant III Lab	3

Total Hours Required for Veterinary Assistant Core 2 COT: 48**SPECIAL SERVICES COURSE DESCRIPTIONS**

Lab and practicum courses will vary from 12 to 20 hours weekly depending on the individual program design.

(AM) Auto Mechanics

AM 020 - Automotive Brake System/Wheel Alignment and Suspension. Two credit hours. A study of the automobile brake system from the simple friction block brake to the modern anti-lock power braking system. Includes hand tool recognition and proper use, complete rebuilding of the brake system components including the hydraulic, brake drum and pads, disc brakes; and the removal of all components including hoses, cylinders, pads, steel lines, and springs. Study procedures to accomplish a complete four-wheel alignment and tire balance along with diagnosing and repair of steering and suspension are also covered. Corequisite: AM 021

AM 021 - Automotive Brake Systems/Wheel Alignment and Suspension Lab. Eight credit hours. Laboratory hands-on experience in auto brake systems, wheel alignment and suspension. Corequisite:

AM 030 - Electrical Systems/Engine Performance. Two credit hours. Instruction in dealing with the diagnosing and repair of automotive electrical systems. Includes battery, starting systems, lighting systems, gauges and warning devices, driver information systems, lighting systems, and horn and wiper/washer components. There is also instruction

and performance in diagnostic techniques to analyze and repair problems with engine ignition, fuel exhaust, and emission control systems so they operate within the manufacturer's guidelines to ensure efficiency. Corequisite: AM 031

AM 031 - Electrical Systems/Engine Performance Lab. Eight credit hours. Laboratory hands-on experience in electrical systems. Corequisite: AM 030.

AM 068 - Workshop in Auto Mechanics. One to nine credit hours. As announced. May be repeated for credit.

AM 093 - Topics in Auto Mechanics. One to nine credit hours. As announced. May be repeated for credit).

AM 010 - Overview of Auto Mechanics. One credit hour. A complete overview of all components of Auto Mechanics including brake systems, suspension and steering, electrical system, engine performance, and heating and air conditioning. Corequisite: AM 011

AM 011 - Overview of Auto Mechanics Lab. Four credit hours. Laboratory hands-on experience in an auto mechanics shop. Corequisite: AM 010

(ACS) Special Topics

ACS 011 - Special Topics Program I. Four credit hours. Designed to provide career training for students whose career needs are not within the Special Services Program's traditional course offerings. Possible career choices may include training in a variety of areas to meet the students' needs. Corequisite: ACS 011L

ACS 011L - Special Topics Lab I. Six credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in ACS 011. Corequisite: ACS 011

ACS 021 - Special Topics Program II. Four credit hours. Designed to provide career training for students whose career needs are not within the Special Services Program's traditional course offerings. Advanced training in a variety of areas to meet the students' needs. Corequisite: ACS 021L

ACS 021L - Special Topics Lab II. Six credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in ACS 021. Corequisite: ACS 021

ACS 031 - Special Topics Program III. One credit hour. Designed to provide further career training for students whose career needs are not within the Special Services Program's traditional course offerings. Corequisite: ACS 031L

ACS 031L - Special Topics Lab III. Four credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in ACS 031. Corequisite: ACS 031

ACS 068 - Workshop in Special Services. One to nine credit hours. As announced. May be repeated for credit

ACS 093 - Topics in Special Services. One to nine credit hours. As announced. May be repeated for credit.

(ACS) (HO) (HPE) Special Services Core Courses

ACS 010 - Recognizing Conflict. Two credit hours. The course focuses on understanding conflict and making appropriate personal choices in situations of conflict. Areas of instruction may include problem-solving, effective listening skills, self-control, criticism, peer pressure, and stress management.

ACS 020 - Conflict Management. Two credit hours. The course focuses on interacting with others in stressful or difficult situations. Topics may include communication; applying healthy versus unhealthy behaviors in the workplace and in social settings; strategies to address bullying/teasing; and developing positive relationships with others.

ACS 030 - Recognizing Conflict II. Two credit hours. The course is designed to build on ACS 010 by advancing skills and understanding of conflict, managing stress, controlling emotions, effective listening and communication techniques, researching stereotyping, rivalry, and harassment. Prerequisite: ASC 010.

ACS 040 - Conflict Management II. Two credit hours. The course is designed to build on ACS 020. Students will learn about communication and conflicts in personal relationships, understanding arguments, breakups, creative problem solving, team building, and healthy versus unhealthy behaviors in the workplace and in social settings. Prerequisite: ASC 020

HO 010 - Community CPR. One credit hour. Designed to train students to respond to respiratory and cardiac emergencies with lifesaving skills for the infant, child, or adult victim.

HO 030- Life Skills I. Two credit hours. Designed to assist students in acquiring various life skills in a residential setting. Topics include activities of daily living and self-care, building positive relationships, maintaining a clean and healthy living environment, and simple housekeeping duties.

HO 031- Life Skills II. Two credit hours. Designed to be a continuation of HO 030 while also implementing practical applications of residential living. Topics include food safety, developing interpersonal skills, maintaining household appliances, and participating in more complex household chores.

HO 032- Life Skills III. One credit hour. Designed to be a continuation of HO 031 while also focusing on emotional health, stress management, developing coping mechanisms, and transitioning from out of college.

HO 040- Life Skills IV. Two credit hours. Designed to assist students in acquiring various life skills in a residential setting. Topics include creating and maintaining an organized living environment, comparison shopping, clothing and appliance care, practical applications while on a budget, and personal accountability. Prerequisite: HO 030.

HO 041- Life Skills V. Two credit hours. Designed to be a continuation of HO 040 while also introducing concepts in food safety, participation and networking in local communities, understating civil rights and disability awareness. Prerequisite: 031.

HO 042- Life Skills VI. One credit hour. Designed to be a continuation of HO 041 while also introducing concepts in transitioning from college to local communities, apartment search, utility applications, voting registration, and other community outreach. Prerequisite: 032

HO 091- Independent Living I. Two credit hours. Designed to assist students in acquiring various skills to become more independent. Topics include personal hygiene, community access and safety, developing self-awareness and positive social skills, bullying and harassment, etiquette, and time management and self-advocacy. Corequisite: HO 091L.

HO 091L- Independent Living I Lab. One credit hour. Provides for practical application of independent living skills learned in HO 091. Will include activities to enhance independent living skills. Corequisite: HO 091.

HO 092- Independent Living II. Two credit hours. Designed to be a continuation of HO 091 while also introducing concepts in budgeting, bill paying, comparison shopping, meal preparation, nutrition, and fitness. Corequisite: HO 092L.

HO 092L- Independent Living II Lab. One credit hour. Provides for practical application of independent living skills learned in HO 092. Corequisite: HO 092.

HO 093L- Independent Living III Lab. One credit hour. Provides an opportunity for practical application of independent living skills pertaining to family responsibilities, including marriage and parenting. Topics also include the awareness of Americans with Disabilities Act, social security, and civil rights.

HO 099- Independent Living IV. Two credit hours. Designed to assist students in acquiring various skills to become more independent. Topics include setting and pursuing goals, time management, money management, banking, consumer safety, self-advocacy, self-esteem, and self-reflection. Corequisite: HO 099L. Prerequisite: 091

HO 099L- Independent Living IV Lab. One credit hour. The lab gives practical applications of adult daily living skills in an apartment setting and applying skills learned in HO 093. Topics will include relationship skills and responsible relationships. Corequisite: HO 099. Prerequisite: 091L.

HO 094- Independent Living V. Two credit hours. Designed to be a continuation of HO 093 while also introducing concepts in food safety, participation and networking in local communities, understating civil rights and disability awareness. Corequisite: HO 094L. Prerequisite: 092.

HO 094L- Independent Living V Lab. One credit hour. This class gives the opportunity for practical application of adult daily living in an apartment setting and skills learned in HO 094. Corequisite: HO 094. Prerequisite: 092L

HO 095L- Independent Living VI Lab. One credit hour. Provides an opportunity for practical application of adult living skills in an apartment setting and preparing for transitioning from college to independent living in the community. Topics exploring career paths, dating, family and marriage. Prerequisite: 093L.

HO 095 - Job Skills. Two credit hours. An in-depth study of behaviors necessary to retain employment and advance in the workplace. Topics covered may include employer expectations, workplace ethics, appropriate appearance, and proper social skills, including communication, self-control, cooperation, and workplace conduct.

HO 097 - Job Skills II. Two credit hours. Designed to build on HO 095 by advancing skills necessary to retain employment. Topics covered may include applying for promotions, how to lead other employees, understanding professional development and employer expectations, accept criticism and give appropriate responses to criticism, workplace ethics, appropriate appearance, and proper social skills, including communication, self-control, cooperation, and workplace etiquette. Prerequisite HO 095.

HO 096 - Basic Skills for Job Seekers. Two credit hours. An in-depth study of the basic skills of employment seeking and applying for employment. Topics may include job interviewing, resume writing, and productive search methods for various sources of employment.

HO 098 - Basic Skills for Job Seekers II. Two credit hours. Designed to build on HO 096 by intensive study of interview preparation, completing mock interviews, and public speaking. Topics may include electronic job applications, web-based application process, resume writing, portfolios, and productive search methods for various sources of employment. Prerequisite: HO 096.

HPE 020 - Standard First Aid. One credit hour. Designed to train students to administer aid to victims before emergency medical services arrive.

HPE 021 – Adaptive Physical Education I. One credit hour. Designed to introduce the student to the basic functions of the human body. Also, to increase the student's awareness and importance of physical activity to perform job tasks, decrease injury, illness, and disease. Weight training and line dancing components are adapted to student's physical abilities. Students will gain knowledge of human body systems including cells, tissues, organs, systems; the skeletal system; and the muscular system.

HPE 022 – Adaptive Physical Education II. One credit hour. This course is a continuation of HPE 021. Students will also gain knowledge of the human body systems including the digestive system; the circulatory system; the excretory system; and the reproductive system.

HPE 023 – Adaptive Physical Education III. One credit hour. This course is a continuation of HPE 022. Students will also gain knowledge of the human body systems including the nervous system and senses and the respiratory system.

HPE 031 – Adaptive Physical Education IV. One credit hour. Designed to assist the student to incorporate health, wellness, and recreational sports in everyday activities including independent leisure, social interactions, and utilizing community resources. Students will gain knowledge in the areas of stress management, personal accountability, self-awareness, and will explore various community activities. Prerequisite: HPE 021

HPE 032 – Adaptive Physical Education V. One credit hour. This course is a continuation of HPE 031. Students will also gain knowledge in personal accountability; self-awareness; self-advocacy; team sports and corporation. Students will explore a variety of physical activities which will be adapted to the student's physical abilities. Prerequisite: HPE 022

HPE 033 – Adaptive Physical Education VI. One credit hour. This course is a continuation of HPE 032. Students will also gain knowledge in independent leisure; will utilize community resources and will explore a variety of community activities involving sports and recreation. Prerequisite: HPE 023

(CC) Child Care

CC 010 – Child Care Attendant Program I. Five credit hours. Designed to train students in basic child care principles applicable to daycare settings with an emphasis on childhood illness, accidents, and emergencies. Areas of focus are physical, emotional, and intellectual development of newborns and toddlers. Topics include environmental health and responding to emergencies. Corequisite: CC 011

CC 011 – Child Care Attendant I. Five credit hours. Fieldwork sites with hands-on experience providing the student with opportunities to apply skills learned in CC 010. Corequisite: CC 010

CC 020 – Child Care Attendant Program II. Five credit hours. Designed to be a continuation of CC 010 and train students in physical, emotional, and intellectual development of children one to five years of age. Special emphasis will be on curriculum development, students with special needs, child abuse, and parenting. Corequisite: CC 021

CC 021 – Child Care Attendant I. Five credit hours. Fieldwork sites with hands-on experience providing the student with opportunities to apply skills learned in CC 010. Corequisite: CC 020

CC 030 – Child Care Attendant Program III. Two credit hours. Designed to be a continuation of CC 020 and focuses on feeding infants and nutrition in school-aged children, including food safety and ways to involve the young child in food preparation. Special emphasis on childcare careers and learning centers. Corequisite: CC 031

CC 031 – Child Care Attendant I. Three credit hours. Fieldwork sites with hands-on experience providing the student with opportunities to apply skills learned in CC 010. Corequisite: CC 030

CC 068 - Workshop in Child Care. One to nine credit hours. As announced. (May be repeated for credit).

CC 093 - Topics in Child Care. One to nine credit hours. As announced. (May be repeated for credit).

(LAC) Animal Healthcare

LAC 011- Animal Healthcare Program I. Five credit hours. Designed to train students in the basic animal healthcare principles that are applicable to animal healthcare settings. Areas of focus are the study of small and large domestic and exotic animals, procedures and methods used in animal husbandry, proper animal restraint, animal nutrition, recognition of animal health concerns, basic grooming and hygiene-related procedures, cage and kennel sanitation, maintenance of facility grounds, and management of outpatient appointments, and performance of office reception duties. Corequisite: LAC 011L

LAC 011L- Animal Healthcare Lab I. Five credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in LAC 011. Corequisite: LAC 011

LAC 021- Animal Healthcare Program II. Five credit hours. Designed to be a continuation of LAC 011 and train students in intermediate grooming and bathing techniques, anatomy and terminology, interventions to increase husbandry results, recognizing abnormal animal health conditions, interventions and modalities used in understanding disease control, identifying parasites, and receiving and transferring of animals. Corequisite: LAC 021L

LAC 021L- Animal Healthcare Lab II. Five credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in LAC 021 Corequisite: LAC 021

LAC-031- Animal Healthcare Program III. One credit hour. Designed to be a continuation of LAC 021 and train students in understanding breeding behavior, universal precautions and observing sterile fields, the terminology used in the animal career field, recognizing parasite infestations, common diseases and health concerns found in domestic and captive animals, and advanced grooming and bathing applications. Corequisite: LAC 031L

LAC 031L- Animal Healthcare Lab III. Four credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in LAC. Corequisite: LAC 031

LAC 068 - Workshop in Animal Healthcare. One to nine credit hours. As announced. (May be repeated for credit).

LAC 093 - Topics in Animal Healthcare. One to nine credit hours. As announced. (May be repeated for credit).

(OS) Office Skills

OS 010 - Office Skills Program I. Five credit hours. Designed to train the student in basic office skills and principles applicable to a business office setting. Includes instruction in telephone etiquette; message taking; writing basic personal and business correspondence; greeting and directing visitors and clients, and using and maintaining different filing systems; an introduction to keyboarding and proper proofreading skills. Corequisite: OS 011

OS 011 - Office Skills Practicum I. Five credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in OS 010. Corequisite: OS 010.

OS 020- Office Skills Program II. Five credit hours. Designed to train students in alphabetizing and indexing and basic personal computer operation; additional training in keyboarding to learn to prepare business and personal documents and flyers with a word processor. Accuracy and formatting will be emphasized in producing business documents, forms, and other pertinent written communication. Corequisite: OS 021

OS 021 - Office Skills Practicum II. Five credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in OS 020. Corequisite: OS 020.

OS 030- Office Skills Program III. Two credit hours. Designed to further develop the student's personal computing skills through a basic introduction to Microsoft PowerPoint and Microsoft Excel. Corequisite: OS 031

OS 031 - Office Skills Practicum III. Three credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in OS 030. Corequisite: OS 030.

OS 068 - Workshop in Office Skills. One to nine credit hours. As announced. May be repeated for credit.

OS 093 - Topics in Office Skills. One to nine credit hours. As announced. May be repeated for credit.

(FDS) Food Service

FDS 010- Food Service Program I. Five credit hours. Designed to prepare students in proper food service, food safety and handling, cross-contamination, cleaning and sanitization, kitchen safety, food service operations and day-to-day responsibilities, personal hygiene in the workplace, introduction to knife skills, and the flow of food. Corequisite: FDS 011

FDS 011 - Food Service Practicum/Co-op I. Five credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in FDS 010 Corequisite: FDS 010

FDS 020- Food Service Program II. Five credit hours. Designed to be a continuation of FDS 010 and train students in more advanced knife skills and the flow of food; food safety regulations and standards; integrated pest management; the use and care of utensils and equipment; customer service; and following basic recipes. Corequisite: FDS 021

FDS 021 - Food Service Practicum/Co-op II. Five credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in FDS 020. Corequisite: FDS 020

FDS 030- Food Service Program III. One credit hour. Designed to be a continuation of FDS 020 and will prepare the student to take the ServSafe National Restaurant Association Test. Corequisite: FDS 031

FDS 031 - Food Service Practicum/Co-op III. Four credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in FDS 030. Corequisite: FDS 030

FDS 068 - Workshop in Food Service. One to nine credit hours. As announced. May be repeated for credit.

FDS 093 - Topics in Food Service. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(ST) Building Maintenance

ST 010- Building Maintenance Program I. Four credit hours. Designed to train students to work in the building maintenance industry. Areas of focus include knowledge of custodial chemical measuring, mixing, and safety while demonstrating knowledge and use of general practices in custodial applications. Corequisite: ST 011

ST 011- Building Maintenance Practicum I. Six credit hours. Fieldwork sites with hands-on experience providing the student with opportunities to apply skills learned in ST 010. Corequisite: ST 010

ST 020- Building Maintenance Program II. Four credit hours. A continuation of ST 010 to further develop skills necessary to obtain employment within the building maintenance industry including proper floor maintenance and machinery to maintain a variety of floor surfaces including carpet, hardwood, vinyl, and tile. Corequisite: ST 021

ST 021- Building Maintenance Practicum I. Six credit hours. Fieldwork sites with hands-on experience providing the student with opportunities to apply skills learned in ST 020. Corequisite: ST 020

ST 030- Building Maintenance Program III. One credit hour. A continuation of ST 020 designed to provide students with a more in-depth knowledge of the building maintenance industry. Instruction includes cleaning and maintaining walls with a variety of surfaces including painted, tiled, papered, and plastered. Maintaining restrooms using proper cleaning and disinfection techniques. Cleaning offices and classrooms to make rooms hygienic and attractive, and monitoring general building maintenance and replenish cleaning supplies when needed. Corequisite: ST 031

ST 031- Building Maintenance Practicum III. Four credit hours. Fieldwork sites with hands-on experience providing the student with opportunities to apply skills learned in ST 030. Corequisite: ST 030

ST 068 - Workshop in Building Maintenance. One to nine credit hours. As announced. (May be repeated for credit).

ST 093 - Topics in Building Maintenance. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(STK) Stocking and Merchandising

STK 011- Stocking and Merchandising Program I. Five credit hours. Designed to prepare students to stock shelves, racks, bins, and tables with new merchandise; clean display cases and aisles; and learn the basics of shipping and receiving. Corequisite: STK 011L

STK 011L - Stocking and Merchandising Practicum I. Five credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in STK 011. Corequisite: STK 011.

STK 021- Stocking and Merchandising Program II. Five credit hours. Designed to be a continuation of STK 011 and prepare students to receive, open, unpack, and issue sales to floor merchandise; answer customer's questions about merchandise and advise customers on merchandise selection; pack customer purchases in bags or cartons; transport packages to customer's vehicles. Corequisite: STK 021L

STK 021L - Stocking and Merchandising Practicum II. Five credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in ST 021. Corequisite: ST 021.

STK 031- Stocking and Merchandising Program III. One credit hour. Designed to be a continuation of STK 021 and prepare students to itemize and calculate customer merchandise selection at checkout counter using a cash register; accept cash or credit card for purchase; take inventory or examine merchandise to identify items to be reordered; compare merchandise invoices to items actually received to ensure that shipments are correct. Corequisite: STK 031L

STK 031L - Stocking and Merchandising Practicum III. Four credit hours. Laboratory and fieldwork sites with hands-on experience providing the student with the opportunity to apply skills learned in STK 031. Corequisite: STK 031.

STK 068 - Workshop in Stocking and Merchandising. One to nine credit hours. As announced. May be repeated for credit

STK 093 - Topics in Stocking and Merchandising. One to nine credit hours. As announced. May be repeated for credit.

(VA) Veterinary Assistant

VA 010 - Veterinary Assistant I. Four credit hours. An introduction to the study of large and small animals and the procedures used in caring for them including restraining, haltering, grooming, feeding, bathing, and surgical preparation. Corequisite: VA 010L

VA 010L - Veterinary Assistant I Lab. Six credit hours. Laboratory and fieldwork sites with hands-on experience where students are given the opportunity to work with individual animals and apply the skills they have learned in the classroom environment. Corequisite: VA 010.

VA 020 - Veterinary Assistant II. Four credit hours. Topics will include assisting the veterinarian in the surgery room, using appropriate techniques for opening surgical packs, sutures, gloves, and gowns; cleaning and packing surgical instruments; applying wound dressings; taking vital signs; and developing further knowledge of the terminology used in the veterinary field. Corequisite: VA 020L.

VA 020L - Veterinary Assistant II Lab. Six credit hours. Laboratory and fieldwork sites with hands-on experience where students are given the opportunity to apply the skills learned in VA 020. Corequisite: VA 020.

VA 030 - Veterinary Assistant III. Two credit hours. Topics will include assistance to the veterinarian in hospital maintenance procedures; demonstration of techniques used for patient radiology and ultrasonography; development of x-ray film; and performance of laboratory procedures. Corequisite: VA 030L.

VA 030L - Veterinary Assistant III Lab. Three credit hours. Laboratory and fieldwork sites with hands-on experience where students are given the opportunity to apply the skills learned in VA 030. Corequisite: VA 030.

VA 068 - Workshop in Veterinary Assistant. One to nine credit hours. As announced. May be repeated for credit.

VA 093 - Topics in Veterinary Assistant. One to nine credit hours. As announced. May be repeated for credit.

ENMU-R/NM Youth ChalleNGe Academy CERTIFICATE PROGRAMS

ENMU-Roswell/New Mexico Youth ChalleNGe Academy Certificate Programs

The ENMU-Roswell / New Mexico Youth ChalleNGe certificate programs enables authorized students enrolled in the program an opportunity to achieve a certificate in a field of their choosing. Each listed program includes technical training in a selected specialty as well as training in leadership, CPR, and the OSHA 10-Hour Card for General Industry (upon successful completion). Certificates and training offered are highly sought after in the industry, and students completing the courses will find the skills developed essential to their career progression.

Entrance Requirements for the ENMU-Roswell / New Mexico Youth ChalleNGe Academy Certificate Programs

The New Mexico Youth ChalleNGe Academy (located in Roswell, New Mexico) is a 17½-month program designed to reach the population of "at risk" youth before they become a permanent fixture in juvenile systems, adult prisons, or the welfare system.

The initial program consists of a 5½-month residential phase where cadets learn self-discipline, leadership, and responsibility while working to obtain a high school general equivalency diploma (GED). Participants live and work in a structured and disciplined quasi-military environment, which encourages teamwork and personal growth. The second phase of the program is a 12-month, post-residential phase. During the post-residential phase, students are assisted by mentors from their home communities and NMYCA case managers, as they return home and continue their education or enter the workforce.

Applicants must be a U.S. citizen or legal resident, resident of New Mexico, 16 to 18 years of age, free from drugs, have no felony convictions, and, most importantly, have a desire to complete the program. This is a voluntary program.

The New Mexico Youth ChalleNGe Academy encourages teamwork, personal growth, and development through the Eight Core Components.

Eligibility criteria to enter New Mexico Youth ChalleNGe Academy are:

- Applicants must be between the ages of 16-18;
- A citizen or legal resident of the United States and resident of New Mexico;
- Not currently attending school or at risk of dropping out of school;
- Drug-Free;
- Mentally and physically capable of participating in a strict 22-week Residential Program;
- Cannot currently be on or have been on probation for felony crimes;
- Voluntarily applying for enrollment.

Only those students currently admitted into the New Mexico Youth ChalleNGe Academy can enroll in ENMU-Roswell / New Mexico Youth ChalleNGe Academy certificate programs.

NMYCA Training Program - Automotive Brakes

Certificate of Employability

The Automotive Brakes certificate is designed to equip students with the necessary knowledge needed to work in an automotive repair shop on brakes. The technical portion of the course establishes essential proficiencies and couples them with other aspects of safety, leadership, and training to help ensure that the student has the tools needed to be successful in their career choice.

Program Requirements

Credit Hours

AT 112	Automotive Brakes.....	6
CTE 230	Developing Leadership in Supervision	2
SET 115	Workplace Safety for Employees	1
HPE	Health and Physical Education Electives (must choose 7 credits from any HPE activity course)	7
Total Hours Required for Automotive Brakes:		16

NMYCA Training Program - Construction Trades

Certificate of Employability

The Construction Trades certificate uses proficiency training to help the student be successful while working in the construction industry. Students experience hands-on applications of building and repair functions. The technical portion of the course establishes essential proficiencies and couples them with other aspects of safety, leadership, and training to help ensure that the student has the tools needed to be successful in their career choice.

Program Requirements		Credit Hours
IET 106	Residential Construction I	4
IET 107	Basic Plumbing	4
CTE 230	Developing Leadership in Supervision	2
SET 115	Workplace Safety for Employees	1
HPE	Health and Physical Education Electives (must choose 7 credits from any HPE activity course)	7
Total Hours Required for Construction Trades:		18

NMYCA Training Program - Emergency Responder

Certificate of Employability

The Emergency Responder certificate allows students to become familiar with what it takes to become an emergency responder. This course of study will serve as an introduction for students wishing to enter the fire service or other public safety positions. Students who successfully complete this course are eligible to challenge the National Registry of EMT's certification exam.

Program Requirements		Credit Hours
EMS 105	Emergency Medical Responder	5
FIRE 152	Fire Behavior and Combustion	3
FIRE 158	Principles of Emergency Services.....	3
CTE 230	Developing Leadership in Supervision	2
EMS 101	BLS/Clinical Preparation.....	1
HPE	Health and Physical Education Electives (must choose 7 credits from any HPE activity course)	7
Total Hours Required for Emergency Medical Services:		20

NMYCA Training Program – Emergency Medical Technician

Certificate of Employability

This program of study provides a solid introduction to the field of pre-hospital emergency medical care. Emphasis is placed on recognition and basic life support treatment of emergency medical and traumatic conditions. After successful completion of the course, the graduate is eligible to challenge the National Registry of EMT's Exam and apply for licensure. Students enrolling in this program of study must be at least 17 years of age.

Program Requirements		Credit Hours
EMS 111	EMT	12
EMS 111L	EMT Practicum	2
CTE 230	Developing Leadership in Supervision	2
EMS 101	BLS/Clinical Preparation	1
HPE	Health and Physical Education electives (must choose 7 credits from any HPE activity course)	7
Total Hours Required for Health Care Clerk:		24

NMYCA Training Program – Health Care Clerk

Certificate of Employability

The Health Care Clerk certificate prepares individuals to perform routine administrative and reception duties within a hospital or other healthcare facility. It includes instruction in receiving and directing patients and visitors, preparing patient forms, entering patient data, scheduling patient appointments and procedures. Medical terminology, medical law and ethics, and interpersonal skills are also included in this program.

Program Requirements		Credit Hours
MDST 102	Medical Terminology	3
MDST 104	Administrative Medical Skills I	2
MDST 104L	Administrative Medical Skills Lab	1
MDST 106	Professional Development.....	2
MDST118	Current Issues in Allied Health.....	2
CTE 230	Developing Leadership in Supervision	2
EMS 101	BLS/Clinical Preparation	1
HPE	Health and Physical Education electives (must choose 7 credits from any HPE activity course)	7
Total Hours Required for Health Care Clerk:		20

NMYCA Training Program - Media Arts

Certificate of Employability

The Media Arts certificate establishes the skills needed to effectively utilize graphic design software in a design or creative function. Students are taught elements of design, composition, and balance as it applies to photography and computer-generated illustrations. The technical portion of the course establishes essential proficiencies and couples them with other aspects of safety, leadership, and training to help ensure that the student has the tools needed to be successful in their career choice.

Program Requirements		Credit Hours
MA 112	Graphic Design: Photoshop.....	4
MA 114	Graphic Design: Computer Illustration	4
CTE 230	Developing Leadership in Supervision	2
SET 115	Workplace Safety for Employees.....	1
HPE	Health and Physical Education Electives (must choose 7 credits from any HPE activity course)	7
Total Hours Required for Media Arts:		18

NMYCA Training Program - Nursing Assisting

Certificate of Employability

The Nursing Assisting certificate allows students to experience what it takes to be successful in the medical or healthcare profession. Students experience hands-on training while building their skill sets in this much-needed profession. Nursing assistants are a part of the healthcare team whose purpose is to care for people who are ill or have impaired self-care capabilities. They may work in hospitals, nursing homes, or homes under the supervision of a professional nurse in carrying out patient care assignments. The technical portion of the course establishes essential proficiencies and couples them with other aspects of safety, leadership, and training to help ensure that the student has the tools needed to be successful in their career choice.

Program Requirements		Credit Hours
NA 111	Nursing Assisting.....	2
NA 111L	Nursing Assisting W/Lab	3
MDST 102	Medical Terminology	3
CTE 230	Developing Leadership in Supervision	2\
EMS 101	BLS/Clinical Preparation.....	1
HPE	Health and Physical Education Electives (must choose 7 credits from any HPE activity course)	7
Total Hours Required for Nursing Assisting:		16

NMYCA Training Program - Phlebotomy

Certificate of Employability

Program Requirements		Credit Hours
MDST 102	Medical Terminology	3
MDST 106	Professional Development.....	2
PBE 113	Introduction to Phlebotomy	3
PBE 113L	Introduction to Phlebotomy Lab.....	1
CTE 230	Developing Leadership in Supervision	2
EMS 101	BLS/Clinical Preparation.....	1
HPE	Health and Physical Education electives (must choose	

7 credits from any HPE activity course)	7
Total Hours Required for Phlebotomy:	19

NMYCA Training Program - Welding

Certificate of Employability

The Welding certificate introduces students to the skills needed to perform as a welder or welding assistant in an industrial shop or construction setting. The technical portion of the course establishes essential proficiencies and couples them with other aspects of safety, leadership, and training to help 10

Program Requirements		Credit Hours
WELD 110	Intro to Welding.....	4
WELD 131	Beginning Arc I	4
CTE 230	Developing Leadership in Supervision	2
SET 115	Workplace Safety for Employees	1
HPE	Health and Physical Education Electives (must choose 7 credits from any HPE activity course)	7
Total Hours Required for Welding:		18

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EMS Clinical Director

Instructor, Emergency Medical Services

E.M.T.-Paramedic Certificate

A.S., Eastern New Mexico University-Roswell

Nigar “Nika” Najafova

Student Support Specialist, Student Support Services

B.A., M.A., West Texas A & M University

Linda Neel

Executive Director, Student Services

B.S., New Mexico State University

M.B.A., Eastern New Mexico University

Ed.D., New Mexico State University

Juan Nevarez

Program Specialist, Upward Bound

B.Ed., Eastern New Mexico University

M.Ed., West Texas A & M University

Robert Newberry

Director, Campus Security

A.A.S., Eastern New Mexico University-Roswell

B.A.A.S., Eastern New Mexico University

Donna Oracion

Executive Director, College Development

B.A., New Mexico State University

Hilda Pacheco-Peebles

Director, Adult Education

B.S., Eastern New Mexico University

Pam Patterson

Learning Management Systems Administrator, Computer Services

A.A.S., Eastern New Mexico University-Roswell

Paula Perez

Program Specialist, Testing Services

A.A., Eastern New Mexico University-Roswell

B.B.A., Eastern New Mexico University

Jacob Puckett

Web Master, College Development

A.A.S., Baker College

A.A.S., Eastern New Mexico University-Roswell

B.A.A.S., Eastern New Mexico University

Rutherford “Rudy” Rankin

One Stop Coordinator, Student Affairs

B.A., Emporia State University

M.A., New Mexico State University

Veronica Regalado

Student Support Specialist, Student Support Services

B.S., University of the Southwest

M.A., Grand Canyon University

Matthew Rincon

Assistant Director, Adult Basic Education

C.O.T., A.A., A.A., Eastern New Mexico University - Roswell

Destinee Salayandia

EOC Program Specialist, Student Outreach

B.A., University of New Mexico

Steve Starkey

Director, STEM Teacher Education

B.S., M.S., Eastern New Mexico University

Jacqueline Starr

Grant Director, Title V

B.A., M.A., Adams State College

Vickie Thomas

Director, CWCD

Certificate, A.A., Dona Ana Community College

B.S., M.A., New Mexico State University

Deloris Vasquez

Talent Search Program Specialist, Student Outreach-Educational Talent Search

B.A., Eastern New Mexico University

Stephanie Venegas

Human Resources Assistant/Tech Support Specialist

A.A., Eastern New Mexico University-Roswell

Carolyn Vigil

Director, Advising Services

B.B.A., M.B.A., Eastern New Mexico University

Alyssa Wentland

Program Specialist, Educational Opportunity Center

B.A., New Mexico State University

Thomas Wulf

E.M.S. Medical Director/SBHC Physician

Brian Zalesky

Director, Accounting & Budget

Manuel Santiago Zavala

EOC Program Specialist

B.A., University of New Mexico

SUPPORT STAFF

Albert Alexander

Security Officer, Campus Security

Adela Almaraz

Administrative Assistant III, Physical Plant

Kimberly Andazola

One Stop Specialist, Financial Aid

A.A., Eastern New Mexico University-Roswell

David Barnes

Shipping & Receiving Inventory Specialist

A.A.S., Eastern New Mexico University-Roswell

Cecelia Becerra

Custodian, Physical Plant

ChrisAnne Bell

Administrative Assistant VI, Health Education

A.A.S., Eastern New Mexico University-Roswell

B.A.A.S., Eastern New Mexico University

Vanessa Bell

Third Party Biller

Assistant AR Supervisor, Business Office

Ashley Benavidez

One Stop Specialist, Financial Aid

Brianna Bitner

Institutional Research Assistant

A.A., Eastern New Mexico University-Roswell

John Bitner

Medical Simulation Coordinator, Health Education

Margaret Carrasco

Payroll Assistant/Imaging

Natasha Chavez

Administrative Assistant III, Student Outreach

Francisco Contreras

Custodian, Physical Plant

Devin Dubiel

Groundskeeper, Physical Plant

Sherry Durand

Administrative Assistant VI, Arts and Science Education
A.A.S., Eastern New Mexico University-Roswell

Sonny Gibson
Painter/Plasterer, Physical Plant

Rebecca Gilliland
Human Resources Generalist, Human Resources
B.B.A., New Mexico State University

Domingo Gonzales
Custodian, Physical Plant

Monica Gonzales
Computer Lab Supervisor, Adult Education
A.A., Eastern New Mexico University-Roswell

Robert Gonzalez
Grounds Foreman, Physical Plant

Frank Greene
Carpenter/Maintenance Specialist, Physical Plant

Peggy Harelson
Assistant TC Coordinator, American Heart Association Training Center
E.M.T.-I, Phlebotomy, Medical Transcription Certificate, Eastern New Mexico University-Roswell

Vanessa Hollmann
Information Specialist
A.A., Eastern New Mexico University-Roswell
B.A., Eastern New Mexico University

F. Donna James
Computer Technician II, Computer Services

Dina Jenks
Administration, College Development
A.A., Eastern New Mexico University – Roswell
B.A.A.S., Eastern New Mexico University

William Johnson
Computer Technician II, Computer Services

Melinda Juarez
Safety/Security Operations Officer, Campus Security
A.A.S., Eastern New Mexico University-Roswell

Joann LeJeune
Interim Accounting Clerk

Aida May Lopez

Data Analyst, Adult Education

C.O.C., A.A.S, Eastern New Mexico University-Roswell

Candace Lopez

Administrative Assistant VI, Health Education

A.A.S., Eastern New Mexico University-Roswell

Joseph Lovato

Computer Technician II, Computer Services

Ignacio Madril

Media Services Specialist, Media Center

Cynthia Martinez

Administrative Assistant III, Student Outreach

A.A.S., Eastern New Mexico University-Roswell

Michael Martinez

Plumber, Physical Plant

Sandra Matta

One Stop Generalist, Financial Aid

Javier Medina

Custodian, Physical Plant

Florentino Mendez

Custodian, Physical Plant

Charlene Merchant

Accounting Clerk III, Cashier's

B.B.A, Eastern New Mexico University

Christina Miranda

Computer Tracking Specialist, Student Outreach

A.A., Eastern New Mexico University-Roswell

Nicole Morales

One Stop Generalist, Admissions & Records

Shane Olive

Carpenter--Foreman/Locksmith, Physical Plant

Joaquin Nieto

Groundskeeper, Physical Plant

Tanya Parks

Library Assistant III, Learning Resource Center

Roberto Pineda

Custodian, Physical Plant

Bibian Ponce

Custodian, Physical Plant

Erica Quintana

One Stop Specialist, Admissions & Records
A.A., Eastern New Mexico University-Roswell

Cosme Ramirez

Custodian, Physical Plant

Frank Ramirez

Custodian, Physical Plant

James Richardson

H.V.A.C. Technician, Physical Plant

Aracely Rivera

Administrative Assistant V, Special Services

Janelle Robinson

Library Assistant III, Learning Resource Center

Eileen Romero

Computer Technician II, Computer Services

Brianna Rowlett

Administrative Assistant IV, Technical Education
A.A., American River College

Paul Sandoval

Shipping & Receiving Inventory Clerk
A.A., Eastern New Mexico University – Roswell

Boni Sena

Custodian, Physical Plant

Ricardo Serrano

Mechanical Assistant, Physical Plant

Lynnette Strickland

Administrative Assistant IV, Vice President, Student Affairs

Elizabeth Tucker

One Stop Generalist, Admissions & Records

Damaso Vinas

Custodian, Physical Plant

Jenny Ward

Library Assistant III, Learning Resource Center

B.S., B.A., Eastern New Mexico University

Don Warner

Custodian, Physical Plant

Mary Weber

One Stop Generalist, Admissions & Records

C.O.C, A.A.S., Eastern New Mexico University-Roswell

Matt Woodrome

Computer Technician, Computer Services

CompTIAA+

CompTIA Network +

Microsoft Certified Technology Specialized (MCTS)

Microsoft Certified Professional

Microsoft Office Word 2003

Microsoft Excel 2003

Cisco Certified Networking Technician

TELEPHONE NUMBERS

Admissions and Records	(575) 624-7141
Adult Education.....	(575) 624-7271
Advising Services.....	(575) 624-7294
Agriculture degree	(575) 624-7147
American Heart Association training center.....	(575) 624-7249
Animation (Media Arts) degree & certificate	(575) 624-7045
Automotive Technology degree & certificate.....	(575) 624-7115
Aviation Maintenance Technology degree & certificate	(575) 624-7022
Biology degree	(575) 624-7253
Blackboard	(575) 624-7491
Bookkeeping/Accounting certificate.....	(575) 624-7147
Bookstore (Follett Higher Education Group)	(575) 624-7192
Business Administration degree	(575) 624-7147
Business Assistant Administrator certificate	(575) 624-7147
Business Office	(575) 624-7123
Cafeteria (Great Western Dining Services)	(575) 624-7196
Campus Security.....	(575) 624-7180
Cashier.....	(575) 624-7125
Center for Workforce and Community Development	(575) 624-7164
Child Development Center.....	(575) 624-7301
Child Development degree	(575) 624-7301
College Development.....	(575) 624-7404
Commercial Driver's License certificate.....	(575) 624-7044
Computer Application and Support degree & certificate	(575) 624-7147
Computer and Network Cyber Security certificate.....	(575) 624-7147
Computer Lab (ITC)	(575) 624-7214
Criminal Justice degree	(575) 624-7261
Culinary Arts certificate	(575) 624-7147
Deaf and Hard of Hearing	(575) 624-7300 (TDD only)

.....	(575) 624-7286 (voice)
Developmentally Disabled	(575) 624-7286
Disability Services Office	(575) 624-7286
Dual Credit/Concurrent Enrollment.....	(575) 624-7168
Education degree	(575) 624-7261
Emergency Management certificate.....	(575) 624-7239
Emergency Medical Services degrees & certificates	(575) 624-7239
Engineering & Design Technology degree & certificate	(575) 624-7337
Film Technology (Media Arts) degree & certificate	(575) 624-7045
Financial Aid	(575) 624-7152
Fire Science degree	(575) 624-7239
Foundation Office	(575) 624-7304
Grant Writing certificate	(575) 624-7147
Graphic Design (Media Arts) degree & certificate	(575) 624-7045
GED preparation/pre-test	(575) 624-7271
GED testing.....	(575) 624-7227
Helpdesk (Computer Services)	(575) 624-7491
Housing (Sierra Vista Village)	(575) 347-7132
Homemaker/Home Health Aide certificate	(575) 624-7251
Human Services degree	(575) 624-7251
Industrial Engineering Technology degree & certificate.....	(575) 624-7335
Institutional Research	(575) 624-7382
Instructional Units:	
Arts and Sciences Education	(575) 624-7253
Health Education	(575) 624-7235
Technical Education	(575) 624-7147
Learning Resource Center	(575) 624-7282
Management certificate	(575) 624-7147
Mathematics degree	(575) 624-7253
Media Arts degrees & certificates	(575) 624-7045

Media Center	(575) 624-7139
Medical Assisting degree & certificate	(575) 624-7268
Medical Coding Specialist certificate	(575) 624-7268
New Student Relations.....	(575) 624-7136
Nursing degree	(575) 624-7236
Nursing Assisting certificate.....	(575) 624-7235
Occupational Safety Engineering and Environmental Management Technologies degree & certificates.....	(575) 624-7381
Occupational Therapy Assistant degree	(575) 624-7349
Online Class Information.....	(575) 624-7224
Pharmacy Technician certificate	(575) 624-7235
Phlebotomy certificate.....	(575) 624-7268
Physical Education Center.....	(575) 624-7338
Placement test	(575) 624-7227/7183
Portales Information Center	(575) 624-7221
Professional Pilot Training degree	(575) 624-7077
President's Office, ENMU-Roswell campus	(575) 624-7345
Residence Halls (Sierra Vista Village)	(575) 347-7132
Respiratory Therapy degree	(575) 624-7217
Small Business Development Center	(575) 624-7133
Special Services	(575) 624-7286
Student Health Center (La Casa Healthcare Clinic).....	(575) 624-7106
Student Services	(575) 624-7158
Student Success Center.....	(575) 624-7003/054
Switchboard	(575) 624-7000
Teacher Education degree	(575) 624-7261
Testing Services.....	(575) 624-7227
Truck driving school (Commercial Driving's License).....	(575) 624-7044
Unmanned Aerial Systems degree & certificate	(575) 624-7328
University Studies degree	(575) 624-7261

Veterans' Affairs.....	(575) 624-7142
Vice President for Academic Affairs.....	(575) 624-7161
Vice President for Business Affairs	(575) 624-7121
Vice President for Student Affairs.....	(575) 624-7158
Web Course Coordinator	(575) 624-7224
Welding degree & certificate	(575) 624-7318

IMPORTANT TELEPHONE NUMBERS

Admissions and Records	624-7308
Advising Services	624-7294
Billing Information	624-7123
Bookstore (Follett Higher Education Group)	624-7192
Center for Workforce and Community Development	624-7164
Computer Services/Blackboard Help Desk	624-7491
Financial Aid	624-7400
Housing	347-7132
Instructional Units	
Arts and Sciences Education	624-7253
Health Education	624-7235
Technical Education	624-7147/337
Main Number	624-7000
New Student Relations Office	624-7136
Student Outreach	624-7201
Testing Services	624-7227/7183/7258

2018-2019 ENMU-ROSWELL CALENDAR

SUMMER 2018	
First Four-Week Session	
June 4 (M)	First 4-Week Session Begins Summer 2018 (6/4/18 - 6/29/18)*
June 5 (T)	First 4-Week Session—Add/Drop and Late Registration (One Day Only)
June 8 (F)	Last Day to Apply for Fall Graduation
June 22 (F)	First 4-Week Session—Last Day to Withdraw
June 25 - 29 (M - F)	First 4-Week Session—Final Exams
Second Four-Week Session	
July 2 (M)	Second 4-Week Session Begins Summer 2018 (7/2/18 - 7/27/18)*
July 3 (T)	Second 4-Week Session—Add/Drop and Late Registration (One Day Only)
July 4 (W)	Independence Day Holiday - No Classes; Campus Closed
July 20 (F)	Second 4-Week Session—Last Day to Withdraw
July 23 - 27 (M - F)	Second 4-Week Session—Final Exams
July 26 (Th)	Special Services Graduation
Eight-Week Session	
June 4 (M)	8-Week Session Begins Summer 2018 (6/4/18 - 7/27/18)*
June 5 (T)	8-Week Session—Add/Drop and Late Registration (One Day Only)
June 8 (F)	Last Day to Apply for Fall Graduation
July 4 (W)	Independence Day Holiday - No Classes; Campus Closed
July 13 (F)	8-Week Session—Last Day to Withdraw
July 23 - 27 (M - F)	8-Week Session—Final Exams
July 26 (Th)	Special Services Graduation
FALL 2018	
Aug. 23 (Th)	Faculty on Campus
Aug. 24 (F)	Faculty/Staff In-Service
Aug. 27 (M)	16-Week Session Begins Fall 2018 (8/27/18 - 12/14/18)*
Aug. 27 (M)	16-Week Session—Begin Add/Drop and Late Registration
Aug. 27 (M)	First 8-Week Session Begins Fall 2018 (8/27/18 - 10/19/18)*
Aug. 28 (T)	First 8-Week Session—Add/Drop and Late Registration
Aug. 31 (F)	16-Week Session—End of Add/Drop and End of Late Registration
Sept. 3 (M)	Labor Day Holiday - No Classes; Campus Closed
Sept. 21 (F)	First 8-Week Session—Last Day to Withdraw
Oct. 1 (M)	Eastern NM State Fair Day - No Classes; Campus Opens at 1:00 p.m.
Oct. 13 - 19 (S - F)	16-Week Session—Midterm Exams
Oct. 12 (F)	Last Day to Apply for Spring Graduation
Oct. 19 (F)	First 8-Week Session—Last Day of Class
Oct. 22 (M)	Second 8-Week Session Begins Fall 2018 (10/22/18 - 12/14/18)*
Oct. 23 (T)	Second 8-Week Session—Add/Drop and Late Registration (One Day Only)
Nov. 2 (F)	16-Week Session—Last Day to Withdraw
Nov. 4 (Su)	Registration Opens for Spring Semester
Nov. 16 (F)	Second 8-Week Session—Last Day to Withdraw
Nov. 21 (W)	No Classes after 5:00 p.m.; Campus Closes at 5:00 p.m.
Nov. 22 - 25 (Th - Su)	Thanksgiving Recess - No Classes; Campus Closed
Nov. 26 (M)	Campus Reopens; Instruction Resumes at 8:00 a.m.
Dec. 8- 14 (S - F)	16-Week Session and Second 8-Week Session—Final Exams
Dec. 13 (Th)	Commencement

Dec. 14 (F)	16-Week Session and Second 8-Week Session—Last Day of Semester
Dec. 24, 2018 (M) – Jan. 1, 2018 (T)	Winter Break (Begins at noon on Friday, December 21) No Classes; Campus Closed
SPRING 2019	
Jan. 2 (W)	Campus Reopens
Jan. 10 (Th)	Faculty on Campus
Jan. 11 (F)	Faculty/Staff In-Service
Jan. 14 (M)	16-Week Session Begins Spring 2019 (1/14/19 - 5/10/19)*
Jan. 14 (M)	16-Week Session—Begin Add/Drop and Late Registration
Jan. 14 (M)	First 8-Week Session Begins Spring 2019 (1/14/19 - 3/8/19)*
Jan. 15 (T)	First 8-Week Session—Add/Drop and Late Registration (One Day Only)
Jan. 18 (F)	16-Week Session—End of Add/Drop; End of Late Registration
Jan. 21 (M)	Martin Luther King Jr. Day - No Classes; Campus Open
Feb. 8 (F)	First 8-Week Session—Last Day to Withdraw
Feb. 18 (M)	Presidents' Day - No Classes; Campus Closed
March 1	Last Day to Apply for Summer Graduation
March 2 – 8 (S - F)	16-Week Session—Midterm Exams
March 8 (F)	First 8-Week Session—Last Day of Class
March 11 (M)	Second 8-Week Session Begins Spring 2019 (3/11/19 - 5/10/19)*
March 12 (T)	Second 8-Week Session—Add/Drop and Late Registration (One Day Only)
March 22 (F)	16-Week Session—Last Day to Withdraw
March 23 -29 (S - F) (Tentative)	Spring Break - No Classes; Campus Open
March 30 (S)	Classes resume as scheduled
April 5 (F)	Second 8-Week Session—Last Day to Withdraw
April 7 (Su)	Registration Opens for Summer/Fall Semesters
April 8 (M)	Instruction Resumes at 8:00 a.m.
May 4 - 10 (S - F)	16-Week Session and Second 8-Week Session—Final Exams
May 9 (Th)	Adult Education Graduation
May 10 (F)	16-Week Session and Second 8-Week Session—Last Day of Semester
May 10 (F)	Commencement
May 27 (M)	Memorial Day Holiday - No Classes; Campus Closed
SUMMER 2019	
First Four-Week Session	
June 3 (M)	First 4-Week Session Begins Summer 2019 (6/3/19 - 6/28/19)*
June 4 (T)	First 4-Week Session—Add/Drop and Late Registration (One Day Only)
June 14 (F)	Last Day to Apply for Fall Graduation
June 21 (F)	First 4-Week Session—Last Day to Withdraw
June 24- 28 (M - F)	First 4-Week Session—Final Exams
Second Four-Week Session	
July 1 (M)	Second 4-Week Session Begins Summer 2019 (7/1/19 - 7/26/19)*
July 2 (T)	Second 4-Week Session—Add/Drop and Late Registration (One Day Only)
July 4 (Th)	Independence Day Holiday - No Classes; Campus Closed
July 12 (F)	Second 4-Week Session—Last Day to Withdraw
July 22 - 26 (M - F)	Second 4-Week Session—Final Exams
July 25 (Th)	Special Services Graduation
Eight-Week Session	
June 3 (M)	8-Week Session Begins Summer 2019 (6/3/19 - 7/26/19)*
June 4 (T)	8-Week Session—Add/Drop and Late Registration (One Day Only)

June 14 (F)	Last Day to Apply for Fall Graduation
July 4 (Th)	Independence Day Holiday - No Classes; Campus Closed
July 12 (F)	8-Week Session—Last Day to Withdraw
July 22 - 26 (M - F)	8-Week Session—Final Exams
July 25 (Th)	Special Services Graduation

Unforeseen circumstances may necessitate modification of the University Calendar.

The Class Schedule for each semester will reflect those modifications.

DAYS: Su = Sunday; M = Monday; T = Tuesday; W = Wednesday; Th = Thursday; F = Friday; S= Saturday