2021-2022 Catalog

EASTERN NEW MEXICO UNIVERSITY-ROSWELL

VISION

ENMU-Roswell provides pathways for future success through educational growth and personal enrichment.

Mission

ENMU-Roswell empowers a diverse community with academic and technical skills.

- Supports and prepares students for success in a rapidly changing world
- Collaborates with business, industry educational institutions, and the ENMU System

Philosophy of Learning

Learning is the primary driver behind our Mission and Vision. We believe learning is a lifelong process of intellectual and interpersonal growth that occurs when individuals expand their depth and breadth of knowledge, skills, and experiences. We believe that learning empowers individuals to improve their personal lives and the economic, social, and cultural conditions of local and global communities.

Core Values

Excellence

We surpass expectation in everything we do. All programs and services relentlessly focus on exceeding expectations of students, customers, and partners. We strive to cultivate a nurturing, respectful, and trusting environment of growth and development.

Integrity

We behave with unwavering integrity, and operate in a trustworthy, responsible, and transparent manner in all things. We treat others with courtesy and compassion, and respect differences. We actively listen and behave in an approachable, responsive, and thoughtful manner. We keep our promises, and we own and learn from our mistakes. We hold ourselves and other accountable.

Unity

We work together to build positive and diverse relationships with each other and our community. We foster partnerships, embrace challenges, inspire growth and respond to stakeholder needs to meet established goals.

Revised June 15, 2020

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 the following University representatives below or refer to our ENMU-Roswell website at https://www.roswell.enmu.edu/notice-of-nondiscrimination/

Affirmative Action Officer:
Jessica Small
Internal Auditor/Affirmative Action Officer
ENMU
1500 S Ave K
Portales, NM 88130
Phone: 575.562-2218
Email: Jessica.small@enmu.edu

Title IX Coordinator
Rebecca Schneider
Director of Human Services
ENMU-Roswell PO Box 6000, 52 University Blvd. Roswell, NM 88202
Phone 800.243.6687 or 575.624.7411
Email: rebecca.schneider@roswell.enmu.edu

Section 504 Coordinator:
Kim Childress
Director, Distance Learning
Disability Services Officer
ENMU-Roswell
P.O. Box 6000
Roswell, NM 88202-6000
800.243.6687
Phone: 575.624.7218
Email: kimberly.childress@roswell.enmu.edu

TITLE IX POLICY AND GRIEVANCE PROCEDURES

The Eastern New Mexico University System (the System/System) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. The System prohibits any and all discrimination on the basis of sex. All policies and subsequent procedures below are subject to resolution using the ENMU Equity Resolution Process, as detailed below. When the responding party is a member of the System community, the Equity Resolution Process is applicable regardless of the status of the reporting party who may be a member or non-member of the System community, including prospective students, students, student organizations, faculty, administrators, staff, prospective employees, guests, and visitors.

The System adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. This policy and procedure specifically govern the System's sex-based discrimination policies and procedures. The System does not discriminate on the basis of sex in its educational programs, activities, employment, and admission decisions, and the University is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner.

When brought to the attention of the System, any sex-based discrimination will be appropriately addressed and remedied by the System according to the Equity Resolution Process described below. Non-members of the campus community who engage in violations of this policy with the System's programs or on System property are not under the jurisdiction of this policy but can be subject to actions that limit their access and/or involvement with System programs, events or property as a result of their misconduct. All vendors serving the System through third party contracts are subject to these policies and procedures.

Jurisdiction: This policy applies to behaviors that take place on property owned, operated or controlled by the System; at System events, and off-campus as appropriate where such conduct has the purpose or effect of discriminating against any person on the basis of sex with respect to any education program or activity of the System. This also includes any building owned or controlled by any student organization officially recognized by the System.

Non-Discrimination Statement/Title IX coordinator: ENMU-R does not discriminate, on the basis of sex, its educational programs, activities, employment and admission, and ENMU-R is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner. In accordance with Title IX, ENMU-R is committed to providing maintaining a campus environment free from Sex-Based Discrimination, whether committed by students, faculty, staff, or third parties, such as prospective students, campus visitors, community members, etc. Inquiries concerning the application of Title IX and 34 C.F.R. Part 106 may be referred to the ENMU-R Title IX Coordinator or to the Assistant Secretary for the Office for Civil Rights of United States Department of Education.

ENMU-R Title IX Coordinator
Rebecca Schneider
Director of Human Resources
52A University Blvd.
Roswell, NM 88203
575.624.7411
rebecca.schneider@roswell.enmu.edu

For inquiries to the Assistant Secretary for the Office for Civil Rights of United States Department of Education:

U.S. Department of Education
Office for Civil Rights
400 Maryland Ave. SW
Washington, DC 20202-1100
Customer Service: 800-421-3481
Fax: 202-453-6012
TDD: 877-521-2172
E-mail: OCR@ed.gov
Web: https://www.ed.gov/ocr

Reporting an Incident: Report incidences of Sex-Based Discrimination using any of the following options. There is no time limit for filing a report of sex-based discrimination, however, if the respondent is no longer subject to ENMU-R's jurisdiction, the ability to investigate, respond and provide remedies may be more limited. If you are in need of emergency services, call the ENMU-Roswell Campus Security Office, or 911 immediately; then

1. Report directly to the Title IX Coordinator or the Deputy Title IX Coordinator;
2. Report to an Official with Authority – President, Vice President, Assistant Vice President, or Executive Director of the University;
3. Report to any trusted, responsible member of the ENMU-R campus community who can refer you to one of the above campus representatives.
4. Report an incident through the automated Self-Service Banner system, using the Student Complaint Links located on the Student Services & Financial Aid Tab.

All incidences of actual, suspected or implied Sex-Based Discrimination must be reported to, and reviewed by the Title IX Coordinator, regardless of the role of the reporter or the respondent in the campus community (students, faculty, staff or third-party participants), and even if an incident was initially reported to another party. The University has actual knowledge of sexual harassment, or an allegation of such, when reported to the Title IX Coordinator, the Deputy Title IX Coordinator, or an Official with Authority. All ENMU-R employees (students, faculty, staff, and administrators) are required to report actual or suspected Sex-Based Discrimination to appropriate officials immediately, unless the employee is acting in an official, licensed capacity as a counselor, health provider or member of the clergy. All other staff involved in the reporting, investigation or hearing processes of a Title IX complaint will maintain the confidentiality of parties involved to the extent possible, based on FERPA regulations, and the need to protect the campus community. All parties involved must understand that the university may not be able to honor confidentiality in all cases.
ENMU-R encourages the reporting of sex-based discrimination by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to ENMU-R officials or participate in resolution processes out of the fear of self-accusation of policy violations. It is in the best interest of the campus community for responsible parties to report to ENMU-R officials, and that witnesses come forward to share what they know. To encourage reporting, ENMU-R pursues a policy that will protect the educational opportunities of parties who willingly participate in an investigation, but might otherwise be subject to sanctions for violations of policy because of their involvement in the activity.

Investigation of an Incident: ENMU-R will initially act on any formal or informal allegation or report of violation of this policy received by the Title IX Coordinator, the Deputy Title IX Coordinator, or an Official with Authority. Following receipt of notice or a report of a violation of this policy, the Title IX Coordinator will contact the complainant to discuss the availability of supportive measures, and explain the process for filing a formal complaint. As necessary, the System reserves the right to initiate an investigation without a formal report or participation by the reporting party, if known circumstances would reasonably support an investigation.

The Title IX Coordinator or their designee(s) may provide supportive measures intended to address the short-term effects of sex-based discrimination, i.e., to redress harm to the reporting party and the community and to prevent further violations. These remedies may include, but are not limited to the following:

1. Referral to counseling and health services;
2. Referral to an employee assistance program;
3. Education to the community;
4. Altering the housing situation of the respondent, resident student, resident employee or reporting party;
5. Altering work arrangement for employees;
6. Providing campus escorts (safe ride services);
7. Providing reasonable transportation accommodations;
8. Implementing contact limitations between the parties;
9. Restricting access to certain campus facilities or campuses; and/or
10. Offering adjustments to academic deadlines, course schedules, etc.

The University may impose emergency measures, such as an interim suspension of a student or student organization, or may place an employee on administrative leave pending the completion of investigation. Such action may occur when it is determined that the safety or well-being of any member(s) of the campus community may be jeopardized by the continued presence on-campus of the respondent or the ongoing activity of a student organization whose behavior is in question. The Title IX Coordinator will recommend emergency measures in consultation with other University administrative officials. The Title IX Coordinator, in consultation with other University administrative staff, will implement the appropriate emergency measures, as determined. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

If the Title IX Coordinator determines during the preliminary inquiry that there is reasonable cause to believe there has been a violation of policy, the formal investigation process will begin.

Within five (5) days of Title IX Coordinator's determination that there is reasonable cause to believe there has been a violation of policy, the Title IX Coordinator or his/her designee(s) will provide written notification of the commencement of the investigation to the parties. The notice shall contain a statement of the allegations against the respondent, the possible sanctions if the allegations are substantiated, the right of the respondent to present evidence and a witness list in response thereto, and any other information the Title IX Coordinator, in his/her sole discretion deems appropriate to include.

A designated investigator will conduct interviews of the reporting party, the respondent and relevant witnesses. A party may submit a list of witnesses to the investigator within ten (10) days of the written notification of the initiation of the investigation. The investigator will review the witness list and will call for the interview of relevant witnesses. The reporting party, the respondent, and any witness interviewed as part of an investigation may have an advisor of their choice present at their interview.

However, the advisor may not to speak on behalf of the interviewee, or offer any evidence or argument in the investigation process. All interviews are confidential, and all persons interviewed, and their advisors, if any, are required to maintain the confidentiality of all investigation proceedings.
The investigator will examine all relevant evidence and witness statements prior to issuing an investigation report. The investigator may disregard any evidence found to be irrelevant. Either party may submit evidence to the investigator, but the investigator will not be limited to reviewing only evidence submitted by the parties, and may rely on outside evidence obtained during the investigation process.
Within sixty (60) days of the initiation of the investigation, the investigator will prepare an Investigation Report. The Investigation Report will include a statement of the allegations against the respondent, the evidence reviewed and the witnesses interviewed, and a summary of the investigation.

Informal Resolution: An informal resolution can be pursued for any behavior that falls within this policy, at any time during the process. This option may be used when:

A. A responding party admits responsibility for all or part of the alleged policy violations at any point in the process;
B. The investigation reaches a finding that the parties accept;
C. Both parties elect to resolve the allegation using the Informal Resolution Process and the Title IX Coordinator assents.

At any point during the Informal Resolution process, including at its conclusion, either party may request that the matter be referred to a Formal Resolution process.

Hearing Procedures: As a part of a formal resolution process, the University must provide for a live hearing, if requested by either party. The requesting party may request a hearing by delivering a written request for hearing to the Title IX Coordinator within five (5) days of receipt of the Investigation Report. Once a hearing is requested, the Title IX Coordinator will notify the designated Decision-Maker, who shall schedule a hearing to take place not more than thirty (30) days from the date of the written request for hearing. The Decision-Maker will provide the respondent with notice of the date and time of the hearing not less than five (5) days before the date of the hearing.

The scope of the hearing will be limited to the complaint, content of the written investigation report and any other evidence collected during the process. Formal rules of evidence do not apply. The respondent will be allowed to address the written investigation report, including presentation of any evidence which the responding party wishes to present; however, the Decision-Maker may, with discretion, prohibit the introduction of duplicative or irrelevant evidence. The respondent may, but is not required to, provide an oral or written statement in response to the written investigation report and the recommended sanctions.

Cross-Examination must only be conducted by an advisor and never by the party. Questions challenging credibility are allowed. The Decision-Maker must evaluate each question to determine relevance before the question is answered, and must explain why a particular question shall be excluded. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. If an individual refuses to submit to cross

examination, the Decision-Maker may not rely on any statement of that individual to determine responsibility.

Proceedings are private. All persons present at any time during the hearing are expected to keep the contents of the hearing private. The parties have the discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

Hearings (except for deliberations) are recorded for purposes of review in the event of an appeal. The parties may not record the proceedings, and no other unauthorized recordings are permitted. The Decision-Maker, the parties, and appropriate administrative officers of the System will be allowed to listen to the recording in a location determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission from the Title IX Coordinator. The Decision-Maker will review the Investigation Report, including all evidence provided therewith, including all inculpatory and exculpatory evidence, and render a decision solely on the question of whether or not the University shall impose the recommended sanctions. The Decision-Maker may impose any greater or lesser sanctions, for good cause, based on his/her review of all of the evidence. (Refer to the formal policy for possible sanctions that may be imposed). The Decision-Maker will prepare a written deliberation report and deliver it to the Title IX Coordinator and both parties simultaneously. The report will include a statement of the allegations, procedural steps of the process, findings, conclusions, sanctions imposed if any, the rationale thereof, and the permissible bases for an appeal by either party.

Appeals: If either party may appeal the findings of an investigation and/or hearing on the specific bases listed below. However, a party appealing the outcome of the investigation process must provide a notice of appeal to the Title IX Coordinator within three (3) days of receipt of the Investigation Report, or if a hearing is conducted, within three (3) days of the final decision of the Hearing Administrator. The Title IX Coordinator will assign the appeal to an appropriate Appeal Decision-Maker, who may be an Adjudication Officer, Executive Area Administrator, Campus President, or System Chancellor. The notice of appeal must specify a proper and reasonable basis for the appeal, as listed below:

1. Procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The Appeal Decision-Maker hearing the appeal will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting an appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party, who may file a response within three (3) days of notice by the Title IX Coordinator. If new grounds are raised, the original, appealing party will be permitted to submit a written response to these new grounds within three (3) business days. Any response or appeal request will be shared with each party. The Appeal Decision-Maker will issue a decision within thirty (30) days of receipt of the written notice of appeal. The decision rendered on appeal is final.

Subsequent Prevention. ENMU-R is committed to preventing the recurrence of any sex-based discrimination including without limitation, harassment, or other sexual misconduct. ENMU-R will document and take such steps as are deemed appropriate to facilitate change for the purpose of the correction of discriminatory effects on the reporting party and others, as appropriate, and ENMU-R.

Retaliation. ENMU-R takes reports of sex-based discrimination very seriously. The University will not tolerate retaliation against those who make such reports or participate in the investigatory or adjudicatory process. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of sex-based discrimination, or otherwise participating under this Policy. The University considers any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sex-based discrimination or the participation in the Title IX Process a separate violation of this Policy and may result in disciplinary sanctions. Any person who believes that they have been subject to retaliation should immediately report this concern to the Title IX Coordinator.

ENMU-R highly recommends that each member of the campus community, as defined above, downloads and becomes familiar with the full language in the ENMU System Policy 80-12 Title IX (Equal Opportunity, Harassment, and Nondiscrimination on the Basis of Sex) for the safety and protection of all members of the campus community.

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Eastern New Mexico University – Roswell (ENMU-Roswell) receives a request for access. A student should submit a written request to the Executive Director of Student Services that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   If ENMU-Roswell decides not to amend the record as requested, the Executive Director of Student Services will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before ENMU-Roswell discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   ENMU-Roswell may disclose education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by ENMU-Roswell in an administrative, supervisory, academic, research, or

support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of ENMU-Roswell who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for ENMU-Roswell.
Upon request, the school may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll, with proper documentation of the intent to enroll. (Note: Unless otherwise directed by the student, ENMU-Roswell will release academic information to other institutions within the Eastern New Mexico University System, to facilitate seamless transfer for the student.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ENMU-Roswell to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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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 approzimately 2,000 students in the spring of 2021, 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. Bond issue and capital funds are being utilized for renovations to the Automotive and Welding facilities and for the construction of a new maintenance building on campus in 2021.

Student Profile

Each semester, more than 2,000 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 the 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 own 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 Assistant 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, GEAR UP 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, 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 Scribe, and Nursing Assisting. Student Health Services are 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 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 Student Success Center, the Media Center, classrooms, and offices for Computer Services. The library has an extensive collection of more than 30,000 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 for 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 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 Infrotrac through El Portal, a service offered by the State Library in Santa Fe.

Through the library's membership in the OCLC computerized network, students, faculty, staff and community members have interlibrary loan access to the collections of thousands of other 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 Media Center, 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, Jessica Lilly-Hughes, Jessica.lilly-hughes@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 complete a variety of certificates and associate degrees at ENMU-Roswell while fulfilling their high school graduation requirements.

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 **Campus Union Building (CUB)** 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 **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 building:

- 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. In addition, 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 bundles 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 purchased 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, certain 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 EDREADY™ 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.

Foreign students who wish to have foreign 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 accepted 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, in order 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 EDREADY™ Tests

Transfer students who have not earned at least an associate degree may be exempt from individual areas of the EDREADY 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 SAT tests, the highest score will be used to determine the student's course placement and/or exemption from taking the EDREADY 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 Academic and 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 EDREADY™ placement test unless they are enrolling in a class where English or math is a prerequisite. If a student changes to 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

Undergraduate Credit Load		
Fall/Spring	Summer	Benefits
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 sent 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 in lieu of TOEFL.
(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 Transfer Evaluation Service (TES), 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 document 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 within 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.fsaid.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 in order 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 request 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 will be 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, setup 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 the 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. Allowable costs may include tuition, student fees, and bookstore charges. Any aid received in excess of posted, allowable 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 class may only repeat the class 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 be eligible 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 greater 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 earned, 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 the 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 EDREADY™ 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.

EdReady™ Placement Test

The EdReady™ Placement Test helps new students determine their skill levels in the areas of English and math. Students must score a 75 or higher on the English test to be exempt from taking developmental English classes. Students must score a 62 or higher on the Math test to be exempt on the Math test to be exempt from taking developmental Math classes. 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 EDREADY™ placement test. For additional information regarding pre-EDREADY™ 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 EDREADY™ Placement Test. In order to correctly place the student, the EDREADY™ Placement Test must have been taken within the last three years. EDREADY™ 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 the 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 Academic and 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. A 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

Overview of Credit Hours – ENMU-Roswell Credit Hour and Contact Hour Policy (2017)

Federal Credit Hour Definition: A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time: or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practicums, studio work, and other academic work leading toward to the award of credit hours.[1] ENMU-Roswell adheres to the federal definitions and with expectations of accepted practice in higher education.

Credit Hour Definition

One credit hour will be awarded for the satisfactory completion of student work. The type of instruction listed defines the contact hours needed for each instructional modality.

Credit hours are generated for various types of instruction as follows:

- **Lecture/Theory:** All lecture/theory courses will be offered at either 13.3, 15.0, or 16.0 contact hours per term which constitutes one credit hour.[2] Lecture/Theory is an amount of work

[1] United States Department of Education. Office of Postsecondary Education. Guidance to institutions and accrediting agencies regarding a credit hour as defined in the final regulations. March 18, 2011. Accessed on February 20, 2018 at: http://ifap.ed.gov/dpcletters/attachments/GEN1106.pdf.

[2] ENMU-Roswell regular term classes are sixteen weeks long. One fifty-minute class multiplied by sixteen weeks equals 800 minutes. 800 minutes divided by 60 minutes, (standard hour) equals 13.3 minimum contact hours. 16

represented and verified by evidence of student achievement that reasonably approximates 15 contact hours of direct faculty instruction and a minimum of 30.0 contact hours of out-of-class student work each term.

- **Science/Technical Laboratory:** a minimum of 45 contact hours per term constitutes one credit hour. Laboratory instruction encompasses both career technical laboratory settings and general education laboratories associated with such disciplines as biology or chemistry. Laboratory instruction is an educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member. Laboratories typically do not require out-of-class student work.
- **Studios:** A minimum of 30 hours per term constitutes one credit hour. Studio describes a class in which all students are engaged in creative or artistic activities, which are new and unique and not formulated in a lecture setting. Every student in the room is performing a creative activity to obtain a specific outcome while receiving guidance from an instructor. Studio courses require little or no out of class study.
- **Activity:** A minimum of 30 hours per term constitutes one credit hour. Activity describes a class in which all students are engaged in physical activities which are new and unique and not formulated in a lecture setting. Every student in the room is performing a physical activity to obtain a specific outcome while receiving guidance from an instructor. Activity courses require little or no out of class study.
- **Practicum:** A minimum of 45 hours per term constitutes one credit hour. Practicum instruction is on-or-off-campus work experience, integrated with academic instruction. Students apply theoretical concepts to practical situations within an occupational field.
- **Cooperative/Internship/Fieldwork:** A minimum of 45 hours per term constitutes one credit hour. A cooperative, internship, or fieldwork is an off-campus work experience. It augments formal classroom instruction but is not integrated with a particular course.
- **Clinical:** A minimum of 45 hours per term constitutes one credit hour. Students are assigned to clinical practice under the supervision of faculty or staff at an external agency with a focus on providing hands-on skills practice appropriate to the goals and objectives of the program.

Additional Guidelines

- Lecture/Theory/Lab combination courses will adhere to guidelines established above.
- Independent Study and Topics courses will be consistent with the guidelines identified for the particular type of instruction.
- Exceptions to the above guidelines, including courses which exceed the minimum contact time/credit hour ratios, will be referred to the Vice President for Academic and Student Affairs for consideration.

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contact hours for one credit is only utilized in programs that are accredited by outside organizations that have this higher requirement.

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 and Student Affairs.

Once the Vice President for Academic and Student 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 Academic and 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; 1000 through 1990 are primarily for freshmen; and 2000 through 2990, for sophomores.

Courses numbered from 1000 through 2990 are termed lower‑division hours. Courses from 300 through 499 are termed upper‑division hours and are normally 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 coursework 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 the instructor.

"W" – Withdrawal - "W" indicates formal withdrawal from the 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.

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 a second time will be allowed to apply for readmission after two regular academic semesters (fall or spring) have elapsed.
- Students suspended for a 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 certain 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 other 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

The Post-Secondary Education Articulation Act charges the Higher Education Department (HED) with establishing a statewide model of General Education.

A student 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 is advised to take these courses during their freshman and sophomore years. Because many degree programs require specific general education courses as part of the program requirements, students should consider the degree requirements of the institution to which they are transferring when determing which courses would best meet their needs. General education requirements for Teacher Education or Early Childhood Education are built into the respective degree plans. All students are encouraged to work with advisors as they develop their degree plan.

The two General Education models adopted by New Mexico are as follows:

For Associate and Bachelor degrees 31 credit hours (excluding Associate of Applied Science Degrees)	For Associate of Applied Science Degrees 15 credit hours
Fixed 22. **At least 22 credit hours of courses in the following six content areas:**	**Fixed 12.** **At least 12 credit hours of courses from four of the following six content areas:**
communications (6 credits)	communications
mathematics (3 credits)	mathematics
science (4 credits)	science
social and behavioral science (3 credits)	social and behavioral science
humanities (3 credits)	humanities
creative and fine arts (3 credits)	creative and fine arts

Flexible nine	**Flexible three**
the content areas listed above	the content areas listed above
other content areas that the institution deems appropriate	other content areas that the institution deems appropriate

Each university in the state is allowed to choose the distribution of the remaining Flexible 9 to 10 credits. The ENMU system has chosen the following as required for an associate degree from any of its campuses:

Content Area	Credits
Communications	3
Mathematics OR Social & Behavioral Science OR Science with Lab	3-4
Creative and Fine Art OR Humanities	3
TOTAL	9-10

For its AAS degrees, ENMU-Roswell will determine its general education requirements as part of each degree. Please consult the degree plans to ensure appropriate course choices. Students who complete the entire block of general education requirements for a designated certificate or degree at one instituition will be able to transfer those credists **as a block** to any New Mexico Institution to meet the receiving institution's general education requirements, whether or not the courses in the flexible nine (three) requirements of the receiving institution.

Therefore, we, along with most other institutions in the state, encourage students to complete all of their general education requirements at one institution whenever possible for maximum transfer efficiency.

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.

General Education Mission at Eastern New Mexico University – Roswell

Through course and campus experiences, ENMU-Roswell students develop skills and knowledge necessary for academic, career, personal, and civic success. The curriculum provides students the foundation to create meaningful lives as contributors to their local communities and throughout the interconnected world. Students will complete courses across the following core disciplines: communications, mathematics, science, social and behavioral sciences, humanities, and the fine and creative arts.

To promote lifelong learning, ENMU-Roswell provides opportunities to develop knowledge, skills, and values under the guidance of the following General Education Learning Outcomes:

Communication: Students will demonstrate effective communication skill by being able to:

- Identify audience, context, and purpose of written, oral, and/or digital communications.
- Analyze claims in a variety of written texts, media, and images.
- Construct well-supported arguments in a variety of formats.
- Create clear, well organized, and mechanically correct written, oral, or visual presentations.

Quantitative Reasoning: Students will demonstrate an understanding of the language of mathematics and its real-world applications by being able to:

- Express quantitative information symbolically, graphically, and in written and/or oral language.
- Identify appropriate processes and accurately perform measurements and calculations.
- Interpret, analyze, and critique quantitative information or arguments.
- Estimate the reasonableness of conclusions in real-world contextual problems.

Critical Thinking: Students will demonstrate critical thinking skills by being able to:

- Form logical arguments by interpreting, analyzing, and synthesizing multiple perspectives, experiences, assumptions, and evidence.
- Develop reasoned solutions to problems by evaluating issues, ideas, facts, and inferences.
- Make ethical, creative, and informed conclusions by gathering and using evidence and applying reasoning.

Information & Digital Literacy: Students will demonstrate I & D literacy by being able to:

- Determine the credibility of a source utilizing indicators of authority and purpose (such as publication type, author's credentials, intentions and potential bias).
- Navigate and utilize various digital research tools to locate relevant sources that address their inquiry.
- Credit or cite sources correctly and ethically.
- Engage in an ongoing process of forming questions and identifying gaps in their knowledge related to a particular subject matter.

Social & Personal Responsibility: Students will begin to develop a sense of global awareness, cultural competence, and civic responsibility by being able to:

- Identify the historical, cultural, and socioeconomic perspectives of living in a global society.
- Understand diverse cultural perspectives and demonstrate strategies to navigate social and cultural relationships.
- Practice community engagement that addresses social justice, environmental responsibility and cultural diversity.
- Demonstrate collaboration and teamwork skills based on individual strengths, mutual accountability, and shared values.

These outcomes support the Eastern New Mexico University – Roswell Institutional Learning Outcomes (ILO) of inquiry, communication, collaboration, and community and will produce graduates who are successful in their further education, careers, personal lives, and civic engagement in a democratic society.

The outcomes also support the General Education Skills outcomes designated by the New Mexico General Education Task Force, which set a goal for all general education courses to include the development of skills through the methods in which content is delivered. The taskforce determined the need for skills inclusion and assessment after consideration of and deliberation about the need for power skills indicated by employers across the state and by institutional observations that students who had completed general education coursework in different programs across the state received varying degrees of competency in skill acquisition.

The following timeline indicates the General Education Assessment Plan commencing in the fall of 2019. The timeline will repeat every four years.

YEAR	SKILL	FALL	SPRING	SUMMER
(Year 1)	Critical Thinking	Collect Data	Analyze Data	Professional Development
(Year 2)	Critical Thinking	Implementation	Collect Data	Analyze Data
	Skill 2*	Collect Data	Analyze Data	Professional Development
(Year 3)	Skill 2	Implementation	Collect Data	Analyze Data
	Skill 3*	Collect Data	Analyze Data	Professional Development
(Year 4)	Skill 3	Implementation	Collect Data	Analyze Data
	Critical Thinking	Collect Data	Analyze Data	Professional Development

*Skills 2 and 3 are dependent on each specific general education course, which is why they are not specifically identified. All general education courses must address Critical Thinking, which is why it is the first skill to be assessed.

New Mexico Common Course Numbering System (NMCCNS)

New Mexico colleges and universities are in transition to a Common Course Numbering System (NMCCNS), designed to improve transfer and articulation of courses between New Mexico's public and tribal higher education institutions. The NMCCNS uses four letters for the subject code and four or five digits for the course number. Currently, the NMCCNS includes all lower division academic courses offered at New Mexico's public higher education institutions. New disciplines, including career technical disciplines, may be added to the common course numbering system after convening of discipline specific faculty to review and identify equivalent courses. Commonly numbered courses have the same:

1. Prefix
2. Number
3. Course name
4. Course description

5. Student learning outcomes – consistent among New Mexico institutions with learning outcomes, as defined in the New Mexico Common Course Catalog.

ENMU-Roswell will be in transition to the NMCCNS over an unspecified period of time; therefore, the college catalog, student course schedules and transcripts may reflect a combination of new numbers and numbers that are currently assigned to courses, effective in past years.

For more information regarding the New Mexico Common Course Numbering System, and to access the crosswalk, please refer to the NM Higher Education Department website at http://www.hed.state.nm.us/

Student Responsibility

While general education courses are designed to broaden the base of student knowledge, degree plans for ENMU-Roswell and other New Mexico institutions often designate specific courses that meet **both** general education requirements and degree requirements, thus saving students from accumulating a broad range of courses that count as required courses for general education but only as electives in the degree. A degree plan developed with an advisor during the first semester will help students achieve maximum efficiency in their coursework. Planning for meeting all requirements efficiently is, ultimately, the student's responsibility.

ENMU-Roswell General Education Courses

I. Communication

ENGL 1110 Composition I 3
Select one course (see degree plan) 3

ENGL 1120 Composition II
ENGL 2210 Professional and Technical Communication
Select one course (see degree plan) 3

COMM 2120 Interpersonal Communication
COMM 1130 Public Speaking
COMM 2140 Small Group Communication 3

II. Mathematics

*MATH 1170 Technical Math 3
MATH 1130 Survey of Mathematics 3
MATH 1220 College Algebra 3
MATH 1230 Trigonometry 3
MATH 1510 Calculus I 4
MATH 1520 Calculus II 4
MATH 1350 Introduction to Statistics 4

* Note: MATH 1170 meets the general education requirements for some technical certificates 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.

III. Laboratory Sciences – Life Sciences

BIOL 1650+L	Wildlife Biology	4
BIOL 1110+L	General Biology	4
BIOL 2110+L	Principles of Biology: Cellular and Molecular Biology	4
BIOL 2610+L	Principles of Biology: Biodiversity, Ecology, and Evolution	4
BIOL 2210+L	Anatomy and Physiology I	4
BIOL 2225+L	Anatomy and Physiology II	4
BIOL 2310+L	Microbiology	4

III. Laboratory Sciences – Physical Sciences

CHEM 1110+L	Chemistry in Our Community	4
CHEM 1215+L	General Chemistry I	4
CHEM 1225+L	General Chemistry II for STEM Majors	4
GEOL 1120+L	Environmental Geology	4
GEOL 1110+L	Physical Geology	4
GEOL 2110+L	Historical Geology	4
PHYS 1230+L	Algebra-based Physics I	4
PHYS 1240+L	Algebra-based Physics II	4

IV. Social and Behavioral Sciences

ANTH 1115	Introduction to Anthropology	3
ANTH 1140	Introduction to Cultural Anthropology	3
ECON 1110	Survey of Economics	3
ECON 2110	Macroeconomic Principles	3
ECON 2120	Microeconomic Principles	3
POLS 1110	Introduction to Political Science	3
POLS 1120	American National Government	3
POLS 2160	State and Local Government	3
PSYC 1110	Introduction to Psychology	3
SOCI 1110	Introduction to Sociology	3
SOCI 2310	Contemporary Social Issues	3

V. Humanities

HIST 1110	United States History I	3
HIST 1120	United States History II	3
HIST 1150	Western Civilization I	3
HIST 1160	Western Civilization II	3
HIST 2110	Survey of New Mexico History	3
HUMN 1110	Introduction to World Humanities I	3
HUMN 2110	Introduction to World Humanities II	3
PHIL 1115	Introduction to Philosophy	3
PHIL 2110	Introduction to Ethics	3
PHIL 1120	Logic, Reasoning, & Critical Thinking	3
RELG 1110	Introduction to World Religions	3
ENGL 1410	Introduction to Literature	3
ENGL 2630	British Literature I	3
ENGL 2640	British Literature II	3

Foreign Languages:

SPAN 1110/1120	Spanish I or II	3

VI. Fine and Creative Arts

Select one course

ARTH 1110	Art Appreciation	3
ARTH 2110	History of Art I	3
MUSC 1110	Music Appreciation: Jazz	3
MUSC 1130	Music Appreciation – Western Music	3
THEA 1110	Introduction to Theater	3
ARTS 1610	Drawing I	3
ARTS 2610	Drawing II	3
ARTS 1240	Design I	3
ARTS 1320	Ceramics I	3
ARTS 2310	Ceramics II	3

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 and Student 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 ENGL are required to take the placement test (EDREADY™) 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 EDREADY™ 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:

Course	Score	Credit Applied	To
English	31	3 hours	ENGL 1110 (ENG 102)
Math	31	6 hours	MATH 1215 (MATH 107) and 1130 (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 challenging a course in their degree plan for a grade 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. A student who has already taken a course, and the course has been rolled to academic history may not challenge that course. The course must be repeated.
Note: Due to program guidelines, students may not challenge courses in certain career-technical/health programs; (i.e. programs that require clocked attendance hours, clinical, practicums, etc.)
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~~,~~ and has not already taken or is not currently enrolled in the class;
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, including (1) student, (2) registrar (3) faculty member and (4) assistant vice president of the educational area;
4. Proof of payment from the Business Office noted on the Request for Challenge Examination form. The fee to challenge a course is $70.00 and 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, who will then make the arrangements for the challenge examination with the student.
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.

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 will be 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 Servicemembers 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 and Student 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 5 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 Units reserve the right to require students to repeat or prove their competence in the content of coursework 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 15 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 coursework 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 certain disciplines such as the arts, humanities, social sciences, communication, mathematics, science, or any specialized program in a health or technical field.

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

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 arts degree coursework 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, associate of arts, associate of science, or associate of applied science) must file an application for graduation by the correct deadline. Failure to submit the application 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 file an application 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. Diplomas 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 academic accommodations to students with disabilities to ensure accessibility to university courses and programs. Academic Accommodations are any adjustments that provide equal academic opportunity a student with disabilities. 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.

Academic requirements the University can demonstrate are essential to the program of instruction being pursued by such student or to any directly relate licensing requirement will not be regarded as discriminatory (104.44 of Section 504, American Disabilities Act).

Students with disabilities have the right to equal access to courses, programs, activities, services, and facilities and are entitled to reasonable accommodations. The student, who contacts the Disability Services Office during the first two weeks of the semester, renews the process of establishing accommodations each semester.

Academic Accommodations are not intended to lower the academic standard or provide anyone with an advantage over others. Disabilities Services Office does not issue waivers or make substitutions for courses listed in degree plans.

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 Disability Services officer receives the right to request additional information. The cost for documentation is borne by the student. All student information is kept confidential.

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 575-624-7218 for additional information.
3. Students can also register for academic accommodations on line https://www.roswell.enmu.edu/academic-accommodations-form/

What Kind of Services Are Available?

The following may be provided based on need and availability:

Reasonable Accommodations (including auxiliary aids and adaptive equipment):

- Calculators
- Print enlargement
- Books in audio format
- Extended testing time
- 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 offers 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** are located in the east wing of the Lawrence C. Harris Occupational Training Center at 120 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 120 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.

In addition, 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 Academic and 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 website. 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 Learning classes to provide expanded learning opportunities to help students obtain their educational goals. Classes are offered 100 percent online and in a hybrid.

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.

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

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, 2-on-2 basketball, poker run, basketball relay, 1-mile run/walk, agility run, shuttle run, softball throw, football pass/kick, table tennis, and bench press competition.

Student Outreach Program

The **Student Outreach program, TRiO,** is a composite of four 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) 624-7186.
- The **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 (575) 624-7117.

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.

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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 exemplo 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 exemplo 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 exámen de EDREADY 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 coursework, 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.

Withdrawal from a Course or the University

Students may withdraw online 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 of the regular semester, or the date designated in the semester course schedule.

Students with registration holds on their accounts; i.e. Special populations, student on academic probation or warning will not have the ability to withdraw from a course online. In this case, the student will be required to initiate the withdrawal with a signature from the designated instructor of the course or Program Director. The Assistant Vice President of the educational area of study will approve the withdrawal. In the absence of the area Assistant Vice President, the Vice President of Academic and Student Affairs will approve the withdrawal. Upon obtaining the proper signatures and approval, the withdrawal will be forwarded to the Office of Admissions and Records for processing. A withdrawal will not be considered complete until the Office of Admissions and Records receives and processes it.

A grade of “W” will be posted for a course from which a student has officially withdrawn. Official withdrawals will count as attempted hours at the university, but will not count as a punitive grade in the calculation of the semester or overall GPA. Because a “W” grade counts in attempted hours for the term, and overall, it is very important to discuss plans to withdraw from a course with the Financial Aid Office staff, as a withdrawal from a course could affect future financial aid eligibility.

Refunds will be calculated for withdrawals according to the refund schedule/dates in the class schedule for the applicable semester.

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 from a course may be initiated by an instructor or Program Director, and approved by the appropriate instructional area Assistant Vice President or supervisor. The instructor or Program Director must acknowledge and sign the withdrawal form and submit it to the Assistant Vice President's office for approval. The Assistant Vice President will then submit the approved withdrawal form to the Office of Admissions and Records for review and processing. Adequate documentation must be included with the withdrawal form as justification for the administrative withdrawal.
An Administrative withdrawal from the University may also be authorized by the Assistant Vice President of Student Services or the Executive Director of Student Services, with appropriate documentation from any other administrative area on campus to support the withdrawal. A student forced by emergency circumstances to leave the University without officially withdrawing should notify the Office of the Assistant Vice President of Student Affairs (575-624-7000). In the event the student is unable to make such a call, the parents or guardian, with appropriate documentation, may do so on the student's behalf. Administrative withdrawals are effective immediately. An administrative hold will be placed on the student's record, which will require review prior to subsequent enrollment at the institution.

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 re-enroll, 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	192.00
	$1,128.00

Resident, Out-of-District

Tuition	$1020.00
Fees.	192.00
	$1,212.00

Nonresident*

Tuition	$2,616.00
Fees	192.00
	$2,808.00

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.....16.00
$94.00

Resident, Out-of-District

Tuition per credit hour.....$85.00
Fees per credit hour.....16.00
$101.00

Nonresident*

Tuition per credit hour.....$218.00
Fees per credit hour.....16.00
$234.00

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.....16.00
$94.00

Resident, Out-of-District

Tuition per credit hour.....$85.00
Fees per credit hour.....16.00
$101.00

Nonresident*

Tuition per credit hour.....$218.00
Fees per credit hour.....16.00
$2,234.00

*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.

a. Refund of 100% through day 5
b. Refund of 90% through day 10
c. Refund of 50% through day 15
d. 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 ..... $5.00 per class
(**EMS** 111L, 115L 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)
Allied Health Immunizations and Titers Fee ..... $65.00 - $951.00
(Cost Dependent on the number of immunizations and titers the student requires)

Art Course Fees (ART Course fees for face-to-face studio art classes)

ART Fee (ARTS 1610, 2610, 1240, 1250) ..... $15.00 per credit hour
ART Fee (ARTS 1630, 2630) ..... $20.00 per credit hour
ART Fee (ARTS 2625, 1320, 2310, 1330, 2340) ..... $30.00 per credit hour
ART Fee (ARTS 1993, 2993) ..... $15.00-$30.00 per credit hour

Automotive Technology Fees

Fall Term Program Fee $110.00
Spring Term Program Fee $110.00
Summer Term Program Fee $110.00
Supply Fee (AT 118) $10.00
Supply Fee (AT 115, 124, 132, 134) $15.00
Supply Fee (AT 122) $20.00
Supply Fee (AT 114) $25.00
Supply Fee (AT 112) $40.00
Supply Fee (AT 116, 130) $45.00

Aviation Maintenance Technology Fee

Supply Fee (AFRM 106, GAMT 102, PWPL 103, 105) $20.00
Supply Fee (AFRM 103, 104, 109) $25.00

Challenge Examination Fee $70.00

Commercial Driver's License Fees
(Approved up to $3,900.00)

CDL Program Fee (non-refundable) $1,000.00
CDL Driving Fees (CDL 101) $200.00
CDL Driving Fees (CDL 102) $300.00
CDL Driving Fees (CDL 103) $400.00
CDL Driving Fees (CDL 150) $500.00
CDL Driving Fees (CDL 250) $1,500.00
Commercial Driver's License – License Renewal Fee (non-refundable) $150.00

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 Background Check Fee (required for all health programs) ..... $35.00-$70.00

Emergency Medical Services 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
EMR LAB Fee (EMS 105L) $20.00
EMT Lab Fee (EMS 111L) ..... $95.00 per class
AEMT Lab Fee (EMS 175L) $150.00
Paramedic Lab Fee (EMS 204L, 206L, 208L, 214L, 224L, 232L) $35.00
FISDAP™ Paramedic Entrance Exam $25.25
EMT FISDAP™ Fee (EMS 11L) $147.00
AEMT FISDAP™ (EMS 175L) $110.25
Paramedic FISDAP™ (EMS 208) $225.75
EMS Liability Fee (EMS 176L, 196L) ..... $5.00 per class
NAEMT PHTLS Fee (EMS 206) $15.00
NAEMT EMS Safety Fee (EMS 222) $15.00
NAEMT AMLS Fee (EMS 224) $15.00
NAEMT GEMS Fee (EMS 232) $15.00
NAEMT EPC Fee (EMS 232 ..... $15.00
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, RCP 105) $25.00
EMS Drug Test Fee (EMS 115L, 176L, 211L) $50.00
DOH Background Check Fee (EMS 115L, 176L, 211L) $73.30
Emergency Management Course Fee ..... $60.00 per credit hour
Written Exam Fee (EMS 105) $75.00
Written Exam Fee (EMS 111) $80.00
Written Exam Fee (EMS 175) $115.00
Written Exam Fee (EMS 250) $125.00
Psychomotor Exam Fee (EMS 175) $250.00
Psychomotor Exam Fee (EMS 250) $250.00

Federal Aviation Administration

Aviation Mechanic Certification Testing Fees Written (General Airframe & Powerplant) ..... $150.00-$500.00 per test section
Aviation Mechanic Certification Retesting Fee (Written Only) ..... $150.00-$500.00 per test section
Aviation Mechanic Certification Testing Fee Oral & Practical (General Airframe & Powerplant) ..... $450.00-$1,100.00 per three days; maximum of five days

Heating, Ventilation, Air Conditioning, Refrigeration Fees

HVAC/R Lab Fee (HVAC 101, 235) $25.00
HVAC/R Readiness and Certification Exam Fees (ELEC 210, 202, HVAC 101, 203,212) ..... $15.00-$180.00
Refrigeration Lab Fee (REFR 203, 205, 210) $10.00
Refrigeration Handling Certification Fee (HVAC 202) $15.00

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 Lab Fees (IET 106, 107, 108) $25.00

Instructional Technology Fee ..... $15.00 per semester

Mandatory Drug Screening Fee (required for selected programs) ..... $45.00-$55.00

Medical Assisting Fees

Drug Testing Fee (MDST 104) $50.00
Performance Assessment (MDST 104, 105, 107, 108, 109, 113) $5.00
Background Check Fee (MDST 104) $57.00
Examination Fee (MDST 111L) $180.00
Liability Fee (MDST 107L, 111L, 113L, 209L) ..... $5.00 per course
Lab Fee (MDST 105, 107L, 113L) ..... $5.00 per course
Supply Fee (MDST 113L) ..... $80.00 per course

Media Arts Fees (FDMA face-to-face classes taught at ENMU-Roswell)

FDMA Course Fee (FDMA 1545, 2530, 2720) $20.00
FDMA Course Fee (FDMA 1740, 1515, 1745, 1120, 1220, 1150, 1360, 2150, 2210, 2450, 2144, 2994) $15.00

Nursing Assistant Fees

Nursing Assistant Practicum Fee (NA 011L) $5.00

Nursing Fees

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 (non-refundable)
(NURS 110, 112, 216, 220) ..... $562.50 each semester

Occupational Therapy Assistant Fees

OT Lab Fee (OT 110L, 118L, 216L) ..... $50.00 per class
OT NBCOT Exam Fee $525.00
OT Supply Fee (OT 110L, 118L, 216L) ..... $30.00 per class
OT Board Exam Fee (OT 250) $515.00
PasstheOT Platform Fee (OT 260) $100.00

Occupational Safety Engineering and Environmental Management Technologies Fees

OSHA 10-and30-hour Testing Fee (SET 114, 115, 116) ..... $10.00 per class

Pharmacy Technician Fees

Pharmacy Technician Board Fee (PHAR 105L) $30.00
Drug Testing Fee (PHAR 101) $50.00
Background Check Fee (PHAR 101) $57.00

Phlebotomy Fees

Drug Testing Fee (PBE 113L) $50.00
Performance Assessment (PBE 113) $5.00
Background Check Fee (PBE 113) $57.00

Liability Fee (PBE 113L, 114L, 115L) ..... $5.00 per course
Lab Fee (PBE 113L) $5.00
Phlebotomy National Examination Fee (American Society of Clinical Pathologists) $135.00
Supply Fee (105, 113L) ..... $80.00 per course

Professional Pilot Training Fees

Fixed Wing Flight Training Fee (PPT 102) $11,200.00
Fixed Wing Flight Training Fee (PPT 105) $11,500.00
Fixed Wing Flight Training Fee (PPT 150) $8,300.00
Fixed Wing Flight Training Fee (PPT 221) $10,100.00
Fixed Wing Flight Training Fee (PPT 251) $6,800.00
Helicopter Flight Training Fee (PPT 108) ..... $21,000.00-$30,250.00
Private Pilot FAA Written Examinations $150.00
Private Pilot FAA Practical Examinations ***$500.00
Helicopter Flight Training Fee (PPT 109) $19,250.00
Instrument Pilot FAA Written Examinations $170.00
Instrument Pilot FAA Practical Examinations ***$500.00
Helicopter Flight Training Fees (PPT 110) ..... $36,875.00-$59,875.00
Commercial Pilot FAA Written Examinations $170.00
Commercial Pilot FAA Practical Examinations ***$500.00
****Fees vary depending on examiner*

Residence Hall Activity Fee ..... $5.00 per semester

Respiratory Therapy Fees

AHA Course Fee – BLS Card/Supplies (RCP 103) $25.00
AHA Course Fee – ACLS Card (RCP 108L) $21.00
AHA Course Fee – PALS Card (RCP 201L) $21.00
AHA Course Fee – NRP Card (RCP 201L) $35.00
Background Check Fee (RCP 107L) $47.10
Clinical Lab Fee (RCP 107L, 109L, 202L, 209L) ..... $100.00 per course
Lab Supply Fee (RCP 105L, 108L, 201L, 209L) ..... $50.00 per course
Respiratory Therapist Multiple Choice Exam (RCP 208) $190.00
Respiratory Therapist Clinical Simulation Exam (RCP 208) $200.00
Respiratory Therapist SAE Exam (RCP 208) $50.00
Respiratory Therapist Lab Fee (RCP 105L, 108L, 201L, 204L) ..... $5.00 per course

Rocky Mountain Life Zones Fee (non-refundable) (BIOL 130L) $150.00

Science Lab Fee (non-refundable) ..... $15.00 per course

Special Examination Fee ..... Equal to the prevailing rate of tuition

Special Services Fees

Books and Writing
CPR Card (HO 010) $20.00
Fingerprinting Fee for Child Care (non-refundable) $44.00
Food Service Fee (FDS 010, 020, 030) ..... $30.00 per semester
Independent Living Lab Fee (HO 091L, 092L, 093L, 099L, 094L, 095L) ..... $30.00 per semester
Life Skills Fee (HO 030, 031, 032, 040, 041, 042) ..... $30.00 per semester
Special Services Program Fee ..... $88.55 per credit hour

Liability Insurance Fee $5.00
(Students in the Special Service occupational training programs are required to pay a fee for liability insurance provided by a third party.)

Student Accident Coverage Fee
(Paid yearly be 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

Teacher Education Fees
Tk20 Fee (ECED 2120, EDUC 2116).....$110.00

VALPAR Occupational Testing Fee ..... $250.00/one day or $350.00/two days

Welding Technology Fees
Welding Technology Lab Fee (WELD 110, 115, 118, 125, 131, 132, 135, 201, 202, 203, 215, 220, 221, 222, 291) .....$50.00 per course

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.

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. A 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. Students may also obtain Certificates of Occupational Training in 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 enhances student engagement, all of which improves 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 the Health Education Unit 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 3 years 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.

The Health Science Unit at ENMU-Roswell will require students who have a medical marijuana card and test positive for Tetrahydrocannabinol (THC) to withdraw from any and all health programs that require initial and random drug screens to be negative. ENMU-Roswell has the duty to ensure that students in the clinical setting practice within their scope in a skillful and safe manner. The use of medical marijuana creates a situation where actual or potential impairment can interfere with the student's ability to perform with skill and safety, thus putting the public and patients at risk.

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.

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
- ❏ Community Paramedic
- ❏ Early Childhood Education
- ❏ Mathematics
- ❏ Nursing
- ❏ Teacher Education – Early Childhood Education
- ❏ Teacher Education – Elementary Education
- ❏ Teacher Education – Secondary Education

ASSOCIATE OF APPLIED SCIENCE

- ❏ Automotive Technology
- ❏ Aviation Maintenance Technology
- ❏ Engineering and Design Technology
- ❏ Fire Science—EMS Concentration
- ❏ Fire Science—Structural Fire Concentration
- ❏ Heating, Ventilation, Air Conditioning—Refrigeration Technology
- ❏ Media Arts—Film Technology
- ❏ Media Arts—Graphic Design
- ❏ Medical Assisting
- ❏ Occupational Safety Engineering and Environmental Management Technologies
- ❏ Occupational Therapy Assistant
- ❏ Office Management and Technologies
- ❏ Paramedic
- ❏ Police Science
- ❏ Professional Pilot Training – Fixed Wing
- ❏ Respiratory Therapy
- ❏ Welding Technology

CERTIFICATE OF ACHIEVEMENT

- ❏ Aviation Maintenance Technology – Airframe
- ❏ Aviation Maintenance Technology – Powerplant
- ❏ General Education Completion Option 1
- ❏ General Education Completion Option 2
- ❏ Professional Pilot Training – Fixed Wing Basic
- ❏ Professional Pilot Training – Fixed Wing Intermediate

CERTIFICATE OF OCCUPATIONAL TRAINING

- ❏ Early Childhood Education
- ❏ Emergency Medical Technician-Paramedic
- ❏ Engineering and Design Technology
- ❏ Heating, Ventilation, Air Conditioning Technology
- ❏ Media Arts – Game Design
- ❏ Medical Assisting

CERTIFICATE OF EMPLOYABILITY

- ❏ Automotive Technology—Brakes
- ❏ Automotive Technology—Diesel
- ❏ Automotive Technology—Level I
- ❏ Automotive Technology—Level II
- ❏ Bookkeeping/Accounting
- ❏ Commercial Driver's License
- ❏ Commercial Refrigeration
- ❏ Community Paramedic
- ❏ Emergency Medical Technician
- ❏ Emergency Medical Technician, Advanced (AEMT)
- ❏ Engineering and Design Technology—Architecture
- ❏ Human Services—Alcohol & Drug Abuse Studies
- ❏ Human Services—Helping Relationship Skills
- ❏ Media Arts—Film Technology
- ❏ Media Arts—Graphic Design
- ❏ Medical Scribe
- ❏ 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
- ❏ Professional Pilot Training - Advanced
- ❏ Welding Technology-Basic
- ❏ Welding Technology-Pipe
- ❏ Welding Technology—Advanced

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

- ❏ NMYCA Training Program—Automotive
- ❏ NMYCA Training Program—Construction Trades
- ❏ NMYCA Training Program—Emergency Responder
- ❏ NMYCA Training Program—Fire Science
- ❏ NMYCA Training Program—Health Care Clerk
- ❏ NMYCA Training Program—Media Arts
- ❏ NMYCA Training Program—Nursing Assisting
- ❏ 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

SPECIAL SERVICES
CERTIFICATE OF ACHIEVEMENT

Special Services program fees apply

- ❏ Independent Living

Degree Plans

AGRICULTURE

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 transfer to a four-year program.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Students will understand and demonstrate Agriculture content, disciplinary concepts and tools, and methods of inquiry related to discovery through public/class presentations as defined by professional agricultural associations.
2. Students will understand and demonstrate Animal Science/Pre-Veterinarian math content, and methods of inquiry related to mathematical discovery as defined by professional animal science associations.
3. Students will understand and demonstrate writing skills commiserate with Animal Science/Pre-Veterinarian content. In addition to style formats as defined by professional animal science associations.
4. Graduating students will be employable in their field, enter professional school or pursue advanced degrees.

Agriculture AA

Associate of Arts degree

General Education Requirements (32 Credit Hours)

ENGL 1110	Composition I	3
ENGL 1120	Composition II	3
COMM 2120	Interpersonal Communication	3
MATH 1220	College Algebra	3
BIOL 2110	Principles of Biology: Cellular and Molecular Biology	3
BIOL 2110L	Principles of Biology: Cellular and Molecular Biology Lab	1
CHEM 1215	General Chemistry I	3
CHEM 1215L	General Chemistry I Lab	1
SPAN 1110	Spanish I	3
HIST 2110	Survey of New Mexico History	3
Social and Behavioral Sciences		3

ANTH 1115, ANTH 1140, ECON 1110, ECON 2110, ECON 2120, POLS 1110, POLS 1120, POLS 2160, PSYC 1110, SOCI 1110, SOCI 2310

Creative and Fine Arts 3

ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (30 Credit Hours)

AG 101	Animal Science	3
AG 102	Dairy Science	3
AG 203 +L	Crop Science and Lab	3
AG 250	Feeding and Nutrition	3
AG 204+L	Soil Science and Lab	3
AG 252	Fundamentals of Agricultural Economics	3
BIOL 2610	Principles of Biology: Biodiversity, Ecology, and Evolution	3
BIOL 2610L	Principles of Biology: Biodiversity, Ecology, and Evolution Lab	1
BIOL 2310	Microbiology	3
BIOL 2310L	Microbiology Lab	1
PHYS 1230	Algebra-based Physics I	3
PHYS 1230L	Algebra-based Physics I Lab	1

Total hours required for degree: 62

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 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 given assistance 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

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate the proper use of safety equipment when performing brake related type of vehicle repair.
2. Locate and utilize vehicle electronic service information for all repair procedures.
3. Explain the theory of operation of brake systems and components.
4. Demonstrate the proper use of special service tools and hand tools when performing any brake service.
5. Apply proper diagnostic approach when analyzing a brake system fault.

6. Apply proper repair procedures when repairing a brake fault.
7. Demonstrate a proper repair verification procedure when a vehicle has been repaired.
8. Be able to present and explain information summarizing advanced brake systems.

AT 112 Automotive Brakes 4

Total Hours Required for Certificate: 4

Automotive Technology—Level I Certificate

Certificate of Employability

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate the proper use of safety equipment when performing vehicle repairs.
2. Locate and utilize vehicle electronic service information for all repair procedures.
3. Explain the theory of operation of vehicle components.
4. Demonstrate the proper use of special service tools and hand tools when performing vehicle service.
5. Apply proper diagnostic approach when analyzing a vehicle system fault.

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 - Level II Certificate

Certificate of Employability

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate the proper use of safety equipment when performing vehicle repairs.
2. Locate and utilize vehicle electronic service information for all repair procedures.
3. Explain the theory of operation of vehicle components.
4. Demonstrate the proper use of special service tools and hand tools when performing vehicle service.
5. Apply proper diagnostic approach when analyzing a vehicle system fault.
6. Apply proper repair procedures when repairing a vehicle fault.
7. Demonstrate a proper repair verification procedure when a vehicle has been repaired.
8. Be able to present and explain information summarizing vehicle systems.

ENTR 1110 Entrepreneurship..... 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	3
AT 130	Engine Repair	4
AT 132	Engine Performance I	4
AT 134	Engine Performance II	4
AT 250	Dealership Practices	3

Total Hours Required for Certificate: 35

Automotive Technology—Diesel COE

Certificate of Employability

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate the proper use of safety equipment when performing diesel repairs.
2. Locate and utilize vehicle electronic service information for all repair procedures.
3. Explain the theory of operation of diesel vehicle components.
4. Demonstrate the proper use of special service tools and hand tools when performing diesel service.
5. Apply proper diagnostic approach when analyzing a diesel system fault.
6. Apply proper repair procedures when repairing a diesel fault.
7. Demonstrate a proper repair verification procedure when a vehicle has been repaired.
8. Be able to present and explain information summarizing light duty diesel systems.

ENTR 1110	Entrepreneurship	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	3
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

Total Hours Required for Certificate: 33

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate the proper use of safety equipment when performing any type of vehicle repair.
2. Locate and utilize vehicle electronic service information for all repair procedures.
3. Explain the theory of operation of vehicle systems and components.
4. Demonstrate the proper use of special service tools and hand tools when performing any type of vehicle repair.
5. Apply proper diagnostic approach when analyzing a vehicle system fault.
6. Apply proper repair procedures when repairing a vehicle fault.
7. Demonstrate a proper repair verification procedure when a vehicle has been repaired.
8. Be able to present and explain information summarizing advanced vehicle systems.

General Education Requirements (15 Credit Hours)

ENGL 2210 Professional & Technical Communication 3
MATH 1170 Technical Math **OR**
MATH 1130 Survey of Mathematics 3
PSYC 1110 Introduction to Psychology **OR**
SOCI 1110 Introduction to Sociology..... 3
BCIS 1115 Introduction to Computers 3
Humanities or Creative and Fine Arts 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (45 Credit Hours)

ENTR 1110 Entrepreneurship 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	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

Total Hours Required for Degree: 60

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 Department of Transportation, 49CFR 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. Throughout the program, students must maintain the ability to pass the mandatory drug screening to remain in the program. In the event the student fails a drug screening after enrollment, the student will immediately be administratively withdrawn from the program for the remainder of the semester. The student will be eligible to return to the program the following semester pending a current, clear drug screening. Students exhibiting signs of imparired judgement 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. Students must satisfy FAA 14CFR part 65 English language proficiency is required for all students entering the program. Students must achieve a minimum of 75 on the EdReady

Placement test, or have completed English 096 and English 098L. International students must fulfill all University admission requirements for Aviation Maintenance Technology Program eligibility.

Mathematical proficiency. Mathematical proficiency is required for all students entering the program. Therefore, students must achieve a minimum of 61 on the EdReady Placement test, or have completed MATH 1130, 1170, or 1215.

Aviation Maintenance Technology - Airframe COA

Certificate of Achievement

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Students will develop the skills and knowledge necessary to complete the Federal Aviation Administration written, oral, and practical examinations.
2. This program will prepare graduates to enter the workforce as adequately trained, entry-level aviation maintenance technicians.
3. Successful students will develop a professional work ethic, cooperative attitude, and the leadership qualities necessary for conscientious and productive employees.

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

FAA Approved - FAR Part 147 Subjects

GAMT 107	Aviation Math and Science	4
GAMT 108	Standard Maintenance Practices	4
GAMT 109	Aircraft Operations and Servicing	2
GAMT 110	Federal Aviation Regulations	2
GAMT 111	Fundamentals of Electricity	4
GAMT 112	Aircraft Cleaning, Corrosion, and Finishes	2
GAMT 200	Inspections	3
AFRM 102	Assembly and Rigging	2
AFRM 106	Composite Structures	3
AFRM 108	Hydraulic, Pneumatic, and Fuel Systems	4
AFRM 112	Classic Aircraft Construction	2
AFRM 113	Aircraft Metallic Structures	4
AFRM 114	Communication/Data Display Systems	3
AFRM 115	Environmental and Sub-Systems	3
AFRM 116	Electrical Systems	4
AFRM 117	Aircraft Landing, Braking, and Anti-Skid Systems	4

Total Hours Required for Certificate: 50

Aviation Maintenance Technology - Powerplant COA

Certificate of Achievement

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

FAA Approved - FAR Part 147 Subjects

GAMT 107	Aviation Math and Science	4
GAMT 108	Standard Maintenance Practices	4
GAMT 109	Aircraft Operations and Servicing	2
GAMT 110	Federal Aviation Regulations	2
GAMT 111	Fundamentals of Electricity	4
GAMT 112	Aircraft Cleaning, Corrosion, and Finishes	2
GAMT 200	Inspections	3
PWPL 102	Aircraft Propellers	3
PWPL 104	Aircraft Reciprocating Engines	3
PWPL 106	Aircraft Turbine Engine Theory	3
PWPL 107	Turbine Engine Overhaul	3
PWPL 109	Fuel Metering, Induction, and Exhaust Systems	5
PWPL 110	Reciprocating Engine Overhaul	5
PWPL 111	Powerplant Electrical	4

Total Hours Required for Certificate: 48

Aviation Maintenance Technology AAS

Associate of Applied Science degree

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Students will develop the skills and knowledge necessary to complete the Federal Aviation Administration written, oral, and practical examinations.
2. This program will prepare graduates to enter the workforce as adequately trained, entry-level aviation maintenance technicians.
3. Successful students will develop a professional work ethic, cooperative attitude, and the leadership qualities necessary for conscientious and productive employees.

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

General Education Requirements (15 Credit Hours)

ENGL 2210	Professional & Technical Communication	3
MATH 1130	Survey of Mathematics	3
PSYC 1110	Introduction to Psychology **OR**	

SOCI 1110 Introduction to Sociology 3
BCIS 1115 Introduction to Computers 3
*Humanities or Fine and Creative Arts 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (75 Credit Hours)

GAMT 107 Aviation Math and Science 4
GAMT 108 Standard Maintenance Practices 4
GAMT 109 Aircraft Operations and Servicing 2
GAMT 110 Federal Aviation Regulations 2
GAMT 111 Fundamentals of Electricity 4
GAMT 112 Aircraft Cleaning, Corrosion, and Finishes 2
GAMT 200 Inspections 3
AFRM 102 Assembly and Rigging 2
AFRM 106 Composite Structures 3
AFRM 108 Hydraulic, Pneumatic, and Fuel Systems 4
AFRM 112 Classic Aircraft Construction 2
AFRM 113 Aircraft Metallic Structures 4
AFRM 114 Communication/Data Display Systems 3
AFRM 115 Environmental and Sub-Systems 3
AFRM 116 Electrical Systems 4
AFRM 117 Aircraft Landing, Braking, and Anti-Skid Systems 4
PWPL 102 Aircraft Propellers 3
PWPL 104 Aircraft Reciprocating Engines 3
PWPL 106 Aircraft Turbine Engine Theory 3
PWPL 107 Turbine Engine Overhaul 3
PWPL 109 Fuel Metering, Induction, and Exhaust Systems 5
PWPL 110 Reciprocating Engine Overhaul 5
PWPL 111 Powerplant Electrical 4

Total Hours Required for Degree: 91

BEHAVIORAL SCIENCES

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 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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program, students will be able to:

1. Explain major concepts, theoretical perspectives, and historical trends in Psychology, Sociology, Anthropology, and Political Science;
2. Integrate behavioral science principles into community engagement and personal/social responsibility;
3. Demonstrate the use of critical thinking, skeptical inquiry, and the scientific approach to solve problems related to the behavioral sciences;
4. Synthesize research methods appropriate to the discipline into course work and future academic endeavors; incorporate the skills needed to engage effectively in collaborative relationships and teamwork.

Behavioral Sciences AA

Associate of Arts degree

General Education Requirements (31 Credit Hours)

ENGL 1110	Composition I	3
ENGL 1120	Composition II	3
COMM 2120	Interpersonal Communication	3
MATH 1130	Survey of Mathematics	3
BIOL 1110	General Biology	3
BIOL 1110L	General Biology Lab	1
PSYC 1110	Introduction to Psychology	3
SOCI 1110	Introduction to Sociology	3
PHIL 1115	Introduction to Philosophy	3
HUMN 1110	Introduction to World Humanities I	3
Creative and Fine Arts		3

ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (28 Credit Hours)

ANTH 1140	Introduction to Cultural Anthropology	3
MATH 1350	Introduction to Statistics	4
PHIL 2110	Introduction to Ethics	3
POLS 1110	Introduction to Political Science	3
PSYC 1170	Psychology of Success	3
PSYC 2120	Developmental Psychology	3

PSYC 2140 Child Psychology 3
PSYC 2130 Adolescent Psychology 3
SOCI 2410 Introduction to Research Methods..... 3

Elective (3 Credit Hours)

SOCI 2310 Contemporary Social Problems **OR**
SOCI 2325 Introduction to Native American Studies **OR**
POLS 1120 American National Government **OR**
POLS 2160 State and Local Government **OR**
HIST 1110 United States History I **OR**
HIST 1120 United States History II 3

Total Hours Required for Degree: 62

BIOLOGY

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate an understanding of how scientific knowledge is constructed and how this process relies on evidence rather than opinions or beliefs.
2. Apply critical thinking and an understanding of biological and chemical concepts and principles to explain complex processes of the natural world.
3. Analyze and interpret scientific information in various forms, including text, graphs, tables, and figures.
4. Convey scientific explanations using proper written and oral English.
5. Perform scientific investigations using appropriate experimental design, methodology and laboratory techniques.

Biology AS

Associate of Science

General Education Requirements (32 Credits)

ENGL 1110 Composition I 3
ENGL 1120 Composition II 3
COMM 2120 Interpersonal Communication **OR**
COMM 1130 Public Speaking 3
MATH 1220 College Algebra 3
MATH 1350 Introduction to Statistics 4
BIOL 2110 Principles of Biology: Cellular and Molecular Biology 3

BIOL 2110L Principles of Biology: Cellular and Molecular Lab 1
PSYC 1110 Introduction to Psychology 3
PHIL 2110 Introduction to Ethics 3
Creative and Fine Arts Elective 3
ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310
Humanities or Creative and Fine Arts 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (31-32 Credits)

BIOL 2610 Principles of Biology: Biodiversity, Ecology, and Evolution 3
BIOL 2610L Principles of Biology: Biodiversity, Ecology, and Evolution 1
BIOL 2210 Anatomy and Physiology I 3
BIOL 2210L Anatomy and Physiology I Lab 1
BIOL 2225 Anatomy and Physiology II 3
BIOL 2225L Anatomy and Physiology II Lab 1
CHEM 1215 General Chemistry I for STEM Majors 3
CHEM 1215L General Chemistry I Lab for STEM Majors 1
CHEM 1225 General Chemistry II for STEM Majors 3
CHEM 1225L General Chemistry II for STEM Majors Lab 1
PHYS 1230 Algebra-based Physics I 3
PHYS 1230L Algebra-based Physics I Lab 1
MATH 1510 Calculus I 4
Science Elective 3-4
Choose One (BIOL 222, BIOL 2310 and BIOL 2310L, GEOL 1110 and GEOL 1110L, or PHYS 1240 and PHYS 1240L)

Total Hours Required for Degree: 63-64

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Identify, analyze and record business transactions.
2. Prepare common accounting documents, such as bank reconciliations.
3. Prepare simple financial statements, balance sheets, and personal tax returns.

4. Prepare and track payroll documents.

Bookkeeping/Accounting COE

Certificate of Employability

Program Requirements (24-26 Credits)

ACCT 200	Basic Bookkeeping and Accounting **OR**	
ACCT 2110	Principles of Accounting I	3-4
ACCT 1150	QuickBooks	3
BCIS 1115	Introduction to Computers	3
ENTR 1110	Entrepreneurship **OR**	
PSCY 1170	Psychology of Success **OR**	
FYEX 1110	First-year Seminar	3
ACCT 1410	Personal Tax Preparation	3
ACCT 2170	Payroll Accounting	3
ACCT 2120	Principles of Accounting II **OR**	
BCIS 2215	MS Excel	3-4
ACCT 2998	Accounting Internship	3

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Students will demonstrate a basic understanding of the core disciplines within business.
2. Students will demonstrate an understanding of the role of ethics and social responsibility in decision-making.
3. Students will function as effective members of a team.
4. Students will demonstrate effective oral and written communication skills.
5. Students will apply analytical skills to the solving of business problems.

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

General Education Requirements (39 Hours)

ENGL 1110 Composition I 3
ENGL 1120 Composition II 3
COMM 2120 Interpersonal Communication **OR**
COMM 1130 Public Speaking **OR**
COMM 2140 Small Group Communication 3
MATH 1130 Survey of Mathematics **OR**
MATH 1220 College Algebra 3
MATH 1350 Introduction to Statistics 4
BUSA 1110 Introduction to Business 3
ECON 2110 Macroeconomic Principles 3
ECON 2120 Microeconomic Principles 3
Laboratory Sciences 8
BIOL 1650+L, BIOL 1110+L, BIOL 2110+L, BIOL 2610+L, BIOL 2210+L, BIOL 2225+L, BIOL 2310+L, CHEM 1110+L, CHEM 1215+L, CHEM 1225+L, GEOL 1120+L, GEOL 1110+L, GEOL 2110+L, PHYS 1230+L, PHYS 1240+L
Humanities 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120
Creative and Fine Arts 3
ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (23 Hours)

BCIS 1115 Introduction to Computers 3
ENTR 1110 Entrepreneurship 3
ACCT 2110 Principles of Accounting I 4
ACCT 2120 Principles of Accounting II 4
BFIN 2110 Introduction to Finance 3
MGMT 2110 Principles of Management 3
MKTG 2110 Principles of Marketing 3

Total Hours Required for Degree: 62

BUSINESS COMPUTER INFORMATION SYSTEMS

Office Manager COE

Certificate of Employability

The Office Manager Certificate is designed to help students acquire the necessary skills to obtain an entry-level computer/administrative support position in a commercial, educational, or governmental

office. All of the courses in this program will apply toward obtaining a two-year Associate of Applied Science Degree in Office Management and Technologies.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Construct professional, error-free business documents that demonstrate appropriate formats and ideas in clear, concise, and correct written and spoken language
2. Students will be able to manage business records
3. Communicate effectively through appropriate modes of communication with emphasis on the use of computer technologies
4. Utilize effective administration skills to enhance the productive operation of the workplace
5. Demonstrate proficiency in the use of productivity software in business applications

Program Requirements

BCIS 1115	Introduction to Computers	3
BCIS 1220	Introduction to MS Word	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
BCIS 2215	MS Excel	3
BCIS 2220	MS Word	3
BUSA 1110	Introduction to Business	3
BUSA 1210	Record Management	3
ENGL 2210	Professional & Technical Communication	3

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.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Construct professional, error-free business documents that demonstrate appropriate formats and ideas in clear, concise, and correct written and spoken language

2. Students will be able to manage business records
3. Communicate effectively through appropriate modes of communication with emphasis on the use of computer technologies
4. Utilize effective administration skills to enhance the productive operation of the workplace
5. Demonstrate proficiency in the use of productivity software in business applications
6. Demonstrate professional behaviors and workplace ethics for the professional office environment

General Education Requirements (15 Credit Hours)

BCIS 1115	Introduction to Computers	3
BUSA 1110	Introduction to Business	3
ENGL 2210	Professional & Technical Communication	3
MATH 1130	Survey of Mathematics	3
Humanities or Creative and Fine Arts		3

HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (46 Credit Hours)

ACCT 200	Basic Bookkeeping and Accounting	3
BCIS 1110	Fundamentals of Information Literacy & Systems	3
BCIS 1220	Introduction to MS Word	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
BCIS 1890	Introduction to IT Support	3
BCIS 2120	Desktop Publishing	3
BCIS 2210	MS Access	3
BCIS 2215	MS Excel	3
BCIS 2220	MS Word	3
BCIS 2230	MS PowerPoint	3
BCIS 2450	Social Media Management	3
BCIS 2998	Internship	3
BUSA 1210	Record Management	3
ENTR 1110	Entrepreneurship	3
MATH 1350	Introduction to statistics	4

Total Hours Required for Degree: 61

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. 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. Valid New Mexico Commercial Learner's Permit
       *See MVD requirements for acceptable documents.
- Have a CDL Medical Examination card before any behind-the-wheel instruction begins.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Students will demonstrate safe driving techniques.
2. Students will conduct pre-trip and post-trip inspections.
3. Students will demonstrate safe coupling and uncoupling techniques.
4. Students will demonstrate safe shifting, backing and maneuvering.
5. Students will complete documents pertaining to cargo, hazardous materials, mileage and trip sheets.
6. Students will complete log books accurately.
7. Students will demonstrate knowledge of the laws and regulations pertaining to the operation of a commercial vehicle.
8. Students will be able to operate tractor-trailer/tanker safely on surface streets, highways, and freeways, complying with all regulations.
9. Students will use the obtained skills to take the State CDL exam and be qualified for employment in the transportation industry.

Commercial Driver's License COE

Certificate of Employability

Courses

CDL 150 Basic Driving Training Class A..... 3

CDL 250 Advanced Driving Training Class A..... 2

Total Hours Required for Certificate: 5

COMMUNITY PARAMEDIC

*The Community Paramedic program is currently not accepting applicants for the 2020-2021 academic year.

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 successfully a program pretest.
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.

Community Paramedic COE

Certificate of Employability

Courses

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 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:

ENGL 1110	Composition I	3
ENGL 1120	Composition II **OR**	
ENG 235	Advanced Composition **OR**	
COMM	Communication Elective	3
BIOL 152/152L		4
BIOL 2210+L	Anatomy and Physiology I	4
BIOL 2225+L	Anatomy and Physiology II	4
MATH 1215,		
MATH 1130	Survey of Mathematics **OR**	
MATH 1220	College Algebra **OR**	
MATH 1230	Trigonometry **OR**	
MATH 1510	Calculus I **OR**	
MATH 1520	Calculus II	4

Social and Behavioral Sciences/Humanities and Creative and Fine Arts 9-12
ANTH 1115, ANTH 1140, ECON 1110, ECON 2110, ECON 2120, POLS 1110, POLS 1120, POLS 2160, PSYC 1110, SOCI 1110, SOCI 2310, HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

BCIS 1110, BCIS 1115, 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

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.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

6. Describe the history, structure, and function of the criminal justice system in the United States.
7. Discuss the role of law enforcement, court systems, corrections, and security in maintaining social order.
8. Identify and describe crime-causation theories, various measures of crime and their reliability, and victimization theories.
9. Describe fundamental principles, concepts, and terminology used in the criminal justice system.
10. Apply basic analytical and critical-thinking skills to the evaluation of criminal justice issues, policies, trends, and disparities.

This curriculum can serve as a terminal occupational degree program for students seeking immediate employment in the private sector or 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 202, CJUS 1120, CJUS 1110, CJUS 2130, 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 CJUS 1110 and CJUS 2150 upon provision of an official transcript.

Criminal Justice AA

Associate of Arts Degree

General Education Requirements (31 Credits)

ENGL 1110	Composition I	3
ENGL 2210	Professional & Technical Communication	3
COMM 2120	Interpersonal Communication	3

MATH 1130 Survey of Mathematics 3
POLS 1120 American National Government 3
HIST 1110 United States History I 3
PSYC 1110 Introduction to Psychology 3
Laboratory Science 4

BIOL 1650+L, BIOL 1110+L, BIOL 2110+L, BIOL 2610+L, BIOL 2210+L, BIOL 2225+L, BIOL 2310+L, CHEM 1110+L, CHEM 1215+L, CHEM 1225+L, GEOL 1120+L, GEOL 1110+L, GEOL 2110+L, PHYS 1230+L, PHYS 1240+L

Creative and Fine Arts 4

ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Additional Humanities or Creative and Fine Arts 4

HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (31 Credits)

MATH 1350 Introduction to Statistics 4
BCIS 1115 Introduction to Computers 3
POLS 2160 State and Local Government 3
CJUS 1110 Introduction to Criminal Justice 3
CJUS 2140 Criminal Investigation 3
CJUS 2150 Corrections Systems 3
CJUS 2130 Police and Society 3
CJUS 2110 Professional Responsibility in Criminal Justice 3
CJUS 1140 Juvenile Justice 3
CJUS 2120 Criminal Courts and Procedure 3

Total Program Requirements for Degree: 62

EARLY CHILDHOOD EDUCATION (NON-LICENSURE PATHWAY)

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 coursework with the general education requirements of the four-year institution to which they plan to transfer.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Analyze and discuss current early childhood education issues, theories, and research.
2. Demonstrate knowledge of and respect for variations across cultures, in terms of family structures, expectations, values, and child-rearing practices.
3. Demonstrate effective oral and written communication through situational presentations and portfolios.
4. Demonstrate the knowledge needed to engage in and perform effectively in collaborative relationships with parents, guardians, families, and community stakeholders in meeting the needs of each child.
5. Use reflective practices to examine and evaluate their own reasons and commitment to becoming an early childhood teacher.

Note: Students must pass a background/fingerprint check prior to practicum or observation coursework.
Note: Students must have a cumulative grade point average of 2.0 in order to meet graduation requirements.

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

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

Program Requirements (32 Credit Hours)

PSCY 1170 Psychology of Success 3

ECED 1110	Child Growth, Development and Learning	3
ECED 2110	Professionalism	2
ECED 1115	Health, Safety, and Nutrition	2
ECED 1120	Guiding Young Children	3
ECED 2120	Curriculum Development through Play- Birth through Pre-K	3
ECED 2121	Curriculum Development through Play- Birth through Pre-K Practicum	2
ECED 2115	Introduction to Language, Literacy & Reading	3
ECED 2130	Curriculum Development/Implementation: Pre-K through Grade 3	3
ECED 2131	Curriculum Development/Implementation: Pre-K through Grade 3 Practicum	2
ECED 1130	Family and Community Collaboration	3
ECED 1125	Assessment of Children/Evaluation of Programs	3

Total Hours Required for Certificate: 32

Early Childhood Education AS

Associate of Science Degree (Transfer Degree)

General Education Requirements (32-33 Credit Hours)

ENGL 1110	Composition I	3
ENGL 1120	Composition II	3
COMM 2120	Interpersonal Communication **OR**	
COMM 1130	Public Speaking	3
MATH 1130	Survey of Mathematics **OR**	
MATH 1220	College Algebra **OR**	
MATH 1350	Introduction to Statistics	3-4
BIOL 1110	General Biology **OR**	
BIOL 2110+L	Principles of Biology: Cellular and Molecular Biology **OR**	
BIOL 2610+L	Principles of Biology: Biodiversity, Ecology, & Evolution	4
CHEM 1110+L	Chemistry in Our Community **OR**	
CHEM 1215+L	General Chemistry I **OR**	
CHEM 1225+L	General Chemistry II for STEM Majors **OR**	
GEOL 1120+L	Environmental Geology **OR**	
GEOL 1110+L	Physical Geology **OR**	
PHYS 1230+L	Algebra-based Physics I **OR**	
PHYS 1240+L	Algebra-based Physics II	4
HIST 1110	United States History I **AND**	
HIST 1120	United States History II	
OR		
HIST 1150	Western Civilization I **AND**	
HIST 1160	Western Civilization II	6

ARTH 1110 Art Appreciation **OR**
THEA 1110 Introduction to Theater **OR**
MUSC 1110 Music Appreciation: Jazz 3
Social and Behavioral Sciences 3
ANTH 1115, ANTH 1140, ECON 1110, ECON 2110, ECON 2120, POLS 1110, POLS 1120, POLS 2160, PSYC 1110, SOCI 1110, SOCI 2310
Humanities or Fine and Creative Arts 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (35 Credit Hours)

PSYC 2140 Child Psychology 3
PSYC 1170 Psychology of Success 3
ECED 1110 Child Growth, Development and Learning 3
ECED 2110 Professionalism 2
ECED 1115 Health, Safety, and Nutrition 2
ECED 1120 Guiding Young Children 3
ECED 2120 Curriculum Development through Play- Birth through PreK 3
ECED 2121 Curriculum Development through Play- Birth through PreK Practicum 2
ECED 2115 Introduction to Language, Literacy & Reading 3
ECED 2130 Curriculum Development/Implementation: PreK through Grade 3 3
ECED 2131 Curriculum Development/Implementation: PreK through Grade 3 Practicum 2
ECED 1130 Family and Community Collaboration 3
ECED 1125 Assessment of Children/Evaluation of Programs 3

Total Hours Required for Degree: 67-68

EMERGENCY MEDICAL SERVICES

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
https://www.nmems.org/

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 Technician
2) Advanced Emergency Medical Technician, or
3) 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 program of study, the graduate is eligible to take the National Registry of EMTs examination.

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.

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

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 Health Education Unit 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 Health Unit 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 seventeen (17) 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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Function as an entry-level EMT as part of a healthcare team.
2. Demonstrate professionalism and cultural sensitivity in healthcare settings.
3. Demonstrate appropriate documentation and record keeping.
4. Perform an appropriate patient assessment to form an accurate diagnosis.
5. Proficiently perform skills and procedures for an entry level EMT.

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 EMS Program. 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.

Program Requirements (17 Credits)

EMS 101	BLS/Clinical preparation	1
EMS 111	EMT	6
EMS 111L	EMT Lab	2
EMS 115L	Emergency Medical Technician Clinical	1
EMS 203	Human Systems	4
SOCI 1110	Introduction to Sociology	3

Total Hours Required for Certificate: 17

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Perform an appropriate patient assessment to form an accurate diagnosis.
2. Function as an entry-level AEMT as a part of a healthcare team.
3. Demonstrate team leadership on an emergency call.
4. Demonstrate professionalism and cultural sensitivity in various healthcare settings.
5. Demonstrate appropriate documentation, record keeping, and skill performance.

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) EMS 202 and EMS 203 may be taken as corequisites; however, it is strongly suggested that the course be complete prior to beginning the AEMT core courses.
6) All students must complete a background check using the agency specified by the EMS Program. 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.

AEMT Core Course Requirements

EMS 175	Advanced EMT	6
EMS 175L	Advanced EMT Lab	2
EMS 176L	Advanced EMT Clinical	2
*EMS 202	Introduction to Paramedic Practice	4
*EMS 203	Human Systems	4

Total hours for AEMT Core Courses: 18

***It is strongly recommended that EMS 202 and EMS 203 be completed prior to starting the AEMT program.**

EMERGENCY MEDICAL SERVICES-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
- Completion of the 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 FISDAP® Paramedic Entrance Exam (fee required)

- Successful completion of EMT level Medical and Trauma Scenario
- Completion of health guidelines required by clinical agencies

By May 1 or each year, the Program Director notifies the Office of Admission and Records of the number of positions available to be filled in the paramedic courses. The Office of Admission and Records form a Paramedic Review Committee to review applications. The Review Committee consists of the Office of Admission and Records Representative, 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 Office of Admission and Records 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 course final 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, an academic advisor, 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

***It is strongly encouraged that EMS 202 and EMS 203 be taken prior to starting the Paramedic Program.**

Program Requirements (55 Credit Hours)

*EMS 202	Introduction to Paramedic	4
*EMS 203	Human Systems	4
EMS 204	Airway Emergencies	3
EMS 204L	Airway Emergencies Lab	1
EMS 205	Advanced Assessment	1
EMS 206	Paramedic Trauma Care	3
EMS 206L	Paramedic Trauma Care Lab	1
EMS 208	Emergency Pharmacology	3
EMS 208L	Emergency Pharmacology Lab	1
EMS 211L	Paramedic Clinical I	4

EMS 214	Cardiac Emergencies	4
EMS 214L	Cardiac Emergencies Lab	2
EMS 222	Advanced EMS Operations	2
EMS 224	Medical Emergencies	5
EMS 224L	Medical Emergencies Lab	2
EMS 231L	Paramedic Capstone Internship	6
EMS 232	Care of Special Populations	3
EMS 232L	Care of Special Populations Lab	1
EMS 241L	Paramedic Clinical II	4
EMS 250	Colloquium	1

Total Hours Required for Certificate: 55

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Exhibit exemplary professional behavior.
2. Perform a paramedic level patient assessment across all age groups and demographics.
3. Analyze assessment findings and develop an appropriate treatment plan for patients across all age groups.
4. Integrate paramedic level decision making and leadership in the areas of general medical, trauma care, and EMS operations.
5. Perform the skills and procedures of a paramedic with proficiency across all age groups and demographics.

General Education Requirements (16 Credits)

ENGL 2210	Professional & Technical Communication	3
MATH 1130	Survey of Mathematics	3
BIOL 1110	General Biology	3
BIOL 1110L	General Biology Lab	1
SOCI 1110	Introduction to Sociology	3
PHIL 2110	Introduction to Ethics	3

Program Requirements (55 Credits)

EMS 202	Introduction to Paramedic	4
EMS 203	Human Systems	4
EMS 204	Airway Emergencies	3

EMS 204L	Airway Emergencies Lab	1
EMS 205	Advanced Assessment	1
EMS 206	Paramedic Trauma Care	3
EMS 206L	Paramedic Trauma Care Lab	1
EMS 208	Emergency Pharmacology	3
EMS 208L	Emergency Pharmacology Lab	1
EMS 211	Paramedic Clinical I	4
EMS 214	Cardiac Emergencies	4
EMS 214L	Cardiac Emergencies Lab	2
EMS 222	Advanced EMS Operations	2
EMS 224	Medical Emergencies	5
EMS 224	Medical Emergencies Lab	2
EMS 231L	Paramedic Capstone Internship	6
EMS 232	Care of Special Populations	3
EMS 232L	Care of Special Populations Lab	1
EMS 241L	Paramedic Clinical II	4
EMS 250	Colloquium	1

Total Hours Required for Degree: 71

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

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 Applied Science degree. Students are required to complete at least 15 credit hours at ENMU-Roswell. 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: Admission & Records, Roswell, NM 88202.)

Please note the following:

- All credit awarded for certification is dependent upon approval by the EMS Program Director.

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.

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, 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 with 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 Engineering Technician position applying theory and principles in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff.

Engineering and Design Technology - Architecture COE

Certificate of Employability

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Read and accurately interpret architectural drawings, including floor plans, interior and exterior elevations, foundational plans, structural details, and building sections, as well as structural, mechanical, electrical, and plumbing systems.
2. Accurately design architectural drawings using traditional tools and Computer-Aided Design programs according to the building codes.
3. Produce all necessary technical and construction documentation in compliance with government and industry standards.

Program Requirements (18 Credit Hours)

ENTR 1110	Entrepreneurship	3
ENGR 111	Technical Drawing	3
ENGR 211	Introduction to CAD – Mechanical	3
ENGR 212	Residential Architectural CAD	3
ENGR 230	3-D Parametric CAD	3
ENGR 240	Commercial Architectural CAD	3

Total Hours Required for Certificate: 18

Engineering and Design Technology COT

Certificate of Occupational Training

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Read, accurately interpret, and design civil and architectural drawings, using traditional tools and Computer-Aided Design programs according to the building codes.
2. Produce all necessary technical and construction documentation in compliance with government and industry standards.
3. Demonstrate mastery in the use of surveying equipment to collect and analyze data using CAD and Geographic Information System (GIS) to produce accurate maps and data for civil design.
4. Apply critical thinking in design and effectively communicate design problems through written, oral, and digital communication modes to develop solutions.

Program Requirements (33 Credit Hours)

ENTR 1110	Entrepreneurship	3
ENGR 101	Introduction to Engineering Technology	3
ENGR 135	Introduction to GIS	3
ENGR 140	Introduction to Python in GIS Modeling	3
ENGR 211	Introduction to CAD – Mechanical	3
ENGR 212	Residential Architectural CAD	3
ENGR 213	Civil/Survey CAD	3
ENGR 222	Plane Surveying	3
ENGR 240	Commercial Architectural CAD	3
ENGR 285	Precise Digital Mapping	3
ENGR 292	Public Survey System Boundary	3

Total Hours Required for Certificate: 33

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Read and accurately interpret 2-dimensional and 3-dimensional drawings, solid models, and apply reverse-engineering skills within architectural, civil, and mechanical drafting designs.
2. Demonstrate mastery of Computer Aided Design (CAD) software and its use in the production of accurate civil and architectural drawings and technical documentation that complies with current

government requirements and industry standards by obtaining information from reading and analyzing prints, written documentation, or solid model measurements and calculations.

3. Demonstrate mastery in the use of surveying equipment to collect and analyze data using CAD and Geographic Information System (GIS) to produce accurate maps and data for civil design.
4. Effectively communicate design and design problems through speaking, writing, drawings and diagrams, utilizing appropriate software, digital media, and other communication modes.

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 Education Requirements (15 Credit Hours)

ENGL 2210 Professional & Technical Communication 3
MATH 1130 Survey of Mathematics **OR**
MATH 1170 Technical Mathematics 3
PSYC 1110 Introduction to Psychology **OR**
SOCI 1110 Introduction to Sociology 3
BCIS 1115 Introduction to Computers 3
Humanities or Creative and Fine Arts 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (45 Credit Hours)

ENTR 1110 Entrepreneurship 3
ENGR 101 Introduction to Engineering Technology 3
ENGR 111 Technical Drawing 3
ENGR 135 Introduction to GIS 3
ENGR 140 Introduction to Python in GIS Modeling 3
ENGR 211 Introduction to CAD-Mechanical 3
ENGR 212 Residential Architectural CAD 3
ENGR 213 Civil/Survey CAD 3
ENGR 222 Plane Surveying 3
ENGR 230 3-D Parametric CAD 3
ENGR 235 Advanced GIS 3
ENGR 240 Commercial Architectural CAD 3
ENGR 285 Precise Digital Mapping 3
ENGR 292 Public Land Survey System Boundary 3
ENGR 294 Engineering and Design Internship 3

Total Hours Required for Degree: 60

FIRE SCIENCE

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.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Compare and contrast the components and development of the fire and emergency services.
2. Understand theoretical concepts of how fire impacts major types of building construction.
3. Identify the fundamental theories of fire behavior and combustion and differentiate the various types of extinguishing agents.
4. Understand the concepts of risk management and mitigations as it pertains to emergency services.
5. Understand code enforcement as it impacts life and property loss.

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 15 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 or
- 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

Fire Science AAS

Associate of Applied Science Degree

Required General Education Courses

ENGL 2210	Professional & Technical Communication	3
MATH 1130	Survey of Mathematics	3
BIOL 1110	General Biology	3
BIOL 1110L	General Biology Lab	1
SOCI 1110	Introduction to Sociology	3
PHIL 2110	Introduction to Ethics	3

Total General Education Requirements: 16

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 111	Firefighter I	5
FIRE 113	Firefighter II	5
FIRE 116	Basic Wildland Firefighting (FFT2)	3
FIRE 117	Hazardous Material Awareness/Operations	3
FIRE 119	Basic Auto Extrication	2
FIRE 121	Fire Officer 1	3
FIRE 124	Fire Instructor I	3

Total Structural (Urban) Firefighting Concentration: 24

EMS Concentration

FIRE 111	Firefighter I	5
FIRE 113	Firefighter II	5

Licensed Paramedic **OR**
Licensed AEMT 10-14
EMS 203 Human Systems, Pathophysiology. 4
Total EMS Concentration: 24-28

Total Hours Required for General Education: 16

Total Hours Required for Fire Core Courses: 21

Total Hours Required for Concentration Hours: 24

Total Hours Required for Degree: 61

Note: Some courses may have prerequisites.

GENERAL EDUCATION COMPLETION

General Education Completion COA Option 1

Certificate of Achievement

Certificate of Achievement in General Education is designed to meet the core General Education requirements needed for students who anticipate transferring to one of the New Mexico Public Universities and pursuing a bachelor's degree.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Effectively express their ideas through oral and written presentations for a variety of purposes and audiences.
2. Demonstrate the key skills needed to engage in effective collaborative relationships with diverse team members.
3. Investigate, analyze, and discuss key historical, social, and scientific issues, and research.
4. Examine how they can successfully make a difference by becoming engaged in their community and addressing issues that concern them.
5. Use reflective practices to examine their own goals and commitment to succeeding in their education pursuits, career endeavors, and personal lives.

General Education Requirements (31 Credits)

ENGL 1110 English Composition.....3
ENGL 1120 English Composition and Research.....3
Mathematics 3
MATH 1130, MATH 1120, MATH 1350
Laboratory Science.....4
PHYS 1230+L, PHYS 1240+L, BIOL 1110+L, BIOL 2110+L, BIOL 2610+L, BIOL 2210+L, BIOL 2225+L, BIOL 2310+L, CHEM 1110+L, CHEM 1215+L, CHEM 1225+L, GEOL 1120+L,

GEOL 1110+L

Social and Behavioral Sciences 3

BUSA 1110, ECON 1110, ECON 2110, ECON 2120, POLS 1110, POLS 1120, POLS 2160, PSYC 1110, SOCI 1110, SOCI 2310, SOCI 2213, ANTH 1140

Humanities 3

HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2210, PHIL 1115, ENGL 1410, ENGL 2640, SPAN 1110, SPAN 1120, HUMN 1110, HUMN 2110

Creative and Fine Arts 3

ARTS 1610, ARTS 1240, ARTH 1110, ARTS 1320, ARTS 2310, MUSC 1110, THEA 1110

Communication 3

COMM 2120, COMM 1130, COMM 2140

Mathematics, Social & Behavioral Science, or Laboratory Science 3

MATH 1130, MATH 1220, MATH 1350, PHYS 1230+L, BIOL 1110+L, BIOL 2110+L, BIOL 2610+L, BIOL 2210+L, BIOL 2225+l, BIOL 2310+L, CHEM 1110+L, CHEM 154+L, CHEM 155+L, GEOL 1120+L, GEOL 1110+L, BUSA 1110, ECON 1110, ECON 2110, ECON 2120, POLS 1110, POLS 1120, POLS 2160, PSYC 1110, SOCI 1110, SOCI 2310, SOCI 2213, ANTH 1140

Creative and Fine Arts or Humanities 3

ARTS 1610, ARTS 1240, ARTH 1110, ARTS 1320, ARTS 2310, MUSC 1110, THEA 1110, HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, PHIL 1115, ENGL 1410, ENGL 2640, SPAN 1110, SPAN 1120, HUMN 1110, HUMN 2110

Total Certificate Requirement 31 Credit Hours

General Education STEM Completion (COA) Option 2

Certificate of Achievement

The Certificate of Achievement in S.T.E.M. is designed to meet the core General Education requirements needed for students who anticipate transferring to one of the New Mexico public universities and majoring in a S.T.E.M. related field. The completed certificate is guaranteed to fulfill the general education requirements for any New Mexico four-year institution.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate mathematical and statistical reasoning and computation of equations necessary to implement creative and effective solutions of real-world problems in engineering, math, and science.
2. Articulate in writing and orally the fundamental principles of mathematical application and sound experimental design based upon reasoning, logic, computation, and sound analytical processes.

3. Investigate, analyze, and discuss key historical, social, and scientific issues, theories, and research.
4. Examine how they can successfully make a difference by becoming engaged in their community and addressing issues that concern them.
5. Reflective practices to examine their own goals and commitment to succeeding in their educational pursuits, career endeavors, and personal lives.

General Education Requirements (32 Credits)

ENGL 1110 English Composition..... 3
ENGL 1120 English Composition and Research..... 3
Mathematics 4
MATH 1130, MATH 1120, MATH 1350
Laboratory Science..... 4
CHEM 1215+L, CHEM 1225+L, PHYS 1230+L, PHYS 1240+L
Social and Behavioral Sciences 3
BUSA 1110, ECON 1110, ECON 2110, ECON 2120, POLS 1110, POLS 1120, POLS 2160, PSYC 1110, SOCI 1110, SOCI 2310, SOCI 2213, ANTH 1140
Humanities 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2210, PHIL 1115, ENGL 1410, ENGL 2640, SPAN 1110, SPAN 1120, HUMN 1110, HUMN 2110
Creative and Fine Arts..... 3
ARTS 1610, ARTS 1240, ARTH 1110, ARTS 1320, ARTS 2310, MUSC 1110, THEA 1110
Communication 3
COMM 2120, COMM 1130
Mathematics 4
MATH 1510, MATH 1520, MATH 2350
Creative and Fine Arts or Humanities..... 3
ARTS 1610, ARTS 1240, ARTH 1110, ARTS 1320, ARTS 2310, MUSC 1110, THEA 1110, HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, PHIL 1115, ENGL 1410, ENGL 2640, SPAN 1110, SPAN 1120, HUMN 1110, HUMN 2110
Total Certificate Requirement 33 Credit Hours

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.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

5. Demonstrate an understanding of operating sequences on HVAC/R equipment.
6. Demonstrate ability to install and repair according to manufacturer's specifications.
7. Apply critical thinking to properly size equipment in residential and commercial settings.
8. Accurately understand code requirements.
9. Analyze and interpret blue prints and plans for HVAC/R.

Commercial Refrigeration COE
Certificate of Employability

Program Requirements (30 Credits)

ENTR 1110	Entrepreneurship	3
ELEC 101	Introduction to Electricity **OR**	
HVAC 111	Introduction to Electricity	3
HVAC 101	Introduction to Air conditioning and Refrigeration	3
HVAC 201	Refrigeration Cycle and Diagrams	3
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
HVAC 294	Co-op/Internship Training	4

Total Hours Required for Certificate: 30

Heating, Ventilation, & Air Conditioning Technology COT
Certificate of Occupational Training

Program Requirements (33 Credits)

ENTR 1110	Entrepreneurship	3
ELEC 101	Introduction to Electricity **OR**	
HVAC 111	Introduction to Electricity	3
HVAC 101	Introduction to Air conditioning and Refrigeration	3
HVAC 212	Heat Pumps	3
HVAC 235	Air Flow Principles/Duct Design	3
ELEC 202	Advanced Electricity **OR**	
HVAC 151	HVAC/R Advanced Electricity	4

HVAC 251	HVAC/R Control Systems	4
HVAC 203	HVAC Heating Systems	3
HVAC 218	HVAC/R Service & Problem Analysis	3
HVAC 294	Co-op/Internship Training	4

Total Hours Required for Certificate: 33

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 (15 Credits)

ENGL 2210	Professional & Technical Communication	3
MATH 1130	Survey of Mathematics	3
PSYC 1110	Introduction to Psychology **OR**	
SOCI 1110	Introduction to Sociology	3
BCIS 1115	Introduction to Computers	3
Humanities or Fine and Creative Arts		3

HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (45 Credits)

ENTR 1110	Entrepreneurship	3
ELEC 101	Introduction to Electricity **OR**	
HVAC 111	Introduction to Electricity	3
HVAC 101	Introduction to Air Conditioning and Refrigeration	3
HVAC 201	Refrigeration Cycle and Diagrams	3
HVAC 212	Heat pumps	3
HVAC 235	Air Flow Principles/Duct Design	3
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
REFR 210	Multiplexed Evaporator Systems	3
HVAC 218	HVAC/R Service & Problem Analysis	3
HVAC 294	Co-op/Internship Training	4
REFR 205	Refrigeration Service & Problem Analysis	3

Total Hours Required for Degree: 60

HUMAN SERVICES

Human Services COE—Helping Relationship Skills

Certificate of Employability

The Human Services COE is Helping Relationship Skills consists of core courses within the larger curriculum of the ENMU-Roswell, Associates Degree in Human Services. The skills emphasized in the COE include screening, assessment, service planning, brief interventions and a Practicum experience.

The courses may be taken as a stand-alone experience, or as a routine part of completing the Associates Degree. Students have found the COE valuable in seeking employment in positions that do not require a Degree but do require related Human Services knowledge, skills and attitudes.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate emerging competencies in the detection of social and emotional problems which impair the well-being and functioning of persons.
2. Demonstrate emerging competencies in the assessment of persons, including the ability to identify persons' strengths and needs toward addressing social-emotional problems.
3. Demonstrate emerging competencies in the ethical and effective selection and implementation of services with persons to address their social and emotional problems.
4. Capably perform written documentation of their screening, assessment and service planning activities with persons.
5. Demonstrate a fundamental awareness of the professional human services available to persons in their community; and be able to effectively refer persons for such services as indicated.

Program Requirements

HMSV 1120	Interviewing Techniques	3
SOWK 2110	Introduction to Human Services	3
HMSV 2430	Techniques of Assessment and Intervention	3
HMSV 2990	Practicum in Human Services	2
Elective	Approved Elective in Human Services, Alcohol and Drug Abuse Studies, Psychology, or Sociology	6

Total Hours Required for Certificate: 17

Human Services COE—Alcohol and Drug Abuse Studies

Certificate of Employability

The Human Services COE in Alcohol and Drug Abuse Studies is designed to meet the specific training requirements of the New Mexico Counseling and Therapy Board for the Licensed Substance Abuse Associate Counselor (LSAA) and the Licensed Alcohol and Drug Abuse Counselor (LADAC) Credentials.

This certificate meets the most rigorous training requirements (LADAC, and therefore also meets the training requirements for LSAA.

- LSAA – 90 clock hours (6 credit hours) in alcohol and drug abuse studies
- LADAC – 270 clock hours (18 credit hours) in alcohol and drug abuse studies

Licensure has additional Education and Experience requirements. For the most recent requirements please refer to the NM Counseling and Therapy Practice Board website at:
https://www.rld.state.nm.us/boards/counseling_and_therapy_practice.aspx

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Understand a variety of models and theories of addiction and other substance-related problems.
2. Describe the philosophies, practices, policies, and outcomes of the most generally accepted models of treatment, recovery, relapse prevention and continuing care for addiction and other substance-related problems.
3. Understand the established diagnostic criteria for substance use disorders, and describe treatment modalities and placement criteria within the continuum of care.
4. Understand diverse racial and ethnic cultures, including their distinct patterns of interpreting reality, world-view, adaptation, and communication; and to incorporate the special needs of minority groups and the differently abled into clinical practice.
5. Describe the knowledge, skills, and attitudes that are essential to the competent practice of addiction treatment and substance abuse counseling, including:

Program Requirements

HMSV 2140	Introduction to Alcohol and Drug Abuse	3
HMSV 2235	Biopsychosocial Foundation of Alcohol & Drug Abuse	3
HMSV 2410	Principles of Prevention & Research in Alcohol & Drug Abuse	3
HMSV 2420	Principles of Treatment & Recovery in Alcohol & Drug Abuse	3
HMSV 2210	Alcohol and Drug Abuse Counseling: Families & Groups	3
HMSV 2230	Alcohol and Drug Abuse Counseling: Special Populations	3

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Understand the nature of human systems including: individual, group, organizations, community and society, and their major interactions.
2. Describe the causes and conditions which promote or limit optimal functioning, and the classes of deviations from desired functioning in the major human systems.
3. Demonstrate fundamental skills in the establishment of helping relationships, and in the performance of screening, assessment and brief interventions within those relationships.
4. Demonstrate fundamental skills in selecting, planning, implementing and evaluating human services interventions in the contexts of individuals, systems and communities.

General Education Requirements (31 Credit Hours)

ENGL 1110	Composition I	3
ENGL 1120	Composition II	3
COMM 2120	Interpersonal Communication	3
MATH 1130	Survey of Mathematics	3
BIOL 1110	General Biology	3
BIOL 1110L	General Biology Lab	1
PSYC 1110	Introductory Psychology	3
SPAN 1110	Spanish I **OR**	
SPAN 1120	Spanish II	3
SOCI 1110	Introductory Sociology	3
HIST 2110	Survey of New Mexico History	3
Fine and Creative Arts		3
ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310		

Program Requirements (30 Credit Hours)

MATH 1350	Introduction to Statistics	4
SOWK 2110	Introduction to Human Services and Social Work	3
HMSV 1120	Interviewing Techniques	3
HMSV 2140	Introduction to Alcohol and Drug Abuse	3
HMSV 2235	Biopsychosocial Foundation of Alcohol & Drug Abuse **OR**	
HMSV 2410	Principles of Prevention & Research in Alcohol & Drug Abuse	3

HMSV 2430 Techniques of Assessment and Intervention 3
HMSV 2420 Principles of Treatment & Recovery in Alcohol & Drug Abuse **OR**
HMSV 2210 Alcohol and Drug Abuse Counseling: Families & Groups 3
HMSV 2230 Alcohol and Drug Abuse Counseling: Special Populations..... 3
HMSV 2990 Practicum in Human Services 2
PSYC 1170 Psychology of Success 3
Total Hours Required for Degree: 61

Mathematics AS

Mathematics AS

Associate of Science

The A.S. in Mathematics provides the foundation needed to transfer into a Bachelor of Science degree program in Science, Technology, Engineering, and Math related fields at a four-year institution.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate mathematical and statistical reasoning and computation of equations necessary to implement the creative and effective solution of real-world problems in engineering, math, and science.
2. Demonstrate critical thinking skills necessary to solve complex mathematical problems that require precision and accuracy of results.
3. Demonstrate functional knowledge of scientific content in fields such as Chemistry, Biology, Geology, and Physics, so they will be able to understand and explain the fundamental forces and mechanisms at work that govern our planet and universe.
4. Be able to articulate in writing and orally the fundamental principles of mathematical application and sound experimental design based upon reasoning, logic, computation, and sound analytical processes.

General Education Requirements (33 Credit Hours)

ENGL 1110 Composition I 3
ENGL 1120 Composition II 3
ENGL 2210 Professional & Technical Communication **OR**
COMM 2120 Interpersonal Communication **OR**
COMM 1130 Public Speaking 3
MATH 1350 Introduction to Statistics 4
CHEM 1215 General Chemistry I for STEM Majors..... 3
CHEM 1215L General Chemistry I Lab for STEM Majors 1
CHEM 1225 General Chemistry II for STEM Majors..... 3

CHEM 1225L General Chemistry II for STEM Majors Lab 1
Social and Behavioral Sciences 3
ANTH 1115, ANTH 1140, ECON 1110, ECON 2110, ECON 2120, POLS 1110, POLS 1120, POLS 2160, PSYC 1110, SOCI 1110, SOCI 2310
Humanities 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120
Creative and Fine Arts 3
ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310
Humanities or Creative and Fine Arts 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (28-29 Credit Hours)

MATH 1220 College Algebra **OR**
MATH 1230 Trigonometry **OR**
MATH 1510 Calculus I **OR**
MATH 1520 Calculus II **OR**
MATH 2530 Calculus III 10-11
PHYS 1230+L Algebra-based Physics I and Lab
PHYS 1310 +L Calculus-based Physics I and Lab
PHYS 1240+L Algebra-based Physics II and Lab
PHYS 1320 +L Calculus-based Physics II and Lab
BIOL 2110+L Principles of Biology: Cellular and Molecular Biology and Lab
BIOL 2610+L Principles of Biology: Biodiversity, Ecology, and Evolution and Lab
BIOL 2210+L Anatomy and Physiology I and Lab
BIOL 2225+L Anatomy and Physiology II and Lab
BIOL 2310+L Microbiology and Lab
GEOL 1110+L Physical Geology and Lab 12
BCIS 2215 MS Excel 3
ECON 1110 Survey of Economics **OR**
ECON 2110 Macroeconomic Principles **OR**
ECON 2120 Microeconomic Principles 3

Total Hours Required for Degree: 61-62

MEDIA ARTS

The Media Arts includes three tracks:

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

Each track has two-degree plans available:

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

Media Arts – Game Design COT

Certificate of Occupational Training

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate the ability to contribute to interactive multimedia-software design and development projects, such as digital games, mobile apps, educational software, interactive architectural models, and simulations.
2. Demonstrate the ability to work effectively on interdisciplinary teams, with appropriate communication, teamwork, and process skills.
3. Demonstrate the ability to use collaboration tools as appropriate.
4. Demonstrate competence in the use of industry-standard tools and processes.

Program Requirements (31 Credit Hours)

ARTS 1610	Drawing I	3
ARTS 2610	Drawing II	3
FDMA 1555	Introduction to the Creative Media Industry	1
FDMA 1515	Introduction to Digital Image Editing – Photoshop	4
FDMA 2530	Introduction to 3D Modeling	4
FDMA 2720	3-D Animation	4
FDMA 1580	Game Design Fundamentals	4
FDMA 2790	Game Design Concepts	4
FDMA 2775	Game Tools and Techniques	4

Total Hours Required for Certificate: 31

Media Arts - Film Technology COE

Certificate of Employability

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Employ active-listening techniques and knowledge of technical nomenclature to effectively communicate both orally and in writing with clients, colleagues, and other professionals.
2. Demonstrate proper business etiquette, appearance, and teamwork.
3. Demonstrate an understanding of legal regulations, industry ethics, production schedules, and budgets.
4. Use industry-standard motion-media editing software applications to professionally edit projects.
5. Apply knowledge of mission and story structure to produce a treatment and storyboards for a motion-media production.
6. Demonstrate the ability to create a production plan and a schedule that meet client needs, use resources appropriately and are on time and within budget.

Program Requirements (16 Credits)

FDMA 1220	Introduction to Digital Video Editing	4
FDMA 1150	Introduction to Film Technology	4
FDMA 2144	Pre-Production Management	4
FDMA 2997	Independent Study	4

Total Hours Required for Certificate: 16

Media Arts - Film Technology AAS

Associate of Applied Science degree

General Education Requirements (15 Credits)

ENGL 2210	Professional & Technical Communication	3
MATH 1130	Survey of Mathematics	3
PSYC 1110	Introduction to Psychology **OR**	
SOCI 1110	Introduction to Sociology	3
ARTH 1110	Art Appreciation **OR**	
MUSC 1110	Music Appreciation: Jazz	3
BCIS 1115	Introduction to Computers	3

Program Requirements (47 Credits)

ENTR 1110	Entrepreneurship **OR**	
PSYC 1170	Psychology of Success	3
ARTS 1240	Design I	3
ENGL 2310	Introduction to Creative Writing	3

THEA 1110	Introduction to Theatre	3
FDMA 1555	Introduction to the Creative Media Industry	1
FDMA 1220	Introduction to Digital Video Editing	4
FDMA 1545	Introduction to Photography & Digital Imaging	3
FDMA 1150	Introduction to Film Technology	4
FDMA 2144	Pre-Production Management	4
FDMA 2997	Independent Study	4
FDMA 2210	Digital Video Production II	4
FDMA 1415	Principles of Sound	4
FDMA 2520	Introduction to Cinematography	4
FDMA 2990	Portfolio and Practicum	3

Total Hours Required for Degree: 62

Media Arts - Graphic Design COE

Certificate of Employability

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

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate mastery of foundational knowledge, skills and behaviors necessary to be successful in media-design professions.
2. Communicate effectively to a wide variety of audiences, orally and in writing.
3. Apply critical thinking and aesthetic judgments in creating computer graphics and digital media.
4. Utilize knowledge of text and graphics to communicate ideas and information visually.
5. Demonstrate proficiency in design software.
6. Create a portfolio showing proficiency in digital media.

Program Requirements (24-25 Credits)

FDMA 1555	Introduction to the Creative Media Industry	1
FDMA 1740	Graphic Design: Basics	4
FDMA 1745	Graphic Design: Illustration	4
FDMA 1220	Introduction to Digital Video Editing **OR**	
FDMA 2450	Graphic Design: Concept Development	4
FDMA 1515	Introduction to Digital Image Editing – Photoshop	4
FDMA 1120	Desktop Publishing I	4
FDMA 1515	Introduction to Digital Image Editing: Photoshop **OR**	
FDMA 2150	Desktop Publication II	3-4

Total Hours Required for Certificate: 24-25

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.

General Education Requirements (15 Credits)

ENGL 2210	Professional & Technical Communication	3
MATH 1130	Survey of Mathematics	3
PSYC 1110	Introduction to Psychology **OR**	
SOCI 1110	Introduction to Sociology	3
ARTH 1110	Art Appreciation	3
BCIS 1115	Introduction to Computers	3

Program Requirements (45 Credits)

ENTR 1110	Entrepreneurship **OR**	
PSYC 1170	Psychology of Success	3
ARTS 1240	Design I	3
FDMA 1555	Introduction to the Creative Media Industry	1
FDMA 1740	Graphic Design: Basics	4
FDMA 1745	Graphic Design: Illustration	4
FDMA 1515	Introduction to Digital Image Editing – Photoshop	4
FDMA 1120	Desktop Publishing I	4
FDMA 1545	Introduction to Photography & Digital Imaging	3
FDMA 1220	Introduction to Digital Video Editing	4
FDMA 2450	Graphic Design: Concept Development	4
FDMA 1360	Web Design I	4
FDMA 2150	Desktop Publishing II	3
FDMA 2990	Portfolio and Practicum	3
MA 295	Portfolio	1

Total Hours Required for Degree: 60

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 Applied 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 the 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 Health Education Unit faculty. Drug screening may be repeated based on the requirements of the clinical site contracts. Students must pass all mandatory drug screenings to remain in 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 Health Education Unit 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 required course must be achieved in order to graduate from the program.

Medical Assisting COT

Certificate of Occupational Training

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

Developmental Courses as determined by Placement Test

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate clinical skills including vital signs, heights, and weights, ECGs, visual and hearing testing, spirometry, and administering injections.
2. Prepare a patient for an office procedure or surgery using sterile technique.
3. Apply critical thinking when taking a patient history.
4. Manage administrative duties including scheduling appointments, routing phone calls, filing insurance claims, posting payments and preparing and sending patient statements.
5. Demonstrate proper methods of venipuncture and waived lab testing.

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

Certificate Requirements

BCIS 1115	Introduction to Computers	3
EMS 101	BLS/Clinical Preparation	1
MDST 102	Medical Terminology	3
MDST 103	Anatomy & Physiology for Allied Health	3
MDST 104	Administrative Medical Skills	2
MDST 104L	Administrative I Skills Assessment	1
MDST 105C	Clinical MA I Skills Assessment	2
MDST 106	Professional Development	3
MDST 107	Clinical Medical Skills II	2
MDST 107L	Clinical MA II Skills Assessment	1
MDST 108	Pharmacology for Allied Health	3
MDST 109	Administrative Medical Skills II	1
MDST 109L	Administrative II Skills Assessment	1
MDST 110	Seminar	1
MDST 111L	Medical Assisting Practicum	4
MDST 112	Certification Examination Review	1
MDST 113	Medical Technology	2
MDST 113L	Medical Technology Skills Assessment	1
MDST 123	Medical Scribe Skills	3

Total Hours Required for Certificate: 36

Medical Assisting 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.

The A.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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate clinical skills including vital signs, heights, and weights, ECGs, visual and hearing testing, spirometry, and administering injections.
2. Prepare a patient for an office procedure or surgery using sterile technique.
3. Apply critical thinking when taking a patient history.

4. Manage administrative duties including scheduling appointments, routing phone calls, filing insurance claims, posting payments and preparing and sending patient statements.
5. Demonstrate proper methods of venipuncture and waived lab testing.
6. Demonstrate advanced knowledge in disease prevention and healthy habits.
7. Display professional and culturally diverse behavior when caring for patients.

General Education Requirements (15 Credits)

ENGL 1110 Composition I 3
PSYC 1110 Introductory Psychology 3
BCIS 1115 Introduction to Computers 3
Humanities 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120
Creative and Fine Arts 3
ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (52 Credits)

EMS 101 BLS/Clinical Preparation 1
MDST 102 Medical Terminology 3
MDST 103 Anatomy & Physiology for Allied Health 3
MDST 104 Administrative Medical Skills 2
MDST 104L Administrative MA I Skills Assessment 1
MDST 105C Clinical MA I Skills Assessment 2
MDST 106 Professional Development 3
MDST 107 Clinical Medical Assisting II 2
MDST 107L Clinical MA II Skills Assessment 1
MDST 108 Pharmacology for Allied Health 3
MDST 109 Administrative Medical Skills II 1
MDST 109L Administrative II Skills Assessment 1
MDST 110 Seminar 1
MDST 111L Medical Assisting Practicum 4
MDST 112 Certification Examination Review 1
MDST 113 Medical Technology 2
MDST 113L Medical Technology Skills Assessment 1
MDST 123 Medical Scribe Skills 3
MDST 201 Health and Nutrition 3
MDST 206 Pathophysiology for Allied Health 3
MDST 210 Complementary and Alternative Therapies 2
MDST 219 Issues in Family Violence **OR**
MDST 222 Cultural Diversity 3

Medical Assisting Elective (Choose One) 3
MDST 119, MDST 120, MDST 203, MDST 209, MDST 219, MDST 222,
MDST 225, MDST 262, MDST 268, MDST 291, MDST 293, PBE 113
Total Hours Required for Degree: 64

Medical Scribe COE

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate skills inputting patient data including vital signs, heights and weights, patient history and test results.
2. Assist the provider in documenting the patient encounter including assessment and plan.
3. Apply critical thinking when entering a patient history or documenting SOAP notes.

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.

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 Health Education Unit faculty. Students must pass the mandatory drug screening to remain in 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 Health Education Unit 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.

Program Requirements

MDST 102 Medical Terminology 3
MDST 103 Anatomy & Physiology for AH..... 3
MDST 106 Professional Development..... 3
MDST 108 Pharmacology 3

MDST 123 Medical Scribe Skills 3
MDST 206 Pathophysiology for Allied Health 3
Total Hours Required for Certificate: 18

NURSING

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Engage in professional nursing practice that is client-centered, compassionate, culturally appropriate for and ethical for individuals, families, and diverse communities.
2. Integrate principles of quality improvement and safety into nursing practice within health care organizations and systems.
3. Deliver evidenced based nursing care utilizing clinical reasoning through the application of the nursing process,
4. Demonstrate leadership behaviors through the application of policies that apply to health care delivery.
5. Engage in effective inter-professional collaboration in the delivery of health care for quality client outcomes.
6. Utilize technologies for the management of information and in the delivery of client care.

Declaration of Nursing major does not guarantee entry or acceptance into the nursing program.
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 2110/2110L – General Biology I and Lab with a grade of "C" or better in each course.
3. BIOL 2210/2210L – 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 2210/2210L must be taken within five (5) years of the entry date into the initial Nursing core courses.
4. BIOL 2225/2225L – 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 2225 must be taken within five (5) years of the entry date into the initial Nursing core courses.
5. ENGL 1110 – English Composition (three credits) with a grade of "C" or better.
6. CHEM 1215/1215L – General Chemistry I for STEM Majors, General Chemistry I Lab for STEM Majors (total of four credits) with a grade of "C" or better. CHEM 151/151L must be taken within five (5) years of the entry date into the initial Nursing core courses
7. BIOL 2310/2310L – Microbiology, Microbiology Lab (total of four credits) with a grade of "C" or better. BIOL 2310/2310L must be taken within five (5) years of the entry date into the initial Nursing core courses.

8. MATH 1130 or MATH 1350 (three or four credits) with a grade of "C" or better.
9. Students must have completed a Nursing Assisting program or Certified Medical Assisting Program. Nursing Assisting program (NA 111 and NA 111L) courses are offered fall, spring, and summer semesters. National nursing assisting certification is no longer required, only proof of completion of a nursing assisting program.
10. 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. TEAS test scores must be completed within one year of the Nursing program application deadline.
11. All students progressing into the first semester of Nursing core courses must complete a mandatory criminal background check and drug screening using the agency specified by the ENMU-Roswell Nursing program. This will be scheduled after admission to the nursing program by the health Education unit faculty. Drug screening may be repeated at any time throughout the program. Students must pass all mandatory drug screenings to remain in the program. Students exhibiting signs of impaired clinical judgement related to suspected use of chemical substances, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. 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.
12. 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.

Nursing Core Courses
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 nursing core courses for the fall semester must meet the following criteria by the time of review:

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 all pre-requisite course requirements. Have completed a Nursing Assisting program or Certified Medical Assisting program. Have earned a "C" or better in all prerequisite, general education, and nursing courses.
5. Submit a review application by the deadline date on the nursing program application available online to the nursing program for consideration of enrollment in the nursing core courses.
6. BIOL 2210/2210L, BIOL 2225/2225L, BIOL 2310/2310L, and CHEM 1215/1215L must have been completed within five (5) years of entry date to initial nursing core courses.

The Program Director notifies the Registrar of the number of positions available to be filled in the nursing core courses. The Registrar forms a Nursing Review Committee to review applications. The Review Committee consists of the Registrar, 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 Registrar has completed posting final course grades for the spring semester. Students who have not completed the first year requirements by the date of the first meeting of the Nursing Review Committee may 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 nursing core 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 prerequisite courses. Students must also

submit proof of completion of a Nursing Assisting program or Certified Medical Assisting program. 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 a 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. 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 a 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 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. A grade of "C" or higher is required in all prerequisite, general education, and nursing courses.
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. The Nursing Program Director and the Registrar 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 is required in all pre-requisite, general education, and nursing courses.
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.
5. Hold an active license as a practical nurse.
6. LPN to RN students with 4 or more nursing course failures will not be considered for entry into the nursing core courses.
7. 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 Registrar 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.
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. Proof of current American Heart Association Basic Life Support for Healthcare Providers certification is required by clincial agencies and is the responsibility of the student. Red Cross certification is not accepted.
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.

General Education Requirements (44-45 Credits)

ENGL 1110	Composition I	3
ENGL 1120	Composition II	3
COMM 2120	Interpersonal Communication	3
MATH 1130	Survey of Mathematics **OR**	
MATH 1350	Introduction to Statistics	3-4
BIOL 2110	Principles of Biology: Cellular and Molecular Biology	3
BIOL 2110L	Principles of Biology: Cellular and Molecular Biology Lab	1
BIOL 2210	Anatomy and Physiology I	3
BIOL 2210L	Anatomy and Physiology I Lab	1
BIOL 2225	Anatomy and Physiology II	3
BIOL 2225L	Anatomy and Physiology II Lab	1
BIOL 2310	Microbiology	3
BIOL 2310L	Microbiology Lab	1
CHEM 154 + L	General Chemistry I and Lab	4
PSYC 1110	Introduction to Psychology	3
PHIL 2110	Introduction to Ethics	3
Humanities		3

HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120

Creative and Fine Arts Elective 3

ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (45 Credits)

MDST 201	Health and Nutrition	3
PSYC 2120	Developmental Psychology	3
NURS 110	Medical-Surgical Nursing	4
NURS 110 L	Medical-Surgical Nursing Practicum	3
NURS 112	Medical-Surgical Nursing II	4
NURS 112L	Medical-Surgical Nursing II Practicum	3
NURS 117	Pharmacology I	2
NURS 201 + L	Psychiatric Nursing and Practicum	3
NURS 216 + L	Pediatric Nursing and Practicum	4
NURS 217 + L	Maternal-Newborn and Women's Health Nursing and Practicum	4
NURS 220 + L	Medical-Surgical III and Practicum	9

NURS 221 Pharmacology II 1
NURS 223 Nursing Seminar..... 1
NURS 225 Comprehensive Predictor Capstone 1
Total Hours Required for Degree: 89-90

NURSING ASSISTING

Nursing assistants are a part of the health care 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.

You must be able to demonstrate the ability to push, pull, and lift a minimum of 50lbs from various positions. Students will be required to demonstrate competency in moving and lifting of patients. You must be physically able to move, transfer, and lift patients from various positions competently and safely to fulfill the requirements for these demonstrated skills prior to clinical rotation. If you have any medical or physical condition that could prevent you from being able to safely perform theses skills independently or there is potential for physical injury while performing these skills, you may be required to provide a medical clearance from a primary care provider before being allowed to continue in the program. This requirement includes medical clearance for lifting at least 50 lbs. If you are unable to perform the skills in a safe and competent manner you will not fulfill the requirements necessary to attend the clinical rotations and successfully meet course requirements.

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 and criminal background checks are required during the first two weeks of the program and will be scheduled by the Health Education Unit 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. 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.

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.

Upon successful completion of the program, the student may sit for the Prometric exam and obtain certification as a Certified Nursing Assistant (CNA).

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Prepare students for employment as a Certified Nursing Assistant in the healthcare field by providing the knowledge and skills necessary to administer safe and appropriate client/resident care.
2. Meet standards set forth by the State of NM to prepare students to be successful on the Nursing Assistant state certification exam.

Nursing Assisting COE
Certificate of Employability

Program Requirements

NA 111 Nursing Assisting.....2
NA 111L Nursing Assisting Lab 2
Total Hours Required for Certificate: 4

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 the 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 the development of programs at a company.

Not only is career growth in this field expected to rise, but the pay for safety and environmental professionals is also 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

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Identify research and evidence-based practice to drive problem solving and integrate value-added practical solutions into organizational goals while meeting OSH performance measures for effective / continual improvement.
2. Identify, analyze, and mitigate hazards in the workplace commiserate with their level of technical knowledge.
3. Demonstrate the ability to identify, apply, and integrate responsible business practices at an awareness level utilizing risk management techniques while conserving asset resources.
4. Display the ability to lead and influence the behaviors of individuals, systems, and workgroups in a way that facilitate the achievement of shared corporate goals.

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.

Program Requirements

CTE 230	Developing Leadership in Supervision	2
SET 101	Introduction to Safety and Health	3
SET 104	Hazard Control Engineering	4

SET ___	***Safety elective	2
SET 114	Workplace Safety for Construction **OR**	
SET 115	*Workplace Safety for Employees	1
	**Technical or ***Safety Electives	4-6

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

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate that they can utilize research and evidence based practice to drive problem solving and integrate value-added practical solutions into organizational goals while meeting OSH performance measures for effective / continual improvement.
2. Apply Professional Communication through effective interaction through identification of training of stakeholders, fellow workers while fostering mutual respect, responsible business practices, and shared decision-making to enhance worker health and safety.
3. Identify, analyze, and mitigate hazards in the workplace commiserate with their level of technical knowledge and supervisory position.
4. Demonstrate the ability to identify, apply, and integrate responsible business practices at a supervisory level utilizing risk management technique while conserving asset resources.
5. Display the ability to lead and influence the behaviors of individuals, systems, and workgroups in a way that facilitate the achievement of shared corporate goals.

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.

Program Requirements

SET 114	Workplace Safety for Construction **OR**	
SET 115	*Workplace Safety for Employees	1
SET 118	Workplace Safety for Supervisors	1
SET 106	Safety Information Management	3
CTE 230	Developing Leadership for Supervision	2

MGT 110 Human Resource Management **OR**
MGT 239 Small Business Management 3
_____ **Technical or ***Safety Electives 6
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

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate that they can utilize research and evidence based practice to drive problem solving and integrate value-added practical solutions into organizational goals while meeting OSH performance measures for effective / continual improvement.
2. Apply Professional Communication through effective interaction through identification of training of stakeholders, fellow students, and or faculty, fostering mutual respect, responsible business practices, and shared decision-making to enhance worker health and safety.
3. Apply techniques of hazard control, accident investigation, and analytical problem solving as they apply to occupational safety.
4. Demonstrate the ability to identify, apply, and integrate responsible business practices utilizing risk management techniques while conserving asset resources.
5. Demonstrate the ability to develop, articulate and execute a business case for protecting the company's internal and external assets, employees, stakeholders and the community.
6. Utilize Informatics and Data Analysis techniques to make informed data-driven decisions about occupational safety and health threats and hazards.

7. Display the ability to lead and influence the behaviors of individuals, systems, and workgroups in a way that facilitate the achievement of shared corporate goals.
8. Identify and distinguish legal, moral, and sustainability principles relevant the OSH profession.

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.

Program Requirements

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

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

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate that they can utilize research and evidence based practice to drive problem solving and integrate value-added practical solutions into organizational goals while meeting OSH performance measures for effective / continual improvement.
2. Apply Professional Communication through effective interaction through identification of training of stakeholders, fellow students, and or faculty, fostering mutual respect, responsible business practices, and shared decision-making to enhance worker health and safety.
3. Apply techniques of hazard control, accident investigation, and analytical problem solving as they apply to occupational safety.
4. Plan, develop, and execute OSH programs in the prevention of injuries, occupational disease, and ergonomic human/machine interaction.
5. Demonstrate the ability to identify, apply, and integrate responsible business practices utilizing risk management techniques while conserving asset resources.

6. Demonstrate the ability to develop, articulate and execute a business case for protecting the company's internal and external assets, employees, stakeholders and the community.
7. Utilize Informatics and Data Analysis techniques to make informed data-driven decisions about occupational safety and health threats and hazards.
8. Display the ability to lead and influence the behaviors of individuals, systems, and workgroups in a way that facilitate the achievement of shared corporate goals.
9. Identify and distinguish legal, moral, and sustainability principles relevant the OSH profession.

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.

Program Requirements

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

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

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate that they can utilize research and evidence-based practice to drive problem solving and integrate value-added practical solutions into organizational goals while meeting OSH performance measures for effective / continual improvement.
2. Apply Professional Communication through effective interaction through identification of training of stakeholders, fellow students, and or faculty, fostering mutual respect, responsible business practices, and shared decision-making to enhance worker health and safety.
3. Apply techniques of hazard control, toxicological mitigation, and analytical problem solving as they apply to Environmental management.

4. Plan, develop, and execute OSHE programs central to safe environmental practices, governmental regulations and industry best practices.
5. Demonstrate the ability to identify, apply, and integrate responsible business practices utilizing risk management techniques while conserving asset resources.
6. Demonstrate the ability to develop, articulate and execute a business case for protecting the company's internal and external assets, employees, stakeholders and the community.
7. Utilize Informatics and Data Analysis techniques to make informed data-driven decisions about occupational safety and health threats and hazards.
8. Display the ability to lead and influence the behaviors of individuals, systems, and workgroups in a way that facilitate the achievement of shared corporate goals.
9. Identify and distinguish legal, moral, and sustainability principles relevant the OSH profession.

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.

Program Requirements

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

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

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate that they can utilize research and evidence-based practice to drive problem solving and integrate value-added practical solutions into organizational goals while meeting OSH performance measures for effective / continual improvement.

2. Apply Professional Communication through effective interaction through identification of training of stakeholders, students, and or management/supervisors, fostering mutual respect, responsible business practices, and shared decision-making to enhance worker health and safety.
3. Instruct other technicians and or specialist in techniques of hazard control, accident investigation, and analytical problem solving as they apply to occupational safety.
4. Instruct other technicians and or specialist in techniques of planning, developing, and executing OSH programs in the prevention of injuries, occupational disease, and ergonomic human/machine interaction.
5. Demonstrate the ability to identify, apply, and integrate responsible business practices utilizing risk management techniques while conserving asset resources.
6. Demonstrate the ability to develop, articulate and execute a business case for protecting the company's internal and external assets, employees, stakeholders and the community.
7. Utilize Informatics and Data Analysis techniques to make informed data-driven decisions about occupational safety and health threats and hazards.
8. Display the ability to lead and influence the behaviors of individuals, systems, and workgroups in a way that facilitate the achievement of shared corporate goals.
9. Identify and distinguish legal, moral, and sustainability principles relevant the OSH profession.

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.

Program Requirements

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 Trainer	2
	(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.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate that they can utilize research and evidence based practice to drive problem solving and integrate value-added practical solutions into organizational goals while meeting OSH performance measures for effective / continual improvement.
2. Apply Professional Communication through effective interaction through training of stakeholders, fellow students, and or faculty, fostering mutual respect, responsible business practices, and shared decision-making to enhance worker health and safety.
3. Demonstrate the ability to identify, apply, and integrate responsible business practices utilizing risk management techniques while conserving asset resources.
4. Demonstrate the ability to develop, articulate and execute a business case for protecting the company's internal and external assets, employees, stakeholders and the community.
5. Utilize Informatics and Data Analysis techniques to make informed data-driven decisions about occupational safety and health threats and hazards.
6. Display the ability to lead and influence the behaviors of individuals, systems, and workgroups in a way that facilitate the achievement of shared corporate goals.
7. Identify and distinguish legal, moral, and sustainability principles relevant the OSH profession.

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 Education Requirements (15 Credit Hours)

ENGL 2210 Professional & Technical Communication 3
MATH 1130 Survey of Mathematics **OR**
MATH 1170 Technical Math 3
PSYC 1110 Introduction to Psychology **OR**
SOCI 1110 Introduction to Sociology..... 3
BCIS 1115 Introduction to Computers 3
Humanities or Creative and Fine Arts 3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (46 Credit Hours)

ENTR 1110	Entrepreneurship	3
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 110	Environmental Careers	3
SET 115	Workplace Safety for Employees	1
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 240	Professional Trainer	2
SET 294	Co-op/Internship Training	3

Electives

SET 108	Product Safety
SET 109	H2S Hydrogen Sulfide Awareness
SET 113	Introduction to Design Safety Principles
SET 114	Workplace Safety for Construction
SET 118	Workplace Safety for Supervisors
SET 119	Principles of Safety in the Food Service and Hospitality Trades Industry
SET 201	Biomechanics (Ergonomics)
SET 209	Training Methods for Safety
SET 231	Understanding OSHA Regulations—General Industry
SET 232	Understanding OSHA Regulations—Construction
SET 233	Oil and Gas Regulations
SET 240	The Professional Trainer
SET 241	H2S Hydrogen Sulfide Instructor Trainer
SET 242	Vehicle Control Safety Officer
SET 243	Medic First Aid Trainer
SET 291	Directed Studies
SET 293	Topics in Safety

Total Hours Required for Degree: 61

OCCUPATIONAL THERAPY ASSISTANT

Occupational Therapy Assistant AAS

Associate of Applied Science degree

The A.A.S. in Occupational Therapy Assistant transfers into a Bachelor of Applied Arts and Sciences (B.A.A.S.) degree program at ENMU.

Occupational Therapy Assistants (OTAs) work under the direction of an Occupational Therapist in treating individuals with injuries, illnesses or disabilities through the therapeutic use of everyday activities (occupations). OTAs assist individuals to develop, recover and improve the skills needed for daily living and working. They work with individuals across the lifespan in a variety of settings: hospitals, clinics, schools, and nursing homes; as well as in their homes, places of employment and other community settings. Upon successful completion of the program, students are eligible to take the national exam given by the National Board for Certification in Occupational Therapy (NBCOT) to become a Certified Occupational Therapy Assistant. The state of New Mexico requires a license to practice. Licensure involves a separate application process and is based on successful completion of the NBCOT Certification Examination.

*Please note: *A felony conviction may affect a student's acceptance into the program and a graduate's ability to sit for the NBCOT Certification Examination and/or attain a state licensure.*

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Assist in an individualized client evaluation, during which the person's goals are determined by the client/family and occupational therapist.
2. Implement therapeutic activities and intervention to improve the person's ability to perform daily activities and reach the goals.
3. Assist in an outcome evaluation/assessment of client progress to ensure that goals are being met and/or make changes to the plan.
4. Collaborate with the OT in implementing evidence-based treatment programs, training patients in therapeutic exercises and activities of daily living, and providing documentation to the OT about the client's responses to and communications during intervention and documentation related to outcome achievement.

Program Accreditation

The Eastern New Mexico University associate-degree-level Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA, and its Web address is http://acoteonline.org/

General Admission Policies

Selective admissions and retention rules apply. The number of students enrolled in OTA core courses at all levels is limited. It is the STUDENT'S RESPONSIBILITY to see that all of the following required information is on file with the Office of Administration and Records: the following must be submitted by the Application deadline:

1. Occupational Therapy Assistant Admission Application signed and turned into Admissions and Records Department
2. Submit ALL official transcripts to Admissions and Records 575.624.7370
3. Evidence of good standing with the University (academic and financial)
4. One-page paper "Why do I want to become a COTA?"
5. Attend interview.

In the first-year student are required to complete prior to entry into the program:

1. University Skills Placement Tests
   *A Psychology, Sociology, Ethics, or Human Services course, that is not meeting another requirement may be substituted if the student has an ACT score over 24, has 30 hours of college transfer credit with a GPA of 3.0, or has a minimum of an associate degree.
2. Appropriate developmental courses as needed; all first-year courses must be completed with a grade of "C" or higher.
3. MATH 1130 – Survey of Mathematics (3 credits) with a grade of "C" or better.
4. ENGL 1110 – Composition I (3 credits) with a grade of "C" or better.
5. PSYC 1110 – Introduction to Psychology (3 credits) with a grade of "C" or better.
6. SOCI 1110 – Introductory Sociology (3 credits) with a grade of "C" or better.

Academic Progression Policy and Procedure

Special Requirements for Progression into 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). Students entering or reentering the OTA program do so under the current catalog guidelines.

The degree plan for OTA program courses follows a sequential timeline, and with no exception, are only offered according to the ENMU-Roswell schedule. The first-year courses consist of selected academic courses in preparation for progression in the OTA program.

1. In order to continue in the program, students must maintain a grade of "C" (75) or better in each consecutive Occupational Therapy Assistant course as well as non-OTA courses in the degree plan. If these requirements are not met, the student will be asked to leave the program.
2. Students must enroll in and successfully complete courses with a fieldwork component each semester in order to continue in the OTA program.
3. All first semester OTA core courses, OT 101, OT 110L, OT 112, OT 114L, PSYC 200, and MDST 103 must be completed in order to progress to the second semester OTA core courses.
4. All second semester OTA core courses, OT 118L, OT 120, *OT 140L, and OT 116, must be completed in order to progress to the third semester OTA core courses.

*Students must enroll in and successfully complete the therapeutic intervention component in order to progress to the third semester OTA core courses.

- Failure to submit required work will result in a grade of an incomplete only under extenuating circumstances, i.e. illness, death in family, etc. A student must remove an incomplete before proceeding to the next semester.

5. Third semester requirements include current adult, child, and infant CPR and AED certification from the American Heart Association. Current required laboratory tests (titers) and required immunizations.
6. All third semester OTA core courses, OT 216L, OT 240, OT 242, OT 244, OT 246, and OT 214L must be completed in order to progress to the fourth semester OTA core courses.
7. The fourth semester Level II fieldwork OT 260L and OT 262 meet the criteria established in the Accreditation Council for Occupational Therapy Education (ACOTE) Standards. Students must go prepared to the Fieldwork Level II site for a minimum of 16 weeks (640 hours). Availability of appropriate sites will play a role in placements.
8. 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 for individuals born after 12/31/1956, Rubella Titer, Hep B Vaccination recommended, and Varicella Titer. It is also required to provide proof of current American Heart Association Healthcare Provider. (Adult, Child, and Infant CPR Certification)
9. The student must demonstrate appropriate professional behaviors as evidenced by passing the minimum requirements on the Professional Behavior Evaluation completed each semester.
10. *OTA Clinical Competency Policy Students must pass the clinical competency skill assessment with a “C” (75) or better in order to progress into Fieldwork Level II.
11. This is a scored, not a “Pass/Fail” competency. Initial skills are assessed in OT 140L. Student will receive earned grade in OT 140L that reflects the student’s first attempt. Should the student’s clinical assessment score combined with their academic work result in a failing score the student will fail the course. However, if the combined grade for OT 140L is passing, the student will be given the opportunity to demonstrate competency in the clinical assessment. Only students who pass OT 140L are given subsequent opportunities to achieve clinical competency should they fail their initial attempt. Once clinical competency is achieved the assessment result will be placed in the student’s permanent file.
12. Students who do not successfully complete the Level 1 Fall Core Courses or subsequent semesters must reapply to the OTA program and will be competing with the next group of students.
13. Fieldwork Level II must be completed within 20 months of completing Level II Fall coursework in order to ensure continuity of academic concepts. Each student will be given a Fieldwork Manual which can be used as a guide to success in meeting Fieldwork I and Fieldwork II requirements.
14. Students who do not successfully complete Level II Fieldwork will be given one additional opportunity for a total of three site placements. Failure to complete these affiliations will result in the termination of OTA student from the OTA program and delayed graduation.

Special Requirements for Re-Entry into OTA Core 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 reenter the program must meet the following requirements:

1. Submit a completed OTA application along with petition requirements on the second page for the OTA Review Committee if the student has previously withdrawn from the program, withdrawn from or failed OTA courses. The petition 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 reenter OTA core courses. Petition application are due by application deadline.
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" (75) 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 slight advantage to students who have not already had the opportunity for enrollment in these OTA core courses.
3. If not enrolled in the OTA program for a period of up to two years, students, along with application for re-entry, will take OTA program competency exam to include both written and clinical skills. This will provide documentation of retention of knowledge to the review committee. If the student has been out of OTA program for a period of two or more years, the student will be required to reenter the program at the Level 1 fall semester OTA core courses.
4. Students with 4 or more OTA course failures with the past 2 years or who have a total of 8 or more OTA course withdrawals with 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 reenter the program at the Level 1 fall semester OTA core courses requirements.

General Education Requirements (15 Credits)

ENGL 1110	Composition I	3
MATH 1130	Survey of Mathematics	3
PSYC 1110	Introductory Psychology	3
SOCI 1110	Introductory Sociology	3
PHIL 2110	Introduction to Ethics	3

Program Requirements (55 Credits)

PSYC 2120	Developmental Psychology	3
MDST 103	Anatomy and Physiology	3
OT 101	Orientation to OT	2

OT 110L	Therapeutic Media I	2
OT 112	Applied Communication in OT	2
OT 114L	Fieldwork I-A	1
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
OT 216L	OT Shop Techniques	2
OT 240	OT in Gerontology	2
OT 242	OT in Physical Disabilities	3
OT 244	OT in Psychosocial Dysfunction	3
OT 246	OT in Pediatrics	3
OT 214	Fieldwork I-C	1
OT 250	Occupational Therapy Seminar	2
OT 260L	Fieldwork II in Psychosocial Dysfunction	7
OT 262L	Fieldwork II in Physical Disabilities	7

Total Hours Required for Degree: 70

Selective admissions and retention rules apply. Contact the department chair for details and reference OTA Handbook. Please note: A felony conviction may affect a student's acceptance to the program and a graduate's ability to sit for the NBCOT Certification Examination and/or attain state licensure. Non-OT courses may be taken prior to admission to the Occupational Therapy Assistant program. The associate-degree-level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA, and its Web address is http://acoteonline.org . Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Also, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

PHARMACY TECHNICIAN

Advisor's Notes/Recommendations

In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test. Development courses will be required as determined by the placement test.

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 and background checks are 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 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 Health Education unit's "Policy for Student Suspected Impairment." Appeals can be made according to the process outlined in the Student Handbook.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate understanding of the pharmacy technician's role in the medication use process.
2. Receive and screen prescriptions for completeness, accuracy, and authenticity.
3. Assist pharmacists in preparing, storing, and distributing medications.
4. Maintain pharmacy facilities and equipment including automated dispensing equipment.
5. Initiate, verify and assist in the adjudication of billing for pharmacy services and goods and collect payment for these services.

Pharmacy Technician COE

Certificate of Employability

Program Requirements

PHAR 101	Pharmacy Technology I	3
PHAR 107	Math and Calculations for Pharmacy Technicians	3
MDST 102	Medical Terminology	3
MDST 106	Professional Development	3
PHAR 103	Pharmacology for Technicians	3
PHAR 104	Pharmacy Technology II	3
PHAR 105L	Pharmacy Technician Practicum	3
PHAR 109	Pharmacy Tech Exam Review	1
BCIS 1115	(CIT 151) Introduction to Computers	3

Total Credits Required for Certificate: 25

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.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate proper techniques in performing venipunctures in a clinical laboratory setting.
2. Demonstrate how to obtain, process, and deliver blood and non-blood specimens for analysis.
3. Apply blood-borne pathogen skills when collecting specimens.
4. Apply OSHA Standards when working in a laboratory setting.

The 18 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, and EMS 101 in order to enroll in PBE 113 and 113L.

Prerequisite for entry into program:

Developmental courses as determined by Placement Test.

Mandatory drug screening and background checks are 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 and background checks to remain in 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 Health Education Unit 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.

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

Phlebotomy COE

Certificate of Employability

Program Requirements (18 Credit Hours)

MDST 102	Medical Terminology	3
MDST 103	Anatomy & Physiology for Allied Health	3
MDST 106	Professional Development	3
PBE 113	Introduction to Phlebotomy	3
PBE 113L	Phlebotomy Skills Assessment	1
PBE 114L	Phlebotomy Practicum	3
PBE 116	Phlebotomy Exam Review	1
EMS 101	BLS/Clinical Preparation	1

Total Hours Required for Certificate: 18

POLICE SCIENCE

The Associate of Applied Science (A.A.S.) in Police Science is a terminal, a 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 the 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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Describe the historical development, roles, interrelationships, and criminal justice system functions of agencies, actors, structures, and operations of policing.
2. Identify and describe major national measures of crime and major theories on causes of criminality.
3. Explain functions of criminal laws, Constitutional limitations on laws, and application of laws in policing and courts.
4. Identify current trends in crime, police techniques, offender sentencing, corrections practices, and offender reintegration.

Police Science AAS

Associate of Applied Science

General Education Requirements: 37 Credit Hours

ENTR 1110 Entrepreneurship **OR**
PSYC 1170 Psychology of Success **OR**
FYEX 1110 First-year Seminar 3
ENGL 1110 Composition I 3
Communication 3
ENGL 1120, ENGL 2210, COMM 2120, COMM 1130, COMM 2140
MATH 1130 Survey of Mathematics 3
PSYC 1110 Introduction to Psychology 3
SOCI 1110 Introduction to Sociology 3
SOCI 2310 Contemporary Social Problems 3
POLS 1120 American National Government 3
BCIS 1115 Introduction to Computers **OR**
BCIS 1110 Fundamentals of Information Literacy and Systems 3

Language Requirements (choose 1 from the list below)

SPAN 1110 Spanish I 3
SPAN 1120 Spanish II 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 the list below)

CJUS 2150 Corrections System 3
CJ 205 Criminal Procedures 3
CJUS 2110 Professional Responsibility in Criminal Justice 3
CJUS 1140 Juvenile Justice 3
CJUS 2120 Criminal Courts and Procedure 3
CJUS 1120 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.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Students will develop the skills and knowledge necessary to complete the Federal Aviation Administration written, oral, and practical examinations.

2. Successful students will possess the necessary knowledge, skills, and attitude to competently and ethically function as a professional plot in the aviation industry

3. Students will develop knowledge on how to conduct aviation operations in a professional, safe, and efficient manner.

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 enter the airline industry. 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:

- Be able to pass a TSA background check

  > "U.S. citizens must provide an unexpired passport or a birth certificate and a valid government-issued picture ID. Foreign students must provide an unexpired visa and passport, and obtain information on registering with the TSA."

- 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.

*The college offers the classroom instruction courses for the Associate of Applied Science Degree and certificates. However, to satisfy the flight hours required for this program, the college accepts FAA certificates for flight course credit. Students will need to make arrangements directly with an outside flight instructor/school to complete the flying portion of the program. Upon completion of the flight

training, students must bring proof of a successful check ride to the Director of Aviation who will work with the campus Registrar to ensure that students receive credit for that portion of the degree plan.

General Education Requirements (15 Credit Hours)

BCIS 1115	Introduction to Computers	3
Communication		3
ENGL 1120, ENGL 2210, COMM 2120, COMM 1130, COMM 2140		
ENGL 2210	Professional and Technical Communication	3
MATH	MATH 1170, 1215, or 1220	3
PSYC 1110	Introduction to Psychology	3

Professional Pilot Training Requirements (47 Credit Hours)

AFR 114	Aerodynamics	2
ATC 101	Aviation Weather	3
ATC 122	Human Factors	3
GAMT 201	Turbine Engine Theory & Aircraft Systems	3
PPT 101	Private Pilot Ground Instruction	4
PPT 102	*Private Pilot Flight Course	2
PPT 104	Instrument Ground Instruction	4
PPT 105	*Instrument Flight Training	3
PPT 120	Air Navigation	3
PPT 150	*Intermediate Flight Training	2
PPT 200	Aviation Safety	3
PPT 210	Aviation Law	3
PPT 220	Commercial Pilot Ground Instruction	4
PPT 221	*Commercial Flight Training	2
PPT 250	Certified Instructor Ground Instruction	4
PPT 251	*Certified Instructor Flight—Airplane	2

Total Hours Required for Degree: 62

Professional Pilot Training—Fixed Wing Basic COA

Certificate of Achievement

ATC 101	Aviation Weather	3
ATC 122	Human Factors	3
BCIS 1115	Introduction to Computers	3
PPT 101	Private Pilot Ground Instruction	4
PPT 102	*Private Pilot Flight Training	2
PPT 120	Air Navigation	3

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

ENGL 2210	Professional and Technical Communication	3
MATH	MATH 1170, 1215, or 1220	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

Communication		3
ENGL 1120, ENGL 2210, COMM 2120, COMM 1130, COMM 2140		
PPT 200	Aviation Safety	3
PPT 220	Commercial Pilot Ground Instruction	4
PPT 221	*Commercial Flight Training	2
PSYC 1110	Introduction to Psychology	3

Total Hours Required for Certificate: 48

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate the ability to comprehend, apply, analyze, and evaluate information relevant to their role as a Registered Respiratory Therapist.
2. Demonstrate technical proficiency in all skills necessary to fulfill the role as a Registered Respiratory Therapist.

3. Demonstrate personal behaviors consistent with professional and employer expectations for a Registered Respiratory Therapist.

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 Applied 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

Note: All of these courses must be completed with a grade of "C" or better prior to progressing into the core Respiratory Therapy courses. A minimum GPA of 2.75 is required for these courses.

1. University Skills Placement Test and required developmental courses if necessary.
2. BCIS 1115, Introduction to Computers (3 credits)
3. ENGL 2210, Technical Writing (3 credits)
4. PSYC 1110, Introductory Psychology (3 credits)
5. MATH 1130, Survey of Mathematics (3 credits)

General Education Requirements (15 Credits)

ENGL 2210	Professional and Technical Communication	3
MATH 1130	Survey of Mathematics	3
PSYC 1110	Introduction to Psychology	3
PHIL 2110	Introduction to Ethics	3
BCIS 1115	Introduction to Computers	3

Program Requirements (60 Credits)

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
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
RCP 202L	Clinical Procedures III	3
RCP 203	Cardiopulmonary Disorders I	3
RCP 204	Specialty Therapeutics	3
RCP 204L	Specialty Therapeutics Lab	1
RCP 205	Cardiopulmonary Disorders II	3
RCP 208	Professional Development	2
RCP 209L	Clinical Procedures IV	8
RCP 251	TMC Respiratory Board Exam Review	1
RCP 252	CSE Respiratory Board Exam Review	1

Total Hours Required for Degree: 75

RCP clinical courses are a minimum of 45 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.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Analyze and discuss current educational issues, theories, and research.
2. Demonstrate the knowledge needed to engage in and perform effectively in collaborative relationships with students, parent, colleagues, and community stakeholders.
3. Demonstrate effective oral and written communication through situational presentations and portfolios.
4. Examine how cultural diversity shapes how they build relationships and engage their community.
5. Use reflective practices to examine and evaluate their own reasons and commitment to becoming a teacher.

Note: GPA of 2.75 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 AS

Associate of Science degree in Early Childhood Education

General Education (29 Credit Hours)

ENGL 1110	Composition I	3
ENGL 1120	Composition II	3
BIOL 1110	General Biology **OR**	

BIOL 2110+L	Principles of Biology: Cellular and Molecular Biology **OR**	
BIOL 2610+L	Principles of Biology: Biodiversity, Ecology, & Evolution	4
CHEM 1110+L	Chemistry in Our Community **OR**	
CHEM 1215+L	General Chemistry I **OR**	
CHEM 1225+L	General Chemistry II for STEM Majors **OR**	
GEOL 1120+L	Environmental Geology **OR**	
GEOL 1110+L	Physical Geology **OR**	
PHYS 1230+L	Algebra-based Physics I **OR**	
PHYS 1240+L	Algebra-based Physics II	4
POLS 1120	American National Government	3
ECON 1110	Survey of Economics	3
*HIST 1110	United States History I **and**	
*HIST 1120	United States History II **OR**	
*HIST 1150	Western Civilization I **and**	
*HIST 1160	Western Civilization II	6
ARTH 1110	Art Appreciation **OR**	
MUSC 1110	Music Appreciation: Jazz	3

Program Requirements (44 Credit Hours)

EDF 200	Human Growth and Development **OR**	
PSYC 2120	Developmental Psychology	3
PSYC 1170	Psychology of Success	3
COMM 2150	Communication for Teachers	3
MATH 2610	Elementary Mathematical Concepts I	3
MATH 2625	Elementary Mathematical Concepts II	3
ECED 1110	Child Growth, Development, and Learning	3
ECED 2110	Professionalism	2
ECED 1115	Health, Safety, and Nutrition	2
ECED 1120	Guiding Young Children	3
ECED 2120	Curriculum Development through Play-Birth through PreK	3
ECED 2121	Curriculum Development through Play-Birth through PreK Practicum	2
ECED 2115	Introduction to Language, Literacy, and Reading	3
ECED 2130	Curriculum Development and Implementation PreK through Grade 3	3
ECED 2131	Curriculum Development and Implementation PreK through Grade 3 Practicum	2
ECED 1130	Family and Community Collaboration	3
ECED 1125	Assessment of Children and Evaluation of Programs	3

Total Hours Required for Degree: 73

*Students must complete U.S. History 101 and 102 sequence or Western Civilization 121 and 122 sequence

Teacher Education AS

Associate of Science degree in Elementary Education

General Education Requirements (29 Credit Hours)

ENGL 1110	Composition I	3
ENGL 1120	Composition II	3
BIOL 1110	General Biology **OR**	
BIOL 2110+L	Principles of Biology: Cellular and Molecular Biology **OR**	
BIOL 2610+L	Principles of Biology: Biodiversity, Ecology, & Evolution	4
CHEM 1110+L	Chemistry in Our Community **OR**	
CHEM 1215+L	General Chemistry I **OR**	
CHEM 1225+L	General Chemistry II for STEM Majors **OR**	
GEOL 1120+L	Environmental Geology **OR**	
GEOL 1110+L	Physical Geology **OR**	
PHYS 1230+L	Algebra-based Physics I **OR**	
PHYS 1240+L	Algebra-based Physics II	4
POLS 1120	American National Government	3
ECON 1110	Survey of Economics	3
*HIST 1110	United States History I **and**	
*HIST 1120	United States History II **OR**	
*HIST 1150	Western Civilization I **and**	
*HIST 1160	Western Civilization II	6
ARTH 1110	Art Appreciation **OR**	
MUSC 1110	Music Appreciation: Jazz	3

*Students must complete the U.S. History 1110 and 1120 sequence or Western Civilization 1150 and 1160 sequence.

Program Requirements (19 Credit Hours)

EDF 200	Human Growth and Development **OR**	
PSYC 2120	Developmental Psychology	3
PSYC 1170	Psychology of Success	3
COMM 2150	Communication for Teachers	3
EDUC 2116	Structured Observations of Teaching	3
EDUC 2116L	Structured Observations of Teaching Lab	1
MATH 2610	Elementary Mathematical Concepts I	3
MATH 2625	Elementary Mathematical Concepts II	3

Elective (12-16 Credit Hours)

ENGL 1410	Introduction to Literature
ENGL 2630	British Literature I

ENGL 2640	British Literature II
ENGL 2610	American Literature I
ENGL 2620	American Literature II
SPAN 1110	Spanish I
SPAN 1120	Spanish II
MATH 1130	Survey of Mathematics
MATH 1220	College Algebra
MATH 1230	Trigonometry
MATH 1510	Calculus I
MATH 1520	Calculus II
MATH 2530	Calculus III
MATH 1350	Introduction to Statistics
BIOL 2110+L	Principles of Biology: Cellular and Molecular Biology and Lab
BIOL 2610+L	Principles of Biology: Biodiversity, Ecology, and Evolution and Lab
BIOL 2210+L	Anatomy and Physiology I and Lab
BIOL 2225+L	Anatomy and Physiology II and Lab
BIOL 2310+L	Microbiology and Lab
CHEM 1215+L	General Chemistry I and Lab
CHEM 1225+L	General Chemistry II for STEM Majors and Lab
GEOL 1110+L	Physical Geology
PHYS 1230+L	Algebra-based Physics I
PHYS 1240+L	Algebra-based Physics II
ECON 2110+L	Macroeconomic Principles
ECON 2120+L	Microeconomic Principles
HIST 1110	United States History I
HIST 1120	United States History II
HIST 1150	Western Civilization I
HIST 1160	Western Civilization II
SOCI 1110	Introduction to Sociology
ARTS 1610	Drawing I
ARTS 1630	Painting I
ARTS 1320	Ceramics I

Total Hours Required for Degree: 60-64

*Students must complete the U.S. History 101 and 102 sequence or the Western Civilization 121 and 122 sequence

Teacher Education AS

Associate of Science degree in Secondary Education

General Education Requirements (36 Credit Hours)

ENGL 1110	Composition I	3
ENGL 1120	Composition II	3
MATH 1350	Introduction to Statistics	4

MATH 1130 Survey of Mathematics **OR**
MATH 1220 College Algebra 3
BIOL 1110 General Biology **OR**
BIOL 2110+L Principles of Biology: Cellular and Molecular Biology **OR**
BIOL 2610+L Principles of Biology: Biodiversity, Ecology, & Evolution 4
CHEM 1110+L Chemistry in Our Community **OR**
CHEM 1215+L General Chemistry I **OR**
CHEM 1225+L General Chemistry II for STEM Majors **OR**
GEOL 1120+L Environmental Geology **OR**
GEOL 1110+L Physical Geology **OR**
PHYS 1230+L Algebra-based Physics I **OR**
PHYS 1240+L Algebra-based Physics II..... 4
POLS 1120 American National Government..... 3
ECON 1110 Survey of Economics **OR**
ECON 2210 Macroeconomic Principles **OR**
ECON 2120 Microeconomic Principles..... 3
*HIST 1110 United States History I **and**
*HIST 1120 United States History II **OR**
*HIST 1150 Western Civilization I **and**
*HIST 1160 Western Civilization II 6
ARTH 1110 Art Appreciation **OR**
MUSC 1110 Music Appreciation: Jazz..... 3
*Students must complete the U.S. History 1110 and 1120 sequence or Western Civilization 1150 and 1160 sequence.

Program Requirements (13 Credit Hours)
EDF 200 Human Growth and Development **OR**
PSYC 2120 Developmental Psychology..... 3
PSYC 1170 Psychology of Success..... 3
COMM 2150 Communication for Teachers..... 3
EDUC 2116 Structured Observations of Teaching 3
EDUC 2116L Structured Observations of Teaching Lab..... 1

Elective (12-16 Credit Hours)
ENGL 1410 Introduction to Literature
ENGL 2630 British Literature I
ENGL 2640 British Literature II
ENGL 2610 American Literature I
ENGL 2620 American Literature II
THTR 121 Beginning Acting
SPAN 1110 Spanish I
SPAN 1120 Spanish II

MATH 1130	Survey of Mathematics
MATH 1220	College Algebra
MATH 1230	Trigonometry
MATH 1510	Calculus I
MATH 1520	Calculus II
MATH 2530	Calculus III
MATH 1350	Introduction to Statistics
BIOL 2110+L	Principles of Biology: Cellular and Molecular Biology
BIOL 2610+L	Principles of Biology: Biodiversity, Ecology, and Evolution
BIOL 2210+L	Anatomy and Physiology I and Lab
BIOL 2225+L	Anatomy and Physiology II and Lab
BIOL 2310+L	Microbiology and Lab
CHEM 1115+L	General Chemistry I and Lab
CHEM 1225+L	General Chemistry II for STEM Majors and Lab
GEOL 1110+L	Physical Geology
PHYS 1230+L	Algebra-based Physics I
PHYS 1240+L	Algebra-based Physics II
ECON 2110+L	Macroeconomic Principles
ECON 2120+L	Microeconomic Principles
HIST 1110	United States History I
HIST 1120	United States History II
HIST 1150	Western Civilization I
HIST 1160	Western Civilization II
SOCI 1110	Introduction to Sociology
ARTS 1610	Drawing I
ARTS 1630	Painting I
ARTS 1320	Ceramics I

Total Hours Required for Degree: 61-65

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. Students must complete the required 31 credit hours from the General Education Common Core plus 29 credit hours of electives, which may be in a specific filed 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, at least 20 of which must be in courses at the 2000 (sophomore) level. Maximum transferability can be assured when students carefully coordinate their Associates of Arts degree course work with the general education requirements of the four-year institution to which they plan to transfer. ENMU-Roswell advises student 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.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program, students will be able to:

1. Complete courses across the following core disciplines: communication, mathematics, science, social and behavioral sciences, humanities, and the fine and creative arts.
2. Demonstrate progressive achievement in the following skill areas: clear and effective oral and written communication skills, critical thinking across disciplines, quantitative reasoning, information, and digital literacy, and personal and social responsibility.
3. Acquire content knowledge that prepares them to complete an associate's degree or transfer to a four-year institution.

University Studies AA

Associate of Arts degree

General Education Requirements (31 Credits)

ENGL 1110 English Composition 3
ENGL 1120 English Composition & Research 3
HIST 1110 Survey of American History to 1877 3
HIST 1120 Survey of American History since 1877 3
Communication 3
COMM 2120, COMM 1130, COMM 2140
Mathematics 3
MATH 1170, MATH 1130, MATH 1220, MATH 1230, MATH 1510, MATH 1520, MATH 1350
Laboratory Science 4
BIOL 1650+L, BIOL 1110+L, BIOL 2110+L, BIOL 2610+L, BIOL 2210+L, BIOL 2225+L, BIOL 2310+L, CHEM 1110+L, CHEM 1215+L, CHEM 1225+L, GEOL 1120+L, GEOL 1110+L, GEOL 2110+L, PHYS 1230+L, PHYS 1240+L
Social and Behavioral Science 3
ANTH 1115, ANTH 1140, ECON 1110, ECON 2110, ECON 2120, POLS 1110, POLS 1120, POLS 2160, PSYC 1110, SOCI 1110, SOCI 2310
Creative and Fine Arts 3
ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310
Additional Option 3
MATH 1170, MATH 1130, MATH 1120, MATH 1230, MATH 1510, MATH 1520, MATH 2350, BIOL 1650/L, BIOL 1110/L, BIOL 2110/L, BIOL 2610/L, BIOL 2210/L, BIOL 2225/L, BIOL 2310/L, CHEM 1110/L, CHEM 1225/L, GEOL 1120/L, GEOL 1110/L, GEOL 2110/L, PHYS 1230/L, PHYS 1240/L, ANTH 1115, ANTH 1140, ECON 1110, ECON 2110, ECON 2120, POLS 1110, POLS 1120, POLS 2160, PSYC 1110, SOCI 1110, SOCI 2310

Program Requirements (29 Credits)

Electives 29

Total Hours Required for Degree: 60

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

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program, students will be able to:

1. Demonstrate an understand the Shielded Metal Arc, Gas Metal Arc, and the Gas Tungsten Arc process by practicing hands on skills in order to complete weld certification testing to appropriate welding code parameters.
2. Display hands on skills with the Oxy-Acetylene cutting methods to a proficient level.

Program Requirements

ENTR 1110	Entrepreneurship	3
WELD 110	Introduction to Welding	4
WELD 115	Print Reading	2
WELD 125	Gas Metal Arc I	3
WELD 131	Shielded Metal Arc I	3
WELD 135	Gas Tungsten Arc I	3

Total Hours Required for Certificate: 18

Welding Technology – Advanced COE

Certificate of Employability

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program, students will be able to:

1. Demonstrate an understand the Shielded Metal Arc, Gas Metal Arc, and the Gas Tungsten Arc process by practicing hands on skills in order to complete weld certification testing to appropriate welding code parameters.
2. Display hands on skills with the Oxy-Acetylene, Plasma, and Carbon Arc Gouging cutting methods to a proficient level.
3. Demonstrate an understand basic print reading, layout, shop math and calculations.
4. Apply critical thinking skills toward welding fabrication.

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:**

ENTR 1110	Entrepreneurship	3
WELD 110	Introduction to Welding	4
WELD 115	Print Reading	2
WELD 125	Gas Metal Arc I	3
WELD 131	Shielded Metal Arc I	3
WELD 135	Gas Tungsten Arc I	3

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.

Program Requirements

WELD 132	Shielded Metal Arc I	3
WELD 202	Gas Metal Arc II	3
WELD 203	Gas Tungsten Arc II	3
WELD 215	Structural Welding	3
WELD 233	Welding Fabrication	2

Total Hours Required for Certificate: 29

Welding Technology – Pipe COE

Certificate of Employability

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program, students will be able to:

1. Demonstrate an understand the Shielded Metal Arc and the Gas Tungsten Arc process on pipe by practicing hands on skills in order to complete weld certification testing to appropriate welding code parameters.
2. Display hands on skills with the Oxy-Acetylene cutting methods to a proficient level.
3. Demonstrate an understand basic print reading, pipe print reading, layout, shop math and calculations.
4. Apply critical thinking skills toward welding pipe fitting.

Program Requirements

ENTR 1110	Entrepreneurship	3
WELD 115	Print Reading	2
WELD 221	Pipe Welding/API Code	3
WELD 222	Pipe Welding/ASME Code	3
WELD 232	Pipefitting for Welders	2
WELD 220	Introduction to Pipe Welding	3

Total Hours Required for Certificate: 16

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate an understand the Shielded Metal Arc, Gas Metal Arc, and the Gas Tungsten Arc process by practicing hands-on skills in order to complete weld certification testing to appropriate welding code parameters.
2. Display hands-on skills with the Oxy-Acetylene, Plasma, and Carbon Arc Gouging cutting methods to a proficient level.
3. Demonstrate an understand basic print reading, layout, shop math, and calculations.
4. Apply critical thinking skills toward welding fabrication and pipe fitting.

General Course Requirements (15 Credits)

ENGL 2210	Professional & Technical Communication	3
MATH 1130	Survey of Mathematics	3
PSYC 1110	Introduction to Psychology **OR**	

SOCI 1110 Introduction to Sociology.....3
BCIS 1115 Introduction to Computers.....3
Humanities or Fine and Creative Arts.....3
HIST 1110, HIST 1120, HIST 1150, HIST 1160, HIST 2110, HUMN 1110, HUMN 2110, PHIL 1115, PHIL 2110, PHIL 1120, RELG 1110, ENGL 1410, ENGL 2630, ENGL 2640, SPAN 1110, SPAN 1120, ARTH 1110, ARTH 2110, MUSC 1110, MUSC 1120, MUSC 1130, THEA 1110, ARTS 1610, ARTS 2610, ARTS 1240, ARTS 1320, ARTS 2310

Program Requirements (45 Credits)

ENTR 1110	Entrepreneurship	3
WELD 110	Introduction to Welding	4
WELD 115	Print Reading	2
WELD 118	Basic Metallurgy and Weld Testing Applications	2
WELD 125	Gas Metal Arc I	3
WELD 131	Shielded Metal Arc I	3
WELD 132	Shielded Metal Arc II	3
WELD 135	Gas Tungsten Arc I	3
WELD 202	Gas Metal Arc II	3
WELD 203	Gas Tungsten Arc II	3
WELD 215	Structural Welding	3
WELD 220	Introduction to Pipe Welding	3
WELD 221	Pipe Welding/API Code	3
WELD 222	Pipe Welding/ASME Code	3
WELD 232	Pipefitting for Welders	2
WELD 233	Welding Fabrication	2

Total Hours Required for Degree: 60

Course Descriptions

(ACCT) Accounting

ACCT 200 - Basic Bookkeeping and Accounting. Three credit hours. The 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 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 1150 - QuickBooks – Three credit hours. An introductory course to QuickBooks Pro accounting software, including setting up a new company and chart of accounts; recording transactions for service and merchandising businesses with customers, vendors, and employees; bank reconciliations; payroll; end-of-period procedures; financial reporting; managing lists; and running reports and forms and customizing them. This course will prepare students for the QuickBooks User Certification.

ACCT 1410 - Personal Tax Preparation. Three credit hours. Introduces basic federal and state tax codes for preparing individual income tax returns. Emphasis on use of tax software. Students will be required to pass a certification exam and assist in preparing individual tax returns for low income and elderly taxpayers.

ACCT 1993/2993 - Workshop in Accounting. One to nine credit hours. As announced. (Repeatable for credit.)

ACCT 1996/2996 - Topics in Accounting. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

ACCT 2110 - Principles of Accounting I. Four credit hours. An introduction to financial accounting concepts emphasizing the analysis of business transactions in accordance with generally accepted accounting principles (GAAP), the effect of these transaction on the financial statements, financial analysis, and the interrelationships of the financial statements.

ACCT 2120 - Principles of Accounting II. Four credit hours. An introduction to the use of accounting information in the management decision making process of planning, implementing, and controlling business activities. In addition, the course will discuss the accumulation and classification of costs as well as demonstrate the difference between costing systems. Prerequisite ACCT 200 or ACCT 2110

ACCT 2170 - Payroll Accounting. Three credit hours. Covers payroll accounting procedures and controls, tax and employment laws, and tax reports that form the core of payroll responsibilities.

ACCT 2998 - 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 2110.

(ASTR) Astronomy

ASTR 1115 – Introduction to Astronomy. Three credit hours. This course surveys observations, theories, and methods of modern astronomy. The course is predominantly for non-science majors, aiming to provide a conceptual understanding of the universe and the basic physics that governs it. Due to the broad coverage of this course, the specific topics and concepts treated may vary. Commonly presented subjects include the general movements of the sky and history of astronomy, followed by an introduction to basic physics concepts like Newton's and Kepler's laws of motion. The course may also provide modern details and facts about celestial bodies in our solar system, as well as differentiation between them – Terrestrial and Jovian planets, exoplanets, the practical meaning of "dwarf planets", asteroids, comets, and Kuiper Belt and Trans-Neptunian Objects. Beyond this we may study stars and galaxies, star clusters, nebulae, black holes, clusters of galaxies and dark matter. Finally, we may study cosmology -- the structure and history of the universe. Corequisite: ASTR 1115L

ASTR 1115L – Introduction to Astronomy Lab. One credit hour. Introduction to Astronomy Lab will include hands-on exercises that work to reinforce concepts covered in the lecture, and may include additional components that introduce students to the night sky.
Corequisite: ASTR 1115

(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. Assembly and rigging of controls for rotorcraft and fixed wing aircraft; balancing control surfaces. Prerequisites: All 100 level GAMT courses.
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 advanced composite materials, non-metallic structures. Prerequisites: All 100 level GAMT courses.

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. Components, operation, troubleshooting, and repair of aircraft hydraulic, pneumatic, and fuel system components. Prerequisites: All 100 level GAMT courses.

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

AFRM 112 – Classic Aircraft Construction. Two credit hours. Basic aircraft welding including brazing and soldering; weld inspection; inspection and repair of wood structures; inspection and repair of aircraft fabric coverings. Prerequisites: All 100 level GAMT courses.

AFRM 113 – Sheet Metal Structures and Repair. Four credit hours. Sheet metal structures and repair. Prerequisites: All 100 level GAMT courses.

AFRM 114 – Communication/Data Display Systems. Three credit hours. Aircraft instruments, annunciation and warning, communication and navigation systems. Prerequisites: All 100 level GAMT courses.

AFRM 115 – Environmental and Subsystems. Three credit hours. Cabin pressurization, cabin atmosphere, oxygen, fire detection/protection, water and lavatory systems. Prerequisites: All 100 level GAMT courses.

AFRM 116 – Electrical Systems. Four credit hours. Aircraft electrical power generation and regulation, wiring, electrical systems troubleshooting, and repair. Prerequisites: All 100 level GAMT courses.

AFRM 117 – Aircraft Landing Systems. Four credit hours. Aircraft landing gear, braking, anti-skid, and position indicating systems. Prerequisites: All 100 level GAMT courses.

AFRM 193/293 – Special Topics. One to Nine credit hours. As announced. May be repeated for credit with consent of instructor and administrative approval.

(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 core 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 193/293 - Topics in Agriculture. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

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).

(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 the 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 the 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 168/268 - Workshop in Anthropology. One to nine credit hours. As announced. (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.)

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 1115 – Introduction to Anthropology. Three credit hours. Anthropology is the systematic study of the humanity both past and present. The course introduces students to the four subfields of anthropology, which include archaeology, biological, linguistic and cultural anthropology. Students will learn about the concepts and methods that anthropologists use to study our species and gain a broader perspective on the human experience.

ANTH 1140 - Introduction to Cultural Anthropology. Three credit hours. This is an introductory course that provides an overview of cultural anthropology as a subfield within the broader discipline of anthropology and as a research approach within the social sciences more generally. The course presents core concepts and methods of cultural anthropology that are used to understand the ways in which human beings organize and experience their lives through distinctive cultural practices. More specifically, this course explores social and cultural differences and similarities around the world through a variety of topics such as: language and communication, economics, ways of making a living, marriage and family, kinship and descent, race, ethnicity, political organization, supernatural beliefs, sex and gender, and globalization. This course ultimately aims to present a broad range of perspectives and practices of various cultural groups from across the globe.

(ART/ARTH/ARTS) 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 234 - Terra Sigilatta. One credit hour. A specialized surface decoration on ceramics using horsehair, feathers, and other organic materials.

ARTH 1110 - Art Appreciation. Three credit hours. An introduction to disciplines within Arts and Design encompassing two-dimensional, and three-dimensional studies. Projects will be based on a common conceptual theme for the semester. Students will gain a fundamental understanding of issues of aesthetics, innovation, critical interpretation and col1aboration central to arts and design studies. Discussions and assigned readings will provide a critical overview of historical and cross-cultural examples.

ARTH 2110 - History of Art I. Three credit hours. This survey course explores the art and architecture of ancient pre-historic cultures through the end of the fourteenth century. While focused primarily on the art of the Western Civilizations, this course will also provide insights into the works of other major cultures in order to provide alternate views of art and history. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development.

ARTH 2120 - History of Art II. Three credit hours. This survey course will explore the architecture, sculpture, ceramics, paintings, drawings, and glass objects from the 14th century to the modern era. While focused primarily on the art of the Western Civilizations, this course will also provide insights into the works of other major cultures in order to provide alternate views of art and history. Emphasis will be placed on the relationship of artworks to political, social, spiritual, intellectual, and cultural movements that affect and are affected by their creation and development.

ARTS 1240 - 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.)

ARTS 1250 - 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.)

ARTS 1320 - Ceramics I. Three credit hours. Introduction to basic clay forming techniques including pinch, coil, slab, wheel, throwing, and glaze application.

ARTS 1330 - Clay Handbuilding I. Three credit hours. An introduction to the aesthetic qualities of ceramics and the material properties of clay via the learning of traditional hand building techniques and a variety of methods of applying finish and color.

ARTS 1610 - 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.)

ARTS 1630 - 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.

ARTS 1993/2993 - Workshop in Art. One to nine credit hours. As announced. (Repeatable for credit.)

ARTS 1996/2996 - Topics in Art. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

ARTS 2310 - Ceramics II. Three credit hours. This course continues the students' instruction in ceramics, with an emphasis given to the continuing development of form, surface, and firing processes, expanded critical awareness, and the development of a personal aesthetic. Prerequisite: ARTS 1320 or consent of instructor.

ARTS 2340 - Raku. Three credit hours. This course introduces the principles of Raku firing, post firing, and alternative firing techniques and the process of making simple Raku glazes.

ARTS 2610 - 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: ARTS 1610

ARTS 2625 - Figure Drawing. 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: ARTS 1320 or consent of instructor

ARTS 2630 - Painting II. Three credit hours. This course focuses on the expressive and conceptual aspects of painting, building on the observational, compositional, technical, and critical skills gained previously. Students will investigate a variety of approaches to subject matter, materials, and creative processes through in-class projects, related out-of-class assignments, library research or museum/gallery attendance, written response, and critiques.

ARTS 2992 - 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) Automotive Technology

AT 103 – Survey of Automotive Technology I with Lab. Three 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. Three 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 a 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 a 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 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 230 – Diesel Engine Repair. Three credit hours. This course and lab will provide the procedures for 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 for 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 for 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 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.)

(ATC) Air Traffic Control

ATC 101 - Aviation Weather. Three credit hours. This course develops basic meteorological concepts which apply to aviation. Emphasis is on the use of national weather service reports and forecasts to evaluate flight conditions.

ATC 122 - Human Factors in Aviation. Three credit hours. A comprehensive discussion of human factors known about all facets of air travel. Examines human physiology, stress issues related to flying, stress and conflict management techniques, and interaction between people and their work environment.

ATC 168/268 - Workshop in Air Traffic Control. One to nine credit hours. As announced. Repeatable for credit.

ATC 193/293 - Topics in Air Traffic Control. One to nine hours. As announced. May be repeated for credit with consent of instructor and administrative approval.

ATC 291 - Directed Studies. One to three 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 of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies request form, consent of instructor and administrative approval. (Repeatable for credit.)

(BCIS) Business Computer Information Systems

BCIS 1110 - Fundamentals of Information Literacy & Systems. Examination of information systems and their impact on commerce, education, and personal activates. Utilization of productivity tools for communications, data analysis, information management and decision making.

BCIS 1115 – Introduction to Computers. Three credit hours. This is a lecture and hands-on course on different technologies commonly used in business and different agencies like computer, printer and other computer devices. It includes introduction to hardware, operating software, and MS Office applications like Excel, Word, Access, PowerPoint, Publisher, & other MS Office Tools. The class will include an overview of the history of technology and its future, as well as giving a fundamental introduction to industry-standard application software for word processing, spreadsheet, database

management, and graphics. Basic computer use, files and file structure, windows, the Internet, programming, ethics, and security will also be addressed.

BCIS 1220 - Introduction to MS Word. Three credit hours. A brief overview of the word processing application package, Microsoft Word. You will learn to create basic documents, such as letters and memos. You will be provided with the basic knowledge as well as hands-on experience to allow you to become computer literate in Word.

BCIS 1750 – 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. Students will become proficient in using Microsoft Outlook and other current technologies to develop the foundational skills necessary to manage email, appointments, contacts, and tasks.

BCIS 1890 – 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.

BCIS 1993 - Workshop. One to nine credit hours. As announced. (Repeatable for credit.)

BCIS 1996/2996 - Topics. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

BCIS 2120 - Desktop Publishing. Three credit hours. This course utilizes a variety of software packages to produce reports, brochures, advertisements, correspondence, and newsletters. Various software packages are used such as Microsoft Office Publisher and Adobe InDesign CS Suite.

BCIS 2210 – MS Access. Three credit hours. A Windows database course teaching basic through intermediate features: creating and editing databases by using step-by-step activities; formatting fields and entering calculated fields, as well as creating forms and using queries to extract information.

BCIS 2215 - MS Excel. Three credit hours. Microsoft Excel 2010 is intended to provide comprehensive instruction in the major features of this spreadsheet application.

BCIS 2220 – MS Word. Three credit hours. Covers the commands of Microsoft Word by using step-by-step applications; provides a working knowledge of the basic and intermediate capabilities of Microsoft Word on an IBM compatible

BCIS 2230 – MS PowerPoint. Three credit hours. Microsoft PowerPoint is a complete presentation graphics software program that prduces a professional looking presentation. PowerPoint enables informal presentations in a small conference room using overhead transparencies.

BCIS 2450 – 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.

BCIS 2998 - Internship. Three credit hours. Students are required to work a minimum of nine hours per week in an office under the joint supervision of the employer and instructor. The instructor and student will meet with the employer to determine achievable student objectives for the semester. Students will meet in the Blackboard classroom every week to discuss their work placement and other work-related issues. They must also complete a Work Experience Handbook, time sheets totaling 135 hours, and present a detailed work experience report at the end of the semester.

(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 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 193/293 - Topics in Biology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

* BIOL 231 - Genetics. Three credit hours. Cellular and Mendelian patterns of inheritance and basic molecular biology of prokaryotes and eukaryotes. Prerequisite: BIOL 2110/L - Principles of Biology: Cellular and Molecular Biology. 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: Prerequisite: BIOL 2210 – Anatomy and Physiology I (3 credits) and BIOL 2110L - Anatomy and Physiology I Lab (1 credit) with a grade of "C" or better in each course. BIOL 2225 – Anatomy and Physiology II (3 credits) and BIOL 2225L - Anatomy and Physiology II Lab (1 credit) with a grade of "C" or better in each course.

* 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 - Pathophysiology I with a grade of "C" or better.

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 2110 or 2610 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 1110 - General Biology. Three credit hours. This course introduces nonscience majors to basic biological concepts including, but not limited to, the properties of life, biochemistry, cell biology, molecular biology, evolution, biodiversity, and ecology. Corequisite: BIOL 1110L.

BIOL 1110L - General Biology Lab. One credit hour. This laboratory course for non-science majors compliments the concepts covered in the associated general biology lecture course. Students will learn quantitative skills involved in scientific measurement and data analysis. Students will also perform experiments related to topics such as biochemistry, cell structure and function, molecular biology, evolution, taxonomic classification and phylogeny, biodiversity, and ecology. Three hours lab weekly. Corequisite: BIOL 1110.

BIOL 1141 - Survey of Anatomy & Physiology for Allied Health. Three credit hours. Anatomy and Physiology for Allied Health integrates diseases and disorders within each body system to maximize learning. Easy-to-understand language and numerous illustrations make the course ideal for learners in an introductory anatomy and physiology course with little or no science background or learners continuing their education in Allied Health. Highlights and class discussions that emphasize clinical applications help keep the material interesting and new. A review of Medical Terminology in each chapter helps fine tune medical language skills. Infection Control and Standard Precautions chapter emphasizes the importance of maintaining health and safety in the health care work environment. This course approaches the learning of anatomy and physiology through a “Systems Approach” which provides a good, basic understanding of the subject. A&P for Allied Health utilizes case studies, discussions and various other methods to help the student understand the relationship of anatomy and physiology to the patient in the medical setting. This course will also assist the student in developing a better understanding and interest in the medical field. Not equivalent to BIOL 2210/2225. Credit not applicable toward Biology major/minor, Nursing, Occupational Therapy Assistant, or other Allied Health programs.

BIOL 1650 - Wildlife Biology. Three credit hours. An introduction to fundamental principles of animal populations, communities and ecosystems, as well as the conservation and management of wild animals, fishes, and their habitats. Corequisite: BIOL 110L.

BIOL 1650L - Wildlife Biology Lab. One credit hour. The wildlife lab course is a complementary course to

*BIOL 2110 – Principles of Biology: Cellular and Molecular Biology. Three credit hours. This course introduces students to major topics in general biology. This courses focuses on the principles of

structure and function of living things at the molecular, cellular and organismic levels of organization. Major topics included are introduction to the scientific process, chemistry of cells, organization of cells, cellular respiration, photosynthesis, cell division, DNA replication, transcription, and translation. Corequisite: BIOL 2110L. (Chemistry 1120/1120L is strongly recommended.)

* BIOL 2110L – Principles of Biology: Cellular and Molecular Biology Laboratory. One credit hour. This course introduces students to major topics in general biology. This courses focuses on the principles of structure and function of living things at the molecular, cellular and organismic levels of organization. Topics included are introduction to the scientific process, chemistry of cells, organization of cells, cellular respiration, photosynthesis, cell division, genetics, DNA replication, transcription, and translation. Corequisite: BIOL 2110.

*BIOL 2120 - 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 2110/2110L Principles of Biology: Cellular and Molecular Biology/Lab. To be offered fall semester only.

* BIOL 2210 - Anatomy and Physiology I. Three credit hours. This course is the first of two that serve as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on anatomic, directional, and sectional terminology, basic cellular structure and metabolism, tissue differentiation and characteristics, and organ system structure and function; Specifically the integumentary, skeletal, muscular, and nervous systems. Corequisite: BIOL 2210L (BIOL 209L). Prerequisite: BIOL 2110 Principles of Biology: Cellular and Molecular Biology (3 credits) and BIOL 2110L - Principles of Biology: Cellular and Molecular Biology Lab (1 credit) with a grade of “C” or better in each course. (Chemistry 1120/1120L is strongly recommended.)

* BIOL 2210L - Anatomy and Physiology I Laboratory. One credit hour. This is the first in a series of two laboratory courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the integumentary, skeletal, muscle, and nervous systems. Corequisite: BIOL 2210 (BIOL 209). Prerequisite: BIOL 2110/L Principles of Biology: Cellular and Molecular Biology (3 credits) and BIOL 2110L - Principles of Biology: Cellular and Molecular Biology Lab (1 credit) with a grade of “C” or better in each course.

* BIOL 2225 - Anatomy and Physiology II. Three credit hours. This course is the second of two that serve as an introduction to human anatomy and physiology for biology majors and allied health students. The course entails describing, explaining, and analyzing structure and function from the submicroscopic to the organismal level with emphasis on specific cellular, tissue, and organ structure and physiology, and organ system structure and function; specifically the endocrine, cardiovascular, respiratory, urinary, and reproductive systems. Additionally, an analysis of these concepts is included: fluid and electrolyte balance, pregnancy, growth and development from zygote to newborn, and heredity. Corequisite: BIOL 2225L (BIOL 210L). Prerequisite: BIOL 2210 (BIOL 209) with a grade of “C” or better. (Chemistry 1120/1120L is strongly recommended.)

* BIOL 2225L - Anatomy and Physiology II Laboratory. One credit hour. This is the second in a series of two laboratory courses designed to introduce laboratory practices and techniques for human anatomy and physiology, from the basic cell structure through the organ system level; specifically the endocrine, cardiovascular, lymphatic, respiratory, urinary, and reproductive systems. Corequisite: BIOL 2225 (BIOL

210). Prerequisite: BIOL 2210/L (BIOL 209/L) with a grade of "C" or better in each course. (Chemistry 1120/1120L is strongly recommended.)

* BIOL 2310 - Microbiology. Three credit hours. Introduction to the basic principles of microbiology, microbial pathogenesis, host defenses and infectious diseases. The course will emphasize concepts related to the structure and function of microorganisms, including their mechanisms of metabolism and growth. Host parasite interactions will also be emphasized, including mechanisms of microbial pathogenesis and mechanisms of host defenses against infectious diseases. Corequisite: BIOL 2310L (BIOL 214L). Prerequisite: BIOL 2110 - Principles of Biology: Cellular and Molecular Biology (3 credits) and BIOL 2110L - Principles of Biology: Cellular and Molecular Biology Lab (1 credit) with a grade of "C" or better in each course. (Chemistry 1120/1120L is strongly recommended.)

* BIOL 2310L - Microbiology Lab. One credit hour. This course will emphasize both the theory and hands-on application of techniques used in a microbiology laboratory for the growth and identification of bacterial species. Students will learn microscopy skills and staining techniques for the observation of bacteria. Students will also learn aseptic techniques used for isolation of bacteria, inoculation of cultures, and interpretation of selective and differential growth media for the identification of bacterial species. Corequisite: BIOL 2310 (BIOL 214). Prerequisite: BIOL 2110 - Principles of Biology: Cellular and Molecular Biology (3 credits) and BIOL 2110L - Principles of Biology: Cellular and Molecular Biology Lab (1 credit) with a grade of "C" or better in each course. (Chemistry 1120/1120L is strongly recommended.)

* BIOL 2610 – Principles of Biology: Biodiversity, Ecology, and Evolution. Three credit hours. This course is an introduction to the dynamic processes of living things. Major topics include the mechanisms of evolution, biological diversity, population genetics, and ecology. Serves as an introductory course for students majoring in biology. Corequisite: BIOL 2610L.

* BIOL 2610L – Principles of Biology: Biodiversity, Ecology, and Evolution Lab. One credit hour. This laboratory course is an introduction to the dynamic processes of living things. This course introduces students to the methods used in the study of evolution, ecology, and biological diversity. Designed for students continuing in life sciences. Corequisite: BIOL 2610.

(BUS/BUSA) Business Administration

BUS 168/268 - Workshop in Business Administration. One to nine credit hours. As announced. (Repeatable for credit.)

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 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.)

BUSA 1110 - Introduction to Business. Three credit hours. Fundamental concepts and terminology of business including areas such as management, marketing, accounting, economics, personnel, and finance; and the global environment in which they operate.

BUSA 1210 – Records Management. 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.
BUS 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.

(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. Students 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 experience in pulling trailers in the 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 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 150 - Basic Driver Training Class A. Three credit hours. The course familiarizes students with tractor-trailers and provides the fundamental knowledge and skills to prepare students for a career as a professional driver. Students will receive classroom instruction, learn to back and maneuver the vehicle, and learn to follow the Federal Motor Carrier Safety Association (FMCSA) guidelines. Students will

practice driving in a simulator, on a closed driving range, and public roadways with a qualified driving instructor. Prerequisites: A valid driver's license and Commercial Learner's Permit.

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.)

CDL 250 – Advanced Driver Training Class A. Two credit hours. This course is a continuation of CDL 150. Students will receive extensive driving practice on the driving range and public roadways with a qualified driving instructor. This course prepares students to pass the Department of Motor Vehicles CDL Class A license examinations and for entry-level employment in the transportation industry. Prerequisites: CDL 150.

(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 168/268 - Workshop in Chemistry. One to nine credit hours. As announced. (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.)

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 1110 - Chemistry in Our Community. Three credit hours. This course will introduce non-science majors to the basic chemistry required to understand topics of current interest affecting their communities, such as air and water quality, global climate change, use of fossil fuels, nuclear power, and alternative energy sources, to illustrate chemical principles, acquaint students with scientific methods, and to critically evaluate scientific claims as presented in the media and in other communicative forums. Corequisite: CHEM 1110L. Prerequisite: Minimum ACT score of 19 or a minimum EdReady score of 46 or minimum of "C" in MATH 1215.

CHEM 1110L - Chemistry in Our Community Lab. One credit hour. This course will introduce nonscience majors to the basic chemistry required to understand topics of current interest affecting their communities, such as air and water quality, global climate change, use of fossil fuels, nuclear power, and alternative energy sources. Experiments will illustrate chemical principles and acquaint students with scientific methods, data processing, critical thinking and scientific writing. Corequisite: CHEM 1110. Prerequisite: Minimum ACT score of 19 or a minimum EdReady score of 46 or minimum of "C" in MATH 1215.

CHEM 1215 - General Chemistry I for STEM Majors. 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 EDREADY scores as specified in each area: 250 or better in Arithmetic, 250 or better in Quantitative Reasoning, 236 or better in Advanced Algebra. Alternatives to NEXT-GEN EDREADY scores: minimum ACT math score of 23 or minimum of C in MATH 1215 or higher math course. Corequisite: CHEM 1215L

* CHEM 1215L - General Chemistry I Lab for STEM Majors*. One credit hour. General Chemistry I Laboratory for Science Majors is the first semester laboratory course designed to complement the theory and concepts presented in General Chemistry I lecture. The laboratory component will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment. Three hours lab weekly. Corequisite: CHEM 1215.

* CHEM 1225 - General Chemistry II for STEM Majors*. Three credit hours. This course is intended to serve as a continuation of general chemistry principles for students enrolled in science, engineering, and certain paraprofessional programs. The course includes, but is not limited to a theoretical and quantitative coverage of solutions and their properties, kinetics, chemical equilibrium, acids and bases, entropy and free energy, electrochemistry, and nuclear chemistry. Additional topics may include (as time permits) organic, polymer, atmospheric, and biochemistry. Prerequisite: CHEM 1215 and NEXT-GEN EDREADY scores as specified in each area: 250 or better in Arithmetic, 250 or better in Quantitative Reasoning, 236 or better in Advanced Algebra. Alternatives to NEXT-GEN EDREADY scores: minimum ACT math score of 23 or minimum of C in MATH 1215 or higher math course. Corequisite: CHEM 1225L.

* CHEM 1225L - General Chemistry II Lab for STEM Majors*. One credit hour. General Chemistry II Laboratory for Science Majors is the second of a two-semester sequence of laboratory courses designed to complement the theory and concepts presented in General Chemistry II lecture. The laboratory component will introduce students to techniques for obtaining and analyzing experimental observations pertaining to chemistry using diverse methods and equipment. Corequisite: CHEM 1225. Prerequisite: CHEM 1215L.

(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. The assignment will be based on the target population for the area.

(CJ/CJUS) Criminal Justice

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 205 - Criminal Procedures. Three credit hours. Criminal procedure, including laws of arrest, search, and seizure, and leading case law.

CJUS 1110 - Introduction to Criminal Justice. Three credit hours. This course provides an overall exploration of the historical development and structure of the United States criminal justice system, with emphasis on how the varied components of the justice system intertwine to protect and preserve individual rights. The course covers critical analysis of criminal justice processes and the ethical, legal, and political factors affecting the exercise of discretion by criminal justice professionals.

CJUS 1120 - Criminal Law. Three credit hours. This course covers basic principles of substantive criminal law including elements of crimes against persons, property, public order, public morality, defenses to crimes, and parties to crime. Prerequisite: CJUS 1110

CJUS 1140 - Juvenile Justice. Three credit hours. This course covers the diversity of the informal and formal juvenile justice system, the process of identifying delinquent behavior, the importance of legislation, law enforcement, courts, diversion, referrals, and juvenile correctional facilities.

CJUS 1993/2993 - Workshop in Criminal Justice. One to nine credit hours. As announced. (Repeatable for credit.)

CJUS 1996/2996 - Topics in Criminal Justice. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

CJUS 2110 – Professional Responsibility in Criminal Justice. Three credit hours. This course covers the application of various ethical systems to decision making in criminal justice professions. This includes discussion of misconduct by criminal justice professionals and strategies to prevent misconduct. Well known philosophers will be discussed and incorporated into the course material. Prerequisites: CJUS 1110 or graduation from a police or corrections certification academy

CJUS 2120 – Criminal Courts and Procedures. Three credit hours. This course covers the structures and functions of American trial and appellate courts, including the roles of attorneys, judges, and other court personnel, the formal and informal process of applying constitutional law, rules of evidence, case law and an understanding of the logic used by the courts.

CJUS 2130 – Police and Society. Three credit hours. The course presents a focused practical introduction to the key principles and practices of policing. Topics covered include issues of law enforcement fragmentation and jurisdiction, philosophies of policing, enforcement discretion, deployment strategies, use of force, personnel selection, socialization, tactics, and stress. Prerequisites: CJUS 1110 or graduation from a New Mexico police or corrections certification academy.

CJUS 2150 – Corrections System. Three credit hours. This course introduces the corrections system in the United States, including the processing of an offender in the system and the responsibilities and

duties of correctional professionals. The course covers the historical development, theory, and practice, as well as the institutional and community-based alternatives available in the corrections process.

CJUS 2160 – Field Experience in Criminal Justice. Three credit hours. This course is designed to provide actual experience working for a criminal justice agency and the opportunity to apply criminal justice concepts and theory to a field situation. Students already working in an agency will complete an approved learning project while on the job. Prerequisites: CJUS 1110 and a minimum of nine credit hours in 200-level CJ courses.

CJUS 2992 - 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) Communication

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.)

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 1130 - Public Speaking. Three credit hours. This course introduces the theory and fundamental principles of public speaking, emphasizing audience analysis, reasoning, the use of evidence, and effective delivery. Students will study principles of communication theory and rhetoric and apply them in the analysis, preparation and presentation of speeches, including informative, persuasive, and impromptu speeches.

COMM 2120 - Interpersonal Communication. Three credit hours. This course provides an introduction to the study of interpersonal communication. Students will examine the application of interpersonal communication in personal and professional relationships.

COMM 2140 - Small Group Communication. Three credit hours. Explores the principles and practices of effective participation in small groups, with emphasis on critical thinking, problem solving, organizational skills, role theory, conflict resolution, and creative decision-making methods. It combines a theoretical foundation with practical application to help students better understand the dynamics of group communication in both professional and social contexts.

COMM 2150 - Communication for Teachers. 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 education settings. This course is a teacher general education course within the Communication section.
COMM 168/268 - Workshop in Communication. One to nine credit hours. As announced. (Repeatable for credit.)

(CP) Community Paramedic

CP 200 - Role in the Health Care System. Two credit hours. This course includes the 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 an 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 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.)

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.)

(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.)

(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. An 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. A 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 is 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 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.)

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.)

(ECE/ECED) Early Childhood Education

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 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. Pre-requisite: OT 101.

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.)

ECED 1110 – Child Growth, Development, and Learning. Three credit hours. This basic course in the growth and 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.

ECED 1115 - Health, Safety, and Nutrition. Two credit hours. This course provides information related to standards and practices that promote children's physical and mental well-being sound nutritional practices, and maintenance of safe learning environments. It includes information for developing sound health and safety management procedures for indoor and outdoor learning environments for young children. The course examines the many scheduling factors that are important for children's total development, healthy nutrition, physical activity, and rest.

ECED 1120 - 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.

ECED 1125 – 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 the 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.

ECED 1130 - 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.

ECED 2110 – 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.

ECED 2115 - 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.

ECED 2120 - 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 2121 Prerequisite: ECED 2110 and ECED 1110.

ECED 2121 - 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: ECED 2120.

ECED 2130 - 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: ECED 2110 and ECE 102.

ECED 2131 - 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: ECED 2130.

(ECON) Economics

ECON 168/268 - Workshop in Economics. One to nine credit hours. As announced. (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.)

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 1110 - Survey of Economics. Three credit hours. This course will develop students' economics literacy and teachers students how economics relates to the everyday life of individuals, businesses and society in general. The course will also introduce students to the roles different levels of governments play in influencing the economy. At the conclusion of the course, students will be able to identify economic causes for various political and social problems at national and international levels, and have a better understanding of everyday economic issues that are reported in media and public forums.

ECON 2110 - Macroeconomic Principles. Three credit hours. Macroeconomics is the study of national and global economies. Topics include output, unemployment and inflation; and how they are affected by financial systems, fiscal and monetary policies. Prerequisites: BUSA 1110 and MATH 1215 or higher

ECON 2120 - Microeconomic Principles. Three credit hours. This course will provide a broad overview of microeconomics. Microeconomics is the study of issues specific to households, firms, or industries with an emphasis on the role of markets. Topics discussed will include household and firm behavior, demand and supply, government intervention, market structures, and the efficient allocation of resources. Prerequisites: BUSA 1110 and MATH 1215 or higher.

(EDF/EDUC) Education Foundations

EDF 168/268 - Workshop in Education Foundations. One to nine credit hours. As announced. (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.)

EDF 224 – Mastery of Online Teaching. Three credit hours. This course 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 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.)

EDUC 2116 - Structured Observations of Teaching and Learning. Three credit hours. Introduction to the study and practice of teaching. For students interested in pursuing a career in teaching. Required for advancement in the teacher education program. Concurrent enrollment: EDUC 2116L (EDF 222L).

EDUC 2116L - 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: EDUC 2116 (EDF 222).

(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

(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. Two credit hours. An entry-level course, which prepares students to respond to and provide care for ill or injured patients. It includes an overview of the human body, specified basic life support, airway management, trauma, medical and environmental emergencies, medical/legal, emergency operations and other related topics. Corequisite: EMS 105L

EMS 105L – Emergency Medical Responder Lab. One credit hour. An entry-level course which focuses on EMR and NM First Responder skills development through simulations and scenarios with an emphasis on assessment, hands-on skills and teamwork in the patient care environment. Corequisite: EMS 105.

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 111 – EMT. Six credit hours. An entry-level course which prepares students to respond to and provide care for ill or injured patients. It includes an overview of the human body, basic life support, airway management, trauma, medical, environmental emergencies, medical/legal, emergency operations, and other related topics. Corequisites: EMS 111L, and EMS 115L.

EMS 111L – EMT Lab. Two credit hours. An entry-level course which focuses on EMT and NM EMT-Basic skills development through simulations and scenarios with an emphasis on assessment, hands-on skills, and teamwork in the patient care environment. Corequisites: EMS 111, and EMS 115L.

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 (NMEMT) exam for the EMT. Prerequisite: Acceptance into EMT Transition Program.
EMS 115L – EMT Clinical. One credit hour. A course for EMT students to complete patient contact and clinical care requirements. Students rotate through various healthcare settings, refining clinical competencies required as an entry level EMT. Corequisites: EMS 111, and EMS 111L.

EMS 168/268 - Workshop in Emergency Medical Services. One to nine credit hours. As announced. (Repeatable for credit.)

EMS 175 – Advanced EMT. Six credit hours. A course, which prepares students to respond to and

provide, specified advanced emergency care for ill or injured patients. It includes an overview of the human body, advanced life support, airway management, trauma, medical, environmental emergencies, medical/legal issues, emergency operations, intravenous therapy, vascular access, advanced pharmacology, and other related topics. Corequisites: EMS 175L and 176L.

EMS 175L – Advanced EMT Lab. Two credit hours. An advanced lab course which focuses on AEMT and NM EMT-Intermediate skills development through simulations and scenarios with an emphasis on assessment, hands-on skills, and teamwork in the patient care environment. Corequisites: EMS 175 and EMS 176L.

EMS 176L – Advanced EMT Clinical. Two credit hours. A course for AEMT students to complete patient contact and clinical care requirements. Students rotate through various healthcare settings, refining clinical competencies required as an entry-level AEMT. Student must have a current New Mexico EMT License and Current AHA BLS Healthcare Provider Certification to do clinical. Corequisites: EMS 175 and EMS 175L.

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.)

EMS 202 – Introduction to Paramedic. Four credit hours. A course, which introduces students to the advanced practice of prehospital medicine, research, medical/legal issues, and the well-being of the provider. Reviews foundational EMS knowledge and the NM Paramedic Scope of Practice. Emphasizes paramedic operations within the healthcare system.

EMS 203 - Human Systems. Four credit hours. A course, which provides a survey of human anatomy and physiology, pathological processes, and life span development. Emphasis is placed on interrelationships among organ systems and deviations from homeostasis.

EMS 204 – Airway Emergencies. Three credit hours. A course, which focuses on the anatomy, physiology, and pathophysiology of the respiratory system. Integrates the knowledge to develop and implement a comprehensive treatment plan, with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Prerequisite: Admission to Paramedic Program. Corequisite: EMS 204L.

EMS 204L – Airway Emergencies Lab. One credit hour. A course which focuses on diseases impacting the repiratory system. Students will demonstrate the knowledge to develop and implement a comprehensive treatment plan, with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Students will utilize basic and advanced airway management ventilation tools and techniques. Prerequisite: Admission to Paramedic Porgam. Corequisite: EMS 204.

EMS 205 – Advanced Assessment. One credit hour. Theory course covering the concepts of advanced patient assessment including history taking, physical exam techniques, and therapeutic communication with patients. Introduces the concept of clinical decision-making. Prerequisite: Admission to Paramedic Program.

EMS 206 – Paramedic Trauma Care. Three credit hours. A course which covers the mechanism of injury, pathophysiology, diagnosis, assessment, treatment, and care of the trauma and environmental emergency patient. Prerequisite: Admission to Paramedic Program. Corequisite: EMS 206L.

EMS 206L – Paramedic Trauma Care Lab. One credit hour. A practical course which covers the mechanism of injury, pathophysiology, diagnosis, assessment, treatment, and care of the trauma and environmental patient. Prerequisite: Admission to Paramedic Program. Corequisite: EMS 206.

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 EMS 207

EMS 208 – Emergency Pharmacology. Three credit hours. A course, which integrates comprehensive knowledge of pharmacology to formulate a treatment plan, intended to mitigate emergencies and improve the overall health of the patient. Discusses physiologic actions, pharmacodynamics, pharmacokinetics, therapeutic effects, medication administration, dosages, and interactions. Prerequisite: Admission to paramedic Program. Corequisite: EMS 208L.

EMS 208L – Emergency Pharmacology Lab. One credit hour. A course, which integrates comprehensive knowledge of pharmacology to formulate a treatment plan, intended to mitigate emergencies and improve the overall health of the patient. Prerequisite: Admission to Paramedic Program. Corequisite: EMS 208.

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- Paramedic Clinical I. Four credit hours. Uses local clinical facilities and field sites for the application of knowledge and the practice of skills learned in the classroom and lab. Students may be required to travel to complete some requirements. Prerequisite: Admission to Paramedic Program.

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 – Cardiac Emergencies. Four credit hours. Focuses on advanced patient assessment, management, and development of a treatment plan, with extensive discussion of cardiac anatomy, physiology, pathophysiology, pharmacology, and pathology. Discusses EKG and 12 lead EKG acquisition and interpretation, and cardiac rhythms. There is an emphasis on advanced prehospital assessment and management of cardiac patients. Prerequisite: Admission to Paramedic Program. Corequisite: 214L.
EMS 214L – Cardiac Emergencies Lab. Two credit hours. Focuses on the performance of advanced patient assessment, management, and development of a treatment plan, with extensive integration of an understanding of cardiac pathophysiology and pharmacology. Integrates EKG and 12 lead EKG acquisition and interpretation with patient management. There is an emphasis on the application of

advanced assessment and management of cardiac emergencies. Prerequisite: Admission to Paramedic Program. Corequisite: EMS 214.

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 – Advanced EMS Operations. Two credit hours. Theory course covering the operational aspects of paramedic practice including discussion on the Incident Command System, hazardous materials, rescue, crime scene awareness, mass casualty incidents, bioterrorism/WMD, aeromedical transport, ambulance operations, and extraction. Prerequisite: Admission to Paramedic Program.

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 – Medical Emergencies. Five credit hours. Covers the advanced assessment, diagnosis, pathophysiology, and management of common medical and behavioral emergencies. Prerequisite. Admission to Paramedic Program. Corequisite: EMS 224L.

EMS 224L – Medical Emergencies Lab. Two credit hours. Performs advanced assessments, formulates diagnoses, implements treatment plans, and manages common medical and behavioral emergencies. 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. Six credit hours. Uses local and statewide EMS Agencies for paramedic students to complete an internship period to prepare them to be an entry level paramedic. Students will gain mastery of being the team leader and field practitioner on emergency calls ranging in severity and pathology. This capstone experience is arranged on their assigned preceptor's schedule. Students must expect to travel to complete this internship. Prerequisite: Admission to Paramedic Program and EMS 241L.

EMS 232 – Care of Special Populations. Three credit hours. Comprehends assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and identify a comprehensive treatment/disposition plan for patients with special challenges, neonates, pediatrics, geriatrics, and obstetrics. Prerequisite: Admission to Paramedic Program. Corequisite: EMS 232L.

EMS 232L – Care of Special Populations Lab. One credit hour. Integrates assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for patients with special challenges, neonates, pediatrics, geriatrics, and obstetrics. Prerequisite: Admission to Paramedic Program. Corequisite: EMS 232.

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 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. Four credit hours. Uses local clinical facilities and field sites for the continued application of knowledge and the practice of skills learned in the classroom and lab. Students may be required to travel to complete some requirements. Prerequisites: Admission to Paramedic Program and EMS 211L.

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 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, and EMS 242L. 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 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 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 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 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 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.)

(ENG/ENGL) English

ENG 096 - Developmental Writing. Three credit hours. 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. Must pass with a "C" or better.

ENG 098 - Writing Review. One credit hour. A brief review of basic essay writing. Corequisite: ENGL 1110. Prerequisite: Placement test, ACT scores, ENG 096 or recommendation of the dean or instructor.

ENGL 1110 - Composition I. Three credit hours. In this course, students will read, write, and think about a variety of issues and texts. They will develop reading and writing skills that will help with the writing required in their fields of study and other personal and professional contexts. Students will learn to analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading and writing. They will also gain an understanding of how writing and other modes of communication work together for rhetorical purposes. Students will learn to analyze the rhetorical context of any writing task and compose with purpose, audience, and genre in mind. Students will reflect on their own writing processes, learn to workshop drafts with other writers, and practice techniques for writing, revising, and editing. Prerequisite: Placement by placement test scores or ACT score. Must pass with a "C" or better.

ENGL 1120 - Composition II. Three credit hours. In this course, students will explore argument in multiple genres. Research and writing practices emphasize summary, analysis, evaluation, and integration of secondary sources. Students will analyze rhetorical situations in terms of audience, contexts, purpose, mediums, and technologies and apply this knowledge to their reading, writing, and research. Students will sharpen their understanding of how writing and other modes of communication work together for rhetorical purposes. The emphasis of this course will be on research methods. Prerequisites: ENGL 1110 or placement test scores or ACT score.

ENGL 1410 - Introduction to Literature. Three credit hours. In this course, students will examine a variety of literary genres, including fiction, poetry, and drama. Students will identify common literary elements in each genre, understanding how specific elements influence meaning.

ENGL 2210 - Professional and Technical Communication. Three credit hours. Professional and Technical Communication will introduce students to the different types of documents and correspondence that they will create in their professional careers. This course emphasizes the importance of audience, document design, and the use of technology in designing, developing, and delivering documents. This course will provide students with experience in professional correspondence and communicating technical information to a non-technical audience. This course generally applies to particular associate and certificate programs. Students are encouraged to speak with an advisor about the applicability of this course. Prerequisite: ENG 096 or appropriate placement.

ENGL 2310 - Introduction to Creative Writing Three credit hours. This course will introduce students to the basic elements of creative writing, including short fiction, poetry, and creative nonfiction. Students will read and study published works as models, but the focus of this "workshop" course is on students revising and reflecting on their own writing. Throughout this course, students will be expected to read poetry, fiction, and non-fiction closely, and analyze the craft features employed. They will be expected to write frequently in each of these genres.

ENGL 2610 - American Literature I. Three credit hours. This course surveys American literature from the colonial period to the mid-nineteenth century. This course provides students with the contexts and documents necessary to understand the origins of American Literature and the aesthetic, cultural, and ideological debates central to early American culture.

ENGL 2620 - American Literature II. Three credit hours. This course surveys American literature from the mid-nineteenth-century to the contemporary period. This course provides students with the contexts and documents necessary to understand American Literature and the aesthetic, cultural, and ideological debates central to American culture.

ENGL 2630 - British Literature I. This course offers a study of British literature from its origins in Old English to the 18th century. This survey covers specific literary works—essays, short stories, novels, poems, and plays—as well as the social, cultural, and intellectual currents that influenced the literature.

ENGL 2640 - British Literature II. Three credit hours. This course offers a study of British literature from the 18th century to the present. This survey covers specific literary works—short stories, novels, poems, and plays—as well as the social, cultural, and intellectual currents that influenced the literature.

ENGL 2996 - Topics in English. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

ENGL 2997 Independent Study in English (ENG 291) 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) Engineering and Design Technology

ENGR 101 - Introduction to Engineering Technology. Three credit hours. Students will learn about engineering technology career fields, engineering processes, design and management. This course also involves project-based learning components where students will practice and advance their skills. Prerequisites: MATH 1170.

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 scales. This course is devoted to a review of basic geometry of 2-dimentional and 3-dimentional representations with manual drafting techniques. This course also covers an introduction to architectural drafting.

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 140 – Introduction to Python in GIS Modeling. Three credit hours. Students will learn basic logic of Python coding language and algorithms applicable in Geographic Information Systems (GIS). Students will also learn how to troubleshoot or debug their lines of code. Prerequisites: ENGR 135.

ENGR 168/268 - Workshop in Engineering and Design Technology. One to nine credit hours. As announced. (Repeatable for credit.)

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 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 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. This course is designed to give students Computer Aided Drafting project skills in the fields of Civil Surveying, Architectural, and Piping Designs, as well as simulation of civil systems. Prerequisite: ENGR 211.

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 1170.

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. Students will develop advanced skills in spatial data analysis, 3D visualization, animation, and modeling maps. 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 212.

ENGR 285 – Precise Digital Mapping. Three credit hours. An advanced surveying course. Students will learn all the current methods and application of precise digital surveying and practice their skills in the field and in the lab using various surveying methods, equipment, and software. Prerequisites: ENGR 211, ENGR 222.

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 292 – Public Land Survey System Boundary. Three credit hours. An advanced Surveying course. Students will learn the unique U.S. Public Land Survey System, its history, development, and the system's current use by surveyor specialists. Prerequisites: ENGR 211, 222.

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 193/293 – Topics in Entrepreneurship. One to nine credit hours. (May be repeated for credit with consent of instructor and administrative approval).

ENTR 1110 – Entrepreneurship. Three credit hours. Introduces students to the concept of entrepreneurship and to the process of business startups.

(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 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 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 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.)

(FDMA) Film & Digital Media Arts

Online Graphics Design courses require that students purchase the appropriate software.

FDMA 1120 – Desktop Publishing I. Four credit hours. This course is designed to teach introductory skills for designing and creating publications and presentations with layout software. The course will focus on graphics and typographic design, fonts, and other skills for print and web publishing.

FDMA 1150 - Introduction to Film Technology. Four credit hours. Introduction to film technology trades.

FDMA 1220 – Introduction to Digital Video Editing. Four credit hours. In this course, students learn the basics of the post-production process for non-linear video editing. Students work with multiple video formats and create short movies for multiple distribution platforms. Skills include media management and professional terminology.

FDMA 1360 – Web Design I. Four credit hours. This course provides an introduction to web development techniques, theory, and design. Students will learn HTML, CSS application, and strategises for effective site navigation and design, along with industry standard web editing software to develop varoius websites.

FDMA 1415 – Principles of Sound. Four credit hours. The creation of a professional quality original media soundtrack is possible for relatively low production/postproduction costs. This class is designed to give the student an overview of creating sound for a variety of digital media. Topics include acoustic principles, sound design, audio hardware, recording techniques; and editing, processing, and multi-track mixing, using software applications.

FDMA 1515 – Introduction to Digital Image Editing - Photoshop. Four credit hours. In this course, students will learn how to use the tools in Adobe Photoshop to create new images and edit existing images. Tools used will include selections, layers, and adjustments, among other pixel editing tools. Basic composition and output will be emphasized in all projects

FDMA 1545 – Introduction to Photography & Digital Imaging. Three credit hours. This course is a study of the principles and techniques of photography using digital equipment, and technology have changed the world of photography. Students will learn about studies in resolution, lighting, software, and editing, printing, and web applications. They will gain fundamental knowledge in the rapidly expanding

technology of photography and imaging, and be able to incorporate the knowledge into all areas of digital graphics. A digital camera and access to a computer with Internet is required.

FDMA 1555 – Introduction to the Creative Media Industry. One credit hour. This class is an introductory course for students who are beginning their understanding of Media and how it affects them and out society. It offers a broad-stroked view of the entire industry including Marketing, Production, History, Jobs, Design, Architecture, New Media Literacy, and industry standards. Students will listen to experts in the field, get involved in open discussions about the industry and use new information to complete hands-on individual and group assignments.

FDMA 1580 - Game Design Fundamentals. Four credit hours. An introduction to the elements of game design and creation. Video games will be dissected and analyzed. Students create traditional (non-video) games to gain hands-on knowledge of the fundamentals of game design. Topics include game design, game play, game balance, and game theory.

FDMA 1740 - 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.

FDMA 1745 - 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.

FDMA 1993/2993 - Workshop. One to nine credit hours. This is a series of 1-credit workshops offering specialized and intense advanced skill training and upgrading applications of photography for commercial purposes and training in photographic skills and styles presented by a variety of professional lecturers. May be repeated up to 7 credits.

FDMA 1996 - Topics in Media Arts. One to nine credit hours. As announced. (Repeatable for credit with consent of instructor and administrative approval.)

FDMA 2144 – Pre-production Management. Four credit hours. Pre-production planning paperwork breakdowns, budgeting, and scheduling; taking a project from start to finish from a producers standpoint. Prerequisite: FDMA 2120 or prior experience in film technology.

FDMA 2150 – Desktop Publishing II. Three credit hours. This class will enhance and build upon student layout/design skills developed in the introduction to Desktop Publishing course, incorporating intermediate to advanced concepts in typogrphy and layout design. Upon completion of this course, students will be able to use page layout software to prepare a variety of documents for presentation and critque, including newsletters, instructional flyers, and other complex design/typographic pieces.. Prerequisite: FDMA 1515 and MA 1120, or consent of instructor

FDMA 2210 – Digital Video Production II. Four credit hours. Advanced techniques of the tools and application of professional film making. Prerequisite: FDMA 1220

FDMA 2450 - 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: FDMA 1740 or consent of instructor.

FDMA 2520 – Introduction to Cinematography. Four credit hours. The director of Photography (or Cinematorapher), in close collaboration with the Director and Prodcution Designer, helps determine the look of a film. This course is designed to introduce students to the technical and aesthetic fundamentals of creating, developing, and collaborating on the visual elements of storytelling, using camera framing, lensing, and lighting fundamentals such as shadows, light, and color.

FDMA 2530 – Introduction to 3D Modeling. Four credit hours. This course will introduce 3D modeling methods and current practices. Students will learn preliminary and detailed modeling techniques using industry standard software. Methods will emphasize formal and functional aspects of modeling as they apply to mechanical, organic, and sculpted topology for application in animation, games, and information media.

FDMA 2720 – 3-D Animation. Four credit hours. Overview of the essentials and principles of 3-D animation; creative methods for using industry standard tools to produce the illusion of movement for storytelling. Topics include, key frame and curve animation, kinematics, cycle animation, camera animation, deformers, and constraints. Prerequisite: MA 1580

FDMA 2775 – Game Tools & Techniques. Four credit hours. Focus on the different engines and gaming technologies that power the games of today. May be repeated for a maximum of 6 credits.

FDMA 2790 – Game Level Concepts. Four credit hours. Focus on the design and creation of video game levels. Dealing with the challenges and pitfalls of different video game genres.

FDMA 2990 – Practicum. 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.)

FDMA 2992 - 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.)

FDMA 2994 – Design and Development. One credit hour. Develop and evaluate individual portfolios.

FDMA 2997 – Independent Study. Four credit hours. Individual studies directed by consenting faculty with prior approval of department head. May be repeated up to 6 credits.

(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/BFIN) Finance

BFIN 2110 - Introduction to Finance. Three credit hours. Introduces tools and techniques of financial management. Includes time value of money; financial planning, diversification and risk; debt and equity investment decisions; and financial statement analysis. Prerequisites: ACCT 2110, MATH 1215 or MATH 1220

FIN 168/268 - Workshop in Finance. One to nine credit hours. As announced. (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.)

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.

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.)

(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. The class will include documentation methods of testing and proper calculation of flows. Protective clothing complying with NFPA Standards and long pants and a long-sleeved shirt is 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.)

(FYEX) First Year Seminar

FYEX 1110 - First-year Seminar. 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.

(GAMT) General Aviation Maintenance Technology

GAMT 107 – Aviation Math and Science. Four credit hours. Aircraft technical math, weight and balance, physics, aerodynamics/theory of flight.

GAMT 108 – Standard Maintenance Practices. Four credit hours. Shop safety, materials and processes, fluid lines, aircraft hardware, inspection techniques, weighing/scaling aircraft, drawings and technical graphics. Prerequisites: GAMT 107.

GAMT 109 – Aircraft Operations and Servicing. Two credit hours. Aircraft and engine operations, ramp safety, and aircraft servicing. Prerequisites: GAMT 107.

GAMT 110 – Federal Aviation Regulations. Two credit hours. Maintenance forms, aircraft records, maintenance publications, mechanic privileges and limitations, human factors in aviation maintenance. Prerequisites: GAMT 107.

GAMT 111 – Fundamentals of Electricity. Four credit hours. Theory and principles of DC and AC electricity, battery servicing. Prerequisites: GAMT 107.

GAMT 112 – Aircraft Cleaning, Corrosion, Finishes. Two credit hours. Aircraft cleaning; corrosion detection, inspection, and treatment, and aircraft finishes. Prerequisites: GAMT 107.

GAMT 193/293 – Special Topics. One to Nine credit hours. As announced. May be repeated for credit with consent of instructor and administrative approval.

GAMT 200 – Inspections. Three credit hours. 100-hour, annual, progressive, and special inspection requirements for airframes and powerplants, including the performance of an inspection. Prerequisites: All 100 level GAMT courses.

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 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 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 1110 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 193/293 - Topics in Geology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

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 1110 - Physical Geology*. Three credit hours. Physical Geology is an introduction to our dynamic Earth introducing students to the materials that make up Earth (rocks and minerals) and the processes that create and modify the features of our planet. The course will help students learn how mountains are formed, how volcanoes erupt, where earthquakes occur, and how water, wind, and ice can shape the landscape. Students will also develop a basic understanding of the ways humans have altered the planet including our impact on natural resources and global climate change. Corequisite: GEOL 1110L.

GEOL 1110L - Physical Geology Lab*. One credit hour. Physical Geology Lab is the laboratory component of Physical Geology. Students will learn to identify rocks and minerals in hand samples, work with topographic maps, geologic maps, and geologic cross-sections, and apply stratigraphic principles to explore geologic time. Corequisite: GEOL 1110.

GEOL 1120 - Environmental Geology. Three credit hours. This course is a survey of environmental geology with an introduction to problems of pollution, population, human relations to the environment, resource use, geologic hazards and environmental problems. The course covers the major components of the Earth system, i.e. atmosphere, lithosphere, hydrosphere, and biosphere, and how they are related. Environmental Geology addresses the mechanisms that drive these Earth processes, how different parts of the Earth are connected, how matter and energy flow through our environment, and how humans fit into the environmental systems. Emphasis is placed on the use of the scientific method

and the development of critical thinking skills in understanding environmental issues. Corequisite: GEOL 1120L.

GEOL 1120L - Environmental Geology Lab. One credit hour. Environmental Geology Laboratory is the lab component of Environmental Geology. This course is an introduction to geologic materials and processes as applied to the human environment. Included are practical exercises with rocks, minerals, topographic and geologic maps, and water, mineral and energy resources. Hazards associated with natural processes will be evaluated. Corequisite: GEOL 1120.

GEOL 2110 - Historical Geology*. Three credit hours. This course reviews the major geological and biological processes and events over Earth's 4.6-billion-year history. Students will learn about the formation of the Earth and its development through time including changes in the lithosphere, atmosphere, hydrosphere, and biosphere. The interrelationships between the 543 revised 3/24/2021 physical aspects of Earth history and biological origins, evolution of species, and causes of extinctions will be explored. Corequisite: GEOL 2110L.

GEOL 2110L – Historical Geology Lab*. One credit hour. Historical Geology Laboratory is the laboratory component of Historical Geology. This course applies geologic principles and techniques to reconstruct the history of Earth. Students will explore key concepts of geologic time and stratigraphy, identify fossils and use fossils to make stratigraphic correlations. Students will employ actualism to determine past depositional environments. Corequisite: GEOL 2110

(HIST) History

HIST 168/268 - Workshop in History. One to nine credit hours. As announced. (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.)

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 1110 - United States History I. Three credit hours. The primary objective of this course is to serve as an introduction to the history of the United States from the pre-colonial period to the immediate aftermath of the Civil War. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of the United States within the context of world societies.

HIST 1120 - United States History II. Three credit hours. The primary objective of this course is to serve as an introduction to the history of the United States from reconstruction to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of the United States within the context of world societies.

HIST 1150 - Western Civilization I. Three credit hours. This course is a chronological treatment of the history of the western world from ancient times to the early modern era. The elements of this course

are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world societies. Selective attention will be given to "non-western" civilizations which impact and influence the development of "western" civilization.

HIST 1160 - Western Civilization II. Three credit hours. This course is a chronological treatment of the history of the western world from the early modern era to the present. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of western civilization within the context of world societies. Selective attention will be given to "non-western" civilizations which impact and influence the development of "western" civilization.

HIST 2110 - Survey of New Mexico History. Three credit hours. The primary objective of this course is to serve as an introduction to the history of New Mexico from the pre-Columbian times to the present day. The elements of this course are designed to inform students on the major events and trends that are essential in the understanding of the development of New Mexico within the context of the Americas.

HIST 2140 - Survey of the Civil War. Three credit hours. This course is a history of the American Civil War with an emphasis upon the sectional conflicts and events that led to the war. The course also covers the military, diplomatic, and domestic developments in both the North and the South during the Civil War years, showing the impact of the war on both the North and South, as well as its impact upon developments throughout the world.

(HMSV/HS) Human Services

HMSV 1120 – Interviewing Techniques. Three credit hours. This course is designed to teach basic interviewing techniques used in a variety of settings. Theoretical foundations of various interviewing styles and techniques will be examined. The student will develop an awareness of ways in which the interviewer’s background, attitudes, and behaviors influence the interview. Prerequisite/Corequisite: HS 182.

HMSV 2140 - Introduction to Alcohol and 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 drugs 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.

HMSV 2210 - Alcohol and Drug Abuse Counseling: Families and Groups. Three credit hours. This course emphasizes the techniques and skills required for counseling families and groups including systems theory, family intervention, employee assistance practice and group processes.

HMSV 2230 - Alcohol and 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.

HMSV 2235 - Biopsychosocial Foundation of Alcohol and 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.

HMSV 2410 - Principles of Prevention and Research in Alcohol and 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 given to research supported strategies directed to individuals, communities and special populations. Prevention is examined from both risk factor and protective factor perspectives.

HMSV 2420 - Principles of Treatment and Recovery in Alcohol and 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.

HMSV 2430 - Techniques of Assessment and Intervention. Three credit hours. The purpose of this course is to promote the knowledge, attitudes, and skills required for effective assessment practice and the selection of human services interventions.

HMSV 2990 - Social Work 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.

HS 168/268 - Workshop in Human Services. One to nine credit hours. As announced. (Repeatable for credit.)

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 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, the structure of inquiry, ethical concepts and modes of observation in research of social and cultural phenomena. Prerequisites: Completion of SOWK 2110; ENGL 1120; and MATH 1350.

(HUM/HUMN) Humanities

HUM 168/268 - Workshop in Humanities. One to nine credit hours. As announced. (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.)

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.)

HUMN 1110 - Introduction to World Humanities I. Three credit hours. This course is an interdisciplinary introduction to the cultural contributions and expressions in ancient world civilizations such as Mesopotamia, Greece, Rome, Asia, Africa, and the Americas, emphasizing artistic expression, philosophical thought, and religious practices in these civilizations, as well as historical, scientific, and technological developments.

HUMN 2110 - Introduction to World Humanities II. This course is an interdisciplinary introduction to the interrelationships of cultural contributions and values during the Renaissance, Baroque, Enlightenment, Romantic, and Modern eras in Europe as well as those during the same time periods in China, Japan, Africa, other parts of the Middle East, and Latin America. The course will emphasize artistic expression, philosophical thought, and religious practices in these regions, as well as historical and technological developments.

(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 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 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 294 - Co-op/Internship Training. Four credit hours. Practical applications in HVAC/R related industry/work environment. (May be repeated for a maximum of eight credit hours.) Prerequisite: IET 218.

(IET) Industrial Engineering Technology

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 formwork, 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. The 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 168/268 - Workshop in Industrial Engineering Technology. One to nine credit hours. As announced. (Repeatable for credit.)

IET 193/293 - Topics in Industrial Engineering Technology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

(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 1220 as a prerequisite, students with an ACT math score of 21 or higher or with an 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 EDREADY 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 in 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 168/268 - Workshop in Mathematics. One to nine credit hours. As announced. (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.)

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 1130 - Survey of Mathematics. Three credit hours. This course will develop students' ability to work with and interpret numerical data, to apply logical and symbolic analysis to a variety of problems, and/or to model phenomena with mathematical or logical reasoning. Topics include financial mathematics used in everyday life situations, statistics, and optional topics from a wide array of authentic contexts.. 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 1170 - Technical Math. Three credit hours. This course is designed for students in technical trade, Allied Health, and Tech Prep programs. There is an expectation for minimal background in mathematics (meet high school graduation requirements). For some of you, several topics may be "easy," for others these same topics may present a challenge, especially if it has been some time since you have done mathematical calculations and solved problems algebraically. We will begin with basic arithmetic operations on real numbers (whole numbers, fractions, decimals). We will delve into measurement in both the American Standard and International (metric) systems. We will do some algebra and work with geometric formulas. There are also sections on trigonometry and statistics. All of this will give you an overview of the types of mathematics you will likely use in technical and health fields. Prerequisites: Satisfactory ACT score or MATH 097/098 with a grade of "C" or better

MATH 1215 - Intermediate Algebra. Three credit hours. A study of linear and quadratic functions, and an introduction to polynomial, absolute value, rational, radical, exponential, and logarithmic functions. A development of strategies for solving single-variable equations and contextual problems. Prerequisite: Satisfactory ACT score or MATH 097/098 with a grade of "C" or better

MATH 1220 - College Algebra*. Three credit hours. The study of equations, functions and graphs, reviewing linear and quadratic functions, and concentrating on polynomial, rational, exponential and logarithmic functions. Emphasizes algebraic problem solving skills and graphical representation of functions. Prerequisite: "C" or better in MATH 1215 or satisfactory score on ACT math or Placement or appropriate high school GPA (within last 3 years). Please consult your advisor.

MATH 1230 - Trigonometry. Three credit hours. A study of plane trigonometry including the definitions of the fundamental trig functions using right angle triangle and unit circle approaches. Trig functions of any real number will be evaluated and the functions graphed along with their transformations. Trigonometric identities will be developed and demonstrated including multiple angle identities and identities developed from them. Inverse Trigonometric functions will be developed and used to solve trigonometric equations. Trigonometric applications will be solved using right angle trigonometry and the laws of sines and cosines. Trigonometric methods will be applied to complex numbers and the use of 2D vectors and vector dot products. Prerequisite: "C" or better in MATH 1215 or satisfactory score on ACT math or Placement test or appropriate high school GPA (within last 3 years). Please consult your advisor.

MATH 1350 - Introduction to Statistics*. Four credit hours. This course discusses the fundamentals of descriptive and inferential statistics. Students will gain introductions to topics such as descriptive statistics, probability and basic probability models used in statistics, sampling and statistical inference, and techniques for the visual presentation of numerical data. These concepts will be illustrated by examples from a variety of fields. Prerequisite: "C" or better in MATH 1215 or 1130 or satisfactory score on math placement test or ACT/SAT or appropriate high school GPA (within 3 years).

MATH 1510 - Calculus I.* Four credit hours. Introduces the intuitive, numerical and theoretical concepts of limits, continuity, differentiation and integration. Includes the study of extrema, curve sketching, and applications involving algebraic, exponential, logarithmic and trigonometric functions. Designed for mathematics, science and engineering majors. Prerequisites: "C" or better in MATH 1220 and MATH 1230 or satisfactory score on Math Placement test or ACT math or appropriate High School GPA (within last 3 years). Please consult your advisor.

MATH 1520 - Calculus II*. Four credit hours. Continues course of study begun in Calculus I. Covers integration techniques, numerical integration, improper integrals, some differential equations, sequences, series and applications. Prerequisites: MATH 1510

MATH 2530 - Calculus III*. Four credit hours. The purpose of this course, which is a continuation of MATH 1520, is to study the methods of calculus in more detail. The course will cover the material in the textbook from Chapters 10-14.Vectors in the plane and 3-space, vector calculus in two-dimensions, partial differentiation, multiple integration, topics in vector calculus, and complex numbers and functions. Prerequisite: MATH 1520 or consent of instructor

MATH 2610 - Elementary 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 2625 – Elementary 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 2610.

(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: BCIS 1115; MDST 102
MDST 104L – Administrative I Skills Assessment. One credit hour. Three hours' lab weekly. Corequisite: MDST 104

MDST 105C – Clinical Medical Assisting I. Two credit hours. Study of emergencies in the medical office, first aid procedures, equipping an office for emergencies, and emergency preparedness in the community. The course also includes infection control, medical asepsis, sterilization, documentation, and vital signs. Prerequisites/Corequisites: MDST 102, MDST 104, MDST 104L.

MDST 106 - Professional Development. Three credit hours. Introduction to fundamental concepts of medical law and ethics as it relates to medical offices, laboratories, hospitals, and pharmacies. HIPAA, 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 105L. Corequisite: MDST 107L

MDST 107L - Clinical MA II Skills Assessment. 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 097/098 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 II Skills Assessment. One credit hour. Three-hour lab weekly. Corequisite MDST 109.

MDST 110 - Seminar. One credit hour. Provides the student with an 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 and MDST 112. Prerequisites include all other courses in the MDST Certificate of Occupational Training (including 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. Corequisite: 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 105L or PBE 113. Corequisite: MDST 113L

MDST 113L – Medical Technology Skills Assessment. 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 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, and MDST 108. Prerequisites: BCIS 1115

MDST 124 – Introduction to Health Careers. Two credit hours. Overview of potential careers in health care. Includes prerequisite requirements, potential for employment and work requirements in selected careers.

MDST 168/268 - Workshop in Medical Assisting. One to nine credit hours. As announced. (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.)

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 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 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, health care professionals will enhance the

delivery and effectiveness of patient care. This course offers students an opportunity to better understand the influence culture plays on 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 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 interest in thanatology.

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.)

(MGMT/MGT) Management

MGMT 2110 - Principles of Management. Three credit hours. An introduction to the basic theory of management including the functions of planning, organizing, staffing, leading, and controlling; while considering management's ethical and social responsibilities. Prerequisite: BUSA 1110

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 168/268 - Workshop in Management. One to nine credit hours. As announced. (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.)

MGT 239 - 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 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/MKTG) Marketing

MKT 168/268 - Workshop in Marketing. One to nine credit hours. As announced. (Repeatable for credit.)

MKT 193/293 - Topics in Marketing. One to nine credit hours. As announc0e0d. (May be repeated for credit with consent of instructor and administrative approval.)

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.)

MKTG 2110 - Principles of Marketing. Three credit hours. Survey of modern marketing concepts and practices focusing on the marketing mix: product, pricing, promotion, and distribution strategies. Topics include; the marketing environment, consumer behavior, marketing research, target marketing, and the ethical and social responsibilities of marketers. Prerequisite: BUSA 1110

(MUSC) Music

MUSC 1110 - Music Appreciation: Jazz. Three credit hours. This course explores the ideas of music in society and its cultural relevance and is designed to increase the students' appreciation of music as well as to enhance their listening skills. Students are introduced to various periods, styles, and composers of music and become acquainted with knowledge and appreciation of Jazz from various cultures and times.

MUSC 1120 - Music Appreciation: Rock and Roll. Three credit hours. This course explores the ideas of music in society and its cultural relevance and is designed to increase the students' appreciation of music as well as to enhance their listening skills. Students are introduced to various periods, styles, and composers of music and become acquainted with knowledge and appreciation of Rock and Roll music from various cultures and times.

MUSC 1130 - Music Appreciation: Western Music. Three credit hours. This course explores the ideas of music in society and its cultural relevance and is designed to increase the students' appreciation of music as well as to enhance their listening skills. Students are introduced to various periods, styles, and composers of music and become acquainted with knowledge and appreciation of Western music from various cultures and times.

MUSC 1210 - Fundamentals of Music for non-majors. Three credit hours. A beginning course in the fundamentals of music, this course includes notation, scales, key signatures and intervals. Aural comprehension is introduced through singing intervals, scales and triads and dictating simple rhythmic and melodic patterns and students explore the basic components of music.

MUSC 1220 - Fundamentals of Piano for non-music majors. Three credit hours. This course will include instruction for non-music majors in beginning keyboarding skills. Students will develop their keyboard skills through practice and study of fundamentals.

MUSC 2993 - Workshop. One to nine credit hours. As announced. (Repeatable for credit.)

MUSC 2996 - Topics in Music. One to nine credit hours. Emphasis on special areas of music; designed for highly motivated students. (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. Two credit hours. Practice, especially in the hospital or nursing home setting, utilizing techniques learned in NA 111. Corequisite: NA 111.

NA 168/268 - Workshop in Nursing Assisting. One to nine credit hours. As announced. (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.

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.)

(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 interfacing 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 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 the 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 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 the 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 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 168/268 - Workshop in Nursing. One to nine credit hours. As announced. (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.)

NURS 201 - Psychiatric Nursing. Two credit hours. Includes concepts related to health and 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 the 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 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 the 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 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 interest in gerontology.
NURS 261 - Physical Assessment. Four credit hours. Designed primarily for the registered nurse or health care professional. After completing the course, the student should be able to perform and document a physical assessment.

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.)

(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 health care. 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. The 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 the 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 168/268 - Workshop in Occupational Therapy. One to nine credit hours. As announced. (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.)

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, PSYC 2120. 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, PSYC 1110, 2120.

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 students 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 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) 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 097/098 and ENG 096 with a grade of “C” or better. Corequisite: PBE 113L.

PBE 113L – Phlebotomy Skills Assessment. One credit hour. Three hours lab weekly for skills assessment. Corequisite: PBE 113.

PBE 114L - Phlebotomy Practicum. Three credit hours. Supervised 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. Practicum requires students to complete 135 hours in an assigned medical laboratory. 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 193/293 - Topics in Phlebotomy. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

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.)

(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 097/098 and ENG 096 with 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, BCIS 1115

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 Practicum. 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. Practicum will require students to complete 135 hours in an assigned pharmacy. Prerequisites/Corequisites: PHAR 101, PHAR 103, PHAR 104, MDST 102, MDST 106, MDST 118, BCIS 1115.

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 097/098 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 193/293 - Workshop in Pharmacy Technology. One to nine credits. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

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.)

(PHED) Health and Physical Education

The following courses are offered for one credit hour (unless indicated otherwise)

PHED 1140 (HPE 135) – Zumba

PHED 1230 – Individual Sport – Varies depending on semester and availability – consult schedule.

PHED 1320 (HPE 109) – Aqua Fit

PHED 1410 (HPE 164) – Yoga

PHED 1420 (HPE 125) – Stretch/Relax

PHED 1460 – Conditioning – Varies depending on semester and availability – consult schedule.

PHED 1510 – Training – Varies depending on semester and availability – consult schedule.

PHED 1620 – Fitness – Varies depending on semester and availability – consult schedule.

PHED 1670 – Aerobics

PHED 1996 – Topics in Physical Education – Varies depending on semester and availability – consult schedule. Can be offered for one to three credit hours.

PHED 2230 – Individual Sport II – Varies depending on semester and availability – consult schedule.

PHED 2410 – Yoga II

PHED 2460 – Conditioning II. Varies depending on semester and availability – consult schedule.

PHED 2510 – Training II. Varies depending on semester and availability – consult schedule.

(PHIL) Philosophy

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 1115 - Introduction to Philosophy. Three credit hours. In this course, students will be introduced to some of the key questions of philosophy through the study of classical and contemporary thinkers. Some of the questions students might consider are: Do we have free will? What is knowledge? What is the mind? What are our moral obligations to others? Students will engage with and learn to critically assess various philosophical approaches to such questions.

PHIL 1120 - Logic, Reasoning, and Critical Thinking. Three credit hours. The purpose of this course is to teach students how to analyze, critique, and construct arguments. The course includes an introductory survey of important logical concepts and tools needed for argument analysis. These concepts and tools will be used to examine select philosophical and scholarly texts.

PHIL 2110 - Introduction to Ethics. Three credit hours. This course introduces students to the philosophical study of morality and will explore questions concerning our human obligations to others and related issues. Students may be asked to relate various approaches to ethics to present-day ethical debates and their own lives.

PHIL 2996 - 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 1115 - Survey of Physics. Three credit hours. Overview of the concepts and basic phenomena of physics. This course provides a largely descriptive and qualitative treatment with a minimum use of elementary mathematics to solve problems. No previous knowledge of physics is assumed. Co-requisite: PHYS 115L

PHYS 1115L - Survey of Physics Lab. One credit hour. A series of laboratory experiments associated with the material presented in PHYS 1115. Co-requisite: PHYS 1115

PHYS 1230 - Algebra-based Physics I*. Three credit hours. An algebra-based treatment of Newtonian mechanics. Topics include kinematics and dynamics in one and two dimensions, conservation of energy and momentum, rotational motion, equilibrium, and fluids. Prerequisite: A "C" or better in MATH 1220 or 1510, and 1230 or a satisfactory score on math placement test or ACT/SAT. Co-requisite: PHYS 1230L

PHYS 1230L - Algebra-based Physics I Lab*. One credit hour. A series of laboratory experiments associated with the material presented in PHYS 1230. Co-requisite: PHYS 1230.
PHYS 1240 - Algebra-based Physics II*. Three credit hours. The second half of a two semester algebra-based introduction to Physics. This course covers electricity, magnetism and optics. Prerequisites: PHYS 1230/1230L or consent of instructor. Co-requisite: PHYS 1240L

PHYS 1240L - Algebra-based Physics II Lab*. One credit hour. A series of laboratory experiments associated with the material presented in PHYS 1240. Co-requisite: PHYS 1240 Algebra-based Physics II.

PHYS 1310 - Calculus-based Physics I. Three credit hours. A calculus level treatment of classical mechanics and waves, which is concerned with the physical motion concepts, forces, energy concepts, momentum, rotational motion, angular momentum, gravity, and static equilibrium. Primarily for pre-engineers who want to transfer to a four-year institution. Prerequisite: MATH 1230 and 1510 or a satisfactory score on math placement test or ACT/SAT. Co-requisite: PHYS 1310L.

PHYS 1310L - Calculus-based Physics I Lab. One credit hour. A series of laboratory experiments associated with the material presented in Calculus-based Physics I. Students will apply the principles and concepts highlighting the main objectives covered in coursework for Calculus-based Physics I. Co-requisite: PHYS 1310.

PHYS 1320 - Calculus-based Physics II. Three credit hours. A calculus level treatment of classical electricity and magnetism. It is strongly recommended that this course is taken at the same time as Calculus-based Physics II laboratory. Primarily for pre-engineers who want to transfer to a four-year institution. Prerequisite: PHYS 1310/1310L. Co-requisite: PHYS 1320L.

PHYS 1320L - Calculus-based Physics II Lab. One credit hour. A series of Laboratory experiments associated with the material presented in Calculus-Based Physics II. Students will apply the principles and concepts highlighting the main objectives covered in coursework for Calculus-Based Physics II. Co-requisite: PHYS 1320.

PHYS 1992/2992 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth subject matter 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 1993/2993 - Workshop in Physics. One to nine credit hours. As announced. (Repeatable for credit.)

PHYS 1996/2996 - 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 to prepare students for the FAA administered Instrument, ASEL, Airman Certification Standards Knowledge Exam. Prerequisite: PPT 101 or prior successful completion of the FAA Private Pilot, ASEL, Airman Certification Standards Knowledge Exam.

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 duel 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 a 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 168/268 - Workshop in Professional Pilot Training. One to nine credit hours. As announced. (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.)

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 Pilot Ground Instruction. Four credit hours. A study of advanced aviation topics to prepare students for FAA administered Commercial Pilot, ASEL, Airman Certification Standards Knowledge Exam. Prerequisite: PPT 101 or prior successful completion of the FAA Private Pilot, ASEL, Airman Certification Standards Knowledge Exam.

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 Instruction. 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 to prepare students for the FAA administered Fundamentals of Instruction and/or Flight Instructor Airplane, Airman Certification Standards Exam. 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 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.)

(POLS/PSCI) Political Science

POLS 1110 - Introduction to Political Science. Three credit hours. This course covers fundamental concepts in political science, such as political theories, ideologies, and governemtn systems.

POLS 1120 - American National Government. Three credit hours. This course explains the role of American national government, its formation and principles of the Constitution; relation of state to the national government; political parties and their relationship to interest groups. This course also explains the structure of the legislative, executive, and judicial branches.

POLS 2160 - State and Local Government. Three credit hours. This class is an introductory course designed to familiarize students with the institutions, politics, and policies of state and local governments in the United States. An underlying assumption of this course is that states and localities are the center of a stable and viable democracy. As such, a major objective of the course is the empowerment of each student through knowledge; that is, to provide students with the understanding, analytical and political skills, and motivation to become an active and knowledgeable part of state and local government and politics. The problems addressed at the state and local levels are usually highly contentious and controversial because they hit people close to their homes. Through this class, students will learn how to become effective solvers of those problems.

PSCI 168/268 - Workshop in Political Science. One to nine credit hours. As announced. (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.)

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: POLS 1120.

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 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/PSYC) Psychology

PSY 168/268 - Workshop in Psychology. One to nine credit hours. As announced. (Repeatable for credit.)

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 210 - Human Sexuality. Three credit hours. A survey of the psychological, biological, cultural, and ethical issues pertaining to human sexuality. The course includes consideration of sexual behavior, anatomy, physiological functions, gender issues, victimization, STD's, and consumerism.

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 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.

PSYC 1110 - Introduction to Psychology. Three credit hours. This course will introduce students to the concepts, theories, significant findings, methodologies, and terminology that apply to the field of psychology.

PSYC 1170 - Psychology of Success. Three credit hours. The purpose of this course is to provide students the opportunity to explore the big ideas regarding what contributes to success in all areas of life.

PSYC 2120 - Developmental Psychology. Three credit hours. Study of human physical and psychological change and stability from a lifespan development perspective.

PSYC 2130 - Adolescent Psychology. Three credit hours. Study of human physical and psychological change and stability from adolescence through the emerging adulthood years.

PSYC 2140 - Child Psychology. Three credit hours. Study of human physical and psychological change and stability from conception through the late childhood years.

(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 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. Propellers and propeller control systems on reciprocating and turboprop aircraft. Prerequisite: All 100 level GAMT courses.

PWPL 103 - Aircraft Powerplant Electrical Systems. Four credit hours. Starters, magnetos, and ignition systems for reciprocating and turbine engines. Prerequisite: All 100 level GAMT courses.

PWPL 104 - Aircraft Reciprocating Engines. Three credit hours. Theory and operation of reciprocating engines, including cooling and lubrication systems. Prerequisite: All 100 level GAMT courses.

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. Turbine engine theory of operation and turbine engine systems. Prerequisite: All 100 level GAMT courses.

PWPL 107 - Turbine Engine Overhaul. Four credit hours. Disassembly, cleaning, inspection, repair, reassembly, and testing of aircraft turbine engines. Prerequisite: All 100 level GAMT courses.

PWPL 108 - Aircraft Powerplant Inspection. Two credit hours. Perform PowerPlant airworthiness inspection. Prerequisite: Successful completion of all GAMT classes.

PWPL 109 - Fuel Metering, Induction, Exhaust Systems. Five credit hours. Carburetors, fuel injections, fuel control units, induction systems, Turbo-and superchargers, exhaust systems. Prerequisite: All 100 level GAMT courses.

PWPL 110 – Reciprocating Engine Overhaul. Five credit hours. Disassembly, cleaning, inspection, repair, reassembly, and testing of aircraft reciprocating engines. Prerequisite: All 100 level GAMT courses.
PWPL 111 – Powerplant Electrical Systems. Four credit hours. Starters, ignition systems, electrical systems, and fire protection system for reciprocating and turbine engines. Prerequisite: All 100 level GAMT courses.

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.

(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 a

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 coursework. 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 coursework. 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 168/268 - Workshop in Respiratory Therapy. One to nine credit hours. As announced. (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.)

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 coursework 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 coursework 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 coursework 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 - TMC Respiratory Board Exam Review Course. One credit hour. Preparation and review for credentialing for the NBRC TMC exam for graduates of a CoARC-accredited Respiratory Therapy program.

RCP 252 – CSE Respiratory Board Exam Review Course. One credit hour. Preparation and review for credentialing for the NBRC CSE exams for graduates of a CoARC-accredited 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 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.)

(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/RELG) 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 141 - Western Religion. Three credit hours. Western Religion examines the religious belief systems in the Western Hemisphere including the Americas, Europe, and Africa.

REL 151 - 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 168/268 - Workshop in Religion. One to nine credit hours. As announced. (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.)

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 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.)

RELG 1110 - Introduction to World Religions. Three credit hours. This course introduces major world religions and the scholarly methods of the academic study of religion. Religions covered may include Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, Islam and/or New Religious Movements.

(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 the 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 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 201 - Biomechanics (Ergonomics). Three credit hours. Typical topics include man-machine systems, human capabilities and limitations, the design of displays, controls, equipment, and workstations. Also, the 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 the 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 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/SOCI) Sociology

SOC 168/268 - Workshop in Sociology. One to nine credit hours. As announced. (Repeatable for credit.)

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.)

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.)

SOCI 1110 - Introduction to Sociology. Three credit hours. This course will introduce students to the basic concepts and theories of sociology, as well as to the methods utilized in sociological research. The course will address how sociological concepts and theories can be utilized to analyze and interpret our social world, and how profoundly our society and the groups to which students belong influence them. Students will be given the opportunity to challenge their “taken for granted” or “common sense”

understandings about society, social institutions, and social issues. Special attention will also be paid to the intimate connections between their personal lives and the larger structural features of social life. In addition, the implications of social inequalities, such as race/ethnicity, gender, and social class will be central to the course's examination of social life in the United States.

SOCI 2240 - Sociology of Intimate Relationships and Family. Three credit hours. This course provides an overview of contemporary intimate relationships and families from sociological perspectives. We will examine intimate relationships and families as social constructions whose meanings have changed over time and from place to place. This course will aid students in developing a greater understanding of intimate relationships and families as institutions in contemporary U.S. society. Intersections of race class, gender, sexual orientation, nationality, and other factors within these institutions will be addressed.

SOCI 2310 - Contemporary Social Problems. Three credit hours. This course studies the nature, scope, and effects of social problems and their solutions. The course will concentrate on sociological perspectives, theories, and key concepts when investigating problems, such as inequality, poverty, racism, alienation, family life, sexuality, gender, urbanization, work, aging, crime, war and terrorism, environmental degradation, and mass media. This course is designed to build students' sociological understanding of how sociological approaches attempt to clarify various issues confronting contemporary life, as well as how sociologists view solutions to these problems.

SOCI 2325 – Introduction to Native American Studies. Three credit hours. This course examines the wide scope of Native American Studies across multiple disciplines and as a standalone academic field. The course explores various concentration areas: Art, Media, Literature, Education, Native Language, Sociocultural Studies, Sovereignty, Leadership, Self-Determination, and Global Indigenous Justice.

SOCI 2410 - Introduction to Research Methods. One to three credit hours. This course is a survey of qualitative and quantitative approaches to sociological research. The course provides an overview of the research process, focusing on research design, hypothesis formulation, measurement, and data collection. In this course, students will develop the ability to critically analyze social research, as well as design and execute their own research projects. At the conclusion of this course, students should also have more confidence critically analyzing, writing about, and otherwise discussing research finding they encounter, while also becoming better equipped to comprehend complex social structures and concerns. Prerequisites: Completion of SOCI 1110, ENGL 1120, and MATH 1350.

(SOWK) Social Work

SOWK 2110 - Introduction to Human Services and Social Work. Three credit hours. This course is for students who are interested in social welfare issues and/or are considering entering a social service profession. The course presents an overview of social problems, issues and trends, and the network of social agencies developed to address these concerns. The course examines the influence of personal and professional values and ethics on the helping relationship. The concept of social welfare will be discussed from a social work perspective (with an emphasis on social justice), and students will gain a basic understanding of social work in U.S. society, social work career opportunities, and contemporary issues facing social workers. Approaches relevant to work with individuals, families, groups and communities are presented, with special emphasis on Hispanic and Indigenous populations of New Mexico and the Southwest.

(SPAN) Spanish

SPAN 168/268 - Workshop in Spanish. One to nine credit hours. As announced. (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.)

SPAN 201 - Intermediate Spanish. Three credit hours. Grammar review, conversation, and reading at the intermediate level. Prerequisite: SPAN 102 or consent of instructor.

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 1110 - Spanish I. Three credit hours. Designed for students with little exposure to Spanish, this course develops basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication at the Novice Level of proficiency based on ACTFL guidelines. During this course, students perform better and stronger in the Novice Mid-level while some abilities emerge in the Novice High range. This is an introductory course aimed at helping the student to communicate in Spanish in everyday familiar situations via recognition and production of practiced or memorized words, phrases, and simple sentences.

SPAN 1120 - Spanish II. Three credit hours. Designed for students with some degree of exposure to Spanish in high school and/or at home, this course continues to develop basic listening, speaking, reading, and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication based at the Novice High Level of proficiency based on ACTFL guidelines, although a few abilities may emerge in the Intermediate Low Level. Students in this course communicate in Spanish in familiar topics using a variety of words, phrases, simple sentences and questions that have been highly practiced and memorized. Prerequisite: SPAN 101.

(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 168/268 - Workshop in Statistics. One to nine credit hours. As announced. (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.)

STAT 215 - 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 1215

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.)

(THEA/THTR) Theatre

THEA 1110 - Introduction to Theatre. Three credit hours. This course provides an introduction to the study of theatre. Students will examine various components that comprise theatre, such as acting, directing, playwriting, dramaturgy, scenic and costume design, stagecraft, spectatorship, history, theory, and criticism.

THEA 2330 - Theatrical Makeup. Two credit hours. Learn basic techniques of theatre makeup. Students will explore application for various stylizations including period, fantasy, and special effects. This may include practice in productions during the semester.

THEA 2990 – Theatre Practicum. One credit hour. This course introduces student to the various principles of play production. Students will participate within the elements of on stage or backstage categories: acting, designing, front of house, and/or production staff. Theatre Practicum provides hands-on experience(s) for all elements of theatrical productions.

THTR 121 - Beginning Acting. Three credit hours. Techniques, principles of stage movements, and basic problems common to all actors.

THTR 168/268 - Workshop in Theatre. One to nine credit hours. As announced. (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.)

THTR 221 - Intermediate Acting. Three credit hours. Development of voice, body, mind, and emotions. Practice in dramatic situations stressed. Prerequisite: THTR 121.

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.)

(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 1170

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 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 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.)

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.)

(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. Two 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. Two 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 1170.

WELD 125 - Gas Metal Arc I. Three 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 – Shielded Metal Arc 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 – Shielded Metal Arc II. Three credit hours. A continuation of WELD 131.

WELD 135 - Gas Tungsten Arc I. Three 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 to 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 202 – Gas Metal Arc II. Three credit hours. A continuation of WELD 125. Students will learn and practice skills in Inner Shield and Dual Shield Flux Core, Aluminum push/pull MIG welding, and Stainless Steel MIG welding. Prerequisites: WELD 110, WELD 115, WELD 125, WELD 135, and WELD 131.

WELD 203 – Gas Tungsten Arc II. Three credit hours. A continuation of WELD 135. Students will learn and practice skills in welding stainless steel and aluminum with the Gas Tungsten Arc process. Students will learn and practice skills for welding certification test on Sanitary Stainless Steel Tubing under the AWSD 1.8 Code. Prerequisites: WELD 110, WELD 115, WELD 125, WELD 135, and WELD 131.

WELD 215 – Structural Welding. Three credit hours. Continuation of WELD 132 with an emphasis on weld testing and welding structural joints will be covered. Prerequisites: WELD 110, WELD 115, WELD 125, WELD 131, 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 220 – Introduction to Pipe. Three credit hours. Students will have the opportunity to gain basic knowledge and skill in welding pipe. This will be done with the Shielded Metal Arc and Gas Tungsten Arc welding processes in the 1G, 2G, 5G, and 6G positions. Students will also learn the skills for cutting and preparing pipe coupons for welding.

WELD 221 – Pipe Welding/API Code. Three credit hours. Students will weld carbon steel pipe according to the API code with emphasis on welder qualification in the 6G position. Pre/Corequisite: WELD 220.

WELD 222 – Pipe Welding/ASME Code. Three credit hours. Continuation of WELD 221. Pre/Corequisite: WELD 221.

WELD 232 - Pipefitting for Welders. Two 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. Two 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, 115, 118, 125, 131, 132, 135, 221, and 222, or consent of instructor.

Eastern New Mexico University – Roswell 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, Stocking and Merchandising, Animal Healthcare, and Special Topics.

The programs are designed for students with disabilities who need occupational training to obtain entry-level positions in competitive employment. Class sizes are small, and the emphasis is on the completion of the skills necessary for employment and independent living.

The Special Services Program has an application packet, which includes the admission form to ENMU-Roswell and the application for housing at Sierra Vista Village. Call the Special Services office at 575-624-7286 to request an application packet.

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 Program and educational diagnostic report from high school.
2. Complete documentation and full disclosure of medical/psychological/developmental disabilities.
3. Minimum 18 years of age. Maximum age of 30.
4. Self-medicate with no assistance. The ability to follow directions from a 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 the 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 requesting Child Care Attendant Program.
11. Full disclosure and documentation of any past legal issues.
12. Student interview in person, by video chat, or phone.

Applications are reviewed by a committee and an independent specialist to determine admission into the Special Services Program. The admissions committee is charged with reviewing the academic, social-emotional, behavioral, safety, and medical needs of all incoming students.

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 the 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 and pharmacist accepts their insurance. We encourage students to have a local primary care provider and pharmacy services set up prior to the beginning of each semester. Please note that out-of-state Medicaid is not accepted at local pharmacies.

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.

Program requirements include:

- Maintaining a minimum grade of "C" in all occupational courses, labs, and practicums; and
- A 2.0 overall GPA at program completion.

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate proper grooming and bathing techniques on small animals.
2. Demonstrate proper restraint of horses and small animals.
3. Apply knowledge of proper animal nutrition through feeding small and large animals.
4. Demonstrate proper cage and kennel sanitation and maintenance of facility grounds.
5. Identify common diseases and health concerns found in domestic and captive animals.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a healthy lifestyle, and obtain and retain employment.

CORE 1 Requirements

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	2
LAC 031L	Animal Healthcare Lab III	3

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

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	2
LAC 031L	Animal Healthcare Lab III	3

Total Hours Required for the Animal Healthcare 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

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate proper custodial chemical measuring, mixing, and safety through general practices in custodial applications.
2. Demonstrate proper floor maintenance and operate machinery to maintain a variety of floor surfaces including carpet, hardwood, vinyl, and tile.
3. Clean and maintain walls with a variety of surfaces including painted, tiled, papered, and plastered.
4. Maintain restrooms using proper cleaning and disinfection techniques.
5. Clean offices and classrooms to make rooms hygienic and attractive.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a healthy lifestyle, and obtain and retain employment.

CORE 1 Requirements

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
ST 031	Building Maintenance Practicum III	4

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

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 Child care provider.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Apply basic child care principles applicable to day care settings for infants, toddlers, and preschoolers, to include infection control measures.
2. Demonstrate knowledge of the physical, emotional, and intellectual development of infants, toddlers, and preschoolers.
3. Identify and apply principles of nutrition, including food safety, for infants, toddlers, and school-aged children.
4. Demonstrate understanding of common childhood illnesses.
5. Demonstrate basic classroom teaching skills to include storytelling, artwork, and physical activities.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a healthy lifestyle, and obtain and retain employment.

Core 1 Requirements

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
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

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Demonstrate proper personal hygiene, kitchen sanitation and safety, and knife safety.
2. Apply food safety regulations and standards to include the use and care of utensils and equipment.
3. Prepare food by following a recipe.
4. Portion and plate food and serve proper portions in a serving line.
5. Prepare and take the ServSafe National Restaurant Association Test.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a healthy lifestyle, and obtain and retain employment.

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	2
FDS 031	Food Services Practicum III	3

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	2
FDS 031	Food Services Practicum III	3

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 Achievement.

Core 1		
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

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

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

Total Hours Required for Certificate: 23

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.

Program Learning Outcomes
In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Develop keyboarding and proofreading skills.
2. Produce business documents, forms, and other pertinent written communication.
3. Apply customer service skills to include greeting and directing customers, proper telephone etiquette, and message taking.
4. Use and maintain different filling systems to include alphabetizing and indexing.
5. Employ good email practices by creating, sending, and forwarding email messages and maintaining email folders.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a health lifestyle, and obtain and retain employment.

Core 1 Requirements

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 Practicum 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

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

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 Practicum III	3

Total Hours Required for Office Skills Core 2 COT: 48

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.

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

1. Accurately stock shelves, racks, bins, and tables with new merchandise to include proper stock rotation, fronting and facing, and accurate pricing.
2. Receive, open, unpack, check invoices, and safely move products from stock room to display area.
3. Answer customer's questions about merchandise and advise customers on merchandise selection.
4. Pack customer purchases in bags or cartons, and transport packages to customer's vehicles.
5. Take inventory or examine merchandise to identify items to be ordered.
6. Demonstrate skills and behaviors needed to live independently, problem-solve, live a healthy lifestyle, and obtain and retain employment.

Core 1 Requirements

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 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	2
STK 031L	Stocking and Merchandising Practicum III	3

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	2
STK 031L	Stocking and Merchandising Practicum III	3

Total Hours Required for Stocking and Merchandising 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

Lab and practicum courses will vary from 12 to 20 hours weekly depending on the individual program design.

Special Services Course Descriptions

(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 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 H0 031 while also focusing on emotional health, stress management, developing coping mechanisms, and transitioning 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, 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 are 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 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 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 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 in incorporating 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

(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.

(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

(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 Practicum I. Five credit hours. Fieldwork sites with hands-on experience in 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 Practicum II. Five credit hours. Fieldwork sites with hands-on experience in providing the student with opportunities to apply skills learned in CC 020. 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 Practicum III. Three credit hours. Fieldwork sites with hands-on experience in providing the student with opportunities to apply skills learned in CC 030. 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).

(FDS) Basic 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. Two credit hours. 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. Three 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.)

(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. Two credit hours. 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. Three 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 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.

(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. Two credit hours. 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 received to ensure that shipments are correct. Corequisite: STK 031L

STK 031L - Stocking and Merchandising Practicum III. Three 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.

ENMU-Roswell/New Mexico Youth ChalleNGe Academy Certificate Programs

The ENMU-Roswell / New Mexico Youth ChalleNGe certificate programs enable 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

Certificate of Employability

The introductory Automotive certificate is designed to equip students with the necessary knowledge needed to work safely in an automotive repair shop. 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

AT 103	Survey of Automotive Tech 1 with Lab	3
AT 105	Survey of Automotive Tech 2 with Lab	3
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

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 EMS or other health science careers. Students who successfully complete this course are eligible to challenge the National Registry of EMT's EMR certification exam.

Program Requirements

EMS 105	Emergency Medical Responder	2
EMS 105L	Emergency Medical Responder Lab	1

EMS 202	Introduction to Paramedic	4
EMS 203	Human Systems	4
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: 21

NMYCA Training Program – Fire Science

Certificate of Employability

This program of study provides a solid introduction to the field of fire science. Emphasis is placed on building construction, fire behavior, fire prevention, and principles of emergency services. After successful completion of the course, the graduate is prepared to move into a career in the fire service or continue their education in fire science for an advanced degree.

Program Requirements

FIRE 150	Building Construction for Fire Prevention	3
FIRE 152	Fire Behavior and Combustion	3
FIRE 154	Fire Prevention	3
FIRE 158	Principles of Emergency Services	3
EMS 101	BLS/Clinical Preparation	1
CTE 230	Developing Leadership in Supervision	2
HPE	Health and Physical Education electives (must choose 7 credits from any HPE activity course)	7

Total Hours Required for Fire Science: 22

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

PBE 108	Beginning Medical Terminology	2
MDST 104	Administrative Medical Skills I	2
MDST 104L	Administrative I Skills Assessment	1
MDST 106	Professional Development	3
MDST 124	Introduction to Health Careers	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

FDMA 1515	(MA 112) Graphic Design: Photoshop	4
FDMA 1745	(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

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 - 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

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

New Mexico Department of Corrections – University Studies with an Emphasis in Business AAS

The University Studies Associate of Applied Sciences 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 online for the New Mexico Department of Corrections students. To receive the Associate of Applied Science degree in University Studies with an emphasis in business, students must complete the required 31 credit hours from the General Education Common Core plus the identified 31 credit hours of electives, most of which are in the business field. A cumulative GPA of 2.0 is required.

Program Learning Outcomes

In addition to supporting institutional Outcomes and building upon the foundational general education outcomes, upon completion of this program, students will be able to:

1. Complete courses across the following core disciplines: communications, mathematics, science, social and behavioral sciences, humanities, and the fine and creative arts.
2. Demonstrate progressive achievement in the following skill areas: clear and effective oral and written communication skills, critical thinking across disciplines, quantitative reasoning, information, and digital literacy, and personal and social responsibility.
3. Acquire content knowledge that prepares them to complete an associates' degree or transfer to a four-year institution.

University Studies with an Emphasis Business

Associate of Applied Science

Program Requirements (62 Credit Hours)

ENGL 1110	Composition I	3
COMM 1130	Public Speaking	3
MATH 1130	Survey of Mathematics	3
HIST 1110	United States History I	3
BCIS 1110	Fundamentals of Information Literacy & Systems	3
ENGL 1120	Composition II	3
MATH 1350	Introduction to Statistics	4
ANTH 1115	Introduction to Anthropology	3
ARTH 1110	Art Appreciation	3
BUSA 1110	Introduction to Business	3
BIOL 1110	General Biology	3
BIOL 1110L	General Biology Lab	1
SOCI 1110	Introduction to Sociology	3
HIST 1120	United States History II	3
ACCT 2110	Principles of Accounting I	4
MGMT 2110	Principles of Management	3
GEOL 1120	Environmental Geology	3
GEOL 1120L	Environmental Geology Lab	1
MKTG 2110	Principles of Marketing	3
ACCT 2120	Principles of Accounting II	4
ECON 2110	Macroeconomic Principles	3

Total Hours Required for University Studies: 62

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University

*Deceased

FACULTY

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Instructor, Commercial Drivers' License (CDL) Training Program
State of New Mexico Commercial Drivers' License

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Instructor, Welding Technology
American Welding Society Certified Welding Inspector
Certified Welding Instructor

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Instructor, Welding Technology

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Instructor, History
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M.A., Ph.D., University of Arkansas

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Certified, Medical Assistant, Eastern New Mexico University – Roswell
A.S., Eastern New Mexico University - Roswell

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B.A.A.S., Eastern New Mexico University
Certified, Medical Assistant and Phlebotomy

James V. Buchanan
Instructor, Life Sciences
B.S., Athens State College
M.S., University of South Alabama

Caleb Cain
Instructor, Heating, Ventilation, Air Conditioning, Refrigeration Technology
E.P.A. Refrigerant Handling Certification
Journeyman, H.V.A.C.R. Technician
A.A.S., Eastern New Mexico University-Roswell

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Director, Clinical Education Respiratory Therapy

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Instructor, Aviation Maintenance Technology
A.A.S., Eastern New Mexico University-Roswell
F.A.A. License
Airframe and Powerplant Certified

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Instructor, Media Arts

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Instructor, Science
M.S., University of Notre Dame
Ph.D., University of Notre Dame

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B.O.E., Eastern New Mexico University

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Instructor, Mathematics
M.S., NM Institute of Mining & Technology

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Instructor, Mathematics
B.S., M.S.T., New Mexico Institute of Mining & Technology

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Instructor, Nursing
A.D.N., B.S.N., M.S.N., Adult-CNS, Angelo State University

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Director, Emergency Medical Services
Paramedic Certificate, Dona Ana Community College
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B.A.A.S, Eastern New Mexico University
M.Ed., Eastern New Mexico University

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B.S., University of South Carolina - Aiken
M.S., Kean University

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Instructor, Information Technology
A.A., Eastern New Mexico University-Roswell
B.A., Eastern New Mexico University
M.Ed., West Texas A & M University

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R.N., Missouri Baptist School of Nursing
B.S.N., Maryville University
M.S.N., Jacksonville University
CNOR Certified Nurse Operating Room

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B.O.E., M.Ed., Eastern New Mexico University

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A.A.S., Northwest College
B.S.N., Western Governors University
M.S.N.-Ed., Western Governors University

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Instructor, Nursing Assisting
M.S.N., San Pedro College

Diane Klassen
Instructor, Business
B.S., M.B.A., Eastern New Mexico University
Ed.D., University of New Mexico

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B.S., Lubbock Christian University
M.S., Eastern New Mexico University

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M.A., University of New Mexico
Ph.D., Catholic University of America

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B.S.N, College of Santa Fe
M.S.N, University of Texas at El Paso; CNS; TNS

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M.Ed., Grand Canyon University

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M.S.W., New Mexico State University
Doctorate of Behavioral Health, Arizona State University

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M.S., Illinois State University

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First Responder/HS/Youth Challenge
Coordinator American Heart Association
Training Center Faculty, BLS Instructor
American Academy of Pediatrics, ALS/BLS PEPP
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M.Ed., Eastern New Mexico University

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CompTIA Network +
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A.A., Eastern New Mexico University - Roswell

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Ricardo Serrano
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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 (American Campus Communities) 347-7132

Institutional Units

- Arts and Sciences Education 624-7253
- Health Education..... 624-7235
- Technical Education 624-7147

Main Number 624-7000

New Student Relations Office 624-7136

Student Outreach..... 624-7201

Testing Services..... 624-7227/7183/7258

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

College Development.....(575) 624-7404

Commercial Driver's License certificate..... (575) 624-7044

Computer Application and Support degree & 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) 624-7218

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

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) 624-7266

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

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2021-2022 ENMU-ROSWELL CALENDAR

2021-2022 ENMU-ROSWELL CALENDAR	
SUMMER 2021	
Eight-Week Session	
May 31 (M)	8-Week Session Begins Summer 2021 (5/31/21 - 7/23/21)*
June 1 (T)	8-Week Session—Add/Drop and Late Registration (One Day Only)
June 11 (F)	Last Day to Apply for Fall Graduation
July 5 (M)	**Observed Independence Day Holiday - No Classes; Campus Closed**
July 9 (F)	8-Week Session—Last Day to Withdraw
July 19-23 (M - F)	8-Week Session—Final Exams
July 22 (Th)	Special Services Graduation
FALL 2021	
Aug. 12 (Th)	Faculty on Campus
Aug. 13 (F)	Faculty/Staff In-Service
Aug. 16 (M)	16-Week Session Begins Fall 2021 (8/16/21 - 12/07/21)*
Aug. 16 (M)	16-Week Session—Begin Add/Drop and Late Registration
Aug. 16 (M)	First 8-Week Session Begins Fall 2021 (8/16/21 - 10/08/21)*
Aug. 17 (T)	First 8-Week Session—Add/Drop and Late Registration (One Day Only)
Aug. 20 (F)	16-Week Session—End of Add/Drop and End of Late Registration
Sept. 6 (M)	**Labor Day Holiday - No Classes; Campus Closed**
Sept. 13 (M)	12-Week Session Begins Fall 2021 (9/13/21 – 12/07/21)
Sept. 14 (T)	12-Week Session – Add/Drop and Late Registration (One Day Only)
Sept. 10 (F)	First 8-Week Session—Last Day to Withdraw
October 4 (M)	**Eastern NM State Fair Day - No Classes; Campus Closed (Confirmed 11/10/20)**
Oct. 2 - 8 (S – F)	16-Week Session-Midterm Exams
Oct. 8 (F)	Last Day to Apply for Spring Graduation
Oct. 8 (F)	First 8-Week Session—Last Day of Class
Oct. 11 (M)	Second 8-Week Session Begins Fall 2021 (10/11/21 - 12/07/21)*
Oct. 12 (T)	Second 8-Week Session—Add/Drop and Late Registration (One Day Only)
Oct. 15 (F)	12 Week Session – Last Day to Withdraw
Oct. 22 (F)	16-Week Session—Last Day to Withdraw
Oct. 31 (Su)	Registration Opens for Spring Semester
Nov. 5 (F)	Second 8-Week Session—Last Day to Withdraw
Nov. 24 - 28 (W-Su)	**Thanksgiving Recess – No Classes, Campus Closed**
Nov. 29 (M)	Campus Reopens; Instruction Resumes at 8:00 a.m.
Dec 6-7 (M-T)	16-Week Session/12-Week Session/Second 8-Week Session—Final Exams
Dec. 7 (T)	16-Week Session/12-Week Session/Second 8-Week Session —Last Day of Semester
Dec. 9 (Th)	Commencement
Dec. 24, 2020 (Th) – Jan. 2, 2022 (F)	**Winter Break (Begins at 5:30 pm on Wednesday, December 23); Campus Closed**

SPRING 2022	
Jan. 3 (M)	Campus Reopens
Jan. 13 (Th)	Faculty on Campus
Jan. 14 (F)	Faculty/Staff In-Service
Jan. 17 (M)	**Martin Luther King Jr. Day - Campus Closed**
Jan. 18 (T)	16-Week Session Begins Spring 2022 (1/18/22 - 5/10/22)*
Jan. 18 (T)	16-Week Session—Begin Add/Drop and Late Registration
Jan. 18 (T)	First 8-Week Session Begins Spring 2022 (1/18/22 - 3/18/22)*
Jan. 19 (W)	First 8-Week Session—Add/Drop and Late Registration (One Day Only)
Jan. 21 (F)	16-Week Session—End of Add/Drop; End of Late Registration
Feb. 11 (F)	First 8-Week Session—Last Day to Withdraw
Feb. 14 (M)	12-Week Session Begins Spring 2022 (2/14/22 – 5/10/22)
Feb. 15 (T)	12-Week Session Add/Drop and Late Registration (One Day Only)
Feb. 21 (M)	**Presidents' Day - No Classes; Campus Closed**
February 25 (F)	Last Day to Apply for Summer Graduation
Mar. 5 – Mar. 11 (S - F)	16-Week Session—Midterm Exams
March 13 – 19 (S - F)	**Spring Break - No Classes; Campus Open**
March 21 (M)	Instruction Resumes at 8:00 a.m.
March 18 (F)	First 8-Week Session—Last Day of Class
March 18 (F)	12-Week Session – Last Day to Withdraw
March 21 (M)	Second 8-Week Session Begins Spring 2022 (3/21/22 - 5/10/22)*
March 22 (T)	Second 8-Week Session—Add/Drop and Late Registration (One Day Only)
March 25 (F)	16-Week Session—Last Day to Withdraw
April 3 (Su)	Registration Opens for Summer/Fall Semesters
April 15 (F)	Second 8-Week Session—Last Day to Withdraw
May 7 - 10 (S - T)	16-Week Session/12-Week Session/Second 8-Week Session —Final Exams
May 10 (T)	16-Week Session/12-Week Session/Second 8-Week Session —Last Day of Semester
May 12 (Th)	Adult Education Graduation
May 13 (F)	Commencement
May 30 (M)	**Memorial Day Holiday - No Classes; Campus Closed**
SUMMER 2022 Eight-Week Session	
June 6 (M)	8-Week Session Begins Summer 2022 (06/06/22 - 7/29/22)*
June 7 (T)	8-Week Session—Add/Drop and Late Registration (One Day Only)
June 10 (F)	Last Day to Apply for Fall Graduation
July 1 (F)	8-Week Session—Last Day to Withdraw
July 4 (M)	**Independence Day Holiday - No Classes; Campus Closed**
July 25-29 (M - F)	8-Week Session—Final Exams
July 28 (Th)	Special Services Graduation
July 29 (F)	Last day of Classes

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

Addendums

Correction to 2021-2022 Academic Calendar – Corrected March 22 to March 21. April 5, 2021

Correction to Occupational Therapy Assistant Program Page 157-160 to include accreditation information that is required to be a part of the program language.