2023 – 2024 Catalog

# EASTERN NEW MEXICO UNIVERSITY-ROSWELL

ENMU R

EASTERN NEW MEXICO UNIVERSITY ROSWELL

Success Starts Here!

## A Message From the President

Welcome to Eastern New Mexico University-Roswell! We are glad you chose our campus. The faculty, staff, and administrators are committed to helping you reach your academic and professional goals. Our mission is to enrich lives through learning by empowering and improving students' personal lives and their communities. We have highly dedicated professionals who strive to provide quality learning opportunities to prepare students for workforce careers and advanced studies. Our ultimate goal is to enable student, community, and institutional success.

ENMU-Roswell offers strong academic programs in health education, technical education, and the arts and sciences. We incorporate traditional learning environments with 21st-century technology. We serve a diverse student population, ranging in age from 14 to 74. We provide academic tutoring, advising, behavioral health counseling, medical services, a fitness center, numerous student clubs, and campus activities.

I look forward to seeing you on campus!

**Shawn Powell**, Ph.D.
*President, ENMU-Roswell*

## UN MENSAJE DE EL PRESIDENTE

¡Bienvenidos a la Universidad del Este de Nuevo México-Roswell! Estamos contentos que haya elegido nuestro campus. La facultad, el personal y los administradores están comprometidos a ayudarle a alcanzar sus metas académicas y profesionales. Nuestra misión es enriquecer las vidas de estudiantes a través del aprendizaje, y empoderar y mejorar sus vidas y sus comunidades. Tenemos profesionales altamente dedicados que se esfuerzan por brindar oportunidades de calidad para ensenar y preparar a los estudiantes para carreras laborales y estudios avanzados. Nuestro objetivo definitivo es habilitar el éxito de los estudiantes, la comunidad y la institución.

ENMU-Roswell ofrece programas académicos de alta calidad en educación para la salud, educación técnica, y de artes y ciencias. Incorporamos entornos de aprendizaje tradicional con tecnología del siglo XXI. Servimos a una población estudiantil diversa, de edades entre los 14 y los 74 años. Nuestro campus ofrece tutoría académica, asesoramiento, asesoramiento de salud conductual, servicios médicos, un gimnasio, y numerosos clubes estudiantiles y actividades en el campus.

¡Espero verte en el campus!

**Shawn Powell**, Ph.D.
*President, ENMU-Roswell*

# TABLE OF CONTENTS

A Message From the President ..... 2
Un Mensaje De El Presidente ..... 3
PHILOSOPHY OF EASTERN NEW MEXICO UNIVERSITY-ROSWELL ..... 16
NOTICE OF NONDISCRIMINATION ..... 17
TITLE IX POLICY AND RESOLUTION PROCESS ..... 18
FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA) ..... 21
GENERAL INFORMATION ..... 22
History ..... 22
Student Profile ..... 22
Consumer Information - Notice to Students ..... 23
Accreditation ..... 23
Location ..... 23
Facilities ..... 23
Student On-Campus Housing ..... 26
Food Services ..... 26
Campus Bookstore ..... 27
Charge Dates ..... 27
Refunds ..... 27
Book Buy Back ..... 27
Admissions ..... 28
General Admissions Requirements ..... 28
TRANSFER STUDENTS ..... 29
Students Transferring to ENMU-Roswell ..... 29
Evaluation of Transfer Credit ..... 29
Acceptance of Transfer Credit ..... 29
Appeal Process ..... 29
Transfer Students and Financial Aid ..... 30
Transfer Students Probation and Suspension ..... 30
RESIDENCY REQUIREMENTS FOR TUITION PURPOSES ..... 31
Special Residency Tuition Information ..... 31

Western Undergraduate Exchange Program (WUE) ..... 31
Non-Degree Students ..... 32
Veterans' Educational Benefits ..... 32
International Students ..... 33
ENMU-ROSWELL FINANCIAL AID ..... 33
Applying for Financial Aid (Early FAFSA, FSA ID) ..... 34
Types of Financial Aid ..... 34
Federal Student Loans ..... 35
Professional Judgment/Special Circumstances ..... 36
Awards ..... 37
Summer Financial Aid ..... 37
Financial Aid Disbursement ..... 37
Course Repeats and Financial Aid Eligibility ..... 37
Financial Aid Satisfactory Academic Progress (SAP) ..... 37
Financial Aid Appeal Process ..... 38
Return of Title IV Federal Aid/Class Attendance ..... 38
TESTING SERVICES ..... 40
ENROLLMENT SERVICES ..... 41
ADVISING SERVICES ..... 41
Concurrent Enrollment ..... 42
Dual Credit/Concurrent Enrollment Programs ..... 42
Concurrent Enrollment for Students in the Home School program ..... 42
Concurrent Enrollment for Students in a High School Equivalency Program ..... 42
Concurrent Enrollment with Other ENMU Campuses ..... 42
New Student Relations ..... 43
ACADEMIC RECORDS POLICIES ..... 44
Credit Courses ..... 44
Overview of Credit Hours – ENMU-Roswell Credit Hour and Contact Hour Policy (2017) ..... 44
Credit Hour Definition ..... 44
Auditing ..... 45
Directed Studies Courses ..... 45
Student Load ..... 46

Full-Time Students ..... 46
Part-Time Students ..... 46
Student Classification ..... 46
Numbering of Courses ..... 46
Grading Systems ..... 46
Repeating Courses ..... 48
Academic Standings ..... 48
Academic Warning ..... 48
Academic Probation ..... 48
Academic Suspension ..... 49
Dean's Honor List ..... 49
Clemency Policy ..... 49
Transcript Requests ..... 50
TRANSFER AMONG NEW MEXICO HIGHER EDUCATION INSTITUTIONS ..... 51
NM General Ed Core Course Transfer Curriculum ..... 51
General Education Philosophy Statement ..... 52
General Education Mission at Eastern New Mexico University – Roswell ..... 52
New Mexico Common Course Numbering System (NMCCNS) ..... 54
Student Responsibility ..... 55
ENMU-Roswell General Education Courses ..... 55
Prior Learning Assessment Industry Credentials ..... 56
Alternative Credit Options ..... 57
ACT Credit Examination Program ..... 57
College Level Examination Program (CLEP) and Advanced Placement (AP) ..... 58
Challenge Examinations in Academic Programs ..... 58
Challenge Examination for Advanced Placement ..... 59
Credit for Military Service ..... 59
DEGREES AND DEGREE REQUIREMENTS ..... 60
Academic Information ..... 60
Catalog of Record ..... 60
Course Residency Requirement ..... 60
Types of Degrees and Certificates Offered at ENMU-Roswell ..... 61

Earning a Second Associate Degree ..... 62
Graduation ..... 62
Graduating with Honors ..... 62
ACADEMIC SUPPORT SERVICES ..... 63
Academic Accommodations ..... 63
How to Register for Academic Accommodations: ..... 64
Student Success Center ..... 64
STEM Lab ..... 64
Veterans Support Center ..... 65
Adult Education ..... 65
Center for Workforce and Community Development ..... 65
Clubs and Organizations ..... 65
ENMU-Portales ..... 66
Intramural Sports ..... 66
TRiO Student Outreach Programs ..... 66
INFORMACIÓN GENERAL ..... 68
STUDENT RIGHTS AND RESPONSIBILITIES ..... 69
Academic Integrity ..... 69
Plagiarism ..... 69
Cheating Behavior ..... 69
Science and Technical Laboratories ..... 69
Attendance Policies ..... 69
Adding and Dropping Courses ..... 70
Withdrawal from a Course or the University ..... 70
Administrative Withdrawal ..... 70
TUITION AND FEES ..... 72
Tuition and Registration Fees – Per Semester (Full-time) ..... 72
Tuition and Registration Fees – Per Semester (Part-time) ..... 73
Tuition and Registration Fees – Per Semester (Full-Time Overload) ..... 73
SPECIAL FEES ..... 74
INSTRUCTIONAL UNITS ..... 79
Arts and Sciences Education ..... 79

Health Sciences ..... 79
Technical Education ..... 80
DEGREES AND CERTIFICATES ..... 81
Degrees and Certificates Offered at ENMU-Roswell ..... 81
Degree Plans ..... 83
AGRICULTURE ..... 84
Agriculture AS ..... 84
AUTOMOTIVE TECHNOLOGY ..... 86
Automotive Technology--Brakes ..... 86
Automotive Technology—Level I ..... 86
Automotive Technology - Level II ..... 87
Automotive Technology—Diesel ..... 88
Automotive Technology AAS ..... 88
AVIATION MAINTENANCE TECHNOLOGY ..... 90
Aviation Maintenance Technology - Airframe ..... 90
Aviation Maintenance Technology - Powerplant ..... 91
Aviation Maintenance Technology AAS ..... 92
BEHAVIORAL SCIENCES ..... 94
Behavioral Sciences —Alcohol and Drug Abuse Studies ..... 94
Behavioral Science AA ..... 95
BIOLOGY ..... 97
Biology AS ..... 97
BOOKKEEPING/ACCOUNTING ..... 99
Bookkeeping/Accounting ..... 99
BUSINESS ADMINISTRATION ..... 100
Business Administration AA ..... 100
BUSINESS COMPUTER INFORMATION SYSTEMS ..... 102
Office Assistant ..... 102
Office Management and Technologies AAS ..... 102
COMMERCIAL DRIVER'S LICENSE ..... 104
Commercial Driver's License ..... 105
COMMUNITY PARAMEDIC ..... 106

Community Paramedic ..... 107
Community Paramedic AS ..... 107
CRIMINAL JUSTICE ..... 109
Criminal Justice AA ..... 109
EDUCATION ..... 111
Early Childhood Education ..... 111
Introduction to Early Childhood Education ..... 111
Early Childhood Education ..... 112
Teacher Education Programs ..... 113
Teacher Education AS ..... 113
Teacher Education AS ..... 115
Teacher Education AS ..... 116
EMERGENCY MEDICAL SERVICES ..... 119
Emergency Medical Technician ..... 120
Advanced Emergency Medical Technician (AEMT) ..... 121
AEMT Core Course Requirements (18 hours) ..... 122
PARAMEDIC ..... 123
Paramedic ..... 125
Paramedic AAS ..... 127
ENGINEERING AND DESIGN TECHNOLOGY ..... 129
Engineering and Design Technology - Architecture ..... 129
Engineering and Design Technology ..... 130
Engineering and Design Technology AAS ..... 131
FIRE SCIENCE ..... 133
Fire Science AAS ..... 134
HEATING, VENTILATION, AIR CONDITIONING-REFRIGERATION TECHNOLOGY ..... 135
Commercial Refrigeration ..... 135
Heating, Ventilation, & Air Conditioning Technology ..... 136
Heating, Ventilation, Air Conditioning-Refrigeration Technology AAS ..... 137
Mathematics AS ..... 138
Mathematics AS ..... 138
MEDIA ARTS ..... 140

Game Design ..... 140
Media Arts – Game Design ..... 140
Film Technology ..... 140
Media Arts - Film Technology ..... 141
Media Arts - Film Technology AAS ..... 141
Graphic Design ..... 142
Media Arts - Graphic Design ..... 142
Media Arts - Graphic Design AAS ..... 143
MEDICAL ASSISTING ..... 145
Medical Assisting ..... 145
Medical Assisting AAS ..... 146
Medical Scribe ..... 148
NURSING ..... 149
Nursing AS ..... 154
NURSING ASSISTING ..... 156
Nursing Assisting ..... 157
OCCUPATIONAL SAFETY ENGINEERING AND ENVIRONMENTAL MANAGEMENT TECHNOLOGIES ..... 158
Safety Trained Technician—Level I ..... 159
Occupational Safety Engineering and Environmental Management Technologies- Safety Trained Manager ..... 160
Occupational Safety Engineering and Environmental Management Technologies- Certified Occupational Safety Technician (COST) ..... 161
Occupational Safety Engineering and Environmental Management Technologies- Certified Occupational Safety and Health Specialist (COSHS) ..... 162
Occupational Safety Engineering and Environmental Management Technologies- Certified Occupational Safety and Environmental Technician (COSET) ..... 163
Occupational Safety Engineering and Environmental Management Technologies- Certified Occupational Safety and Health Trainer (COSHT) ..... 164
Occupational Safety Engineering and Environmental Management Technologies AAS ..... 165
OCCUPATIONAL THERAPY ASSISTANT ..... 168
Occupational Therapy Assistant AAS ..... 168
PHARMACY TECHNICIAN ..... 173
Pharmacy Technician ..... 173

PHLEBOTOMY ..... 174
Phlebotomy ..... 175
POLICE SCIENCE ..... 176
Police Science AAS ..... 176
PROFESSIONAL PILOT TRAINING ..... 178
Professional Pilot Training—Fixed Wing Basic ..... 180
Professional Pilot Training—Fixed Wing Intermediate ..... 180
Professional Pilot Training—Fixed Wing Advanced ..... 180
Professional Pilot Training—Fixed Wing AAS ..... 180
RESPIRATORY THERAPY ..... 182
Respiratory Therapy AAS ..... 183
UNIVERSITY STUDIES ..... 186
University Studies AA ..... 186
WELDING TECHNOLOGY ..... 187
Welding Technology – Basic ..... 187
Welding Technology – Advanced ..... 187
Welding Technology – Pipe ..... 188
Welding Technology AAS ..... 189
Course Descriptions ..... 191
(ACCT) Accounting ..... 192
(AEEC) Agricultural Econ/Econ ..... 193
(AFR/AFRM) Airframe ..... 193
(AG) Agriculture ..... 194
(AGRI) Agriculture ..... 196
(AGRO) Agronomy ..... 196
(AHE) Allied Health Education ..... 196
(ANSC) Animal Science ..... 196
(ANTH) Anthropology ..... 196
(ART/ARTH/ARTS) Art ..... 197
(AT) Automotive Technology ..... 198
(ATC) Air Traffic Control ..... 200
(AXED) Agriculture and Extension Education ..... 201

(BCIS) Business Computer Information Systems ..... 201
(BFIN) Finance ..... 202
(BIOL) Biology ..... 203
(BUS/BUSA) Business Administration ..... 205
(CDL) Commercial Driver's License ..... 206
(CHEM) Chemistry ..... 206
(CJUS) Criminal Justice ..... 208
(COMM) Communication ..... 209
(CP) Community Paramedic ..... 210
(CTE) Career & Technical Education ..... 210
(ECE/ECED) Early Childhood Education ..... 211
(ECON) Economics ..... 213
(EDF/EDUC) Education Foundations ..... 213
(EMS) Emergency Medical Services ..... 214
(ENG/ENGL) English ..... 218
(ENGR) Engineering and Design Technology ..... 220
(ENTR) Entrepreneurship ..... 221
(FDMA) Film & Digital Media Arts ..... 222
(FIRE) Fire Sciences ..... 225
(GAMT) General Aviation Maintenance Technology ..... 227
(GEOL) Geology ..... 228
(HIST) History ..... 229
(HMSV) Human Services ..... 230
(HUM/HUMN) Humanities ..... 231
(HVAC) Heating, Ventilation, Air Conditioning, Refrigeration Technology ..... 232
(IET) Industrial Engineering Technology ..... 233
(MATH) Mathematics ..... 233
(MDST) Medical Assisting ..... 235
(MGMT/MGT) Management ..... 238
(MKTG) Marketing ..... 239
(MUSC) Music ..... 239
(NA) Nursing Assisting ..... 239

(NURS) Nursing ..... 240
(OT) Occupational Therapy Assistant ..... 243
(PBE) Phlebotomy ..... 245
(PHAR) Pharmacy Tech ..... 245
(PHED) Health and Physical Education ..... 246
(PHIL) Philosophy ..... 247
(PHYS) Physics ..... 248
(PPT) Professional Pilot Training ..... 249
(POLS) Political Science ..... 250
(PSYC) Psychology ..... 251
(PWPL) Powerplant ..... 252
(RCP) Respiratory Therapy ..... 253
(REFR) Refrigeration ..... 256
(SET) Occupational Safety Engineering and Environmental Technologies ..... 256
(SOCI) Sociology ..... 259
(SOIL) Soil ..... 260
(SOWK) Social Work ..... 260
(SPAN) Spanish ..... 261
(THEA) Theatre ..... 261
(UNIV) University Studies ..... 262
(WELD) Welding Technology ..... 263
Eastern New Mexico University – Roswell Special Services Program ..... 265
ANIMAL HEALTHCARE ..... 267
Animal Healthcare Core 1 COT ..... 267
Animal Healthcare Core 2 COT ..... 268
AUTO MECHANICS ..... 269
Auto Mechanics Core 1 COT ..... 269
Auto Mechanics Core 2 COT ..... 270
BUILDING MAINTENANCE ..... 271
Building Maintenance Core 1 COT ..... 271
Building Maintenance Core 2 COT ..... 272
CHILD CARE ATTENDANT ..... 274

Child Care Attendant Core 1 COT ..... 274
Child Care Attendant Core 2 COT ..... 275
FOOD SERVICE COT ..... 276
Food Service Core 1 COT ..... 276
Food Service Core 2 COT ..... 277
INDEPENDENT LIVING ..... 278
Independent Living COA ..... 278
OFFICE SKILLS ..... 280
Office Skills Core 1 COT ..... 280
Office Skills Core 2 COT ..... 281
STOCKING AND MERCHANDISING ..... 282
Stocking and Merchandising Core 1 COT ..... 282
Stocking and Merchandising Core 2 COT ..... 283
SPECIAL TOPICS ..... 284
Special Services Course Descriptions ..... 285
(ACS) (HO) (HPE) Special Services Core Courses ..... 285
(ACS) Special Topics ..... 288
(AM) Auto Mechanics ..... 288
(CC) Child Care ..... 289
(FDS) Basic Food Service ..... 289
(LAC) Animal Healthcare ..... 290
(OS) Office Skills ..... 291
(ST) Building Maintenance ..... 291
(STK) Stocking and Merchandising ..... 292
ENMU-Roswell/New Mexico Youth ChalleNGe Academy Certificate Programs ..... 294
Entrance Requirements for the ENMU-Roswell / New Mexico Youth ChalleNGe Academy Certificate Programs ..... 294
Eligibility criteria to enter New Mexico Youth ChalleNGe Academy are: ..... 294
NMYCA Training Program - Automotive ..... 295
NMYCA Training Program - Construction Trades ..... 295
NMYCA Training Program - Emergency Responder ..... 295
NMYCA Training Program – Fire Science ..... 296

NMYCA Training Program – Health Care Clerk ..... 296
NMYCA Training Program - Media Arts ..... 297
NMYCA Training Program – Microsoft Office ..... 297
NMYCA Training Program - Nursing Assisting ..... 297
NMYCA Training Program - Welding ..... 298
New Mexico Department of Corrections – University Studies with an Emphasis in Business AAS ..... 299
University Studies with an Emphasis Business ..... 299
THE UNIVERSITY BOARDS ..... 300
Board of Regents ..... 300
Community College Board ..... 300
Foundation Board ..... 300
THE UNIVERSITY ADMINISTRATION ..... 301
EMERITI FACULTY ..... 302
FACULTY ..... 305
PROFESSIONAL STAFF ..... 309
SUPPORT STAFF ..... 315
IMPORTANT TELEPHONE NUMBERS ..... 319
Notice ..... 321

# PHILOSOPHY OF EASTERN NEW MEXICO UNIVERSITY-ROSWELL

## Vision

To excel as a premier community college focused on student success, engaged learning, and dynamic community partnerships.

## Mission

To enrich lives through learning.

## Core Values

### Excellence

We endeavor to exceed the expectations of students, customers, and community partners.

### Integrity

We behave in a trustworthy, responsible, and transparent manner in all things: holding ourselves accountable, keeping our promises, and learning from our mistakes.

### Unity

We work to build positive relationships with one another and with diverse communities in order to embrace challenges and inspire growth.

Revised and approved by ENMU-Roswell Community College Board January 11, 2023 and ENMU Board of Regents January 18, 2023

# 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 (including pregnancy, gender identity, and sexual orientation), age, disability, genetic information, veteran status, or any other protected 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

**Section 504 Coordinator:**
Kim Childress
*Disability Services Officer*
ENMU-Roswell
PO Box 6000
Roswell, NM 88202
Phone: 575.624.7002
Email: kimberly.childress@enmu.edu

**Title IX Coordinator**
W. Greg Lamm
*System Title IX Coordinator*
ENMU System
ENMU Station 2, 1500 S Ave K
Portales, NM 88130
Phone 575.562.2235
Email: greg.lamm@enmu.edu

# TITLE IX POLICY AND RESOLUTION PROCESS

**"No person in the United States, shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." (20 U.S.C. § 1681 & 34 C.F.R. Part 106 (1972).**

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. 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 ENMU system Policy 80-12 Title IX Policy, and the ENMU System Resolution Process and Procedures Manual for Alleged Violation of the Title IX Policy. Links to these documents can be found at https://www.roswell.enmu.edu/title-ix/.

**Jurisdiction:** This policy applies to behaviors that take place in the United States, and on property owned, operated or controlled by the System; at System events, or 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.

The campus community includes prospective students, students, student organizations, faculty, administrators, staff, prospective employees, guests, and visitors who are currently participating in an education program or activity at the University. Non-members of the campus community who engage in 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 or violations of this policy. All vendors serving the System through third party contracts are subject to these policies and procedures.

**ENMU System Title IX coordinator:** Inquiries concerning the application of Title IX and 34 C.F.R. Part 106 may be referred to the ENMU System Title IX Coordinator or to the Assistant Secretary for the Office for Civil Rights of United States Department of Education.

**ENMU System Title IX Coordinator**
W. Greg Lamm
System Title IX Coordinator
ENMU Station 2
1500 S Ave K
Portales, NM 88130
575-562-2235
greg.lamm@enmu.edu

**Roswell Office:**
Instructional Technology Center 113-114
23 W Mathis
Roswell, NM
575-624-7142

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-Roswell's jurisdiction, the ability to investigate, respond and provide remedies may be more limited.

If you need 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 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 link provided on the ENMU-R Title IX webpage at https://www.roswell.enmu.edu/title-ix/ .

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 System 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.

The ENMU System encourages the reporting of sex-based discrimination by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to University 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 University officials, and that witnesses come forward to share what they know. To encourage reporting, the ENMU System 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.

**Title IX Resolution Process:**
The ENMU System will act on any formal or informal notice/complaint of violation of the Title IX policy that is received by the Title IX Coordinator or trained designee or any other Official with Authority (OWA) by applying the procedures as documented in the ENMU System Resolution Process and Procedures Manual for Alleged Violations of the Title IX Policy. This document can be found at: https://my.enmu.edu/c/document_library/get_file?uuid=63b029c9-e85b-44ba-a736-11420e2945d6&groupId=2502172**.**

**Retaliation.** The ENMU System 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.

**Subsequent Prevention.** The ENMU System is committed to preventing the recurrence of any sex-based discrimination including without limitation, harassment, or other sexual misconduct. The ENMU System administration 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 for the ENMU system.

**Training.** The ENMU system administration highly recommends that each member of the campus community, as defined above, completes annual training as provided; and becomes familiar with the full language in the ENMU System Policy 80-12 Title IX Policy, and the Resolution Process and Procedures Manual for Alleged Violations of the Title IX Policy for the safety and protection of all members of the campus community.

# FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act provides eligible students with certain rights with respect to their education records. Education records mean those records that are directly related to a student and maintained by ENMU-Roswell or by a party acting for ENMU-Roswell, with some exceptions. Eligible students in attendance at ENMU-Roswell include students attending in person and those attending by other means, such as by FERPA language, videoconference, satellite and Internet.

For additional information about rights as a student under FERPA, please see:
ENMU-Roswell's Annual Notice to Students Regarding FERPA Rights which can be accessed by students at https://www.roswell.enmu.edu/consumer-information-disclosures/.

Contact the Office of Admissions & Records for additional information regarding student rights under FERPA.

Office of Admissions & Records
56 University Blvd
Roswell, NM 88203
P (575) 624-7141
F (575) 624-7144
records@roswell.enmu.edu

# 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 approximately 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 were utilized for renovations to the Automotive and Welding facilities and for the construction of a new maintenance building on campus in 2021-2022.

## 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 23. 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 or degree programs 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 while balancing work schedules to upgrade their job skills.

## Consumer Information - 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 Assistant 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

## 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.

Eastern New Mexico University-Roswell recently completed a four-year comprehensive review in 2021 and the Institution is in compliance with all standards. The College will have a reaffirmation visit in the 2027-2028 academic year.

The Higher Learning Commission
(312) 263-0456
(800) 621-7440
Website: www.hlcommission.org

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 approximately 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.

**Administration Center (AC):**

Houses the Business Office, Budget and Cashier's offices, College Development offices, and the offices of the President, Vice President for Academic and Student Affairs, Vice President for Business Affairs, Grants Director, and Institutional Effectiveness. A formal meeting room in this building, Board Room 135, is primarily used for meetings of the Community College Board and Board of Regents.

**Arts and Science Center (ASC):**

Houses the Creative and Fine Arts classes, as well as the Special Services Department and Disability Services Office, and New Mexico Workforce Connection office.

**Automotive Welding Technology Center (AWTC):**

Houses the Welding and Automotive Technology programs. This building was renovated in 2022 to include updated technology and equipment to give students an up-to-date, safe training environment. The Welding Lab includes 40 state-of-the-art welding booths and 20 innovative, outdoor welding booths to give students a real-world experience while earning their certificate or degree. Automotive has 12 vehicle lifts and 2 alignment lifts along with numerous other industry-standard equipment used in the field. Both programs offer National Coalition of Certification Centers (NC3) Certification training along with American Welding Society (AWS) Qualification testing and Automotive Service Excellence (ASE) certifications.

**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.

**Campus Security Building:**

Located between the Instructional Center and the Instructional Technology Center, is building that houses the Safety/Security Department. The Safety/Security Department 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 Department 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 Department officers are on duty 24 hours, 7 days a week including holidays and can be reached at (575) 624-7180.

**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). This is also where dining services is located, open to students, faculty, staff, administration, and the public.

**College Services Center (CSC):**

Houses the Bookstore (including shipping and receiving areas), Human Resources/Payroll the Adult Education program, and Student Outreach Offices.

**Early College High School (ECHS)**

Administrative office and classrooms are located in the lower levels of 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.

**Health Science Center (HSC):**

A state-of-the-art allied health and nursing training facility for the programs under the Health Sciences unit. Programs include Occupational Therapy Assistant, Emergency Medical Services, Fire Science, Pharmacy Technician, Respiratory Therapy, Nursing, Medical Assisting, Phlebotomy, and Nursing Assisting. Student Health Services are also housed in the HSC. This building was renovated to include 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.

**Instructional Center (IC):**

This two-story building includes, faculty and grant management offices, GEAR UP offices, Food Pantry, Student Lounge, Early College High School classrooms and office, and Testing Services.

**Instructional Technology Center (ITC):**

Features several 'smart' classrooms, computer classrooms, science classrooms/labs, The Commons (conference/meeting area), and faculty offices. Additionally, the KENW Bureau-Roswell is located in this building as part of the NPR/PBS Affiliates.

**Lawrence C. Harris Occupational Technology Center (OTC):**

A 46,000 square-foot building houses Agriculture, Education, HVAC-R, CDL, Media Arts, the Math Lab, other classrooms, a large seminar room, and the STEM Lab. The offices for the assistant vice presidents for instruction (Arts & Sciences and Technical Education) are located in Suite 101. The Small Business Development Center and the Center for Workforce and Community Development office are also housed in this building.

**Learning Resource Center (LRC):**

A 30,200 square-foot building that includes the library, tutoring, proctored testing, Media Services, the Veterans Center, Career Center, Math Lab, Writing Lab, Multipurpose Room, and the offices for Computer Services.

The library has an extensive collection of more than 30,000 books, newspapers, magazines, and government documents. Our staff is 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 catalog can be used to locate information, both in the library and in other WorldCat member-library collections. Besides offering full Internet access, the library has several online databases covering a broad range of topics. These include FirstSearch, and EBSCOHost. Students and staff have online access to periodical databases from the ENMU's Golden Library in Portales and additional databases like Newsbank and Gale Group Infotrac through El Portal, a service offered by the State Library in Santa Fe.

Through the Library's membership in the OCLC network, students, 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 over the age of 18 for a $5 fee. Students taking web-based courses can access the library's online catalog through the university's website www.roswell.enmu.edu.
The Media Services designs and produces instructional material. The Media Service is also the site for student proctored testing for current ENMUR students. Questions and requests for information may be directed to the LRC Director at 575-624-7282.

**Performing Arts Center (PAC):**

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.

**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.

**Student Services Center (SSC):**

Completed in 2013, is a One-Stop Center that houses Advising Services, Admissions & Records, Enrollment Services/High School Dual Credit Services, New Student Relations, Financial Aid, and the Assistant Vice President for Student Affairs.

## 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 contracts with an outside vendor 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) 624-7308. Visit the Dining Services website at http://www.roswell.enmu.edu/dining-services/

## Campus Bookstore

The Campus Bookstore, operated by an outside vendor, 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. 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 calendar.

**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 https://enmucampusstore.com/home.

# Admissions

## General Admissions Requirements

In order to attend ENMU-Roswell, students must complete an Admissions Application prior to registering for classes. 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 Office of Admissions & Records department staff as soon as possible after admissions to facilitate the decision-making process.

- High school transcripts from an accredited institution or a satisfactory score on a high school equivalency test
- Official transcripts from all previous colleges, universities, and technical-vocational schools attended
- 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 & Records. The University cannot accept copies of transcripts in a student's possession. All transcripts must be submitted to the Office of Admissions & Records as soon as possible after admission to the institution. 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 acceptable credits that are transferable to a students' degree program is performed by the Office of Admissions & Records.

Students seeking 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 once all transcripts for that student have been received. 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 Office of Admissions & 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 possible, once all 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.

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

1. Submit a Transfer Evaluation Appeal Form to the Office of Admissions & Records, 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. Once the appeal is received, 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, the file will be reviewed, and the student will be notified in writing.

## 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 Office of Admission & Records at ENMU-Roswell.

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 2.25 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. Please note that credits earned during suspension periods may not be accepted by 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 Office of Admissions & Records 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 Office of Admissions & Records. 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 Office of Admissions & Records:

- 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 spouse or child of a veteran of the armed forces is entitled to pay tuition and fees at the rate provided for New Mexico residents; provided that the spouse or child is eligible for benefits pursuant to the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for a veteran and the dependents of a veteran.
- 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 an ENMU-Roswell admissions application online and select "non-degree" as their program of study (i.e. "major").

- High School transcripts or transcripts from previously attended colleges or universities are not required to take non-degree courses.

## Veterans' Educational Benefits

ENMU-Roswell is approved by the New Mexico State Approving Agency to offer specific programs for military service members, veterans, and family members using GI Bill® education benefits. Entitlement programs are offered for honorably discharged veterans, active duty personnel, and dependents of medically discharged or disabled veterans. For application and certification, the potential recipient must meet with the Veterans Administration Certifying Official (VACO) and provide required documentation for approval from the Veterans Administration Regional Office (VARO). Once approval has been granted, the student must follow the VARO written guidelines which include satisfactory standards of progress. Failure to comply with the VARO guidelines may result in delay and/or discontinuation of benefits.

The Office of Admissions & Records serves as the Veterans' Affairs office at ENMU-Roswell and houses the VACO.

Students applying for veterans' benefits are encouraged to 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. Students are encouraged 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 chosen degree plan. 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 Office of Admissions & Records, or 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 |

Please note, that a reduction in course load may result in a retroactive reduction in benefits and a debt to the VA. Tuition Payments Forgiven.

New Mexico Statute requires state-funded educational institutions to forgive tuition payments owed by residents of New Mexico when the student is conscripted, deployed to a remote duty location, or is called into active service as a member of the military reserves or national guard 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 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 Office of Admissions & Records:

(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 & 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 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.

## 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.

# 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. 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 needing special accommodations should contact the Disability Services Office at (575) 624-7002 prior to scheduling their exam 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.

# ENROLLMENT SERVICES

## 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:

- Guidance about placement in Math and English courses;
- Discussion about academic support services and their role in academic success, including the Math, English, Stem, and ESL Labs;
- 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.

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, <u>and</u>

- 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 or visit www.roswell.enmu.edu/advising-services/ to make an appointment. Appointments are strongly encouraged to assure prompt and high-quality service.

## 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, or both college and high school credit. Students must submit the correct forms to the ENMU-Roswell Director of Enrollment Services 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, and the Vice President for Academic and Student 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 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

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

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.

**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.

Tuition and 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 Office of Admissions & Records 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) student (2) faculty member, (3) Registrar, (4) Assistant Vice President of applicable academic unit, 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 or 1992/2992.

## 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 Assistant Vice President of 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 developmental courses; 1000 through 1999 are primarily for freshmen; and 2000 through 2999, for sophomores.

## 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 & 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 Director and/or Assistant Vice President.

Students seeking 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. To initiate the appeal process, please contact the Office of Admissions & Records.

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

## Repeating Courses

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.
   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).

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 Appeal 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 Office of Admissions & Records. 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: The online request is accessible through the Records link on the ENMU-Roswell homepage.

There is no charge for Official Transcripts (Electronic, Mail, or Pick-Up).

Students may also review and print unofficial transcripts from the student online secure system. Transcripts from other institutions will not be released to any other party or requestor.

# 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.**<br>**At least 22 credit hours of courses in the following six content areas:**<br>communications (6 credits) | **Fixed 12.**<br>**At least 12 credit hours of courses from four of the following six content areas:**<br>communications |
| mathematics (3 credits)<br>science (4 credits)<br>social and behavioral science (3 credits)<br>humanities (3 credits)<br>creative and fine arts (3 credits) | mathematics<br>science<br>social and behavioral science<br>humanities<br>creative and fine arts |

| Flexible nine | Flexible three |
|---|---|
| the content areas listed above<br>other content areas that the institution deems appropriate | the content areas listed above<br>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:

| Flexible Nine Content Areas for AA and AS | | Credits |
|---|---|---|
| Flex One | Communications | 3 |
| Flex Two | Mathematics OR Social & Behavioral Science OR Science with Lab | 3-4 |
| Flex Three | Creative and Fine Art OR Humanities | 3 |
| | TOTAL | 9-10 |

A course with the prefix of FLEX may be used to satisfy a general education requirement for the "Flexible Three" for an AAS degree (listed on the New Mexico State General Education list of approved General Education courses for Eastern New Mexico University-Roswell). 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 (MAP - My Academic 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 |
| ENGL 1120 | Composition II | 3 |
| ENGL 2210 | Professional and Technical Communication | 3 |
| COMM 1130 | Public Speaking | 3 |
| COMM 2120 | Interpersonal Communication | 3 |
| COMM 2140 | Small Group Communication | 3 |
| COMM 2150 | Communication for Teachers | 3 |

### II. Mathematics

| | | |
|---|---|---|
| MATH 1130 | Survey of Mathematics | 3 |
| *MATH 1170 | Technical Math | 3 |
| MATH 1220 | College Algebra | 3 |
| MATH 1230 | Trigonometry | 3 |
| MATH 1350 | Introduction to Statistics | 4 |
| MATH 1510 | Calculus I | 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 1110+L | General Biology | 4 |
| BIOL 1650+L | Wildlife Biology | 4 |
| BIOL 2110+L | Principles of Biology: Cellular and Molecular Biology | 4 |
| BIOL 2210+L | Anatomy and Physiology I | 4 |
| BIOL 2225+L | Anatomy and Physiology II | 4 |
| BIOL 2310+L | Microbiology | 4 |
| BIOL 2610+L | Principles of Biology: Biodiversity, Ecology, and Evolution | 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 1110+L | Physical Geology | 4 |

| | | |
|---|---|---|
| GEOL 1120+L | Environmental 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 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

| | | |
|---|---|---|
| ENGL 1410 | Introduction to Literature | 3 |
| ENGL 2310 | Introduction to Creative Writing | 3 |
| ENGL 2630 | British Literature I | 3 |
| ENGL 2640 | British Literature II | 3 |
| 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 |
| SPAN 1110 | Spanish I | 3 |
| SPAN 1120 | Spanish II | 3 |

### VI. Creative and Fine Arts

| | | |
|---|---|---|
| ARTH 1110 | Art Appreciation | 3 |
| ARTH 2110 | History of Art I | 3 |
| ARTS 1240 | Design I | 3 |
| ARTS 1320 | Ceramics I | 3 |
| ARTS 1610 | Drawing I | 3 |
| ARTS 1630 | Painting I | 3 |
| ARTS 2310 | Ceramics II | 3 |
| ARTS 2610 | Drawing II | 3 |
| MUSC 1110 | Music Appreciation: Jazz | 3 |
| MUSC 1130 | Music Appreciation – Western Music | 3 |
| THEA 1110 | Introduction to Theater | 3 |

## Prior Learning Assessment Industry Credentials

Any student with nationally recognized industry credentials, such as an ASE Certification (automotive technicians), A&P License (aviation maintenance technicians), EMS licenses, Fire or Police Academy completions, or a variety of FAA pilot licenses and ratings 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: Office of Admissions & Records
  P.O. Box 6000
  Roswell, NM 88202

All credit awarded for certification is dependent upon approval by program faculty, the Academic unit Assistant Vice President, and the Vice President of Academic and Student Affairs. All credit awarded will reflect on the ENMU-Roswell Official Transcript as block transfer credit.

If you have further questions about receiving college credit for your professional technical certifications, please contact the Office of Admissions & Records.

ENMU-Roswell does not grant credit for work experience.

## Alternative Credit Options

ENMU-Roswell grants college credit for certain outside training, courses, and examinations such as College Level Examination Program (CLEP), Advanced Placement (AP), challenge examination, and military service credit, which may be applied to an associate degree. 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 |
| Math | 31 | 6 hours | MATH 1215 and 1130 |

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 the Office of Admissions & 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 & 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 grants credit to United States military personnel for courses and/or military occupational specialties (MOS) as recommended by the American Council on Education (ACE) in the "Guide to the Evaluation of Educational Experiences in the Armed Services." Before credit will be considered official, copies of courses completed or the MOS rating must be sent directly to the Office of Admissions & Records from a record center.

**Service Members Opportunity Colleges**

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

# DEGREES AND DEGREE REQUIREMENTS

## Academic Information

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

If the student is readmitted to the University following more than one regular (Fall or Spring) semester, the catalog of record will be updated to the readmit year.

The academic units reserve the right to require students to repeat or prove their competence in the content of coursework considered outdated by passing a challenge/competency examination.

## Course Residency Requirement

Students must complete a minimum number of credit hours of ENMU-Roswell campus courses to receive a degree or certificate. Please refer to the table below for specifics.

| Degree Type | ENMU-Roswell Credit Hours Requirements |
|---|---|
| Associate Degree | 15 credit hours |
| Certificate of Achievement | 9 credit hours |
| Certificate of Occupational Training | 6 credit hours |
| Certificate of Employability | 3 credits |

## 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 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 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 must submit a separate graduation application for each degree/certificate pursued.

Refer to the University calendar for graduation application deadlines. Failure to submit the application prior to the deadline may result in processing delays and/or require the student to graduate with the next scheduled graduation class.

Students who submit a graduation application by the priority deadline (as noted on the University calendar) will be notified of requirements needed to complete that program of study.

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 graduates 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 graduation application.

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

NOTE: Participation in commencement 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 overall 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 overall 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.

# 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.

Academic accommodations are generated during the initial meeting/intake interview. Instructors will be notified of the student's academic accommodations by the Disabilities Services Office. The student is required to meet and discuss their academic accommodations with their instructor(s) 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 related 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. Academic accommodations are to be renewed each semester the student attends ENMU-Roswell. Academic accommodations are not retroactive; therefore, students must contact the Disability Services Office as soon as possible to receive academic accommodations.

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 reserves 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 dated within the last five years.

2. Schedule a meeting with the Disability Services Officer to determine appropriate and reasonable accommodations at the beginning of each semester.

Students can also register for academic accommodations online by going to the following link
https://www.roswell.enmu.edu/academic-accommodations/

Please contact 575-624-7268 or 575-624-7002 for additional information.

**What Kind of Services Are Available?**
The following may be provided based on need and availability:

Reasonable Accommodations (including auxiliary aids and adaptive equipment):

- 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.

In addition to the tutors in the Student Success Center, students have access to professional tutors and other academic support services in the English Lab, ESL Lab, Math Lab, and Stem Lab.

Several auxiliary services offered to students include a staffed computer lab, group study rooms, and a student lounge. All programs and initiatives are free for ENMU-Roswell students.

## STEM Lab

The ENMU-Roswell STEM Lab is located in the east wing of the Lawrence C. Harris Occupational Training Center at 120 W. Mathis. The facility includes student and instructor access to the newest STEM technology for designing, creating, prototyping and presenting innovative projects for all ENMU-Roswell program and course offerings.

## Career and Transfer Center

The Career and Transfer Center is dedicated to the mission of preparing students for the future by offering transfer assistance and workforce development opportunities. The Career Center recognizes

student goals and creates a pathway plan to see that student succeed. The Center will help the student plan to further their education by offering transferring assistance or developing workforce needed skills through various workshops in order to gain employment. The Career Center partners with local industry businesses to give students the opportunity to gain experience in the industry of choice. Programs are specifically tailored to meet the needs of the student.

## Veterans Support Center

The ENMU-Roswell **Veterans Support Center** is located in the LRC 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, access to computers, and information to help transition to successful careers.

## Adult Education

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

Limited childcare and transportation 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 workforce development, 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, CWCD is dedicated to providing the finest professional development opportunities for business, government department and agencies, 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 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

Assistant Vice President of Student Affairs or 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 Affairs 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) 624-7158.

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) 624-7158.

## ENMU-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

## 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.

## TRiO Student Outreach Programs

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:

- **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.
- **Educational Talent Search**
  - A program that 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.

- **Upward Bound**
  - A program 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) 624-7185.
- **Student Support Services (SSS)**
  - 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) 624-7113.

# INFORMACIÓN GENERAL

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

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

**Centro de Admisiones:** La Universidad de Eastern New México Universito-Roswell tiene abiertas sus puertas a toda aquella persona que desee continuar con sus estudios superiores. Los estudiantes que ingresan a la universidad por primera vez deben haber obtenido su Diploma de Preparatoria o su equivalente a las credenciales de equivalencia de la escuela por nombre (GED). Por 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. 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 and Technical 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**
As specificed in the course syllabus, students are expected to attend all course sessions, complete all coursework, and arrange to make up work.. 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 Learning Management System (LMS), 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).

## 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 specified on the University calendar.

Students with registration holds on their accounts, i.e., special populations and students 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 an academic advisor. Upon obtaining the proper signatures and approval, the withdrawal will be forwarded to the Office of Admissions & Records for processing. A withdrawal will not be considered complete until the Office of Admissions & 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 academic unit Assistant Vice President. 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 & 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 Affairs, 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 (575-624-7158).

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, 211L, 212L, 231L, 241L; **MDST** 111L, 113L; **NA** 111L; **NURS** 110L, 112L, 201L, 216L, 217L, 220L; **OT** 114L, 116L, 214L, 260L, 262L; **PHAR** 105L; **PBE** 114L; **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 Fee** ..... $110.00 per course
**Spring Term Fee** ..... $110.00 per course
**Summer Term Fee** ..... $110.00 per course
**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, 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 Driving Fees** (CDL 150) ..... $1,000.00
**CDL Driving Fees** (CDL 250) ..... $2,500.00
**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) ..... $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
**Paramedic Entrance Exam** .....$25.25
**EMT Fee** (EMS 11L).....$147.00
**AEMT** (EMS 175L) .....$110.25
**Paramedic** (EMS 208) .....$225.75
**EMS Liability Fee** (EMS 176L) .....$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) .....$85.00
**Written Exam Fee** (EMS 111) .....$98.00
**Written Exam Fee** (EMS 175) .....$136.00
**Written Exam Fee** (EMS 250) .....$152.00
**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** (HVAC 101, 203,212) ..... $15.00-$180.00
**Refrigeration Lab Fee** (REFR 205, 210) .....$10.00
**Refrigeration Handling Certification Fee** (REFR 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, 105C, 107, 108, 109, 113) ..... $5.00 per course
**Background Check Fee** (MDST 104) ..... $57.00
**Examination Fee** (MDST 111L) ..... $180.00
**Liability Fee** (MDST 107L, 111L, 113L) ..... $5.00 per course
**Lab Fee** (MDST 105C, 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 per credit hour
**FDMA Course Fee** (FDMA 1740, 1515, 1745, 1120, 1220, 1150, 1360, 2150, 2210, 2450, 2994) $15.00 per credit hour

**Nursing Assistant Fees**

**Nursing Assistant Practicum Fee** (NA 111LR) ..... $10.00
**Background check (NA 111LR)** ..... $55.00-$60.00
**Drug Screen Fee (NA 111LR)** ..... $25.00-$30.00
**Immunization Tracking Fee (NA 111LR)** ..... $25.00-$30.00

**Nursing Fees**

**AHA Course Fee** (NURS 220) ..... $21.00
**Nursing Practicum Fee** (NURS 110L, 112L, 216L, 217L, 220L) ..... $10.00 per class
**ATI Nursing Education/Nursing Testing Readiness Assessment Fee** (non-refundable)
(NURS 110, 112, 216, 220) ..... $693.75 each semester
**Background Check** (NURS 110LR, 112LR, 216LR, 220LR) ..... $55.00-$60.00
**Drug Screen Fee** (NURS 110LR, 112LR, 216LR, 220LR) ..... $25.00-$30.00
**Immunization Tracking Fee*** (NURS 110LR) ..... $25.00-$30.00
**Supply Tote Fee*** (non-refundable; NURS 110R) ..... $180.00-$225.00
*Or a one-time fee assessed for students transferring into the Nursing Program

**Occupational Therapy Assistant Fees**

**OT Lab Fee** (OT 110L, 118L, 216L) ..... $50.00 per class
**OT NBCOT Exam Fee** (OT 250L) ..... $525.00
**OT Supply Fee** (OT 110L, 118L, 216L) ..... $30.00 per class
**Pass the OT Platform Fee** (OT 260L) ..... $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 113) ..... $50.00
**Performance Assessment** (PBE 113) ..... $5.00
**Background Check Fee** (PBE 113) ..... $57.00
**Liability Fee** (PBE 113L, 114L) ..... $5.00 per course
**Lab Fee** (PBE 113L) ..... $5.00
**Phlebotomy National Examination Fee** (American Society of Clinical Pathologists) (PBE 114L) ..... $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) ..... $26.00
**AHA Course Fee – ACLS Card** (RCP 108L) ..... $22.00
**AHA Course Fee – PALS Card** (RCP 201L) ..... $22.00
**Course Fee – NRP Card** (RCP 204) ..... $45.00
**Background Check Fee** (RCP 107L, 209L) ..... $56.60
**Compliance Tracker Fee** (RCP 107L) ..... $35.50
**Drug Tests** (RCP 107L, 209L) ..... $28.80
**Clinical Lab Fee** (RCP 107L, 109L, 202L, 209L) ..... $100.00 per course
**Respiratory Therapist Lab Fee** (RCP 105L, 108L, 201L, 204L) ..... $50.00 per course
**Respiratory Therapist Multiple Choice Exam** (RCP 208) ..... $190.00
**Respiratory Therapist Clinical Simulation Exam** (RCP 208) ..... $200.00

**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 by each student assigned to external clinical and practicum sites).....$36.95

**TEAS (Test of Essential Academic Skills)** (students must present proof of payment prior to testing) .....$35.00

**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, 202, 203, 215, 220, 221, 222, 291)
.....$200.00 per course

# INSTRUCTIONAL UNITS

## Arts and Sciences Education

The Arts and Sciences Education unit incorporates robust instruction and dedicated support into an organized effort focused on student success in a wide range of academic disciplines. From classrooms to the Library to the Student Success Center to grant activities, students are invited to engage in deepening their understanding of life, meaning, purpose, and knowledge. Attention is given to helping students continue to develop analytical and critical thinking skills, communication and collaboration skills, as well as forming a well-rounded perspective on life and learning. Whether students are seeking to pursue transfer opportunities beyond an associate's degree, or to enter the workforce with professional and technical training, we are highly committed to preparing students who will embody the core values of excellence, integrity, and unity in everything they do. Faculty and staff within the ASE unit are eager to help guide students along their chosen pathways to become life-long learners and effective leaders of families, communities, and society.

## Health Sciences

The mission of the Health Science programs is to provide high quality healthcare education and career pathways for students and graduates to best serve the service region and industry partners.

The Health Sciences host the ENMU-Roswell Training Center and the Regional Medical Simulation Center.

The ENMU-Roswell Training Center, authorized by the American Heart Association, is dedicated to providing quality Emergency Cardiac Care to New Mexico. All classes are available through the Roswell Campus. Additionally, these classes are being taught throughout New Mexico through our network of qualified instructors. These classes can be provided to agencies at their site.

The Regional Medical Simulation Center, a high-fidelity medical simulation center, is a state-of-the art facility that consists of a control room and four simulation rooms with high fidelity mannequins. These simulated hospital or emergency home settings are designed to enhance student engagement and improve their clinical decision-making skills. Each simulation room provides audio-visual professional recording capabilities to assist instructors in debriefing students in the classroom. Simulations are a great tool for ENMU-Roswell students and community healthcare providers to improve health outcomes.

The programs in the Health Sciences include certificates and degrees preparing students for a career in healthcare. Many of the credentials available to students are designed to build one on top of another, a process called stacking, in order for the graduates to obtain a position as quickly as possible while creating a pathway to more advanced certifications, licenses, and degrees. Students may complete degrees in Fire Science, Medical Assisting, Nursing, Occupational Therapy Assistant, Paramedic, and Respiratory Therapy. Students may also obtain certificates in Emergency Medical Technician-Basic/Intermediate/Advanced, Medical Assisting, Medical Scribe, Nursing Assisting, Paramedic, Pharmacy Technician, and Phlebotomy. Many of the certificate and degree programs prepare students to sit for a state, national certification, or licensure exam 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 improve the quality of care provided by our students.

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

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

## Technical Education

The Technical Education unit provides students with the opportunity to complete a variety of degrees and certificates taught in state-of-the-art learning laboratories with state-of-the-art equipment, and highly qualified faculty to prepare them for rewarding careers throughout Southeast New Mexico and beyond.

Students will find program opportunities including an Automotive Technology program; an FAA approved Part 147 Aviation Maintenance Technology program; a Commercial Driving License (CDL) training program; a Business Computer Information System program; an HVAC Excellence-accredited Heating, Ventilation, Air Conditioning, and Refrigeration Technology program; a Media Arts program with concentrations in Animation, Film Technology, and Graphic Design; Professional Pilot Training program for fixed wing, rotorcraft (helicopter); an Occupational Safety Engineering and Environmental Management Technologies program; and an American Welding Society (AWS), NC3 LEEPS Welding Technology program.

Another program within the Technical Education unit is our Special Services program that 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 Adult Education Program offers free materials and instruction for individuals who want to earn their High School Equivalency (HSE) credential, enter college, or gain employment. The program also offers free instruction in Integrated English Literacy (English-as-a-Second Language); Civics Education; basic reading, writing, math, and typing skills. Instruction is available on an individualized, self-paced basis via distance learning options or through scheduled, in-person classes.

# DEGREES AND CERTIFICATES

## Degrees and Certificates Offered at ENMU-Roswell

### ASSOCIATE OF ARTS DEGREE

- ❑ Behavioral Sciences
- ❑ Business Administration
- ❑ Criminal Justice
- ❑ University Studies

### ASSOCIATE OF SCIENCE DEGREE

- ❑ Agriculture
- ❑ Biology
- ❑ Community Paramedic
- ❑ 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❑ 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
- ❑ Professional Pilot Training – Fixed Wing Basic
- ❑ Professional Pilot Training – Fixed Wing Intermediate

### CERTIFICATE OF OCCUPATIONAL TRAINING

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

### CERTIFICATE OF EMPLOYABILITY

- ❑ Advanced Emergency Medical Technician (AEMT)
- ❑ 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
- ❑ Engineering and Design Technology—Architecture
- ❑ Human Services—Alcohol & Drug Abuse Studies
- ❑ Introduction to Early Childhood Education
- ❑ 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 and 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 Assistant
- ❑ Pharmacy Technician
- ❑ Phlebotomy
- ❑ Professional Pilot Training – Fixed Wing 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 –Microsoft Office
- ❏ NMYCA Training Program—Nursing Assisting
- ❏ NMYCA Training Program –Welding

## SPECIAL SERVICES
## CERTIFICATE OF OCCUPATIONAL TRAINING

*Special Services program fees apply*

- ❏Animal Healthcare Core 1
- ❏Animal Healthcare Core 2
- ❏ Auto Mechanics Core 1
- ❏ Auto Mechanics Core 2
- ❏ Building Maintenance Core 1
- ❏ Building Maintenance Core 2
- ❏ Child Care Attendant Core 1
- ❏ Child Care Attendant Core 2
- ❏ Food Service Core 1
- ❏ Food Service Core 2
- ❏Office Skills Core 1
- ❏Office Skills Core 2
- ❏Stocking and Merchandising Core 1
- ❏Stocking and Merchandising Core 2

## SPECIAL SERVICES
## CERTIFICATE OF ACHIEVEMENT

*Special Services program fees apply*

- ❏ Independent Living Core 1
- ❏ Independent Living Core 2

# Degree Plans

# AGRICULTURE

The A.S. 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 AS**

*Associate of Science degree*

**General Education Requirements (32 Credit Hours)**

ENGL 1110 Composition I ..... 3
ENGL 1120 Composition II ..... 3
**OR**
ENGL 2210 Professional and Technical Communication ..... 3
COMM 1130 Public Speaking ..... 3
**OR**
COMM 2120 Interpersonal Communication ..... 3
MATH 1170 Technical Math ..... 3
**OR**
MATH 1220 College Algebra ..... 3

**<u>Pick two sets of Biology courses (lecture and lab) for a total of 8 credits:</u>**

**Set 1:**

BIOL 1110 General Biology ..... 3
BIOL 1110L General Biology Lab ..... 1

**OR**

**Set 2:**

BIOL 2110 Principles of Biology: Cellular and Molecular Biology ..... 3
BIOL 2110L Principles of Biology: Cellular and Molecular Biology Lab ..... 1

**OR**
**Set 3:**

| | | |
|---|---|---|
| | BIOL 1650 Wildlife Biology | 3 |
| | BIOL 1650L Wildlife Biology Lab | 1 |
| HIST 2110 | Survey of New Mexico History | 3 |
| ARTS 1610 | Drawing I | 3 |
| Social and Behavioral Sciences (any) | | 3 |
| Humanities or Creative and Fine Arts (any) | | 3 |

**Program Requirements (31 Credit Hours)**

| | | |
|---|---|---|
| ANSC 1120 | Introduction to Animal Science (AG 101) | 3 |
| AGRI 1120 | Introduction to Dairy (AG 102) | 3 |
| AGRO 1110C | Introduction to Plant Science (AG 203/L) | 3 |
| ANSC 2320 | Principles of Animal Nutrition (AG 250) | 3 |
| SOIL 2110 | Introduction to Soil Science (AG 204/L) | 3 |
| AEEC 1110 | Introduction to Agricultural Economics and Business (AG 252) | 3 |
| AXED 1120 | Introduction to Agriculture Communications | 3 |
| AXED 1130 | Techniques in Agriculture Mechanization | 3 |
| AGRI 1220 | Agriculture Power and Machinery | 3 |
| ANSC 2330 | Animal Production | 3 |
| ANSC 1110 | Animal Science Careers | 1 |

**Total hours required for degree: 63**

# 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 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 through NC3. 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 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 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 102 | Introduction to Automotive Technology | 3 |
| 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: 20**

**Automotive Technology - Level II**
*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 102 | Introduction to Automotive Technology | 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 |

**Total Hours Required for Certificate: 35**

**Automotive Technology—Diesel**
*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.

**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 (15-16 Credit Hours)**

ENGL 2210 Professional & Technical Communication ..... 3
Any General Education Math ..... 3-4
Recommended: MATH 1170 Technical Math
PSYC 1110 Introduction to Psychology ..... 3
**OR**
SOCI 1110 Introduction to Sociology ..... 3
BCIS 1115 Introduction to Computers ..... 3
Humanities or Creative and Fine Arts (any) ..... 3

**Program Requirements (45 Credit Hours)**

ENTR 1110 Entrepreneurship ..... 3
AT 102 Introduction to Automotive Technology ..... 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 294 Co-op/Internship Training ..... 3

**Total Hours Required for Degree: 60-61**

# 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 Unit 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.

Please note that the FAA exams are currently only administered in English.

**Program 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.

**Aviation Maintenance Technology - Airframe**

*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**
*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. Develop the skills and knowledge necessary to complete the Federal Aviation Administration, written, oral, and practical examinations.
2. Enter the workforce as adequately trained, entry-level aviation maintenance technicians.
3. 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
PWPL 102 Aircraft Propellers ..... 3
PWPL 104 Aircraft Reciprocating Engines ..... 3
PWPL 106 Aircraft Turbine Engine Theory ..... 3
PWPL 107 Turbine Engine Overhaul ..... 4
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 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 ..... 3
**OR**
SOCI 1110 Introduction to Sociology ..... 3
BCIS 1115 Introduction to Computers ..... 3
Humanities or Fine and Creative Arts (any) ..... 3

**Program Requirements (77 Credit Hours)**
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 |
| 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 | 4 |
| 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: 92**

# BEHAVIORAL SCIENCES

The Behavioral Sciences program is an academic transfer program designed to introduce students to the fields of Anthropology, Psychology, Social Work/Human Services, and Sociology. Offering certificates and degrees, the course of study within the program provides students with general education courses consistent with those required of freshmen and sophomores in four-year universities and introduces the various career fields within Anthropology, Psychology, Social Work/Human Services, and Sociology. Maximum transferability to a four-year degree program in Anthropology, Political Science, Psychology, and Sociology 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. The Associate of Arts degrees are for students who are interested in pursuing a degree/career in the various areas of Behavioral Sciences while also maximizing transferability to a four-year university.

**Behavioral Sciences —Alcohol and Drug Abuse Studies**
*Certificate of Employability*

The Behavioral Sciences 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 – 276 total clock hours (18.4 credit hours): 180 clock hours (12 credit hours) in alcohol and drug abuse studies, 90 clock hours (6 credits) in counseling, and 15 clock hours (0.4 credit hour).

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.nm.gov/boards-and-commissions/individual-boards-and-commissions/counseling-and-therapy-practice-overview/

**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.

**Program Requirements**

*Drug and Alcohol Abuse Studies Coursework:*

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

*Counseling:*

HMSV 1150 Motivational Interviewing ..... 3
HMSV 2210 Alcohol and Drug Abuse Counseling: Families & Groups 3

*Ethics Coursework:*

PHIL 2110 Introduction to Ethics ..... 3
**Total Hours Required for Certificate: 21**

**Behavioral Science AA**
*Associate of Arts degree with a Human Services or Psychology Concentration*

**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.

**General Education Requirements (31 Credit Hours)**

ENGL 1110 Composition I ..... 3
ENGL 1120 Composition II ..... 3
General Education Communications (any) ..... 3

MATH 1130 Survey of Mathematics ..... 3
General Education Lab Science (any) ..... 4
*BIOL 1110/L (General Biology) is recommended
PSYC 1110 Introduction to Psychology ..... 3
SOCI 1110 Introduction to Sociology ..... 3
PHIL 1115 Introduction to Philosophy ..... 3
Humanities (any) ..... 3
*SPAN 1110 (Introduction to Spanish) is recommended
Creative and Fine Arts (any) ..... 3

**Program Requirements (30 Credit Hours)**
ANTH 1140 Introduction to Cultural Anthropology ..... 3
HMSV 1020 Introduction to Applied Behavior Analysis ..... 3
HMSV 1150 Motivational Interviewing ..... 3
POLS 1120 American National Government ..... 3
POLS 2160 State and Local Government ..... 3
PSYC 1170 Psychology of Success ..... 3
PHIL 2110 Introduction to Ethics ..... 3
SOCI 2310 Contemporary Social Problems ..... 3
**OR**
SOCI 2325 Introduction to Native American Studies ..... 3

**Students will select one of the following concentrations:**
**Concentration One: Human Services:**
HMSV 2140 Introduction to Alcohol and Drug Abuse ..... 3
SOWK 2110 Introduction to Human Services and Social Work ..... 3
*Total Hours Required for Concentration One: 6*

**Concentration Two: Psychology**
PSYC 2120 Developmental Psychology ..... 3
PSYC 2140 Child Psychology ..... 3
*Total Hours Required for Concentration* Two: 6

**Total Hours Required for Degree: 61**

# 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 degree*

**General Education Requirements (32 Credits)**

| | | |
|---|---|---|
| ENGL 1110 | Composition I | 3 |
| ENGL 1120 | Composition II | 3 |
| COMM 2120 | Interpersonal Communication | 3 |
| **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 (any) | | 3 |
| Humanities or Creative and Fine Arts (any) | | 3 |

**Program Requirements (31-32 Credits)**

| | | |
|---|---|---|
| BIOL 2610 | Principles of Biology: Biodiversity, Ecology, and Evolution | 3 |
| BIOL 2610L | Principles of Biology: Biodiversity, Ecology, and Evolution 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 |
| 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 Lab for STEM Majors | 1 |
| PHYS 1230 | Algebra-based Physics I | 3 |
| PHYS 1230L | Algebra-based Physics I Lab | 1 |
| MATH 1510 | Calculus I | 4 |

*Choose one of the following science courses:*

| | |
|---|---|
| BIOL 2120 | 3 |
| BIOL 2310/BIOL 2310L | 4 |
| GEOL 1110/GEOL 1110L | 4 |
| PHYS 1240/PHYS 1240L) | 4 |

**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**
*Certificate of Employability*

**Program Requirements (24-26 Credits)**

| | | |
|---|---|---|
| ACCT 200 | Basic Bookkeeping and Accounting | 3 |
| **OR** | | |
| ACCT 2110 | Principles of Accounting I | 4 |
| ACCT 1150 | QuickBooks | 3 |
| BCIS 1115 | Introduction to Computers | 3 |
| ENTR 1110 | Entrepreneurship | 3 |
| **OR** | | |
| PYSC 1170 | Psychology of Success | 3 |
| ACCT 1410 | Personal Tax Preparation | 3 |
| ACCT 2170 | Payroll Accounting | 3 |
| ACCT 2120 | Principles of Accounting II | 4 |
| **OR** | | |
| BCIS 2215 | MS Excel | 3 |
| 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. The degree prepares students for either: (1) to obtain technical knowledge, and proficiency in basic business subjects leading to gainful employment or (2) to transfer to a bachelor's degree program 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 a basic understanding of the core disciplines within business.
2. Demonstrate an understanding of the role of ethics and social responsibility in decision-making.
3. Function as effective members of a team.
4. Demonstrate effective oral and written communication skills.
5. 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 (32 Hours)**

| | | |
|---|---|---|
| ENGL 1110 | Composition I | 3 |
| ENGL 1120 | Composition II | 3 |
| COMM 2120 | Interpersonal Communication | 3 |
| **OR** | | |
| COMM 1130 | Public Speaking | 3 |
| **OR** | | |
| COMM 2140 | Small Group Communication | 3 |
| MATH 1130 | Survey of Mathematics | 3 |
| **OR** | | |
| MATH 1220 | College Algebra | 3 |
| MATH 1350 | Introduction to Statistics | 4 |
| ECON 2110 | Macroeconomic Principles | 3 |
| Laboratory Science (any) | | 4 |
| Humanities (any) | | 3 |
| Creative and Fine Arts (any) | | 3 |
| Humanities or Creative and Fine Arts (any) | | 3 |

**Program Requirements (29 Hours)**

| | | |
|---|---|---|
| ACCT 2110 | Principles of Accounting I | 4 |

| | | |
|---|---|---|
| ACCT 2120 | Principles of Accounting II | 4 |
| BCIS 1115 | Introduction to Computers | 3 |
| BFIN 2110 | Introduction to Finance | 3 |
| BUSA 1110 | Introduction to Business | 3 |
| ECON 2120 | Microeconomic Principles | 3 |
| ENTR 1110 | Entrepreneurship | 3 |
| MGMT 2110 | Principles of Management | 3 |
| MKTG 2110 | Principles of Marketing | 3 |

**Total Hours Required for Degree: 61**

# BUSINESS COMPUTER INFORMATION SYSTEMS

**Office Assistant**
*Certificate of Employability*

The Office Assistant 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 (any) | | 3 |

**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 | Records 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.

**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.

**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**
*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 2023-2024 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**
*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**
**General Education Requirements (31-32 credits):**

| | | |
|---|---|---|
| ENGL 1110 | Composition I | 3 |
| ENGL 1120 | Composition II | 3 |
| **OR** | | |
| ENG 235 | Advanced Composition | 3 |
| COMM | Communication Elective | 3 |
| BIOL 2110/L | Principles of Biology: Cellular and Molecular Biology | 4 |
| BIOL 2210+L | Anatomy and Physiology I | 4 |

*Choose one of the following MATH courses:*

| | | |
|---|---|---|
| MATH 1215 | Intermediate Algebra | 3 |
| MATH 1130 | Survey of Mathematics | 3 |
| MATH 1220 | College Algebra | 3 |
| MATH 1230 | Trigonometry | 3 |
| MATH 1510 | Calculus I | 4 |
| Social and Behavioral Sciences (any) | | 3 |
| Humanities (any) | | 3 |
| Creative and Fine Arts (any) | | 3 |
| Humanities or Creative and Fine Arts (any) | | 3 |

**Community Paramedic Core Classes (34 credits)**

| | | |
|---|---|---|
| BIOL 2225+L | Anatomy and Physiology II | 4 |
| 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 |
| 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 Degree: 65-66**

# 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:

1. Describe the history, structure, and function of the criminal justice system in the United States.
2. Discuss the role of law enforcement, court systems, corrections, and security in maintaining social order.
3. Identify and describe crime-causation theories, various measures of crime and their reliability, and victimization theories.
4. Describe fundamental principles, concepts, and terminology used in the criminal justice system.
5. 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 2140, 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 (any) | | 4 |
| Creative and Fine Arts (any) | | 3 |
| Humanities or Creative and Fine Arts (any) | | 3 |

**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 Investigations | 3 |
| CJUS 2150 | Corrections System | 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**

# EDUCATION

The education programs provide students with an overview of the theories, practices, and trends necessary for success in the classroom. A robust combination of coursework, case studies, and supervised practicums provide opportunities for students to explore theories of education while also immersing themselves in applied practice. Students will emerge from the program with the knowledge, skills, and attitudes required for those excited about a career as an educator.

## Early Childhood Education

**Introduction to Early Childhood Education**
*Certificate of Employability*

Early Childhood Education students may pursue a Certificate of Employability in the areas of Early Childhood Education. Students who complete this certificate will be following the New Mexico Early Childhood Education and Care Department's Guidelines for Center-Based Early Care and Education programs in New Mexico.

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

**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 child development, including young children's unique characteristics and needs, and the multiple interacting influences on children's development and learning.
2. Use knowledge of child development to create healthy, respectful, supportive, and challenging learning environments for young children.
3. Develop and implement plans to engage families and communities in young children's development and learning.
4. Reflect on their own practice to promote positive outcomes for each child.

**Program Requirements (24 Credit Hours)**

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

ECED 2121 Curriculum Development through Play- Birth through Pre-K Practicum.....2
**Total Hours Required for Certificate: 24**

**Early Childhood Education**
*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. Additionally, students must have a cumulative grade point average of 2.0 in order to meet Certificate requirements.

**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. Recognize and describe current early childhood education issues, theories, and practices.
2. Discuss and demonstrate respect for variations in family structures, expectations, values, and parenting practices.
3. Demonstrate effective oral and written communication.
4. Describe and engage in effective, collaborative relationships with parents, guardians, families, and community stakeholders to meet the needs of each child.
5. Examine and evaluate their own reasons and commitment to becoming an early childhood teacher.

**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**

## Teacher Education Programs

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]. Please note that there are courses required as part of the Education degrees at ENMU Portales that are not required in the Education degrees here at Roswell; however, we do offer some of those lower division requirements here on our campus. Please consult an advisor to learn more about opportunities to take courses at the Roswell campus while working on the upper division requirements of the Bachelor degrees at ENMU Portales. Finally, please speak with an advisor for guidance on transferability to a four-year campus to ensure maximum transferability.

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 (32 Credit Hours)**
ENGL 1110 Composition I ..... 3

ENGL 1120 Composition II ..... 3
COMM 2150 Communication for Teachers ..... 3
MATH 1130 Survey of Mathematics ..... 3
*Choose one of the following science courses:*
BIOL 1110+L General Biology ..... 4
BIOL 2110+LPrinciples of Biology: Cellular and Molecular Biology ..... 4
BIOL 2610+L Principles of Biology: Biodiversity, Ecology, & Evolution ..... 4
CHEM1110+LChemistry 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
PHYS 1230+L Algebra-based Physics I ..... 4
PHYS 1240+L Algebra-based Physics II ..... 4
POLS 1120 American National Government ..... 3
*Choose one set of the following history courses:*
*HIST 1110 United States History I
**and**
*HIST 1120 United States History II ..... 6
OR
*HIST 1150 Western Civilization I
**and**
*HIST 1160 Western Civilization II ..... 6
ARTH 1110 Art Appreciation ..... 3
**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 (44 Credit Hours)**

ECON 1110 Survey of Economics ..... 3
PSYC 2120 Developmental Psychology ..... 3
PSYC 1170 Psychology of Success ..... 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: 76**

***Please note that EDUC 2116/L (Structured Observation)s is a requirement for the Early Childhood degree at ENMU Portales and may be taken on our campus.

**Teacher Education AS**
*Associate of Science degree in Elementary Education*

**General Education Requirements (32 Credit Hours)**

ENGL 1110 Composition I ..... 3
ENGL 1120 Composition II ..... 3
COMM 2150 Communication for Teachers ..... 3
MATH 1130 Survey of Mathematics ..... 3
*Choose one of the following BIOL courses:*
BIOL 1110+L General Biology ..... 4
BIOL 2110+LPrinciples of Biology: Cellular and Molecular Biology ..... 4
BIOL 2610+L Principles of Biology: Biodiversity, Ecology, & Evolution ..... 4
*Choose one of the following science courses:*
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
PHYS 1230+L Algebra-based Physics I ..... 4
PHYS 1240+L Algebra-based Physics II ..... 4
POLS 1120 American National Government ..... 3
*Choose one set of the following history courses:*
*HIST 1110 United States History I
**and**
*HIST 1120 United States History II ..... 6
OR
*HIST 1150 Western Civilization I
**and**
*HIST 1160 Western Civilization II ..... 6
ARTH 1110 Art Appreciation ..... 3
**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)**
ECON 1110 Survey of Economics ..... 3
PSYC 2120 Developmental Psychology ..... 3
PSYC 1170 Psychology of Success ..... 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 (9-12 Credit Hours)**
ENGL 1410 Introduction to Literature ..... 3
ENGL 2630 British Literature I ..... 3
ENGL 2640 British Literature II ..... 3
ENGL 2610 American Literature I ..... 3
ENGL 2620 American Literature II ..... 3
SPAN 1110 Spanish I ..... 3
SPAN 1120 Spanish II ..... 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 2530 Calculus III ..... 4
MATH 1350 Introduction to Statistics ..... 4
BIOL 2110+L Principles of Biology: Cellular and Molecular Biology and Lab ..... 4
BIOL 2610+L Principles of Biology: Biodiversity, Ecology, and Evolution and Lab ..... 4
BIOL 2210+L Anatomy and Physiology I and Lab ..... 4
BIOL 2225+L Anatomy and Physiology II and Lab ..... 4
BIOL 2310+L Microbiology and Lab ..... 4
CHEM 1215+L General Chemistry I and Lab ..... 4
CHEM 1225+L General Chemistry II for STEM Majors and Lab ..... 4
GEOL 1110+L Physical Geology ..... 4
PHYS 1230+L Algebra-based Physics I ..... 4
PHYS 1240+L Algebra-based Physics II ..... 4
ECON 2110+L Macroeconomic Principles ..... 3
ECON 2120+L Microeconomic Principles ..... 3
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
SOCI 1110 Introduction to Sociology ..... 3
ARTS 1610 Drawing I ..... 3
ARTS 1630 Painting I ..... 3
ARTS 1320 Ceramics I ..... 3
**Total Hours Required for Degree: 60-63**
*Students must complete the U.S. History 1110 and 1120 sequence or Western Civilization 1150 and 1160 sequence.

**Teacher Education AS**
*Associate of Science degree in Secondary Education*

**General Education Requirements (32 Credit Hours)**
ENGL 1110 Composition I ..... 3

ENGL 1120 Composition II ..... 3
COMM 2150 Communication for Teachers ..... 3
MATH 1350 Introduction to Statistics ..... 4
MATH 1130 Survey of Mathematics
OR
MATH 1220 College Algebra ..... 3
*Choose one of the following BIOL courses:*
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, & Evolution ..... 4
POLS 1120 American National Government ..... 3
*Choose one set of the following history courses:*
*HIST 1110 United States History I
**and**
*HIST 1120 United States History II ..... 6
OR
*HIST 1150 Western Civilization I
**and**
*HIST 1160 Western Civilization II ..... 6
ARTH 1110 Art Appreciation ..... 3
**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 (17 Credit Hours)**
*Choose one of the following science courses:*
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
PHYS 1230+L Algebra-based Physics I ..... 4
PHYS 1240+L Algebra-based Physics II ..... 4

ECON 1110 Survey of Economics ..... 3
OR
ECON 2210 Macroeconomic Principles ..... 3
OR
ECON 2120 Microeconomic Principles ..... 3
EDUC 2116 Structured Observations of Teaching ..... 3
EDUC 2116L Structured Observations of Teaching Lab ..... 1
PSYC 2120 Developmental Psychology ..... 3
PSYC 1170 Psychology of Success ..... 3

**Elective (12-16 Credit Hours)**

ENGL 1410 Introduction to Literature ..... 3

| | | |
|---|---|---|
| ENGL 2630 | British Literature I | 3 |
| ENGL 2640 | British Literature II | 3 |
| ENGL 2610 | American Literature I | 3 |
| ENGL 2620 | American Literature II | 3 |
| THTR 121 | Beginning Acting | 3 |
| SPAN 1110 | Spanish I | 3 |
| SPAN 1120 | Spanish II | 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 2530 | Calculus III | 4 |
| MATH 1350 | Introduction to Statistics | 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 and Lab | 4 |
| BIOL 2225+L | Anatomy and Physiology II and Lab | 4 |
| BIOL 2310+L | Microbiology and Lab | 4 |
| CHEM 1215+L | General Chemistry I and Lab | 4 |
| CHEM 1225+L | General Chemistry II for STEM Majors and Lab | 4 |
| GEOL 1110+L | Physical Geology | 4 |
| PHYS 1230+L | Algebra-based Physics I | 4 |
| PHYS 1240+L | Algebra-based Physics II | 4 |
| ECON 2110+L | Macroeconomic Principles | 3 |
| ECON 2120+L | Microeconomic Principles | 3 |
| 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 |
| SOCI 1110 | Introduction to Sociology | 3 |
| ARTS 1610 | Drawing I | 3 |
| ARTS 1630 | Painting I | 3 |
| ARTS 1320 | Ceramics I | 3 |

**Total Hours Required for Degree: 61-65**

# 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 Background Check**
Mandatory Drug screening and background checks are required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to

remain in the program. Students exhibiting signs of impaired clinical judgement related to suspected use of chemical substance, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. Appeals can be made according to the process outlined in the EMS Student Handbook.

**Emergency Medical Technician**
*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 114 | Introduction to Emergency Medical Services | 3 |
| EMS 115L | Emergency Medical Technician Clinical | 1 |
| EMS 203 | Human Systems | 4 |

**Advanced Emergency Medical Technician (AEMT)**
*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) 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.

6) 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 (18 hours)**

| | | |
|---|---|---|
| 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 |

# PARAMEDIC

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- Intermediate
- Current American Heart Association BLS for Healthcare Provider Certification (certification must be maintained for the duration of the program)
- Successful completion of Paramedic Entrance Exam (fee required)
- Completion of health guidelines required by clinical agencies

By May 1 of each year, the Program Director notifies the Office of Admission & Records of the number of positions available to be filled in the paramedic courses. The Office of Admission & Records form a Paramedic Review Committee to review applications. The Review Committee consists of the Office of Admission & 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 & 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 wait 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 Sciences 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**

*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 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.

**Program Requirements (65 Credit Hours)**

| | | |
|---|---|---|
| EMS 175 | Advanced EMT | 6 |
| EMS 175L | Advanced EMT Lab | 2 |
| EMS 176L | Advanced EMT Clinical | 2 |
| 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 | EMS Colloquium | 1 |

**Total Hours Required for Certificate: 65**

**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 |
| PSYC 2120 | Developmental Psychology | 3 |

**Program Requirements (65 Credits)**

| | | |
|---|---|---|
| EMS 175 | Advanced EMT | 6 |
| EMS 175L | Advanced EMT Lab | 2 |
| EMS 176L | Advanced EMT Clinical | 2 |
| 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 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 Degree: 81**

**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

*This program is not currently accepting new students while it is being updated to meet industry standards.*

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**
*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**
*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.

**General Education Requirements (15 Credit Hours)**

| | | |
|---|---|---|
| ENGL 2210 | Professional & Technical Communication | 3 |
| MATH 1130 | Survey of Mathematics | 3 |
| **OR** | | |
| MATH 1170 | Technical Mathematics | 3 |
| PSYC 1110 | Introduction to Psychology | 3 |
| **OR** | | |
| SOCI 1110 | Introduction to Sociology | 3 |
| BCIS 1115 | Introduction to Computers | 3 |
| Humanities or Creative and Fine Arts (any) | | 3 |

**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

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 ENMU-Roswell. A maximum of 34 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.

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 (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 |

**Structural (Urban) Firefighting Concentration (45 Credits)**

| | | |
|---|---|---|
| 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 |
| FIRE 158 | Principles of Emergency Services | 3 |
| EMS 175 | AEMT | 6 |
| EMS 175L | AEMT Lab | 2 |
| EMS 176L | AEMT Clinical | 2 |
| EMS 202 | Introduction to Paramedic | 4 |
| EMS 203 | Human Systems | 4 |

**Total Hours Required for Degree: 61**

**Note: Some courses may have prerequisites.**

# HEATING, VENTILATION, AIR CONDITIONING-REFRIGERATION TECHNOLOGY

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

**Commercial Refrigeration**
*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. Apply critical thinking to properly size equipment in commercial refrigeration setting.
2. Accurately understand commercial refrigeration system components/sequence of operation.
3. Demonstrate ability to diagnose faulty components.

**Program Requirements (30 Credits)**

| | | |
|---|---|---|
| ENTR 1110 | Entrepreneurship | 3 |
| ELEC 101 | Introduction to Electricity | 3 |
| **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 | 4 |
| **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**
*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. Apply critical thinking to properly size residential and light commercial equipment.
2. Accurately understand residential equipment installation based upon manufacturer's guidelines.
3. Demonstrate ability to diagnose faulty components.

**Program Requirements (33 Credits)**

| | | |
|---|---|---|
| ENTR 1110 | Entrepreneurship | 3 |
| ELEC 101 | Introduction to Electricity | 3 |
| **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 | 4 |
| **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*

**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 operating sequences on HVAC/R equipment.
2. Demonstrate ability to install and repair according to manufacturer's specifications.
3. Apply critical thinking to properly size equipment in residential and commercial settings.
4. Accurately understand code requirements.
5. Analyze and interpret blue prints and plans for HVAC/R.

**General Education Requirements (15-16 Credits)**

| | | |
|---|---|---|
| ENGL 2210 | Professional & Technical Communication | 3 |
| Any General Education MATH | | 3-4 |
| | *Recommended: MATH 1170 | |
| PSYC 1110 | Introduction to Psychology | 3 |
| **OR** | | |
| SOCI 1110 | Introduction to Sociology | 3 |
| BCIS 1115 | Introduction to Computers | 3 |
| Humanities or Creative and Fine Arts (any) | | 3 |

**Program Requirements (45 Credits)**

| | | |
|---|---|---|
| ENTR 1110 | Entrepreneurship | 3 |
| ELEC 101 | Introduction to Electricity | 3 |
| **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 | 4 |
| **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: 60-61**

# Mathematics AS

The A.S. in Mathematics provides the foundation needed to transfer into a Bachelor of Science degree program in Mathematics related fields at a four-year institution. The Associate of Science in Mathematics is an academic transfer program designed to introduce students to the field of mathematics and transfers into a Bachelor of Science (BS) 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 mathematical and statistical reasoning and computation of equations necessary to implement the creative and effective solution of real-world using mathematics
2. Demonstrate critical thinking skills necessary to solve complex mathematical problems that require precision and accuracy of results.
3. Analyze and synthesize information from functions, equations, models, or data sets, in order to gain insight and draw conclusions. 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.

**Mathematics AS**

*Associate of Science*

**General Education Requirements (31 Credit Hours)**

ENGL 1110 Composition I ..... 3
ENGL 1120 Composition II ..... 3
COMM 2120 Interpersonal Communication ..... 3
**OR**
COMM 1130 Public Speaking ..... 3
MATH 1130 and 1220 ..... 6
Laboratory Science: any BIOL, CHEM, GEOL general education course ..... 4
Social and Behavioral Sciences (any) ..... 3
Humanities (any) ..... 3
Creative and Fine Arts (any) ..... 3
Humanities or Creative and Fine Arts (any) ..... 3

**Program Requirements (29-30 Credit Hours)**

*Choose four of the following MATH courses:*

MATH 1230 Trigonometry ..... 3
MATH 1350 Introduction to Statistics ..... 4
MATH 1510 Calculus I ..... 4
MATH 1520 Calculus II ..... 4

MATH 2530 Calculus III ..... 4

*Choose one of the following Physics sequences (8 credits total):*

**Sequence 1:**

PHYS 1230+L Algebra-based Physics I and Lab ..... 4

PHYS 1240+L Algebra-based Physics II and Lab ..... 4

**OR**

**Sequence 2:**

PHYS 1310 +L Calculus-based Physics I and Lab ..... 4

PHYS 1320 +L Calculus-based Physics II and Lab ..... 4

BCIS 2215 MS Excel ..... 3

PYSC 1170 Psychology of Success ..... 3

**Total Hours Required for Degree: 60-61**

# MEDIA ARTS

## Game Design

**Media Arts – Game Design**
*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 (33 Credit Hours)**

| | | |
|---|---|---|
| ARTS 1610 | Drawing I | 3 |
| ARTS 2610 | Drawing II | 3 |
| FDMA 1555 | Introduction to the Creative Media Industry | 3 |
| 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: 33**

## Film Technology

The Film Technology track prepares students for careers in the film industry. The training is a three-semester program in partnership with the Next Generation Media Academy (NGMA), New Mexico 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. First semester courses will be taught on ENMU-Roswell's campus, with the second and third semesters taught at NGMA in Las Cruces, NM, Albuquerque, NM, or another filming location. Please check with the program advisor for more details. Room and board are included in tuition for the second and third semesters. Once students have completed the courses, the student may apply to IATSE Local 480 for union membership.

*Note:* A digital camera and access to a computer with Internet is required for FDMA 1545. To obtain a list of any additional requirements regarding computer software, please contact the program instructor.

**Media Arts - Film Technology**
*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. 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 (24 Credits)**

| | | |
|---|---|---|
| FDMA 2120 | Film Crew I (Film Production Crew Training) | 9 |
| FDMA 2125 | Film Crew II (Film Production Craft Training) | 9 |
| FDMA 2165 | Film Crew Internship | 6 |

**Total Hours Required for Certificate: 24**

**Media Arts - Film Technology AAS**
*Associate of Applied Science degree*

**General Education Requirements (15-16 Credits)**

| | | |
|---|---|---|
| ENGL 2310 | Introduction to Creative Writing | 3 |
| Any General Education MATH | | 3-4 |
| | *Recommended: MATH 1170 | |
| PSYC 1110 | Introduction to Psychology | 3 |
| **OR** | | |
| SOCI 1110 | Introduction to Sociology | 3 |
| ARTH 1110 | Art Appreciation | 3 |
| **OR** | | |
| MUSC 1110 | Music Appreciation: Jazz | 3 |
| BCIS 1115 | Introduction to Computers | 3 |

**Program Requirements (46 Credits)**

| | | |
|---|---|---|
| ENTR 1110 | Entrepreneurship | 3 |
| **OR** | | |
| PSYC 1170 | Psychology of Success | 3 |
| FDMA 1555 | Introduction to the Creative Media Industry | 3 |
| FDMA 1220 | Introduction to Digital Video Editing | 4 |
| FDMA 1545 | Introduction to Photography & Digital Imaging | 3 |
| FDMA 1150 | Introduction to Film Technology | 4 |
| FDMA 2120 | Film Crew I (Film Production Crew Training) | 9 |
| FDMA 2125 | Film Crew II (Film Production Craft Training) | 9 |
| FDMA 2165 | Film Crew Internship | 6 |
| FDMA 2997 | Independent Study | 4 |
| FDMA 2210 | Digital Video Production II | 4 |
| FDMA 1415 | Principles of Sound | 4 |

**Total Hours Required for Degree: 61-62**

## Graphic Design

The Graphic Design certificate and degree prepare students for the competitive digital production marketplace by developing artistic mastery in various areas of Media Arts.

**Media Arts - Graphic Design**
*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 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 (23 Credits)**

| | | |
|---|---|---|
| FDMA 1555 | Introduction to the Creative Media Industry | 3 |
| FDMA 1745 | Graphic Design: Illustration | 4 |
| FDMA 1220 | Introduction to Digital Video Editing | 4 |
| FDMA 2450 | Graphic Design: Concept Development | 4 |
| FDMA 1515 | Introduction to Digital Image Editing – Photoshop | 4 |
| FDMA 1120 | Desktop Publishing I | 4 |

**Total Hours Required for Certificate: 23 Credits**

**Media Arts - Graphic Design AAS**
*Associate of Applied Science degree*

The A.A.S. Degree in Media Arts-Graphic Design transfers into a Bachelor of Applied Arts and Science (B.A.A.S.) Degree program at ENMU. In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program. All lectures and corresponding labs must be taken simultaneously. Student must have an ENMU Campus System cumulative grade point average of 2.0 in order to meet graduation requirements.

*Note:* A digital camera and access to a computer with Internet is required for FDMA 1545. To obtain a list of any additional requirements regarding computer software, please contact the program instructor.

**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 tools and technology, including their roles in the creation, reproduction, and distribution of visual messages.
2. Identify the relevant tools and technologies within film, video, and digital multimedia.
3. Solve challenges within the community by applying professional practice and problem solving.
4. Illustrate fluency in the visual vocabulary and technical skills relevant to graphic design.
5. Analyze industry trends and adapt to evolving design challenges.

**General Education Requirements (15-16 Credits)**

| | | |
|---|---|---|
| ENGL 2210 | Professional & Technical Communication | 3 |
| Any General Education MATH | | 3-4 |
| | *Recommended: MATH 1170 | |
| PSYC 1110 | Introduction to Psychology | 3 |
| **OR** | | |
| SOCI 1110 | Introduction to Sociology | 3 |
| ARTH 1110 | Art Appreciation | 3 |
| BCIS 1115 | Introduction to Computers | 3 |

**Program Requirements (50 Credits)**

| | | |
|---|---|---|
| ENTR 1110 | Entrepreneurship | 3 |
| **OR** | | |
| PSYC 1170 | Psychology of Success | 3 |
| ARTS 1240 | Design I | 3 |
| FDMA 1555 | Introduction to the Creative Media Industry | 3 |
| 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 | 4 |
| FDMA 1220 | Introduction to Digital Video Editing | 4 |
| FDMA 2450 | Graphic Design: Concept Development | 4 |
| FDMA 1360 | Web Design I | 4 |
| FDMA 2430 | Copyright and Media | 1 |
| FDMA 2994 | Portfolio & Development | 3 |
| FDMA 2998 | Internship | 2 |
| FDMA 2325 | Advanced Photoshop | 3 |
| **OR** | | |
| ARTS 1610 | Drawing I | 3 |

**Total Hours Required for Degree: 65-66**

# 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
9335 113th St. N #7709Clearwater, Florida 33775
(727) 210-2350
www.caahep.org

**Mandatory Drug Screening and Background Check**
Mandatory Drug screening and background checks are required during the second semester of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Students exhibiting signs of impaired clinical judgement related to suspected use of chemical substance, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. Appeals can be made according to the process outlined in the MDST 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**
*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 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 Assisting Skills I | 2 |
| MDST 104L | Administrative Medical Assisting Skills I Assessment | 1 |
| MDST 105C | Clinical Medical Assisting Skills I Assessment | 2 |
| MDST 106 | Professional Development | 3 |
| MDST 107 | Clinical Medical Assisting Skills II | 2 |
| MDST 107L | Clinical Medical Assisting Skills II Assessment | 1 |
| MDST 108 | Pharmacology for Allied Health | 3 |
| MDST 109C | Administrative Medical Assisting Skills II | 2 |
| MDST 111L | Medical Assisting Practicum | 4 |
| MDST 112 | Certification Examination Review | 2 |
| MDST 113 | Medical Technology | 2 |
| MDST 113L | Medical Technology Skills Assessment | 1 |
| MDST 123 | Electronic Medical Records | 3 |

**Total Hours Required for Certificate: 38**

**Medical Assisting AAS**

*Associate of Applied Science Degree*

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 Applied Science degree in Medical Assisting must complete the Medical Assisting Certificate requirements, as well as the additional requirements in this degree outline below.

**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 | (any) | 3 |
| Creative and Fine Arts (any) | | 3 |

**Program Requirements (49 Credits)**

| | | |
|---|---|---|
| EMS 101 | BLS/Clinical Preparation | 1 |
| MDST 102 | Medical Terminology | 3 |
| MDST 103 | Anatomy & Physiology for Allied Health | 3 |
| MDST 104 | Administrative Medical Assisting Skills I | 2 |
| MDST 104L | Administrative Medical Assisting Skills I Assessment | 1 |
| MDST 105C | Clinical Medical Assisting Skills I Assessment | 2 |
| MDST 106 | Professional Development | 3 |
| MDST 107 | Clinical Medical Assisting Skills II | 2 |
| MDST 107L | Clinical Medical Assisting Skills II Assessment | 1 |
| MDST 108 | Pharmacology for Allied Health | 3 |
| MDST 109C | Administrative Medical Assisting Skills II | 2 |
| MDST 111L | Medical Assisting Practicum | 4 |
| MDST 112 | Certification Examination Review | 2 |
| MDST 113 | Medical Technology | 2 |
| MDST 113L | Medical Technology Skills Assessment | 1 |
| MDST 123 | Electronic Medical Records | 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 219, MDST 222, MDST 291, PBE 113 | | |

**Total Hours Required for Degree: 64**

**Medical Scribe**
*Certificate of Employability*

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.

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

**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 | Electronic Medical Records | 3 |
| MDST 206 | Pathophysiology for Allied Health | 3 |

**Total Hours Required for Certificate: 18**

# NURSING

The Nursing Program at ENMU-Roswell will typically take 3 years to complete. This includes a year of prerequisite courses and two years of nursing. Entry level nursing positions are high paying and in high demand. Nurses focus on improving health outcomes and the human condition through education, practice, and service.

Application and Progression information for the A.S. Nursing is as follows. The curriculum outcomes for the associate degree in nursing program at ENMU- Roswell are derived from and reflect the philosophy and conceptual framework. Central to the achievement of these outcomes is the ability to think critically, use clinical reasoning, and to communicate effectively.

**Declaration of Nursing major does not guarantee entry or acceptance into the nursing program.**

**Requirements for Progression into Nursing Core Courses**
Prior to being considered for acceptance into the nursing program, students are required to complete the following courses and requirements. Please note: Some or all of the courses may not be offered in the summer session.

1. BIOL 2210/2210L – Human Anatomy and Physiology (A & P) I and Lab (four credits) with a grade of "C" or better in each course. BIOL 2210/2210L must be taken within five (5) years of the entry date into the initial Nursing core courses.
2. BIOL 2225/2225L – Human Anatomy and Physiology (A & P) II and Lab (four credits) with a grade of "C" or better in each course. These courses may not be offered in the summer semester. BIOL 2225 must be taken within five (5) years of the entry date into the initial Nursing core courses.
3. ENGL 1110 – English Composition (three credits) with a grade of "C" or better.
4. ENGL 1120 – English Composition II (three credits) with a grade of "C" or better.
5. COMM 2120 – Interpersonal Communication (three credits) with a grade of "C" or better.
6. 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.
7. MATH 1130 or higher with a grade of "C" or better. (*MATH 1350 is required for ENMU-Portales BSN)
8. Students must have successfully completed a Nursing Assisting course, Certified Medical Assisting Program, EMT Basic, Intermediate, Paramedic course or have current certification with the Nurse Aide Registry. Nursing Assisting program courses at ENMU-Roswell (NA 111 and NA 111L) are offered fall, spring, and summer semesters. Certification or licensure is not required, only proof of course completion with a "C" or better. Successful course completion of course taken at healthcare facility is also an option to fulfill this requirement.
9. All students applying for entry into the first semester of the nursing core courses must take the TEAS (Test of Essential Academic Skills) prior to the nursing program application due date. A TEAS performance total score of 58.7 % in <u>each</u> content area, which include reading, math, science, and English is required to be considered for progression into the nursing core courses. TEAS test scores must be completed within one year of the Nursing program application deadline. Applicants are

allowed two attempts per application cycle to achieve a 58.7% across all content areas in the same exam.

10. Students requesting advanced standing must meet the same admission requirements as entry-level students with the exception of students who have been enrolled in nursing courses within the last 3 years.
11. Mandatory Drug screening and background checks are required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Students exhibiting signs of impaired clinical judgement related to suspected use of chemical substance, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. Appeals can be made according to the process outlined in the Nursing Student Handbook. Routine and random drug screening may be repeated at any time throughout the program. Students must pass all mandatory drug screenings to remain in the program. There is no exemption to this policy for students who may hold a medical cannabis card.
12. Nationwide FBI background checks are required for all students in the nursing program. The background checks will be scheduled during the first two weeks of the semester. Students must contact the Nursing Program Director if they have a felony conviction within the last 7 years, or a misdemeanor conviction involving alcohol, drugs, or family violence within the last 3 years. The nursing program director will advise the student on licensure requirements in relation to previous convictions.
13. Students are required to provide documentation of vaccinations and/or laboratory results that reflect immunity at the beginning of each semester. Required vaccinations will be determined prior to the beginning of the semester. Clinical partners may change vaccination requirements without prior notice.
    a. Students who do not meet the vaccination requirements of each clinical site will not be allowed to continue in the nursing program. Upon providing documentation of vaccinations, students will be required to reapply to the nursing program.
14. A specific number of clinical practicum hours, clinical rotations, and on-campus labs are required to successfully complete the program. Failure to complete the required clinical practicum hours, clinical rotations, and on-campus labs will result in failure of the clinical practicum course. To attend clinical rotations, the student must meet and adhere to clinical requirements guidelines of both the ENMU-Roswell Nursing Program and the facilities where clinical rotations are conducted.
15. Completion of the above requirements does not mean automatic approval to enter or re-enter the nursing core courses. The nursing core courses have enrollment limits (i.e. seats available). Incoming students take priority over re-entry students.

**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 any level are required to:

1. Enter or re-enter the Nursing program under the current Catalog. Please review the current catalog for degree plan requirements.
2. Submit an application to ENMU-Roswell (if necessary). Applications are valid for a limited time.
3. Submit a Nursing program application by the deadline for consideration of acceptance and enrollment in the nursing core courses. Applications are available on the nursing website at: https://www.roswell.enmu.edu/nursing-2/ and are valid for a limited time. One application is required for entry or re-entry each admission cycle.
4. 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.
5. Meet general entrance requirements for the University and be in satisfactory academic and financial standing with the University.
6. Contact an advisor in Advising Services prior to applying for acceptance or entry into the nursing program. Appointments may be made at https://www.roswell.enmu.edu/advising-services/
7. Have a GPA of 2.75 or higher using all pre-requisite courses in the calculation.
8. Have earned a "C" or better in all general education, prerequisite, and program required courses.

The Nursing Program Director notifies the Office of Admissions & Records of the number of positions available to be filled in the nursing core courses. To review nursing program applications, the Office of Admissions & Records works with the Nursing Program Director to form a Nursing Progression Committee for each admission cycle. The Progression Committee consists of the Registrar, the Nursing Program

Director, at least one nursing faculty member, and at least one advisor to represent Student Affairs. The Committee meets after the Office of Admissions & Records has completed posting final course grades for the spring, summer, and fall semesters. Students who have not completed the prerequisite requirements and are currently enrolled in the missing courses by the date of the first meeting of the Nursing Progression Committee may be placed on a waiting list and re-reviewed for acceptance progression into the nursing core courses once final grades are received from the current semester. The committee will review only final course grades and will not consider midterm grades.

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 seats will be filled on the basis of the qualified student's GPA in the required prerequisite courses. In the event of equivalent GPA's, the student's TEAS scores will be used. Once students have been notified of acceptance and progression, they must return the program response form within the time period specified on the selection notice.

**Special Requirements for Re-entry into the Nursing Core Courses**

An application for re-entry must be completed by the due date indicated for that admission cycle.

Students who have withdrawn from and/or failed to earn a "C" or better in any nursing core courses or who have not enrolled in nursing courses for one or more semesters must meet the following requirements:

1. Completion of required degree plan courses up through the desired level of re-entry.
2. Submit a complete application for re-entry to the Nursing Program by the due date.
3. Repeat any nursing courses completed three or more years prior to application for re-entry.
4. Students with 4 or more nursing course failures or who have a combined total of 8 or more nursing course withdrawals and failures will not be eligible to apply for re-entry at this time. Only nursing courses taken at any ENMU campus will be considered in the calculation. Classes taken more than three catalog years prior will not be considered in the course failure or withdraw calculation. Students who are ineligible to apply due to course failures or withdrawals can reapply to the nursing program after not taking nursing courses for at least one catalog year. Students reapplying on this basis will be considered a re-entry student in regards to enrollment limits. In this instance, previous course work, failures, or withdrawals will not be used to determine re-entry or continuation status. Nor will previous nursing course work satisfy graduation requirements.

**Special Requirements for Entry to the Nursing Program with Advanced Standing**

In addition to meeting the prerequisite and degree plan course requirements for the first year, the student who is seeking to receive advanced standing entry or the student wishing to transfer from other nursing programs must meet the following requirements:

1. Repeat any nursing courses completed three or more years prior to application for entry into the nursing core courses.

2. Students with 4 or more nursing course failures or who have a combined total of 8 or more nursing course withdrawals and failures must apply to enter the nursing program as a Level I, 1st semester applicant.
3. A letter of current standing must be sent to the ENMU-Roswell Nursing Program Director from the program director of the program the student is transferring from by the application deadline date. If the student is not in good standing with the previous nursing program the Nursing Progression Committee will review the reason and determine how to proceed.
4. Students requesting advanced standing must meet the same admission requirements as entry-level students with the exception of students who have been enrolled in nursing courses within the last 3 years.

**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 the nursing program to complete the requirements for the Associate of Science degree in Nursing if a review of their educational records demonstrates that they have completed courses equivalent to the ENMU-Roswell program courses. The following are the requirements for Licensed Practical Nurses who are interested in the program:

1. Submit a complete application for entry to the Nursing program by the deadline date.
2. Repeat selected nursing courses which were completed three or more years prior to date of application for entry as recommended by the Nursing Progression Committee.
3. Hold an active unencumbered license as a practical nurse in New Mexico or a compact state.
4. LPN to RN students must meet the same admission requirements as entry-level students with the exception of students who have been enrolled in nursing courses within the last 3 years.
5. Completion of an LPN program does not mean automatic acceptance into the nursing core courses.
6. Nursing Program Director and the Office of Admissions & Records will interpret grades for computation of GPA for students who were not awarded letter grades for previous nursing education.

**Requirements for Continuation in the Nursing Core Courses:**

1. All first-year (Level I) program required courses must be completed in order to progress to the second year (Level II).
2. Students must enroll in and successfully complete a major course with a clinical component each semester in order to be assured of a seat 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 201/201L, NURS 216/NURS 216L, NURS 217/NURS 217L, and NURS 220/NURS 220L.
3. Students must be enrolled in both the lecture and the clinical/practicum section of the following courses: NURS 110/NURS 110L, NURS 112/NURS 112L, NURS 201/201L, NURS 216/NURS 216L,

NURS 217/NURS 217L, and NURS 220/NURS 220L. Essentially, students must be concurrently enrolled in the corresponding practicum or lecture section of the course.

4. Proof of current American Heart Association Basic Life Support for Healthcare Providers certification is required and is the responsibility of the student. Other Basic Life Support certification is not accepted.
5. Up-to-date laboratory tests and immunizations as required by clinical sites.

**Graduation and Licensure Requirements:**
In order to be eligible for graduation, students must have completed each of the following:

- All required nursing program requirements with a grade of "C" or better
- A cumulative GPA of 2.0, and applied for graduation by the applicable semester deadline date as set by the Office of Admissions & Records, and all other university graduation requirements.

**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.

**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, ethical, and culturally appropriate 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.

**General Education Requirements (32-33 Credits)**

ENGL 1110 Composition I ..... 3
ENGL 1120 Composition II ..... 3
COMM 2120 Interpersonal Communication ..... 3
Any General Education MATH ..... 3-4
*Recommended: MATH 1350 (required for ENMU-Portales BSN)
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

| | | |
|---|---|---|
| PHIL 2110 | Introduction to Ethics | 3 |
| PSYC 2120 | Developmental Psychology | 3 |
| Humanities | (any) | 3 |
| ***Recommend SPAN 1110** | | |
| Creative and Fine Arts (any) | | 3 |

**Program Requirements (48-50 Credits)**

| | | |
|---|---|---|
| BIOL 2310 | Microbiology | 3 |
| BIOL 2310L | Microbiology Lab | 1 |
| NA 111 | Nursing Assisting | 2 |
| NA 111L | Nursing Assisting Practicum | 2 |
| NURS 114 | Basics of Nutrition | 1 |
| **OR** | | |
| MDST 201 | Health and Nutrition | 3 |
| NURS 110 | Medical-Surgical Nursing I | 4 |
| NURS 110 L | Medical-Surgical Nursing I Practicum | 3 |
| NURS 112 | Medical-Surgical Nursing II | 4 |
| NURS 112L | Medical-Surgical Nursing II Practicum | 3 |
| NURS 117 | Pharmacology I | 2 |
| NURS 201 | Psychiatric Nursing | 2 |
| NURS 201L | Psychiatric Nursing Practicum | 1 |
| NURS 216 | Pediatric Nursing | 2 |
| NURS 216L | Pediatric Nursing Practicum | 2 |
| NURS 217 | Maternal-Newborn and Women's Health Nursing | 2 |
| NURS 217L | Maternal-Newborn and Women's Health Nursing Practicum | 2 |
| NURS 220 | Medical-Surgical III | 4 |
| NURS 220L | Medical-Surgical III Practicum | 5 |
| NURS 221 | Pharmacology II | 1 |
| NURS 223 | Nursing Seminar | 1 |
| NURS 225 | Comprehensive Predictor Capstone | 1 |

**Total Hours Required for Degree: 80-83**

# 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 these 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 at the beginning of the semester. A grade equivalent of 8$^{th}$ 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 Sciences unit faculty.

**Mandatory Drug Screening and Background Check**

Mandatory Drug screening and background checks are required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Students exhibiting signs of impaired clinical judgement related to suspected use of chemical substance, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. Appeals can be made according to the process outlined in the Nursing Assisting Student Handbook. Any student who has been convicted of a misdemeanor within three years or a felony within seven years will not be able to remain in the program.

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-Roswell Nursing Assisting Program and the facilities where clinical rotations are conducted.

Upon successful completion of the program, the student is eligible to take 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**

*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

*This program is not currently accepting new students while it is undergoing changes.*

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 114 | Workplace Safety for Construction | 1 |
| **OR** | | |
| SET 115 | *Workplace Safety for Employees | 1 |
| ***Safety elective | | 2 |
| **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.

**Occupational Safety Engineering and Environmental Management Technologies- Safety Trained Manager**
*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 | 1 |
| **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 | 3 |
| **OR** | | |
| MGT 239 | Small Business Management | 3 |
| **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.

**Occupational Safety Engineering and Environmental Management Technologies- 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.

**Occupational Safety Engineering and Environmental Management Technologies- 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 ..... 1

**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.

**Occupational Safety Engineering and Environmental Management Technologies- 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.

**Occupational Safety Engineering and Environmental Management Technologies- 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 | 1 |
| **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 |
| 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.

**General Education Requirements (15 Credit Hours)**

| | | |
|---|---|---|
| ENGL 2210 | Professional & Technical Communication | 3 |
| MATH 1130 | Survey of Mathematics | 3 |
| **OR** | | |
| MATH 1170 | Technical Math | 3 |
| PSYC 1110 | Introduction to Psychology | 3 |
| **OR** | | |
| SOCI 1110 | Introduction to Sociology | 3 |
| BCIS 1115 | Introduction to Computers | 3 |
| Humanities or Creative and Fine Arts (any) | | 3 |

**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
**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.

**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 associate-degree-level occupational therapy assistant program is on probationary accreditation 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 www.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. Note: A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

**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 Admissions& 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 an occupational therapy assistant?"
5. Attend interview.

**Mandatory Drug Screening and Background Check**

Mandatory Drug screening and background checks are required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Students exhibiting signs of impaired clinical judgement related to suspected use of chemical substance, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately and complete mandatory drug screening. Appeals can be made according to the process outlined in the OTA Student Handbook.

**Students are required to complete the following requirements prior to entry into the program:**

1. All pre-admission courses must be completed with a grade of "C" or higher, with an overall minimum of 2.5 GPA in these courses:
2. Any General Education Math (MATH 1350 recommended) (3-4 credits).
3. Choose one of the following: ENGL 1110, ENGL 1120, or ENGL 2210 (3 credits).
4. PSYC 1110 – Introduction to Psychology (3 credits).
5. SOCI 1110 – Introductory Sociology (3 credits).
6. BIOL 2210/L- Human Anatomy and Physiology I (4 credits).

**Academic Progression Policy and Procedure**

ADMISSION POLICIES: Student enrollment in OTA core courses at all levels is limited. Students ENTER the Occupational Therapy Assistant program under the CURRENT Catalog. Therefore, it is important to carefully read the current catalog. Students entering the program at all levels (first time entry into OTA core courses) should understand the following guidelines:

1. It is important for students to contact an advisor in either the OTA program or Advising Services.
2. Students might need to submit an admission application to Eastern New Mexico University-Roswell if they are not already an ENMU-Roswell student. ENMU-Roswell applications are only valid for a limited time; please contact the Office of Admissions & Records for more information.
3. In addition to special requirements for the OTA program, students must meet general entrance requirements for the University.
4. Students will need to submit an application to the OTA program.

5. It is the applicant's responsibility to have an official high school transcript (or GED certificate), college transcripts, and/or OTA education transcripts in the Office Admissions & Records by the required date. Transfer of education credit(s) is evaluated by the Office of Admissions & Records.
6. Students will be required to submit information for a background check. Any pertinent information found that may affect licensure or employment guidelines could affect the student's standing in the OTA program. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or to attain state licensure.
7. Mandatory drug screening is required during the first week of the program and will be scheduled by the Health Sciences faculty. Students must pass all mandatory drug screening to remain in the program. Drug screening may be repeated based on requirements of clinical site contracts.
8. All first year Level I required core courses must be completed in order to progress into Level II core courses of OT 214, 216, 240, 242, 244, 246.

**Special Requirements for Progression into 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 pre-admission courses (which may take one year or more to complete). Students entering 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.

- 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 not be able to move forward in the program.
- Students must enroll in and successfully complete courses with a fieldwork component each semester in order to continue in the OTA program.
- The following conditions are grounds for program dismissal and inability to reapply to OTA program:
    - Inability to maintain GPA of 2.5 or higher in OTA curriculum
    - Failure to meet the minimum grade of "C" (75%) in OTA academic course or fieldwork level 1 placement
    - Failure to meet fieldwork site requirements (professionalism, ethics, and safety) and/or meet the minimum grade "C" (75%) in 2 out of 3 fieldwork level 2 placements
    - Failure to uphold to AOTA Code of Ethics or pass professional development plans in the OTA program.
- All first semester OTA core courses (OT 101, OT 110L, OT 112, OT 114L), PSYC 2120, BIOL 2225/L, and PHIL 2110 must be completed in order to progress to the second semester OTA core courses.

- All second semester OTA core courses, OT 118L, OT 120, *OT 140L, and OT 116L, 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.
- Third semester requirements include current adult, child, and infant CPR and AED certification from the American Heart Association. Up-to-date laboratory tests (titers) and immunizations are required.
- 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.
- The fourth semester Level II fieldwork in OT 250, 260L, and OT 262L 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.
- Students must keep up-to-date 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).
- The student must demonstrate appropriate professional behaviors as evidenced by passing the minimum requirements on the Professional Behavior Evaluation completed each semester to continue in the program.
- *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.
  - This is a scored, not a “Pass/Fail” competency. Initial skills are assessed in OT 140L. Student will receive an 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.
- Students who do not successfully complete the Level I Fall Core Courses or subsequent semesters must reapply to the OTA program and will be competing with the next group of students.
- Students who are entering the OTA program must do so under the current academic catalog.

- 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.
- 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.

**General Education Requirements (15-16 Credits)**

Choose one of the following: ENGL 1110, 1120, or 2210 ..... 3
Any General Education MATH ..... 3-4
*Recommended: MATH 1350

| | | |
|---|---|---|
| PSYC 1110 | Introductory Psychology | 3 |
| SOCI 1110 | Introductory Sociology | 3 |
| PHIL 2110 | Introduction to Ethics | 3 |

**Program Requirements (60 Credits)**

| | | |
|---|---|---|
| PSYC 2120 | Developmental Psychology | 3 |
| BIOL 2210/L | Human Anatomy and Physiology I | 4 |
| BIOL 2225/L | Human Anatomy and Physiology II | 4 |
| 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 116L | Fieldwork I-B | 1 |
| OT 118L | Therapeutic Media II | 2 |
| OT 120 | Principles of OT | 3 |
| OT 130 | Functional Movement in Occupational Therapy | 3 |
| OT 140L | Therapeutic Techniques | 3 |
| OT 214L | Fieldwork I-C | 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 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: 75-76**

# PHARMACY TECHNICIAN

***This program is not currently accepting new students.***

**Advisor's Notes/Recommendations**

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.**

**Mandatory Drug Screening and Background Check**

Mandatory Drug screening and background checks are required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Students exhibiting signs of impaired clinical judgement related to suspected use of chemical substance, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. Appeals can be made according to the process outlined in the PHAR 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**

*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 Check**

Mandatory Drug screening and background checks are required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Students exhibiting signs of impaired clinical judgement related to suspected use of chemical substance, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. Appeals can be made according to the process outlined in the PBE 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**
*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 60-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 30-hour academic component at ENMU-Roswell (see the course of study listed below).

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: 15 Credit Hours**

| | | |
|---|---|---|
| ENGL 2310 | Creative Writing | 3 |
| POLS 1120 | American National Government | 3 |
| POLS 2160 | State and Local Government | 3 |
| ARTS 1610 | Drawing I | 3 |
| HUMN 1110 | Introduction to World Humanities I | 3 |

**Program Requirements: 15 Credits**

PSYC 1170 Psychology of Success ..... 3

Select 4 CJUS courses from the list of CJUS courses located in the Course Description section of this Catalog; course offerings may vary by semester. The prefix for these electives must be CJUS.

CJUS Elective #1 ..... 3
CJUS Elective #2 ..... 3
CJUS Elective #3 ..... 3
CJUS Elective #4 ..... 3

**Total hours toward the Associate of Applied Science in Police Science: 30 credit hours**

**Total hours awarded for successful completion of NMSP or NMDPS Academy: 30 credit hours**

**Total Hours Required for Degree: 60**

# PROFESSIONAL PILOT TRAINING

In order to complete this program, the program requirements will be satisfied through our credit for prior learning process. Students interested in this program should contact the Office of Admissions & Records for further information.

ENMU-Roswell's professional pilot training program prepares students to pilot Fixed-Wing Aircraft.

**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.

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 student must provide an unexpired visa and passport and obtain information on registering with the TSA."

- Meet the FAA eligibility requirements for each licensure and rating

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.

Students must complete a two-tiered course of study for these certificates and degree:

1. Successful completion various FAA pilot licensures and ratings (please consult the chart below for guidance on the credit for prior learning structure),

2. Approximately 21 credit-hours of academic courses at ENMU-Roswell (see the course of study listed below). The certificates and the degree have varying academic requirements; please consult the degree plan and chart for prior learning below. Any questions regarding this information should be directed to the Academic Director of Transportation.

**Professional Pilot Associate Degree**

**Credit for Prior Learning**

Applicants in the Fixed-Wing Pilot program, who currently hold the following FAA certifications or ratings, may use the following chart to understand their credit for prior learning.

| FAA Certification | ENMU-Roswell Course CPL | Credit Hours |
|---|---|---|
| **FAA Private Pilot Certificate** | PPT 101 R - Private Pilot Ground Instruction | 4 |
| | PPT 102 R - Private Pilot Flight Course -Airplane | 2 |
| | Total Credit Hours | 6 |

| FAA Certification | ENMU-Roswell Course CPL | Credit Hours |
|---|---|---|
| **FAA Instrument Rating** | PPT 104 R - Instrument Ground Instruction | 4 |
| | PPT 105 R - Instrument Flight-Airplane | 3 |
| | PPT 120 R-Air Navigation | 3 |
| | ATC 101 R -Aviation Weather | 3 |
| | Total Credit Hours | 13 |

| FAA Certification | ENMU-Roswell Course CPL | Credit Hours |
|---|---|---|
| **FAA Commercial Pilot Certificate** | PPT 150 R - Intermediate Flight | 2 |
| | PPT 220 R - Commercial Pilot Ground Instruction | 4 |
| | PPT 221 R - Commercial Flight-Airplane | 2 |
| | Total Credit Hours | 8 |

| FAA Certification | ENMU-Roswell Course CPL | Credit Hours |
|---|---|---|
| **FAA Certified Flight Instructor Certificate** | PPT 200 R - Aviation Safety | 3 |
| | PPT 250 R - Certified Instructor GroundInstruction | 4 |
| | PPT 251 R - Certified Flight Instructor Fight-Airplane | 2 |
| | AFR 114 - Theory of Flight and Aerodynamics | 2 |
| | ATC 122 - Human Factors | 3 |
| | Total Credit Hours | 14 |

Students must take the following courses to complete their Associate Degree or must take at least 15 hours at ENMU-Roswell to complete residency requirements **excluding** transfer hours. The student must also take any required courses not credited via licensure.

**Professional Pilot Training—Fixed Wing Basic**
*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**
*Certificate of Achievement*

*Students must complete all the courses required for the Basic Certificate before completing the Intermediate Certificate.*

Fixed Wing Basic Certificate (18 Credits)

| | | |
|---|---|---|
| ENGL 2210 | Professional and Technical Communication | 3 |
| 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**
*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 Credits)

| | | |
|---|---|---|
| Communication | (any) | 3 |
| 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**

**Professional Pilot Training—Fixed Wing AAS**
*Associate of Applied Science degree*

**General Education Requirements (15 Credit Hours)**

| | | |
|---|---|---|
| BCIS 1115 | Introduction to Computers | 3 |

Communication (any) ..... 3
ENGL 2210 Professional and Technical Communication ..... 3
*Choose one of the following MATH courses:*
MATH 1170 ..... 3
MATH 1215 ..... 3
MATH 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**

If a student has FAA certifications, please refer to the table/chart at the beginning of this program in the catalog. Below is the list of the requirements that a student would need to complete if fully certified.

- General Education Requirements (15 hours total)
- GAMT 201 R Turbine Engine Theory & Aircraft Systems (3 credit hours)
- PPT 210 R Aviation Law (3 credit hours)

**Total credits at ENMU-R: 21 credit hours**

**All remaining credits of A.A.S. requirements can be met by full licensure.**

# 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)
264 Precision BLVD
Telford, TN 37690
http://www.coarc.com/
Phone (817) 283-2835]

**Mandatory Drug Screening and Background Check**

Mandatory Drug screening and background checks are required during the first week of the program and will be scheduled by the Division of Health faculty. Students must pass the mandatory drug screening to remain in the program. Students exhibiting signs of impaired clinical judgement related to suspected use of chemical substance, legal or otherwise, will be removed from the classroom, laboratory, or clinical setting immediately. Appeals can be made according to the process outlined in the Respiratory 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, PO 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.

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 2.5 is required for these courses.

1. BCIS 1115, Introduction to Computers (3 credits)
2. ENGL 2210, Professional and Technical Communication (3 credits)
3. PSYC 1110, Introductory Psychology (3 credits)
4. 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 (58 Credits)**

| | | |
|---|---|---|
| RCP 103 | Introduction to Respiratory Therapy | 4 |
| RCP 104 | Cardiopulmonary Physiology | 3 |
| RCP 105 | Basic Therapeutics | 4 |
| 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 | 4 |
| RCP 110L | Critical Care Therapeutics Lab | 1 |
| RCP 201 | Advanced Assessment and Monitoring | 3 |
| RCP 201L | Advanced Assessment and Monitoring Lab | 1 |
| RCP 202L | Clinical Procedures III | 3 |
| RCP 203 | Cardiopulmonary Disorders I | 3 |
| RCP 204 | Specialty Therapeutics | 4 |
| RCP 204L | Specialty Therapeutics Lab | 1 |
| RCP 205 | Cardiopulmonary Disorders II | 3 |
| RCP 208 | Professional Development | 2 |
| RCP 209L | Advanced Procedures Clinical | 6 |
| RCP 251 | TMC Respiratory Board Exam Review | 1 |
| RCP 252 | CSE Respiratory Board Exam Review | 1 |

**Total Hours Required for Degree: 73**

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.**

# UNIVERSITY STUDIES

The University Studies Associate of Arts degree program is a two-year transfer degree designed to be aligned with freshman and sophomore courses at four-year colleges and universities. Courses that fulfill degree requirements are 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 field or from various fields of study. Two electives (totaling no more than six credit hours) may be selected from vocational/career technical courses (disciplines not listed in the New Mexico General Education Common Core). The degree requires a minimum of 60 credit hours. To ensure maximum transferability of credits, students should coordinate their Associates of Arts degree course work with the General Education requirements of the four-year institution where they plan to transfer. ENMU-Roswell advises student preparing for specific careers in engineering, health sciences, or other professional disciplines 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, 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 (31-33 Credits)**

ENGL 1110 Composition I ..... 3
ENGL 1120 Composition II ..... 3
HIST 1110 United States History I ..... 3
HIST 1120 United States History II ..... 3
Communication (any) ..... 3
Mathematics (any) ..... 3-4
Laboratory Science (any) ..... 4
Social and Behavioral Science (any) ..... 3
Creative and Fine Arts (any) ..... 3
Social and Behavioral Science, Laboratory Science, or Math (any) ..... 3-4

**Program Requirements (29 Credits)**

Electives ..... 29
**Total Hours Required for Degree: 60-62**

# WELDING TECHNOLOGY

Note: This program requires students to purchase their own tools. To obtain a list of the required tools, contact the program instructor at 575-624-7318.

Courses are taught using a variety of "hands-on" equipment and the latest welding technology available using NC3 LEEPS curriculum and AWS qualification testing. 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 successfully completing the program are skilled in the latest advances in welding technology. Current graduates are gainfully employed in a wide variety of large and small shops in the area.

**Welding Technology – Basic**
*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**
*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:**

## 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: 32**

**Welding Technology – Pipe**
*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.

**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 (15-16 Credits)**

| | | |
|---|---|---|
| ENGL 2210 | Professional & Technical Communication | 3 |
| Any General Education Math | | 3-4 |
| | *Recommended: MATH 1170 | |
| PSYC 1110 | Introduction to Psychology | 3 |
| **OR** | | |
| SOCI 1110 | Introduction to Sociology | 3 |
| BCIS 1115 | Introduction to Computers | 3 |
| Humanities or Creative and Fine Arts (any) | | 3 |

**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: 60-61**

# 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 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. Topic varies by semester. (Repeatable for credit.)

ACCT 1996/2996 - Topics in Accounting. One to nine credit hours. Special topics are offered occasionaly and the selection is different every semester. The purpose of special topics is to provide students with new, one-time, and developing information in accounting. (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 2997 – Independent Study in Accounting. One to three credit hours. Requires the student and instructor to define a specific problem in the area of the student's interest and directly related to accounting. Student develops and executes a solution applying analytical techniques and critical thinking to the problem. An oral presentation may be required. Prerequisite: Completion of Directed Studies Request form; consent of instructor and administrative approval. (Repeatable for credit.)

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.

## (AEEC) Agricultural Econ/Econ

See Agriculture (AG).

## (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 – Aircraft Metallic Structures. 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

AEEC 1110 (AG 252)- Introduction to Agricultural Economics and Business. Three credit hours. Orientation to agricultural economics and business through the discovery process for the consumer in the food, fiber and natural resource sectors of the global economy. The course will discuss the application of micro- and macro-economic principles as they relate to agricultural economics and business.

AGRI 1120 (AG 102)- Introduction to Dairy. Three credit hours. This course is designed to provide a basic understanding of the dairy industry, milk composition, production, marketing, dairy cattle breeding, feeding, housing and dairy farm management.

AGRI 1220- Agricultural Power and Machinery. Three credit hours. Advanced studies in mechanization skills for agricultural operations. Agricultural engines and theory of combustion, fuel systems, governor systems, and electric principles will be discussed. Introduction to agricultural machinery will be addressed.

AGRI 1992/2992 - 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).

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

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

AGRO 1110C (AG 203/L) - Introduction to Plant Science. Three credit hours. This is an introductory course for understanding plant science. Basic biological, chemical, and physical principles of various plants are covered. The focus of this course is on plants/crops used in agriculture production of food and fiber as well as pasture and range plants. Plant taxonomy and soil properties will also be discussed.

ANSC 1120 (AG 101) - Introduction to Animal Science. Three credit hours. This course is designed to provide an introduction to nutrients and their function in livestock animals. Basic feed identification, evaluation, and diet formulation will be discussed. The anatomy of the digestive tract of animals and their ability to utilize feedstuffs is presented. Classification, digestion, absorption, transport and metabolism of major nutrients required by animals are studied

ANSC 1110-Animal Science Careers. One credit hour. Introduction to scientific disciplines and career options in animal-agriculture career skill development, including resume preparation, networking, importance of internships, and leadership experiences in animal agriculture.

ANSC 2320 (AG 250) - Principles of Animal Nutrition. Three credit hours. This course is designed to provide an introduction to nutrients and their function in livestock animals. Basic feed identification, evaluation, and diet formulation will be discussed. The anatomy of the digestive tract of animals and their ability to utilize feedstuffs is presented. Classification, digestion, absorption, transport and metabolism of major nutrients required by animals are studied.

ANSC 2330- Animal Production. Three credit hours. Production and utilization of beef cattle, sheep, and swine; emphasis on feeding, breeding, management problems and marketing; selection of animals for breeding and market.

AXED 1120- Introduction to Agricultural Communications. Three credit hours. Students will learn about the history and theories of agricultural communications, be introduced to the degree program, explore careers in the field, and examine the role of media in agricultural communications

AXED 1130- Techniques in Agricultural Mechanization. Three credit hours Development of competencies in agricultural mechanics including safety, tool identification, operation and maintenance of hand and power tools, cold metal, drafting, and plumbing procedures. Designed for any major wishing to improve mechanical skills needed in agriculturally related occupations in education and industry.

SOIL 2110 (AG 204/L)-Introduction to Soil Science. Three credit hours. An overview of fundamental concepts in soil science and soils as a natural resource. Students will be introduced to the physical,

chemical, and biological properties as it relates to soil management in environmental science, conservation, and agronomy.

## (AGRI) Agriculture

See Agriculture (AG).

## (AGRO) Agronomy

See Agriculture (AG).

## (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.

## (ANSC) Animal Science

See Agriculture (AG).

## (ANTH) Anthropology

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.

ANTH 1992/2992 - 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.)

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

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

## (ART/ARTH/ARTS) Art

All studio art courses require one more contact hour weekly than credit hours.

ARTH 1110 - Art Appreciation. Three credit hours. This course introduces and explores visual arts, providing an awareness of the significance of the arts at personal, societal, and historical levels including both fine and applied arts.

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 14$^{th}$ 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. This course introduces the fundamentals of two-dimensional design as it applies to fine art and commercial context. Emphasis will be on basic color theory, elements of dynamic composition, vocabulary of visual arts and design, and development of visual conceptual skills. Students will use a variety of materials and techniques.

ARTS 1250 - Design II. Three credit hours. This course introduces the basic formal (aesthetic), spatial, and physical aspects of 3-D form as they can be applied to sculptural and funcitonal design. Techniques that explore structure, mass, volume, scale, surface, form, and function are covered, along with various media, which may include paper, wood, clay, and or metal.

ARTS 1320 - Ceramics I. Three credit hours. An introduction to medium of clay incorporating hand building and wheel throwing to introduce the student to both the sculptural and utilitarian usage of clay. The student will also be introduced to a variety of glazing and firing techniques.

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. This course introduces the basic principles, materials, and skills of observational drawing. Emphasis is placed on rendering a 3-D subject on a 2-D surface with visual accuracy. Other topics include historical and contemporary references as well as an investigation of linear perspective, line, value, shape, space & composition.

ARTS 1630 - Painting I. Three credit hours. This course introduces the tradition of painting as a medium for artistic expression. Students will investigate materials, tools, techniques, history and concepts of painting. Emphasis is placed on developing descriptive and perceptual skills, color theory, and composition.

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 - Drawing II. Three credit hours. This course introduces color and colored media as an element of composition while emphasizing descriptive and perceptual drawing skills and conceptual approaches to contemporary drawing. 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. Varies. 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 102 – Introduction to Automotive Technology. Three credit hours. This course is an introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, Torque theory, professional responsibilities, and automotive maintenance. Emphasis is on Automobiles.

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 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.)

## (AXED) Agriculture and Extension Education

See Agriculture (AG)

## (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.

## (BFIN) Finance

BFIN 1992/2992 - 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.)

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

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

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 1130, MATH 1215, or MATH 1220

## (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 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 1650L.

BIOL 1650L - Wildlife Biology Lab. One credit hour. Students will gain practical experience and hand-on application of the common techniques used in wildlife and fisheries sciences. This will be accomplished through the completion of exercises, discussions, and student presentations. The field of wildlife and fisheries is becoming more and more quantitative. Therefore, students will learn how to transform the data collected in the field to the Excel format. Students will also get familiar with manipulating Google Earth and Geographic Information System and its use in wildlife sciences. Corequisite: BIOL 1650.

BIOL 1992/2992 - 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.)

BIOL 1993/2993 - 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 1996/2996 – Topics in Biology. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

*BIOL 2110 – Principles of Biology: Cellular and Molecular Biology. Three credit hours. This course introduces students to major topics in general biology. This course 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 1215/1215L 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 course 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 – Cellular & Molecular Biology. Three credit hours. This course takes a detailed look at the principles of cellular biology with an emphasis on the structure, physiology, bioenergetics, cell division, and gene expression of microbe, plant, and animal cells. Major topics include the diversity of organic molecules and macromolecules, metabolism, cellular respiration, photosynthesis, cell division, DNA replication, and protein synthesis. Major modern research tools will also be explored. This course is intended for science majors. 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). BIOL 2110/2110L and Chemistry 1215/1215L are strongly recommended to be completed prior to enrolling in this course.

*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). BIOL 2110/2110L and Chemistry 1215/1215Lare strongly recommended to be completed prior to enrolling in this 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 1215/1215L 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 1215/1215L 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). BIOL 2110/2110L and Chemistry 1215/1215L are strongly recommended to be completed prior to enrolling in this course.

*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). BIOL 2110/2110L and Chemistry 1215/1215L are strongly recommended to be completed prior to enrolling in this course.

*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

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. Principles, methods, and procedures for the selection, operation and control of manual and automated records systems.

BUSA 1992/2992 - 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.)

BUSA 1993/2993 - Workshop in Business Administration. One to nine credit hours. As announced. (Repeatable for credit.)

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

## (CDL) Commercial Driver's License

CDL 100 - CDL Preparation and Pre-Trip Inspection. Two credit hours. This course will prepare students for successful completion of the commercial driver's license program. This course includes instruction about pre-trip inspection and testing.
CDL 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.

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.

*CHEM 1215 - General Chemistry I for STEM Majors*. Three credit hours. This course is intended to serve as an introduction to General Chemistry for students enrolled in science, engineering, and certain preprofessional programs. Students will be introduced to several fundamental concepts, including mole, concentration, heat, atomic and molecular structure, periodicity, bonding, physical states, stoichiometry, and reactions. Prerequisite: Minimum ACT score of 23 or a minimum EdReady score of 62 or minimum of "C" in MATH 1215. 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: Minimum ACT score of 23 or a minimum EdReady score of 62 or minimum of "C" in MATH 1215. 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.

## (CJUS) Criminal Justice

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 Procedure. 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 2140 (CJ 202)- Criminal Investigations. Three credit hours. This course introduces criminal investigations within the various local, state, and federal law enforcement agencies. Emphasis is given to the theory, techniques, aids, technology, collection, and preservation procedures, which insure the evidentiary integrity. Courtroom evidentiary procedures and techniques will be introduced

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 2360 (CJ 205) - Criminal Procedures. Three credit hours. Criminal procedure, including laws of arrest, search, and seizure, and leading case law.

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

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

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.

## (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.

## (CTE) Career & Technical Education

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.)

## (ECE/ECED) Early Childhood Education

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 he 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 1992/2992 - 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.)

ECED 1993/2993 – Workshop in Early Childhood. One to nine credit hours. As announced. (Repeatable for credit.)

ECED 1996/2996 – Topics in Early Childhood. One to nine credit hours. As announced. (May be repeated for credit with consent of instructor and administrative approval.)

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: ECED 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: ECED 2131; prerequisite: ECED 2110 and ECED 1110.

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 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 1992/2992 - 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.)

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

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

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 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.

EDUC 1992/2992 - 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.)

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

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

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

EDUC 2116L - Structured Observations of Teaching Laboratory. One credit hour. Introduction to the study and practice of teaching and learning. For students interested in pursuing a career in teaching and learning. 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).

## (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 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 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 114- Introduction to EMS. Three credit hours. A course that introduces students to the philosophies and practice of prehospital medicine, research, medical/legal issues, and well-being of the provider. Introduces foundational EMS knowledge and the NM EMT Scope of Practice. Emphasizes EMT operations within the healthcare system.

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 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 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 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 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 240 - EMS Colloquium II. One credit hour. Integration of the knowledge and skills learned in preceding classes. Prerequisites: Enrollment in Paramedic program

EMS 241L- Paramedic Clinical 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 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 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 291 - Directed Studies. One to three credit hours. This course allows the student to investigate in depth some subject matter that is not covered in the courses regularly offered by ENMU-Roswell. Assignments must, as a minimum, require 30 hours of work per credit hour in the form of a substantial research paper, study, or project. Prerequisite: Completion of Directed Studies Request form, consent of instructor, and administrative approval. (Repeatable for credit.)

## (ENG/ENGL) English

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. 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 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.

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

ENTR 1996/2996 – Topics in Entrepreneurship. One to nine credit hours. (May be repeated for credit with consent of instructor and administrative approval).

## (FDMA) Film & Digital Media Arts

*Online Graphics Design courses require that students purchase the appropriate software. Additionally, there may be required equipment that the student is responsible for purchasing. Please contact the program faculty for guidance.*

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 strategies for effective site navigation and design, along with industry standard web editing software to develop various 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. Four 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. Three credit hours. 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. Prerequisite: FDMA 1545 or consent of instructor.

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 2120 - Film Crew I (Film Production Crew Training). Nine credit hours. An introduction to the film industry. This class teaches film production processes, film crew hierarchy, film production set-safety and etiquette and provides hands-on training in industry standard film production equipment. Students complete the semester by participating as a below-the-line crew member on a short film.

FDMA 2125 – Film Crew II (Film Production Craft Training). Nine credit hours. The second of three courses (FILM 2120, FILM 2125 and FILM 2130) designed to train students to become working members of film crews. It will be taught by working film professionals. Content will be lecture and hands-on. Students complete the semester by working as part of an actual film crew as below-the-line and above-the-line crew members. Prerequisite: FDMA 2120.

FDMA 2130 – Film Crew III. Four credit hours. This is the third of three courses designed to train students to become working members of film crews. Students work in teams to complete a short motion picture. Prerequisite: FDMA 2125.

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 typography 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 critique, including newsletters, instructional flyers, and other complex design/typographic pieces. Prerequisite: FDMA 1515 and MA 1120, or consent of instructor

FDMA 2165- Film Crew Internship. Six Credit hours. Internship students work on various film projects from Hollywood Films to independent feature to public service announcements. Student must complete 150 internship hours in the course of one semester. All students participating in the internship program must have a B or better in Film Crew Training I and complete a Production Assistant Workshop.

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

FDMA 2325- Advanced Photoshop. Three Credits. This course expands on the Photoshop skill set to develop proficiency with selections, masking, channels, filters, color correction, painting tools, vector integration, video, special effects and compositing techniques. The focus is on the core image-editing tools of Photoshop that can be universally applied to photography, print, film or the web. The material is covered in production-oriented projects and students develop work suitable for portfolios.
FDMA 2430- Copyright and Media. One Credit. This workshop format class is designed to provide students, graphic designers and other content creators with essential information on copyright and fair use concepts as they relate to finding and using Internet and other media.

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 1545or consent of instructor.

FDMA 2520 – Introduction to Cinematography. Four credit hours. The director of Photography (or Cinematographer), in close collaboration with the Director and Production 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: FDMA 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 Design Concepts. Four credit hours. Instruction in prototyping and designing individual concepts for video games. Topics include how to craft, demonstrate, and refine multiple projects, including characters and environments. With instructor's approval, design medium(s) are students' choice. Feedback and instruction are provided through lecture, student presentations, peer interactions, and one-on-one interaction with the instructor.

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 in Media Arts. 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- Portfolio Design & Development. Three Credits. Personalized design and creation of the student's professional portfolio including hard-copy, demo reel, and online. Corequisite: FDMA 2998.

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.

FDMA 2998- Internship. Two Credits. Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. Corequisite: FDMA 2994.

## (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).

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 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 150 - Building Construction for Fire Prevention. Three credit hours. This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

FIRE 152 - Fire Behavior and Combustion. Three credit hours. This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

FIRE 154 - Fire Prevention. Three credit hours. This course provides fundamental knowledge relating to the field of fire prevention. Topics include history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigations.

FIRE 158 - Principles of Emergency Services. Three credit hours. This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives

FIRE 160 - Principles of Fire and Emergency Services Safety and Survival. Three credit hours. This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

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

## (GAMT) General Aviation Maintenance Technology

GAMT 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 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 1992/2992 - 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.)

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

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

*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 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 1992/2992 - 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.)

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

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

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) Human Services

HMSV 1020 – Introduction to Applied Behavior Analysis. Three credit hours. Introduces effective applied behavior analysis principles and interventions in working with children with behavioral needs. Designed to meet the Task List requirements for the 40-Hour Registered Behavior Technician (RBT) Training required by the Behavior Analyst Certification Board (BACB) for RBT certification. Enhanced Description: This course is based on the Registered Behavior Technician (RBT) Task list and is designed to meet the 40-hour training requirement for the RBT credential issued by the Behavior Analyst Certification 657 Revised 7/26/2022 Board (BACB). The training course is offered independent of the BACB. The RBT Task List is available at http://bacb.com/wp-content/uploads/2016/03/160321-RBT-task-list.pdf. An RBT is a behavioral services paraprofessional who practices under the supervision of a Board-Certified Behavior Analyst or a Board Certified Behavior Analyst-Doctoral. An RBT's primary responsibilities include implementing plans written by a BCBA or BCBA-D, assisting with preference assessments and Functional Behavior Assessments, collecting and recording data, documenting session notes, and communicating with stakeholders and a supervising BCBA or BCBA-D.

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: SOWK 2110.

HMSV 1150 – Motivational Interviewing. Three credit hours. Explores the techniques in motivational interviewing counseling skills applied to the area of substance abuse counseling. Motivational interviewing is an evidence-based treatment that addresses ambivalence to change through a person-focused approach.

HMSV 1992/2992 - 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.)

HMSV 1993/2993 - Workshop in Human Services. One to nine credit hours. As announced. (Repeatable for credit.)

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

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 - Practicum in Human Services. 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: SOWK 2110.

## (HUM/HUMN) Humanities

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 1992/2992 - 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.)

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

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

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/R 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. 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.)

## (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

*Please consult with an advisor to determine the appropriate level and sequence of your math courses. An advisor will help you align your courses with your program needs; for those seeking a bachelor's degree in a STEM field, advisors can assist you in maximizing transferability to a four-year university.*

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. Please consult your advisor before enrolling.

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. Please consult your advisor before enrolling.

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. Please consult your advisor before enrolling.

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 appropriate high school GPA (within last 3 years) or approval from an advisor. Please consult your advisor before enrolling.

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 appropriate high school GPA (within last 3 years) or approval from an advisor. Please consult your advisor before enrolling.

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 ACT/SAT or appropriate high school GPA (within 3 years) or approval from an advisor. Please consult your advisor before enrolling.

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 ACT math or appropriate High School GPA (within last 3 years). Please consult your advisor before enrolling.

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 1992/2992 - 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.)

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

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

MATH 2530 - Calculus III. Four credit hours. Continuation of Calculus II including multivariate and vector calculus, level curves and surfaces, partial derivatives, gradient, directional derivatives, tangent planes, optimization, multiple integrals in Cartesian, cylindrical and spherical coordinate systems. 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 Assisting 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 Medical Assisting Skills I Assessment. One credit hour. Three hours' lab weekly. Corequisite: MDST 104

MDST 105C – Clinical Medical Assisting Skills I Assessment. 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 Skills 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 105C. Corequisite: MDST 107L

MDST 107L - Clinical Medical Assisting Skills II 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 109C - Administrative Medical Assisting Skills II. Two credit hours. 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.

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 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. Two credit hours. 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 105C or PBE 113. Corequisite: MDST 113L

MDST 113L – Medical Technology Skills Assessment. One credit hour. Three-hour lab weekly. Corequisite: MDST 113

MDST 123 – Electronic Medical Records. Three credit hours. This course teaches students how to effectively enter patient data into an electronic medical record including history and physical exams, procedures, and physician/provider's encounter with patient. It also teaches students how to upload laboratory tests, radiologic reports, medications, immunizations, referrals, and consult reports. In addition, it prepares students to accompany a physician/provider into the exam room and enter data during the patient encounter. Prerequisites: BCIS 1115 and MDST 102

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 109C or permission of Program Director.

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 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 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 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 1992/2992 - 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.)

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

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

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 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.

## (MKTG) Marketing

MKTG 1992/2992 - 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.)

MKTG 1993/2993‑ Workshop in Marketing. One to nine credit hours. As announced. (Repeatable for credit.)

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

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 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 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.)

## (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 114 – Basics of Nutrition. One credit hour. Focuses on the role of nutrition in health. Includes the principles related to the role of fats, proteins, carbohydrates, vitamins, minerals, and water in meeting energy requirements. Addresses the manner in which people are influenced by their eating habits.

Students will identify healthy and unhealthy diet practices and consider how eating behaviors influence maintenance, promotion, and restoration of health.

NURS 117 - Pharmacology I. Two credit hours. Explores the nursing implications of common drugs in major classifications. Prerequisites: NURS 110 and NURS 110L.

NURS 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 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 – Functional Movement in Occupational Therapy. Three credit hours. A lecture/lab course which focuses on the principles of mechanics and anatomy in relation to human movement and application to occupational function with an emphasis on the musculoskeletal system including skeletal structures, muscles, cranial nerves, palpations and biomechanical assesses procedures. Prerequisites: BIOL 2210/L and BIOL 2225/L.

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 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 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 2409 – 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.

PHED 2620 – Fitness II– Varies depending on semester and availability – consult schedule.

## (PHIL) Philosophy

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 1992/2992 - 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.)

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

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 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 - 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 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 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) 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 government 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 1992/2992 - 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.)

POLS 1993/2993 - Workshop in Political Science. One to nine credit hours. As announced. (Repeatable for credit.)

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

POLS 2110 – Comparative Politics. Three credit hours. This course introduces comparative politics by examining the political history, social and economic structures, and contemporary political institutions and behavior, with focus on occurrences in countries representing diverse cultures, geographies, and levels of development.

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.

## (PSYC) Psychology

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 1992/2992 - 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.)

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

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

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.)

## (RCP) Respiratory Therapy

RCP 103 - Introduction to Respiratory Therapy. Four 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. Four 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. Upon completion, students are eligible for the Advanced Cardiac Life Support (ACLS) certification by the American Heart Association. 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. Four 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. Three 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. Also includes participation in a service-learning project. Upon completion, students are eligible for the Pediatric Advanced Life Support (PALS) certification by the American Heart Association. 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. Four 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. Upon completion, students are eligible for the Neonatal Resuscitation Program (NRP) by the American Academy of Pediatrics. 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 hours. 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. Six 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 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.

## (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 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.)

## (SOCI) Sociology

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 1992/2992 - 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.)

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

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

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.

## (SOIL) Soil

See Agriculture (AG).

## (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 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.

SPAN 1992/2992- 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.)

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

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

## (THEA) 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 1992/2992 - 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.)

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

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

THEA 2330 – Introduction to Theatre 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.

## (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 1992/2992 - 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.)

UNIV 1993/2993 - Workshop in University Studies. One to nine credit hours. As announced. (Repeatable for credit.)

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

## (WELD) Welding Technology

WELD 110 - Introduction to Welding. Four credit hours. Provides an introduction and orientation to the welding industry and the various cutting processes used. The course provides an in-depth study of welding hazards and discusses material data sheets along with common safety procedures. Weld joints and weld positions are studied. Students learn the proper names of the parts of a weld and are able to identify good welds and point out defects in bad welds. Students learn basic metal identification and metallurgy. Students learn the names of common metal shapes. The course covers weld and metal-testing techniques used in the industry along with a discussion of welding certification, job opportunities, business opportunities and state and contractor licensing requirements.

WELD 115 - Print Reading. 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 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 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.

WELD 222 – Pipe Welding/ASME Code. Three credit hours. Continuation of WELD 221.

WELD 232 – Pipe Fitting 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 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. Candidates are also encouraged to submit a professional vocational assessment showing the student's abilities and skills in relation to the specific vocation of interest.
2. Complete documentation and full disclosure of medical/psychological/developmental disabilities. Failure to provide full disclosure could lead to dismissal of acceptance and/or removal from the program.
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. Students must independently follow any prescribed medical plans such as the following:
    a. Seizure plan from a medical provider,
    b. Diabetes plan and /or other medical plan(s) from a medical provider,
    c. Asthma plan from a medical provider, and/or
    d. Mental health plan from a medical provider.
5. Independently awaken to an alarm and 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. Covid 19 vaccination is recommended if requesting Child Care Attendant program.
11. Full disclosure and documentation of any past legal issues.

12. Students are required to live in Sierra Vista Village.
13. Students are required to purchase a meal plan for the ENMU-Roswell cafeteria.
14. Student interviews will be conducted 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 Guidelines include:

- Maintaining a minimum grade of "C" in all occupational courses, labs, and practicums; and
- A 2.0 overall GPA at program completion.
- Students are required to live in Sierra Vista Village.
- Students are required to purchase a meal plan for the cafeteria.
- All students are required to purchase a bus pass to utilize public transportation as part of the program curriculum.
- If students choose to bring a personal vehicle to campus:
    - Students must provide a copy of their driver's license, vehicle insurance and registration to the Special Services office. They must also register the vehicle with Campus Security.

- Students who carpool from home to campus or campus to home, the driver and passenger must provide a written Waiver of Responsibility to the Special Services Office 48 hours prior to departure.

- For students wishing to pursue Core 1 and Core 2 Certificates of Occupational Training, they must choose a Core 1 certificate program in one Vocational area, and a Core 2 program in a separate Vocational area. Students shall not be enrolled in Core 1 and Core 2 from the same Vocational area. A Core 2 certificate in one area builds upon a Core 1 certificate in another area.

## ANIMAL HEALTHCARE

The Animal Healthcare program is a three-semester program leading to a certificate of occupational training. 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 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.

**Animal Healthcare Core 1 COT**

*Certificate of Occupational Training*

Successful completion of this program includes all of the requirements within the Core 1 and the technical requirements listed below.

**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 credit hours**

**Animal Healthcare Core 2 COT**
*Certificate of Occupational Training*

Successful completion of this program includes all of the requirements within the Core 2 and the technical requirements listed below.

**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 credit hours**

## 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 credit hours**

**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.

**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**

| | | |
|---|---|---|
| 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 credit hours**

## BUILDING MAINTENANCE

The Building Maintenance program is a three-semester program leading to a certificate of occupational training. 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.

**Building Maintenance Core 1 COT**

*Certificate of Occupational Training*

Successful completion of this program includes all of the requirements within the Core 1 and the technical requirements listed below.

**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 credit hours**

**Building Maintenance Core 2 COT**

*Certificate of Occupational Training*

Successful completion of this program includes all of the requirements within the Core 2 and the technical requirements listed below.

**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**

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 credit hours**

## CHILD CARE ATTENDANT

The Child Care Attendant program is a three-semester program leading to a certificate of occupational training. 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 childcare 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.

**Child Care Attendant Core 1 COT**

*Certificate of Occupational Training*

Successful completion of this program includes all requirements within Core 1 and the technical requirements listed below.

**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 credit hours**

**Child Care Attendant Core 2 COT**
*Certificate of Occupational Training*

Successful completion of this program includes all requirements within Core 2 and the technical requirements listed below.

**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 credit hours**

## FOOD SERVICE COT

The Food Service program is a three-semester program leading to a certificate of occupational training. 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.

**Food Service Core 1 COT**

*Certificate of Occupational Training*

Successful completion of this program includes all requirements within Core 1 and the technical requirements listed below.

**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**

| | | |
|---|---|---|
| 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 credit hours**

**Food Service Core 2 COT**

*Certificate of Occupational Training*

Successful completion of this program includes all requirements within Core 1 and the technical requirement listed below.

**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**

| | | |
|---|---|---|
| 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 credit hours**

## 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 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 |

**Total Hours Required for Certificate: 25 credit hours**

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 |

**Total Hours Required for Certificate: 23 credit hours**

## OFFICE SKILLS

The Office Skills program is a three-semester program leading to a certificate of occupational training. 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.

**Office Skills Core 1 COT**

*Certificate of Occupational Training*

Successful completion of this program includes all requirements within Core 1 and the technical requirements listed below.

**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 credit hours**

**Office Skills Core 2 COT**

*Certificate of Occupational Training*

Successful completion of this program includes all requirements within Core 2 and the technical requirement listed below.

**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 credit hours**

## STOCKING AND MERCHANDISING

The Stocking and Merchandising is a three-semester program leading to a certificate of occupational training. 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.

**Stocking and Merchandising Core 1 COT**

*Certificate of Occupational Training*

Successful completion of this program includes all requirements within Core 1 and the technical requirements listed below.

**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 credit hours**

**Stocking and Merchandising Core 2 COT**
*Certificate of Occupational Training*

Successful completion of this program includes all requirements within Core 2 and the technical requirement listed below.

**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 credit hours**

## 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 |
| PHED | Health and Physical Education Electives (must choose7 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 |
| PHED | Health and Physical Education Electives (must choose7 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 |
| PHED | Health and Physical Education Electives (must choose7 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 |
| PHED | Health and Physical Education Electives (must choose7 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 |
| PHED | Health and Physical Education Electives (must choose7 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 |
| PHED | Health and Physical Education Electives (must choose7 credits from any HPE activity course) | 7 |

**Total Hours Required for Media Arts: 18**

## NMYCA Training Program – Microsoft Office

*Certificate of Employability*

This Certificate of Employability is designed to help students acquire the necessary skills to obtain an entry-level computer/administrative support position in business. The students will learn basic skills in four of the main Microsoft programs, such as Word, PowerPoint, Excel, and Access. The technical portion of the course establishes 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**

| | | |
|---|---|---|
| BCIS 2210 | MS Access | 3 |
| BCIS 2215 | MS Excel | 3 |
| BCIS 2220 | MS Word | 3 |
| BCIS 2230 | MS PowerPoint | 3 |
| CTE 230 | Developing Leadership and Supervision | 2 |
| SET 115 | Workplace Safety for Employees | 1 |
| PHED | Health and Physical Education Electives (must choose 7 credits from any HPE activity course) | 7 |

**Total Hours Required for Microsoft Office: 22**

## 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 |
| PHED | Health and Physical Education Electives (must choose7 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 | Shielded Metal Arc I | 3 |
| CTE 230 | Developing Leadership in Supervision | 2 |
| SET 115 | Workplace Safety for Employees | 1 |
| PHED | Health and Physical Education Electives (must choose7 credits from any HPE activity course) | 7 |

**Total Hours Required for Welding: 17**

# 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**

# THE UNIVERSITY BOARDS

## Board of Regents

The Honorable Michelle Lujan Grisham, Governor of the State of New Mexico (ex officio)
Stephanie Rodriguez, Secretary, NM Higher Education Department (ex officio)
Phillip Bustos , President
Trish Ruiz , Vice President
Logan O'Brien, Secretary/Treasurer
Ray Birmingham, Member
Lance Pyle, Member

## Community College Board

Mireya Trujillo, President
Carleton Avery, Vice President
Tamaliah Lueras , Secretary
Jamila Miller, Member
Rissie Daubert, Member

## Foundation Board

Steve Henderson, President
Jon Hitchcock, Vice President/Treasurer
Adriann Ragsdale, Secretary
Oscar Armendariz
Jose Chavez
Laurie Dudek
Justin McClelland
Dr. Shawn Powell (President, Eastern New Mexico University – Roswell)
Desiree Rogers Rattan
Richard Taylor
LaNelle Witt

Ex-Officio Member
Mireya Trujillo (President, Community College Board)

# THE UNIVERSITY ADMINISTRATION

**Shawn D. Powell**
*President, ENMU-Roswell campus*
A.A.S., Community College of the Air Force
B.S., University of Oklahoma
M.A., University of Central Oklahoma
M.A., University of Oklahoma
Ph.D., University of Northern Colorado

**Annemarie Oldfield**
*Vice President, Academic and Student Affairs*
A.A., B.A., M.A., Eastern New Mexico University

**Rosie Duran, CGFM**
*Vice President of Business Affairs*
A.A., B.A., New Mexico State University

**Robert Moore**
*Assistant Vice President, Arts and Sciences Education*
A.A., B.A., M.A., Eastern New Mexico University
B.A., Lubbock Christian University
M.S., Texas Woman's University

**Devin Stroman**
*Assistant Vice President, Student Affairs*
B.A., Western New Mexico University
M.A., Western New Mexico University

**Ron Flury**
*Assistant Vice President, Technical Education*
A.A., Eastern New Mexico University-Roswell
B.A., Eastern New Mexico University
M.Ed., West Texas A & M University

**Mavis Williams**
*Interim Assistant Vice President, Health Education*
A.A.S., Sinclair Community College
B.S., Mount Union College
M.S., Governors State University

**Todd DeKay**
*Executive Director, Office of Institutional Effectiveness*
B.S., Eastern New Mexico University
M.A., Texas Tech University
M.Ed., Eastern New Mexico University

**Donna Oracion**
*Executive Director, College Development*
B.A., New Mexico State University

**Teresa Casarez**
*Director, Human Resources,*
A.A.S., Eastern New Mexico University Roswell
B.A., University of Phoenix
M.S., Capella University

**W. Greg Lamm**
*Systems IX Coordinator*

# EMERITI FACULTY

**Mary A. Bell**
*Instructor Emerita, Office Skills for Special Services Program*
B.A., University of Texas at El Paso
M.B.E., Eastern New Mexico University

**Suzanne T. Berry**
*Instructor Emerita, Child Development Program*
B.S., New Mexico State University; M.A., California State
University at Long Beach; Ph.D., Ohio State University

**Eloise Blake**
*Instructor Emerita, Nursing*
R.N., University of Pennsylvania Hospital; B.A., University of
Delaware; M.A., Eastern New Mexico University; M.S.N.,
University of Texas at El Paso

**Louis Brady**
*Instructor Emeritus, Spanish*
B.A., M.Ed., Eastern New Mexico University

**James Buchanan**
*Instructor Emeritus, Life Sciences*
B.S., Athens State College
M.S., University of South Alabama

**Don Burleson**
*Instructor Emeritus, Mathematics*
B.A., M.S., Midwestern University; M.A., Rivier College

**Dennis Carlton**
*Instructor Emeritus, Welding*
Welding Certification, ENMU-Roswell

**Lloyd Z. Chaves**
*Instructor Emeritus, Psychology*
B.A., M.A., Eastern New Mexico University

**Jerry L. DeLosh***
*Instructor Emeritus, Aviation Maintenance Technology*
A.A.S., Eastern New Mexico University‑Roswell

***Elvis E. Fleming**
*Instructor Emeritus, History*
B.S., M.Ed., Texas Christian University; M.A., Southern
Methodist University

***Linda Green**
*Director Emerita, Special Services*
B.S., University of Tulsa; M.A., California State University- Northridge

**Felecia Harvey**
*Instructor Emerita, Life Sciences*
B.S., M.N.S., Eastern New Mexico University

***Patsy Herrera**
*Instructor Emerita, Occupational Therapy Assistant*
O.T.R., B.S., Colorado State University

**J. Michael Juliana**
*Instructor Emeritus, Electronics Technology*
A.A., Eastern New Mexico University-Roswell; B.S.I.E.,
Eastern New Mexico University

**Daryl Locker**
*Instructor Emeritus, Aviation Maintenance Technology*
F.A.A. Licensed, Spartan School of Aeronautics

**Tamaliah "Tammy" Lueras**
*Instructor Emerita, Nursing, and Director of Nursing Program*
B.S.N., West Texas State University; M.S.N., University of
Texas at El Paso

**Michael "Mike" Martinez**
*Vice President Emeritus, Student Affairs*
B.S., M.Ed., Eastern New Mexico University

**Nancy Moorhead**
*Instructor Emerita, Medical Assisting, Medical Coding*
B.A.A.S., Eastern New Mexico University

***Dick Mulkey**
*Instructor Emeritus, Business Administration*
A.A., New Mexico Military Institute; B.S., University of
Colorado; M.B.A., Eastern New Mexico University

**Janet Perri**
*Instructor Emerita, English*
B.A., Central Michigan University; M.A., Eastern Michigan University

**Robert Phillips**
*Instructor Emeritus, Psychology and Sociology*
A.A., Eastern New Mexico University-Roswell
B.S., M.A., Eastern New Mexico University
M.S.W., New Mexico State University
Doctorate of Behavioral Health, Arizona State University

**Marianne Pollack**
*Instructor Emerita, English and Literature*
B.A., Loyola University; M.A., Eastern New Mexico University

**Denis Roark**
*Dean Emeritus, Instruction*
B.S., Texas Tech University; M.S., East Texas State University
Ed.D., University of Arizona

**Dwight Rogers**
*Vice President Emeritus, Academic Affairs*
B.S., M.Ed., Eastern New Mexico University
Ed.D., University of New Mexico

***Clara Mae Smith**
*Instructor Emerita, Communications and Theatre*
B.A., Southwestern University; M.A., Eastern New Mexico University

**Carolyn Shearman**
*Instructor Emerita, Business*
B.B.E., M.B.E., Eastern New Mexico University

**Jan Tharp**
*Instructor Emerita, Reading/Success Skills for College, Career, and Health Careers*
B.A., University of Northern Iowa
M.S., Minnesota State University at Mankato

**Cheryl Vineyard**
*Instructor Emerita, Medical Assisting, Medical Coding, and Phlebotomy*
C.M.A. (A.A.M.A.), C.P.C., A.A. Eastern New Mexico University-Roswell
B.U.S., M.Ed., Eastern New Mexico University

***Avon Wilson**
*Director Emerita, Adult Education*
B.A., North Texas State College; M.Ed., Eastern New Mexico University

***Deceased**

# FACULTY

**Shandie Aldaco**
*Instructor Medical Assisting and Phlebotomy*
A.S., Eastern New Mexico University-Roswell
B.S., Eastern New Mexico University
Certified Medical Assistant and Medical Coder

**Andy Anchondo**
*Instructor, Commercial Drivers' License (CDL) Training Program*
State of New Mexico Commercial Drivers' License

**Dusty Baker**
*Director, Career Education*
*Instructor, Welding Technology*
American Welding Society Certified Welding Inspector
Certified Welding Instructor
A.A.S., Eastern New Mexico University-Roswell

**Missael Barrientos**
*Instructor, Welding Technology*
A.A.S., Eastern New Mexico University-Roswell

**Robert Bender**
*Instructor, History*
B.S., University of Wisconsin-La Crosse
M.A., Ph.D., University of Arkansas

**Jennifer Benton**
*Instructor, Medical Assisting and Phlebotomy*
Certified, Medical Assistant, Eastern New Mexico University – Roswell
A.S., Eastern New Mexico University - Roswell

**Christina Bravo**
*Instructor, Special Services*
A.A., Eastern New Mexico University-Roswell
B.A., Colorado Tech University

**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
B.A.A.S., Eastern New Mexico University

**Jennifer Cain**
*Director, Respiratory Therapy*
A.S., Eastern New Mexico University-Roswell
B.A.A.S, Eastern New Mexico University

**Raul Calderon**
*Instructor, Occupational Therapy Assistant*
B.A.A.S., Eastern New Mexico University
M.S., Western New Mexico University

**Candace Cantu**
*Instructor, Media Arts*
A.A., Eastern New Mexico University- Roswell
B.O. E., Eastern New Mexico University

**Lynne Cary**
*Instructor, Science*
M.S., University of Notre Dame
Ph.D., University of Notre Dame

**Samuel Chaves**
*Instructor and Fieldwork Director, Occupational Therapy Assistant*
A.A.S., Eastern New Mexico University-Roswell
B.O.E., Eastern New Mexico University

**Joey Coburn**
*Instructor, Mathematics*
M.S., NM Institute of Mining & Technology

**Bailey Coll**
*Instructor, Creative and Fine Arts*
B.F.A., Texas Tech University
M.A.E., Texas Tech University
M.F.A., Stephen F. Austin University

**Rachel Conover**
*Director, Nursing*
A.D.N., B.S.N., M.S.N., Adult-CNS, Angelo State University

**Andrea Fitzsimmons**
*Instructor, Aviation Maintenance*
A.A. S., Eastern New Mexico University- Roswell

**Lafonda Humpherys**
*Instructor, Nursing*
A.A.S., Northwest College
B.S.N., Western Governors University
M.S.N.-Ed., Western Governors University

**Manoj Karki**
*Instructor, Mathematics*
M.A., PhD., University of Toledo

**Diane Klassen**
*Instructor, Business*
B.S., M.B.A., Eastern New Mexico University
M.B.A., Eastern New Mexico University
Ed.D., University of New Mexico

**Mellissa Luna**
*Instructor, Nursing*
B.S., Grand Canyon University

**Nicholas Macaluso**
*Instructor, English*
B.A., University of St. Thomas
M.A., University of New Mexico
Ph.D., Catholic University of America

**Eric Mann**
*Program Director, Emergency Medical Services*
Nationally Registered Paramedic
A.S., A.A.S., Eastern New Mexico University-Roswell
B.A.A.S., Eastern New Mexico University

**Kate McClelland**
*Instructor, Psychology and Human Services*
B.A., University of New Mexico
M.Ed., Arizona State University

**Candi Miller-Morris**
*Instructor, Nursing*
A.A., ENMU-Roswell
B.S.N, College of Santa Fe
M.S.N, University of Texas at El Paso; CNS; TNS

**Stephen Muhr**
*Instructor, Biology*
B.A., Bethany College
M.S.,

**Tory Norris**
*Instructor, Nursing*
A.S., Eastern New Mexico University-Roswell
B.S.N., M.S., Grand Canyon University

**P. Maureen Olguin**
*Instructor, Communication*
B.A., M.A., Eastern New Mexico University

**Justin Powell**
*Director of Clinical Education-Emergency Medical Services*
A.A., Eastern New Mexico University-Roswell
NREMT-Paramedic, I/C

**Stacee Ramirez**
*Instructor, Emergency Medical Services*
B.S. Sociology ENMU
Nationally Registered Paramedic

**Alex Ramirez-Polaco**
*Instructor, Nursing*
B.S., M.S., Chamberlain University

**Dara Sanders-Aceves**
*Instructor, Occupational Therapy Assistant*
A.A.S., Eastern New Mexico University – Roswell
B.O.E., Eastern New Mexico University
M.Ed., Eastern New Mexico University

**Cassandra Solis**
*Program Director, Medical Assisting*
A.S., Eastern New Mexico University-Roswell
B.A.A.S., Eastern New Mexico University
Certified Medical Assistant

**Joseph Sours**
*Instructor, Automotive Technology*
B.A.S., University of North Texas

**Andrea Stapp**
*Instructor, Agriculture /Program Coordinator*
B.S., New Mexico State University
M.S., Oklahoma State University

**Tracey "May" Stone**
*Instructor, English*
B.A., Florida International University
M.A., Florida Atlantic University
PH.D., University of Louisiana

**Vanessa Stroman**
*Director of Occupational Therapy*
A.A., Tyler Junior College
A.S., B.S., M.S.W., M.A., Western New Mexico University
O.T.D., Baylor University

**Krista Sutton**
*Instructor, Computer Applications and Support*
B.A.A.S., Eastern New Mexico University
M.Ed., West Texas A&M University

**Kyle Torke**
*Director, Arts and Sciences Education*
B.A., Grinnell College
M.A., PH.D., University of Denver

**Christina Weir**
*Instructor, Life Sciences*
B.S., M.S., Eastern New Mexico University

**Ty Whatley**
*Instructor, Aviation Maintenance Technology*
A.A.S., Eastern New Mexico University-Roswell
F.A.A., Airframe and Powerplant Certified

**Kelsey Wilson**
*Instructor, Teacher Education*
M.S.Ed., Eastern New Mexico University

**Mavis Williams**
*Faculty*
A.A.S., Sinclair Community College
B.S., Mount Union College
M.S., Governors State University

**Edna M.B. Yokum**
*Director, Arts and Sciences Education*
*Instructor, Social and Behavioral Sciences*
B.A., Chapman University
M.A., University of California, Los Angeles
Certificate of College Teaching, ESCALA Education, Inc.

## PROFESSIONAL STAFF

**David Almond**
*Math Curriculum Coordinator*
B.S., Eastern New Mexico University

**Marisela Alvidrez**
*Director, Testing Services*
A.A., Eastern New Mexico University-Roswell
B.A.A.S., M.Ed., Eastern New Mexico University

**Angelina-Blue Ambrosio**
*Recruiter, Enrollment Services*
A.A.S., Eastern New Mexico University-Roswell

**Kimberly Andazola**
*Operations Manager, Financial Aid*
A.A. Eastern New Mexico University-Roswell
B.S., Eastern New Mexico University

**Rahbeka Anderson**
*Institutional Research Analyst*
M.A., Williams James College

**Carolyn Arias**
*Coordinator, SBDC*

**Griselda Aubert**
*Operations Manager, Admissions & Records*
A.A.S., Eastern New Mexico University-Roswell

**Christopher Baca**
*Program Specialist-EOC, Student Outreach*
B.A., Eastern New Mexico University-Roswell

**Keegan Bain**
Information Tech Supervisor, Computer Services
C.C,. Computer Applications and Support

**ChrisAnne Bell**
*Executive Administrative Assistant-Business Office*
A.A.S., Eastern New Mexico University-Roswell
B.A.A.S., Eastern New Mexico University

**Vanessa Bell**
*Accounts Receivable Supervisor, Business Office*

**Angie Wellman Bersane**
*Director, Enrollment Services*
A.A.S., Eastern New Mexico University-Roswell
B.A.A.S., M.Ed., Eastern New Mexico University

**John Bitner**
*Medical Simulation Specialist, Health Education*
*B.A.A.S., Eastern New Mexico University*

**Kalyn Blazak, C.P.A.**
*Controller*
B.S., M.S., Accounting

**Vanessa Borunda**
*Manager, GEAR UP Outreach*
B.S.W., Eastern New Mexico University

**Selma Brown**
*Accountant-Health, Business Office*
B.A., Eastern New Mexico University

**Scott Bucher**
*Director, SBDC*
B.A., University of New Mexico
M.A., American Military University

**Brandon "Chris" Bullard**
*Business & Industry Liaison*
B.A., M.A., Siena Heights University

**Tawnie Buxton**
*Career Placement Coordinator*
B.S., West Texas A&M

**David Castro**
*Assistant Director, Adult Education*
A. A.S., Eastern New Mexico University Roswell

**Kimberly Childress**
*Deputy Director, Special Services*
A.A., A.S., Eastern New Mexico University-Roswell
B.A.A.S., M.Ed., Eastern New Mexico University

**Rebecca L. Cobos**
*Director, Special Services*
A.A., Eastern New Mexico University – Roswell
B.S.W., Eastern New Mexico University
M.S.W., New Mexico Highlands University

**Craig Collins**
*Foundation Coordinator, College Development*
B.B.A., University of Texas of the Permian Basin

**Pamela Collins**
*Budget Analyst, Business Office*
B.B.A., Eastern New Mexico University

**Benjamin Dean**
*Lieutenant, Campus Security*

**Sarahi Diaz**
*Program Specialist, Testing Services*
B.S., Eastern New Mexico University

**Traci Dixon**
*Director of* Accounting and Grants
B.U.S., Eastern New Mexico University

**Frances Dubiel**
*Facilities/Records Coordinator, Business Office*
A.A., Eastern New Mexico University Roswell

**James Edwards**
*Advisor, GEAR UP*
B.A., New Mexico Highlands University

**Tyrah Esquibel**
*Pathway Strategist*
B.S., New Mexico State University

**Corey Fisher**
*Academic Advisor, Enrollment Services*
M.A, New Mexico State University

**Alexis Florez**
*Advisor, GEAR UP*
B.A., New Mexico State University

**Crystal Garcia**
*Payroll Supervisor, Payroll*

**Daniela Garcia**
*Director, Upward Bound*
B.A., Eastern New Mexico University

**Samuel Gonzalez**
*Director, Physical Education Center*
B.S., Eastern New Mexico University

**Ana Gutierrez**
*Academic Advisor, Enrollment Services*
M.A., Eastern New Mexico University

**Juan Hernandez**
*Assistant Director, Testing Services*
A.A., Eastern New Mexico University - Roswell
B.S., Eastern New Mexico University

**Tyler Johnson**
*Special Services Dorm Facilitator*
C.O.T., Eastern New Mexico University Roswell

**Melinda Juarez**
*Security Officer, Campus Security*
A.A.S., Eastern New Mexico University-Roswell

**David La Volpa**
*Social Media Coordinator/Videographer*

**Claudia Lopez**
*Academic Advisor, Student Support Services*
A.A., Eastern New Mexico University- Roswell
B.A., B.S., Eastern New Mexico University

**Juan Macias**
*Records Manager, GEAR UP*
A.A., Eastern New Mexico University Roswell

**Ignacio Madril**
*Learning Resource Coordinator, Media Center*
B.S., Eastern New Mexico University

**Deanna Maestas**
*Student Support Specialist, Student Support Services*
B.S., Eastern New Mexico University

**Luisa Marroquin**
*Program Specialist-EOC, Student Outreach*
A.A., Eastern New Mexico University-Roswell
B.S., Eastern New Mexico University

**Carlos Marrujo**
*Manager of Custodial Services, Physical Plant*

**Vanessa Martinez**
*Human Resources Generalist, Human Resources*
A.A., Eastern New Mexico University-Roswell
B.A., Eastern New Mexico University

**Stephanie May**
*Director, STEM Academic Support*
M.A., Eastern New Mexico University

**Bradley McFadin**
*Director of Security*

**Veronica Medina**
*Operations Manager, Enrollment Services*
B.A.A.S, Eastern New Mexico University

**Christopher Meeks**
*Registrar, Office of Admissions & Records*
A.A.S., Eastern New Mexico University – Roswell
B.O.E., Eastern New Mexico University

**Nayeli Melendez**
*Program Specialist/Recruiter- Upward Bound*
B.S., Eastern New Mexico University

**Charlene Merchant**
*Purchasing Agent*
B.B.A, Eastern New Mexico University

**Kay Meyers**
*Project Assistant, GEAR UP*
A.A., Eastern New Mexico University-Roswell

**Christina Miranda**
*Director, EOC Student Outreach*
A.A., Eastern New Mexico University-Roswell
B.A., M.ED., Eastern New Mexico University

**Jake Morgan**
*Computer Technician III, Computer Services*
A.S., Eastern New Mexico University Roswell

**Anthony Munoz**
*Computer Technician III, Computer Services*
A.A., Eastern New Mexico University-Roswell

**Veronica Munoz**
*Director, Learning Resource Center*
B.S., University of the Southwest
M.A., Grand Canyon University

**Juan Nevarez**
*Director, Student Support Services (TRiO)*
B.Ed., Eastern New Mexico University
M.Ed., West Texas A & M University

**Linde Newman**
*Executive Administrative Assistant, President's Office*
B.A., Texas A&M University

**Alyssa Olivas**
*Program Specialist-EOC, Student Outreach*
B.S., Weber State University

**Ramon Oropesa**
*ESL Language Lab Coordinator*
B.S., Lubbock Christian University
B.A., University of New Mexico

**Pam Patterson**
*Learning Management Administrator*
A.A.S., Eastern New Mexico University-Roswell
B.A.A.S., Eastern New Mexico University

**Jo (Jojo) Peeples**
*Coordinator, Adult Education*
A.A., Doña Ana Community College

**Paula Perez**
*Program Specialist, ETS*
A.A., Eastern New Mexico University-Roswell
B.B.A., Eastern New Mexico University

**Jacob Puckett**
*Director of Information Technology*
A.A.S., Baker College
A.A.S., Eastern New Mexico University-Roswell
B.A.A.S., Eastern New Mexico University
M.S.C.S. Northcentral University

**Rosie Rand**
*Program Specialist, ETS*
B.A., Waldorf University

**Elsa Rangel**
*Data Tech Analyst, Adult Education*

**Matthew Rincon**
*Director, Adult Education*
C.O.T., A.A, A.A., Eastern New Mexico University - Roswell
B.A., Eastern New Mexico University

**Javier Rivera**
*Advisor, GEAR UP*
B.A.A.S, Eastern New Mexico University

**Destinee Salayandia**
*Director, Financial Aid*
B.A., University of New Mexico

**Jeffery (Tad) Scott**
*Operations Manager, Admissions & Records*
B.A., Eastern New Mexico University

**Ricardo Serrano**
*Director, Physical Plant*
A.A.S., Eastern New Mexico University Roswell
C.O.T., HVAC

**Steve Starkey**
*Activity Director, CSI and GPS*
B.S., M.S., Eastern New Mexico University

**Jacqueline Starr**
*Director, Title V and Title III Grants*
B.A., M.A., Adams State College

**Vickie Thomas**
*Grants Director*
Certificate, A.A., Dona Ana Community College
B.S., M.A., New Mexico State University

**Caroline Tipton**
*Program Specialist, ETS*
B.S., Texas A&M University

**Miriam Uribe-Lira**
*Advisor, GEAR UP*
B.S.W., Eastern New Mexico University

**Carolina Vazquez Orozco**
*Academic Advisor, Enrollment Services*
B.A., University of California

**Stephanie Venegas**
*Human Resources Supervisor, Human Resources*
A.A., Eastern New Mexico University-Roswell
B.A.A.S., Eastern New Mexico University

**Romulo "Romo" Villegas**
*Project-Director, Gear Up*
B.A., New Mexico State University
M.P.S., Capella University

**Andrea Warton**
*Executive Administrative Assistant- VPASA*
B.A., Texas Tech University

**Heidi Weeaks**
*STEM Lab Coordinator*
B.A., Eastern New Mexico University

**Alyssa Wentland**
*Academic Advisor, Enrollment Services*
B.A., New Mexico State University

**James Woody**
*Food Pantry Coordinator*
B.A.A.S. Eastern New Mexico University

**Thomas Wulf**
*E.M.S. Medical Director/SBHC Physician*

# SUPPORT STAFF

**Daniel Aguilar**
*Security Officer, Campus Security*

**Albert Alexander**
*Security Officer, Campus Security*

**Adela Almaraz**
*Administrative Assistant III, Physical Plant*

**Joe Amador**
*Groundskeeper, Physical Plant*

**Cecelia Becerra**
*Custodian, Physical Plant*

**Ashley Benavidez**
*One Stop Coordinator, Financial Aid*

**Brianna Bitner**
*Special Services Coordinator*
A.A., Eastern New Mexico University-Roswell

**Michael Bozeman**
*Carpenter / Maintenance Specialist, Physical Plant*

**Victoria Cardona**
*Custodian, Physical Plant*

**Natasha Chavez**
*Administrative Assistant III, Student Outreach*

**Celia Cruz**
*Custodian, Physical Plant*

**Theresa Cruz**
*Payroll Specialist, Payroll*

**Ruth D'Arezzo**
*Administrative Assistant, Student Affairs*
B.B.Ed., Eastern New Mexico University

**Laura De La Hoya**
*One Stop Scholarship Specialist, Financial Aid*

**Devin Dubiel**
*Groundskeeper, Physical Plant*

**Sherry Durand**
*Administrative Assistant, Arts and Science Education*
A.A.S., Eastern New Mexico University-Roswell

**Little Joe Duron**
*Security Officer, Campus Security*

**Jessica Espinoza**
*One Stop Generalist, Admissions and Records*

**Juan Frescas**
*Custodian, Physical Plant*

**Sonny Gibson**
*Painter/Plasterer, Physical Plant*

**Domingo Gonzales**
*Custodian, Physical Plant*

**Robert Gonzalez**
*Grounds Foreman, Physical Plant*

**Mckayla Grajeda**
*Fiscal Specialist- Purchasing Assistant*

**Peggy Harelson**
*Assistant TC Coordinator, American Heart Association Training Center*
E.M.T.-I, Phlebotomy, Medical Transcription Certificate, Eastern New Mexico University-Roswell

**Amalia Hernandez**
*Administrative Assistant, Technical Education*
A.A., Eastern New Mexico University Roswell

**Martina Huerta**
*Custodian, Physical Plant*

**F. Donna James**
*Media & Testing Services Tech Specialist, Computer Services*
A.A.S., Eastern New Mexico University Roswell

**Marisa Juarez**
*One Stop Graduation Specialist- Admissions and Records*
A.S., Eastern New Mexico University Roswell

**Joann LeJeune**
*Accounts Payable Specialist, Business Office*

**Effie Levario**
*Administrative Assistant III- Upward Bound*
C.C., Eastern New Mexico University Roswell

**Armando Lomeli**
*Building Maintenance/HVAC, Physical Plant*
HVAC Certificate

**Rosa Lopez**
*Custodian, Physical Plant*

**Zolia Lopez**
*Custodian, Physical Plant*

**Laura Madrid**
*Information Specialist, Student Affairs*

**Francisco Magana**
*Groundkeeper, Physical Plant*

**Adrian Martinez**
*Custodian, Physical Plant*

**Michael Martinez**
*Plumber, Physical Plant*
B.S., Eastern New Mexico University

**George Mata**
*Security Officer, Campus Security*

**Annemarie May**
*Administrative Assistant, Health Education*
A.A.S., - Cosumnes River College

**Veronica Moran**
*Accounts Receivable Specialist, Business Office*

**Jesus Muniz**
*Physical Plant Support Services, Physical Plant*

**Eva Nunez**
*Custodian, Physical Plant*

**Shane Olive**
*Carpenter--Foreman/Locksmith, Physical Plant*

**Veronica Panebouef**
*Administrative Assistant, Health Education*
A.A.S., Eastern New Mexico University-Roswell

**Ronald Parra, Jr.**
*Security Officer, Campus Security*
A.A.S., Eastern New Mexico University-Roswell

**Erica (Esmeralda) Perez**
*One Stop Generalist- Financial Aid*
B.A., New Mexico State University

**Roberto Pineda**
*Custodian, Physical Plant*

**Bibian Ponce**
*Custodian, Physical Plant*

**Erica Quintana**
*One Stop Coordinator Veteran Affairs, Admissions & Records*
A.A., Eastern New Mexico University-Roswell
B.S., Eastern New Mexico University

**Frank Ramirez**
*Custodian, Physical Plant*

**Nathaniel Reynolds**
*Computer Technician II, Computer Services*
A.S., Eastern New Mexico University Roswell

**Eileen Romero**
*Computer Technician II, Computer Services*
A.A., Eastern New Mexico University Roswell
B.A.A.S., Eastern New Mexico University

**Nestor Rubio**
*Building Maintenance and Electrical, Physical Plant*

**Jeremiah Salaz**
*Security Officer, Campus Security*

**Jeremy Salinas**
*Inventory Supervisor, Shipping and Receiving*

**Paul Sandoval**
*Shipping & Receiving Inventory Clerk*
A.A., Eastern New Mexico University - Roswell

**Boni Sena**
*Custodian, Physical Plant*

**Elizabeth Tucker**
*Library Assistant*
A.S., New Mexico State University
B.A., Eastern New Mexico University

**Salomon Vazquez**
*Custodian, Physical Plant*

**Oswaldo Vazquez-Nava**
*Security Officer, Campus Security*

**Damaso Vinas**
*Custodian, Physical Plant*

**Georgette Witherspoon**
*Administrative Assistant, Computer Services*

# IMPORTANT TELEPHONE NUMBERS

Admissions & Records.....(575) 624-7141

Adult Education.....(575) 624-7271

Advising Services.....(575) 624-7294

American Heart Association Training Center .....(575) 624-7249

Bookstore (Texas Book Company) .....(575) 624-7192

Canvas Help Desk .....(575) 624-7224

Cashier .....(575) 624-7125

Center for Workforce and Community Development .....(575) 624-7164

Computer Services/ Help Desk .....(575) 624-7491

Disability Services Office .....(575) 624-7002

Dual Credit/Concurrent Enrollment .....(575) 624-7168

Financial Aid .....(575) 624-7400

Foundation Office .....(575) 624-7304

Housing (Sierra Vista Village) .....(575) 347-7132

Institutional Units

- Arts and Sciences Education .....(575) 624-7253
- Health Education .....(575) 624-7235
- Technical Education .....(575) 624-7147

Main Number .....(575) 624-7000

New Student Relations Office .....(575) 624-7136

Physical Education Center .....(575) 624-7338

President's Office, ENMU-Roswell campus .....(575) 624-7345

Small Business Development Center .....(575) 624-7133

Student Outreach .....(575) 624-7201

Testing Services (including GED and HiSET) ……(575) 624-7227/7183/7258

Veterans' Education Benefits.....(575) 624-7450

Vice President for Academic and Student Affairs .....(575) 624-7161

Vice President for Business Affairs .....(575) 624‑7093

# 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.