Student Resources
(Las Vegas-based offices)

<table>
<thead>
<tr>
<th>Area/Topic</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>454-3311</td>
</tr>
<tr>
<td>Academic Support</td>
<td>454-3188</td>
</tr>
<tr>
<td>Admission of Students</td>
<td>454-3434</td>
</tr>
<tr>
<td>Undergraduates</td>
<td></td>
</tr>
<tr>
<td>Graduates</td>
<td>454-3266</td>
</tr>
<tr>
<td>Advisement/Testing</td>
<td>454-3327</td>
</tr>
<tr>
<td>Athletics/Intramurals</td>
<td>454-3368</td>
</tr>
<tr>
<td>Bookstore</td>
<td>454-3598</td>
</tr>
<tr>
<td>Business Affairs/Accounts</td>
<td>454-3222</td>
</tr>
<tr>
<td>Campus Life</td>
<td>454-3495</td>
</tr>
<tr>
<td>Campus Police</td>
<td>454-3278</td>
</tr>
<tr>
<td>Career Planning and Placement</td>
<td>454-3327</td>
</tr>
<tr>
<td>Catalog</td>
<td>454-3437</td>
</tr>
<tr>
<td>Childcare</td>
<td>454-3250</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>454-3080</td>
</tr>
<tr>
<td>Dept. of Biology &amp; Chemistry</td>
<td>454-3263</td>
</tr>
<tr>
<td>Dept. of Computer &amp; Mathematical Science</td>
<td>454-3295</td>
</tr>
<tr>
<td>Dept. of English &amp; Philosophy</td>
<td>454-3414</td>
</tr>
<tr>
<td>Dept. of Exercise &amp; Sport Sciences</td>
<td>454-3287</td>
</tr>
<tr>
<td>Dept. of History, Political Science, Languages &amp; Culture</td>
<td>454-3013</td>
</tr>
<tr>
<td>Dept. of Natural Resources Management</td>
<td>454-3263</td>
</tr>
<tr>
<td>Dept. of Nursing</td>
<td>426-2203</td>
</tr>
<tr>
<td>Dept. of Social &amp; Behavioral Sciences</td>
<td>454-3343</td>
</tr>
<tr>
<td>Dept. of Visual &amp; Performing Arts</td>
<td>454-3024</td>
</tr>
<tr>
<td>Dining Services</td>
<td>454-8803</td>
</tr>
<tr>
<td>Disability Services</td>
<td>454-3252</td>
</tr>
<tr>
<td>Distance Education</td>
<td>454-3271</td>
</tr>
<tr>
<td>General Inquires</td>
<td>425-7511</td>
</tr>
<tr>
<td>Help Desk</td>
<td></td>
</tr>
<tr>
<td>Student Health Center</td>
<td>454-3218</td>
</tr>
<tr>
<td>Housing</td>
<td>454-3193</td>
</tr>
<tr>
<td>Library</td>
<td>454-3401</td>
</tr>
<tr>
<td>Personal Counseling</td>
<td>454-3186</td>
</tr>
<tr>
<td>Post Office</td>
<td>454-3358</td>
</tr>
<tr>
<td>Registration</td>
<td>454-3438</td>
</tr>
<tr>
<td>School of Business &amp; Media Technology</td>
<td>454-3344</td>
</tr>
<tr>
<td>School of Education</td>
<td>454-3381</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>454-3563</td>
</tr>
<tr>
<td>Security</td>
<td>454-3278</td>
</tr>
<tr>
<td>Sports Information Director</td>
<td>426-2018</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>454-3020</td>
</tr>
<tr>
<td>Dean of Students</td>
<td></td>
</tr>
<tr>
<td>Student Financial Assistance/Scholarship</td>
<td>454-3318</td>
</tr>
<tr>
<td>Or 1-800-379-4038</td>
<td></td>
</tr>
<tr>
<td>Student Government</td>
<td>454-3594</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>454-3236</td>
</tr>
<tr>
<td>Transcripts</td>
<td>454-3455</td>
</tr>
<tr>
<td>TTY</td>
<td>454-3003</td>
</tr>
<tr>
<td>Switchboard TTY</td>
<td></td>
</tr>
<tr>
<td>Web Registration Problems</td>
<td>454-3438</td>
</tr>
</tbody>
</table>

2012 Spring Semester
Academic Calendar

Early registration Begins November 7, 2011
M.L. King Jr. Day January 16, 2012 (no classes)

Full term
Last Day to Register January 23, 2012
Last Day to drop January 27, 2012
Last Day to Withdraw March 23, 2012

Other Term
Last day to register Varies—See class schedules
First day of Class Contact Registrar’s Office
Last Day to Drop/Withdraw Depends on Start/End Date of Class

First Half
Last Day to register January 17 – March 10, 2012
Last Day to Drop January 27, 2012
Last day to Withdraw February 17, 2012

Second Half
Last Day to register March 19 – May 11, 2012
Last Day to drop March 23, 2012
Last Day to Withdraw April 20, 2012

Census Day
First day of class February 3, 2012
Midterm exams March 7–9, 2012
Last day to change from credit to audit (Full Term) March 9, 2012

Spring Break March 12–16, 2012 (no classes)
Spring Recess April 6, 2012 (no classes)
Last day for complete school withdrawal May 4, 2012
Commencement May 12, 2012

Final exams May 7–11

If your class met on:
Mon., Wed., Fri...your Final Exam will be at:
- 8 am       M 11 - 2 pm
- 9 am       W 11 - 2 pm
- 10 am      F 2:30 - 5:30 pm
- 11 am      M 2:30 - 5:30 pm
- 12:30, 1 pm W 7:30 - 10:30 am
- 2 pm       F 7:30 - 10:30 am
- 3 pm       M 7:30 - 10:30 am
- 4 pm       F 11 - 2 pm
- 5 pm       W 2:30 - 5:30 pm

If your class met on:
Tues., Thurs...your Final Exam will be at:
- 8 am       T 11 - 2 pm
- 9:30 am    Th 2:30 - 5:30 pm
- 11 am      T 2:30 - 5:30 pm
- 12:30 pm   Th 7:30 - 10:30 am
- 2 pm       T 7:30 - 10:30 am
- 3, 3:30 pm Th 11 - 2 pm

Evening classes: Classes meeting Tues/Thurs at 5pm and evening classes
will have their final exams during the final week of classes or during finals
week on the night the class met throughout the semester.

All other classes: Classes that met once a week, and one-credit-hour, weekend and intersession classes should have final exams during the last
class session.

The length of exams depends on the number of credit hours of class; no exam
should be scheduled for more than three hours. No exam should be scheduled
that would create exam conflicts for students. The exam schedule can be
changed only with the permission of the Registrar and Office of Academic
Affairs.
Admissions
The spring 2012 schedule of classes offers degree courses as well as courses for personal interest and professional growth.

If you are a continuing, returning, or new degree-seeking student, congratulations on your admission and good luck on a successful semester.

If you are planning on taking a course or two for your personal enjoyment, and have not yet been admitted, please be advised that Highlands has an easy admissions process.

Special Students: For admission as a special student, submit a non-degree application for immediate admission.

High school junior or senior students with satisfactory grade point average may take a variety of undergraduate courses for which they are eligible. For information on Highlands’ early admission program, contact the Office of Undergraduate Admissions at 505-454-3434.

Teachers and educators are welcome to take advantage of an array of evening, distance education, and off-campus courses to assist them in advanced degree work and certification.

Degree-Seeking Applicants
For information on degree-seeking admission, contact the graduate and undergraduate admission offices or visit the Web site at www.nmhu.edu for online information.

For more information, contact:
Office of Admissions
New Mexico Highlands University
Box 9000, Las Vegas, N.M. 87701
505-454-3434 or 1-800-338-NMHU (freshmen, non-degree)
505-454-3439 (transfer students)
505-454-3266 (graduate students)

Campus Visits
Campus Visits are encouraged and welcomed. Student ambassadors are available for informational tours. Accommodations for overnight visits for students and their families can be arranged. Contact the Office of Recruitment at least one week in advance of the planned visit. For more information, contact:
Office of Recruitment
New Mexico Highlands University
Box 9000, Las Vegas, NM 87701
or call 1-800-338-nmhu or 505-454-3593

Tuition and Fees
All rates are subject to change.

Las Vegas Campus
Off-Campus Centers
Albuquerque Site
Farmington Center
Raton Site
Rio Rancho Center
Roswell Center
Santa Fe Center

<table>
<thead>
<tr>
<th>Hours</th>
<th>Resident</th>
<th>Non-Resident</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>$1,224.00</td>
<td>$1,998.00</td>
<td>$2,583.00</td>
</tr>
<tr>
<td>10</td>
<td>$1,360.00</td>
<td>$2,220.00</td>
<td>$2,870.00</td>
</tr>
<tr>
<td>11</td>
<td>$1,496.00</td>
<td>$2,442.00</td>
<td>$3,157.00</td>
</tr>
<tr>
<td>12 to 18</td>
<td>$1,632.00</td>
<td>$2,664.00</td>
<td>$3,444.00</td>
</tr>
<tr>
<td>19</td>
<td>$1,737.30</td>
<td>$2,855.30</td>
<td>$3,700.30</td>
</tr>
<tr>
<td>20</td>
<td>$1,842.60</td>
<td>$3,046.60</td>
<td>$3,956.60</td>
</tr>
</tbody>
</table>

Distance Education—$136.00 per credit hour for Undergraduate Residents.
$146.00 per credit hour for Graduate Residents.
Non-residents follow Main Campus non-resident rates
Online courses follow Main Campus tuition rates.
Auditing fees per credit hour are the same as regular tuition.
There are two non-refundable fees connected to applying for admission (a $5 matriculation and a $15 application fee).
Some courses also may require special fees. Those fees are not refundable after January 27, 2012.

Payment Plans
New Mexico Highlands University Business Office offers students the following payment options:
Students registering early must pay 33% of their total charges by the Monday prior to the first day of school. (January 9, 2012). A student registering after early registration must pay 33% of their total charges at registration or make payment arrangements with the Business Office staff.

The second payment of 33% will be due February 10, 2012.
The final payment of 34% will be due March 9, 2012.
All students who do not pay their account by the Monday prior of the first day of school will be assessed a $25.00 billing fee.
All students who do not meet the installment plan dates may be subject to enrollment cancellation.

For more information on payment options, contact the Business Office at 454-3222 or 454-3008, e-mail almartinez@nmhu.edu or write to:
Business Office
New Mexico Highlands University
Rodgers Administration Building
Box 9000, Las Vegas, NM 87701
Payments and Accounts
Account balances must be paid according to the plans listed in this booklet. Students with financial assistance should verify their award prior to the published deadlines.

The Business Office accepts cash, checks, money orders, credit cards, (MasterCard, Discover or Visa), wire transfers, financial assistance awards, and written authorizations to bill external agencies to cover balances. Account balance may also be paid via our website at www.nmhu.edu. A $25 billing fee will be assessed to the student’s account if the account is not paid in full by January 9, 2012.

The University reserves the right to cancel a student’s registration if the account is not paid in full or payment arrangements have not been made.

The Business Office will mail the first statement to the student at the beginning of the term. All other notices of monthly statements will be sent to the NMHU e-mail address with a link to log into the secure area on our website where the student can access the statement.

Other Fees and Refunds
All fees are subject to change.

Returned Checks
A $25 service charge will be processed for all returned checks. The university will not accept checks from a student once a service charge is applied to that student’s account.

Students who drop a class after the January 27th deadline are responsible for payment of 100% of tuition and fee charges assessed for that particular class.

Refunds
Note: Any student who is enrolled after January 27 will be liable for all tuition charges assessed as of January 27, even if the student reduces the number of credit hours after this date.

Refund of tuition and fees (except for special fees and course fees) is made in cases of timely, complete, and official withdrawal from the university. Students who withdraw from the university with official approval may have all or part of their tuition refunded according to the University refund schedule, as follows:

<table>
<thead>
<tr>
<th>Date (2012)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17</td>
<td>100%</td>
</tr>
<tr>
<td>January 18 – 27</td>
<td>90%</td>
</tr>
<tr>
<td>January 28 – February 17</td>
<td>50%</td>
</tr>
<tr>
<td>February 18 – March 19</td>
<td>25%</td>
</tr>
</tbody>
</table>

There will be no refund of tuition/fees after the designated dates listed above.

Refund dates for short-term and 2nd 8 week courses may differ from regular term courses, please contact the Business Office for specific information.

Disenrollment Policy
NMHU Students who fail to pay their full-required tuition and fee charges or make adequate financial arrangements with the Business Office on or before January 17, 2012 will have their registration cancelled and be disenrolled from all classes on January 27, 2012. Students with a cancelled registration who wish to be enrolled at NMHU must re-register between January 30 and February 3, 2012. The student will be required to make full payment, or must complete financial arrangements for all university charges incurred, and pay a non-refundable re-registration/late registration fee of $25 and a billing fee of $25.

Financial Aid Reimbursements
Financial Aid disbursements/reimbursements will begin on January 27, 2012. Notice will be sent to your NMHU student e-mail when a reimbursement is available for pick up at the Cashier’s Office in Las Vegas. All reimbursements will be mailed to the mailing address (MA) on Tuesday of the following week.

Residency
Nonresident students do not automatically become New Mexico residents by living in the state more than one year. State law requires proof of intent to establish New Mexico residency. Such proof includes filing New Mexico state income tax forms, registering to vote, and obtaining a New Mexico driver’s license and vehicle registration. Such acts must be dated one year and one day prior to the start of the semester the student claims residency. The application for in-state tuition classification can be obtained from the Registrar’s Office. The application must be submitted no later than the first day of the semester.

The residency laws do not permit campus officials to waive any portion of the residency requirements.

Nonresident tuition waiver for Colorado students
A reciprocity agreement between the states of Colorado and New Mexico allows NMHU to grant a waiver of the nonresident portion of tuition charges to a limited number of students from Colorado. Each student requesting such a waiver must complete an application each semester. The application must be submitted no later than the first day of the semester and can be obtained from the Registrar’s Office.

Western Undergraduate Exchange Program
NMHU participates in the Western Undergraduate Exchange (WUE) program, which allows undergraduate students from participating states to attend Highlands at 150 percent of in-state tuition. The application for the WUE program must be submitted no later than the third Friday of each semester. For additional information, please contact the Registrar’s Office.

Students ineligible for residency
Students will not be granted resident status, and may not begin to establish resident status while participating in any of the following programs:
- Tuition reciprocity
- Competitive scholarship
- Student exchange

Registration
All students are encouraged to meet with their academic advisor to plan their class schedule prior to registration.

Early Registration
Only students with accounts paid in full may participate in early registration. Early registration is strongly encouraged because some classes have enrollment limits. A minimum number of students are required for a class to be held. Students who intend to register for evening or intersession classes are encouraged to register early. Students may register in person at the Registrar’s Office or through web registration as long as there are no holds on the student’s account.

Web Registration
See the NMHU web page – http://www.nmhu.edu – for online registration.

Before you begin, remember to plan your schedule. List the courses and code numbers for which you want to register. First choices may not be available; be sure to list alternatives. Web registration allows you to register during the registration and add period, but you may only drop a course online through the first day of classes.

Course Loads and Levels
Spring semester course loads are limited to the following:
- **Full load** (for financial assistance eligibility): At or above 12 hours for undergraduates; minimum 9 hours for graduates.
- **Maximum load without approval**: 18 hours for undergraduates, 16 hours for graduates, and 12 hours for full-time graduate assistants.

Students must secure the approval of the dean for the following overloads:
- 19 hours or more for undergraduates;
- 17 hours or more for graduate students;
- 13 hours or more for full-time graduate assistants; and for any other course exceptions. **No student may register for more than 22 credits.** Students may register for courses one level above their classification. Classification is based on number of credits completed, as follows:
Freshmen 1 – 31 credits
Sophomore 32 – 63 credits
Junior 64 – 95 credits
Senior 96+ credits

Freshmen may not take upper-division courses (300 and 400 level), and sophomores may not take senior courses (400 level). Sophomores who have passed English 111 and have the recommendation of their adviser may take junior courses (300 level). Courses numbered 500 and 600 are open only to graduate students.

Course Approvals
Students must obtain formal approval for all of the following courses: independent study; independent research; practicum; field practicum; field experience; thesis; field project; internship; and any other courses requiring an instructor’s permission.

Approval may be obtained with an instructor’s signature on the formal registration card or add/drop slip, which can be turned in to the Registrar’s Office or the instructor may approve the course online by utilizing Web for Faculty.

Students must complete an independent study/research form which describes the course requirements and is approved by the Dean of the College in which the course is offered and must be filed with the Registrar at the time of registration.

Note: The University reserves the right to add, cancel, or change courses at any time.

Students should not re-register for a course in which an “Incomplete” has been assigned. If a student re-registers for such a course, the “Incomplete” will be changed to an “F” as soon as a grade is recorded for the re-registration. Arrangements should be made in the semester immediately following the receipt of the “Incomplete” for its removal.

Before students begin their junior year, they should file major/minor forms at the Registrar’s Office, and request a formal degree check.

All students must have a final degree check or turn in an application for degree card before the end of the third week of the semester in which they expect to graduate.

Students who have registered to repeat a course should complete the Course Repeat Form, available in the Registrar’s Office.

For complete information on academic policies and degree requirements, consult the undergraduate or graduate catalogs.

To Drop, Add, or Withdraw
Changes to a student’s schedule may be made by using web registration procedure or by completing and processing an add/drop form obtained from the Registrar’s Office.

Students who drop a class after the January 27th deadline are responsible for payment of 100% of tuition and fee charges assessed for that particular class.

The only official way to withdraw from school completely is to file a Complete School Withdrawal Form in the Registrar’s Office or by sending a signed letter or fax (505-454-3552) to the Registrar. Please read the paragraph on refunds in this booklet. You cannot process a complete school withdrawal through the telephone or web registration procedure.

It is the student’s responsibility to complete the necessary forms. Failure to complete the proper forms may result in assignment of penalty grades, and may affect the student’s account with the business office, as well as the student’s financial assistance.

Add, Drop and withdrawal class dates for short-term courses may differ from the regular term courses. Please contact the Registrar’s Office for specific information.

Financial Aid Return to Title IV Policy for Official/Unofficial Withdrawals
Treatment of Title IV Aid when a student withdraws: The Federal Title IV law specifies how NMHU must determine the amount of federal Title IV program assistance you “earn” if you withdraw from school (officially or unofficially). The difference must be repaid by the student or the school and you may have financial liabilities when the calculation is completed. This applies to student receiving FFEL or Direct Stafford Unsubsidized Loan; FFEL or Direct Stafford Subsidized Loan; Federal Perkins Loan; FFEL/Direct PLUS Loan; Federal Pell Grant; Federal SEOG; Academic Competitiveness grant; National SMART grant, TEACH Grant and in some cases certain State grant aid (LEAP/SLEAP), GEAR UP grants and Student Support Services grants. For more information, call 454-3318 or 1-800-379-4038.

Financial Assistance
New Mexico Highlands University offers a comprehensive financial aid program, including scholarships, Federal Pell Grant, Federal SEOG, Academic Competitiveness Grant, National SMART grant, NM Student Incentive grant, College Affordability funds, Federal and State work-study, Perkins loans, Parent Loans and Stafford Subsidized and Unsubsidized student loans to cover educational expenses for those who qualify. To be considered for federal and state financial aid programs, students must have filed the 2011-2012 Free Application for Federal Student Aid (FAFSA) by March 1, 2011 (priority consideration date); be admitted into a degree seeking program and have a complete application packet (if additional documentation is required). The Financial Aid Office continuously processes FAFSAs throughout the year in the event that you have missed the “priority” timeline, still complete your FAFSA and follow up with the Financial Aid Office or follow the progress of your application on-line at www.nmhu.edu select “MY NMHU” and enter the secure area to view your personal information.

Financial aid applications must be completed on the web at www.fafsa.ed.gov

For student loan consideration, you must submit a Loan Data Form as well as completing the FAFSA process. Students borrowing for the first time at NMHU must also complete an entrance counseling interview and sign a Master Promissory Note. Entrance counseling may be completed online at www.dl.ed.gov Allow 3 to 6 weeks processing time for student loans. Students must be registered for the Spring 2012 semester before loan eligibility is determined. Loans will not be approved until enrollment status can be verified.

For scholarship consideration you must submit a Scholarship Application each academic year, priority consideration is March 1, 2011 for first time freshmen; and May 1, 2011 for transfer, continuing and graduate students. Most scholarships require a minimum 3.0 cumulative GPA; scholarships are competitive in nature, complete all required essays and letters of recommendation with your application.

Students must meet the minimum Satisfactory Academic Progress Criteria (as defined in the NMHU catalog) for continued financial aid eligibility; if you have mitigating circumstances for not meeting these standards, you must file your appeal with the Financial Aid office no later than census date (the third Friday of the semester).

Students participating in a consortium arrangement must be enrolled in a minimum of six (6) NMHU credit hours and the completed/signed consortium agreement must be received in the Financial Aid Office no later than census date. If you are receiving scholarship support you must have a minimum of twelve (12) NMHU credit hours.

For more information, refer to the undergraduate or graduate catalogs; or contact the Financial Aid Office at 505-454-3318, or toll-free 800-379-4038; e-mail us at financialaid@nmhu.edu or write to: Office of Student Financial Aid & Scholarship New Mexico Highlands University PO Box 9000 Felix Martinez Bldg. Rm-240 Las Vegas, NM 87701

Student Housing/Meals
NMHU operates 5 residence halls, 2 graduate/family housing apartments and 4 different meal plans. In accordance with New
Mexico State Statutes, housing is available to single students and married students with or without dependent children. Our residence halls and campus apartments are centrally located and each has their own coin operated laundry facility. Handicap accessible rooms are available at each of the halls and at both apartment complexes.

Residence halls include: Internet, cable television and local phone access. Students living in the residence halls, must be enrolled at NMHU or LCC a minimum of six (6) credit hours and must be degree seeking. Residence hall students are required to be on the meal plan. Students may change their meal plans the first two weeks of each semester only. Students who choose not to use the meal plan will not be reimbursed the cost of their meal plan. Students living in our residence halls are also required to obtain a mandatory mailbox located at the Student Center.

Campus apartments include: Internet, cable television and local phone access, residents are responsible for their own electricity. Campus apartment mailboxes are activated through the main post office. Campus apartments are predominantly family housing, but are also available to students 21 years and older and single graduate students, depending on availability. Disciplinary records will be checked. All apartments are two-bedrooms, unfurnished. Campus apartment residents are not required to be on a meal plan. To be eligible for graduate/family housing, one spouse must be a student enrolled at NMHU a minimum of six (6) credit hours and must be degree seeking.

To apply, students must submit an application, a $200.00 application fee, and a signed housing contract. Mail your complete packet (application fee, application and contract) to:

NMHU
Office of Housing & Student Conduct
P.O. Box 9000
Las Vegas, New Mexico 87701

This $200 application fee is required for all new residents with $100 being a one-time non-refundable processing fee and the remaining $100 applied to the student’s account at the end of the spring semester. Residence hall housing contracts, including room and board, are for one academic year or the remainder of the academic year, if they apply in the spring.

Students will forfeit the refundable $100.00 portion of the application fee if they fail to comply with ANY cancellation policy. The office of Housing and Student Conduct must receive the appropriate paperwork for a complete school withdrawal and the student must meet with a Resident Assistant or Resident Director immediately for check out. The student’s charges will be prorated for the amount of time they occupied the residence hall/apartment. Please refer to the Terms and Conditions of the housing application and contract for additional cancellation details.

Applications, contracts, rates and information on residence halls, campus apartments and meals may be found on our web site at www.nmhu.edu/housing. For additional information, please call 505-454-3193 or toll free at 1-877-850-9064.

All rates and fees are subject to change.

Distance Education: Internet and ITV Courses

Distance Education Programs were created to bring the professor and student together through Instructional technology. Distance Education programs are offered by NMHU via:

- ITV which is Videoconferencing (two-way video and audio);
- Web enhanced courses, which are some face-to-face and ITV classes;
- Hybrid courses, some combination of face-to-face, ITV, and online interactions;
- Internet Only or WEB-based instruction via Blackboard and/or Elluminate Live

Internet Courses

NMHU is able to extend education services beyond our main campus and NMHU Centers by offering several courses via Distance Education. NMHU currently uses Blackboard, a course learning management system, to enhance traditional on-site, ITV and Internet courses.

Students enrolled in an Internet course may go to http://www.nmhu.edu/blackboard/ for login instructions or may stop by Sininger Hall, Room 117. Also, they may contact the Online Services Help Desk at 505-426-2215 or 505-426-2276 and toll-free at 1-877-248-9854. The Help Desk is open Mondays through Thursdays from 8:00 AM to 9:00 PM. On Fridays, the office is open from 8:00 AM to 5:00 PM and Saturdays from 9:00 AM to 2:00 PM.

Tuition is $136.00 per credit hour for Undergraduate students and $146.00 per credit hour for Graduate students. (Rates are subject to change).

Interactive Televised Courses

NMHU is committed to providing greater educational opportunities to all communities through its Educational Outreach Services. Certain courses are offered through interactive television (ITV) and are transmitted from Las Vegas, Albuquerque, Rio Rancho, Roswell, Farmington, Raton, Espanola, and Santa Fe to various sites around New Mexico. Some NMHU Centers and School Districts can receive the ITV courses via videoconferencing.

Tuition is $136.00 per credit hour for Undergraduate and $146.00 per credit hour for Graduate students (all rates are subject to change).

For more information, contact the Office of Educational Outreach Services, New Mexico Highlands University, Box 9000, Las Vegas, NM 87701, 505-426-2058 or 1-877-248-9854.

Student E-Mail

All NMHU students are assigned a Highlands e-mail account. This account must be used for “Official” University communication between students, faculty, and staff members. Students may also use this account to communicate with family and friends. Please note that the Password must be changed from the default password to something different. Before you can log into Blackboard, the password needs to be six characters long or longer and have a capital letter as well as a number. The default password is your birthday in the form of MM/DD/YY. You cannot reuse the default password. Your username and password provide access computer labs and other University services, such as Blackboard, Libraries, and Self-Service Banner. Look for student e-mail access instructions on our NMHU home page at http://www.nmhu.edu/Currentstudents/technicalhelp/index3.aspx

Library

The Thomas C. Donnelly Library is the largest unit of instruction serving the students and faculty of the university, as well as the community and region. The library contains approximately 626,534.7 volumes.

The collection includes more than 174,283 monograph volumes, of which 170,154 are hard-bound, 2,569 are in microform format, and 1,560 are in either audio-visual or CD-ROM formats. In addition, we subscribe to over 42,418 electronic full-text books. Approximately 38,869 bound periodicals and indexes, and roughly 185,789 volumes of journals, indexes, and newspapers are in microform. More than 770 periodicals, domestic and foreign, are subscribed to in print or microform, as well as 40,593-plus electronic, full-text titles that are available for research needs. In addition, the library is a selected federal government documents depository, and a full depository for New Mexico State documents. Both depository collections contain approximately 227,593 documents.

Donnelly Library is particularly strong in its holdings on the Golden Age of Spanish Literature, the Mills Collection of Western newspapers and the Arritt Collection of Western Americana, which offers opportunities for research in the field of western American history.
The library provides users with electronic-based reference services such as Scientific and Technical Information Network (STN), Gale Resource Group, EBSCO, American Chemical Society, JSTOR, NetLibrary, and OCLC First Search. Many other functions in the library are automated through the LIBROS Consortium. The LIBROS Consortium’s Triple I Software (Online Public Access Catalog) provides a rapid and effective electronic service via the Web, to search the library’s holdings by author, title, subject, call number, etc.

The spring hours for the library are as follows:
- Monday – Thursday: 7:30 am – 10 pm
- Friday: 7:30 am – 5 pm
- Saturday: 1 pm – 5 pm
- Sunday: 1 pm – 10 pm

Thomas C. Donnelly Library
Box 9000, Las Vegas, NM 87701
Phone number: 505-454-3332
Fax number: 505-454-0026
E-mail: libinfo@nmhu.edu
Homepage URL: http://www.nmhu.edu/libraryvenues/ilibrary/index.aspx

Academic Accommodations
Students with a documented disability are eligible to receive appropriate and reasonable academic accommodations or auxiliary aids in accordance with the legal requirements of the Americans with Disabilities Acts (ADA), the ADA Amendments Act of 2008, the Vocational Rehabilitation Act of 1974 (as amended), and other laws governing the disabled. Accessibility Services also adheres to the professional code of conduct promulgated by the Association of Higher Education and Disability (AHEAD). Students wishing to receive academic accommodations must provide complete documentation to Accessibility Services before the drop/add deadline each semester. It is the responsibility of the student to disclose a disability, to provide appropriate documentation from a qualified professional identifying the disability and recommend accommodation, and to request accommodations. In order to receive academic accommodations during attendance at New Mexico Highlands University each student must supply appropriate clinical documentation of their disability. Each student must also submit a completed NMHU Accessibility Services Application packet and a copy of their class schedule. Copies of these forms are available from Accessibility Services or are available online at http://www.nmhu.edu/Currentstudents/academicsupport/testing/accommodations.aspx.

Due to a limited supply of interpreters, deaf students must document their disability at least one month before the beginning of each semester. NMHU is not obligated to provide accommodations to students who fail to document a disability in a timely manner.

Accessibility Services is located in Room 111 of the Felix Martinez Building and may be reached at (505) 454-3252 or via e-mail at disabilities@nmhu.edu.

Out of classroom accommodations are governed by the policy set forth in the previous paragraph. If you are an individual that needs auxiliary aids or services in order to participate in NMHU programs write to Accessibility Services, New Mexico Highlands University, PO Box 9000, Las Vegas, NM 87701. E-mail: disabilities@nmhu.edu

New Mexico Highlands University prohibits the use, distribution, manufacture, or possession of controlled substances on university property or as any part of any university activity.

The NMHU “Code of Student Conduct and Disciplinary Procedure” is included in the NMHU Student Handbook and can be obtained from the Office of Student Affairs. For complete information on academic policies, consult the University catalogs.

Frequently Asked Questions
1. I have been blocked from registering:
   If a student finds he/she is blocked from registering, adding and/or dropping classes please see the following office(s).

2. I have a course conflict in my schedule:
   Students cannot override conflicting courses using web registration. Students may register for one course only. The student must secure appropriate signature(s) on an add/drop form and complete the process at the Registrar’s Office during regular registration hours.

3. Where can I find registration and refund dates?
   Refer to the Schedule of Classes for important registration and refund dates, as well as, information on Business Office or housing charges, payment plans, deadlines, etc.

4. When should payment be submitted to the business office?
   Refer to the Schedule of Classes payment deadline dates. If a student plans to pay in full, the full payment must be received on or before the deadline date or a deferred payment fee of $25 will be added to the student’s account. Payments to accounts may be made by VISA or MasterCard. The student will be subject to enrollment cancellation if financial assistance is not secured or payment arrangements have not been made with the Business Office prior to deadline dates.

5. The day and time of my course is different:
   The University reserves the right to add, cancel, or change any course, degree requirement, or program of study at anytime. The Addendum of Changes is updated frequently and is available at the Registrar’s Office or students may view the schedule of classes online at http://www.nmhu.edu.

   The student is encouraged to write down each course number and verify that the correct course(s) have been registered for by referring to the Schedule of Classes and any Addendums.

   Students may review their course schedules at any time via the web by clicking on Banner on the Highlands homepage. The Registrar’s Office can supply a hard copy of the confirmation form, if needed.

6. I dropped a class from my schedule:
   Courses that are dropped during the late registration period will not be listed in the student’s schedule of classes. However, any course(s) from which the student has withdrawn will be indicated with a “W” (withdrawn) on the student’s transcript.

7. Can I completely withdraw from school over the web?
   Students may not withdraw from school through the web. To withdraw completely, the student must obtain signatures and turn in a Complete School Withdrawal form to the Registrar’s Office.

8. If I have other questions, where can I call?
   Please call the Registrar’s Office at 505-454-3438 during regular office hours.

General Information
New Mexico Highlands University
Student Educational Records – Access and Privacy

The Office of the Registrar adheres to the following in the administration of the Family Rights and Privacy Act of 1974:
Under the Family Rights and Privacy Act of 1974 (FERPA) New Mexico Highlands University Students have the following rights in regards to your educational records:

1. The right to inspect and review their education records within a reasonable time, not to exceed 45 days, upon making an official request and obtaining an appointment to do so.

2. The student may challenge inaccuracies or misleading information contained in their educational records. Challenges must be made in writing and forwarded to the Office of the Registrar.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes exceptions without consent. Exceptions include school official’s with a legitimate educational interest, compliance with judicial order or lawfully issued subpoena, officials for audit and evaluation purposes, in an emergency involving the health or safety of a student or other person, and directory information.

4. The right to file a complaint with the U.S. Department of Education Family Compliance Office concerning alleged failures by the University to comply with the requirements of FERPA. Complaints may be forwarded to: Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave, SW Washington, DC 20202-4605

Directory information at New Mexico Highlands University is the students’ name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended and graduation lists. Directory information may be published or released unless the student has requested in writing that directory information be withheld and forwarded to the Registrar’s Office by the last day of registration and will be maintained for the remainder of the academic year.

For specific information, please contact the Office of the Registrar at 505-454-3233.

In accordance with the Student Right-to-Know and Campus Security Act, Public Law 101–542, New Mexico Highlands University (NMHU) publishes the graduation/persistence rates (which indicate the percentage of those first-time entering freshmen who return the following year) of its student body. For information on persistence and graduation rate, contact the Registrar’s Office at 505-454-3233.

Information about athletes’ graduation or persistence rates is available from the athletic director’s office, 505-454-3351.

Information on campus security programs and statistics is available from Campus Security, 505-454-3274 or the Dean of Students, 505-454-3020.

New Mexico Highlands University provides educational and employment opportunities to qualified persons without discriminatory regard to race, sex, disability, age, marital status, religion, color, ethnic and national origin or sexual orientation.

Departments and Instructors

College of Arts & Sciences, 454-3080

Bentson, Kenneth (Interim Dean)

Department of Biology & Chemistry, 454-3263, 454-3244

Corey-Rivas, Sarah
Greene, E. R.
Helvenston, Merritt
Krivoshein, Arcadius
Linder, Carol
Nelson, Ben
Plunkett, Richard
Rivas, Jesus

Romine, Maureen
Sammeth, David
Shaw, Mary (Chair)
Shepherd, Jan
Timofeeva, Tatiana

Department of Computer & Mathematical Science, 454-3295

Gallegos, Gil (Chair)
Greene, E.R.
Jeffries, John
Jeffries, Miwako
Martinez, Carlos
Mascarenas, Marvin
Sabuts, Joseph
Tahani, Hossein
Turner, Gregg

Department of English & Philosophy, 454-3414

Blythe, Helen (Interim Chair)
Davila, Bethany
Kempner, Brandon
Kenmuir, Geoffrey
Kumelos, Rae Ann
Martinez, Daniel
Risch, Barbara
Tafoya, Eduardo
Villarreal, Benjamin
Weatherburn, Stephen
Woodford-Gormley, Donna

Department of Exercise & Sport Sciences, 454-3287

Chavez, Andrelitta
Snyder, Angela
Kim, Yongseek (Interim Chair)
LeRoy, C. H. Pete
Schmalfeldt, Joe

Department of History, Political Science, Languages & Culture, 454-3013

Baca, René
Cruz, Ernestina
Linder, Peter (Chair)
Litherland, Carol
Manafy, Abbas
Moreno, Gabriela
Rodriguez, Elaine
Romero, Eric
Ross, Kristie
Saunero-Ward, Veronica
Vidal-Lieberman, Carmen
Williams, Steven

Department of Natural Resources Management, 454-3263

Brown, Sara
Conley, Craig
Hacker, David (Chair)
Lindline, Jennifer
Martinez, Edward
Petronis, Michael

Department of Nursing, 426-2203

Brooks, Karen
Hurtado, Beatrice
Williams, Susan (Director)

Department of Social & Behavioral Sciences, 454-3343

Derkas, Erika
Gagliardi-Blea, Camea
Gonzales, Mario
Lail, Warren
Pilotti, Maura
Russell, Gerald
Santa-Teresa, Robin
Tamir, Orit
Ward, Thomas
Williamson, Ian (Chair)
Department of Visual & Performing Arts, 454-3588
Christensen, Todd
Dutoit, Tatiana
Evans, Don
Garcia-Nuthmann, Andre (Interim Chair)
Harrington, Edward
Lobdell, David
OFearghail, Ester

School of Business & Media Technology, 454-3344
Anderson, Heath
Arshad, Ali
Brooks, Donna
Geagon, Margot
Hayes, John
Korb, David
Maestas, Ron
Nkwenti-Zamcho, Emmanuel
Olafson, Harold
Ortiz, Luis
Peters, James
Romero, Mary
Swim, Charles
Taylor, William
Tucker, Kent
Vigil, Donna
West, David
Williams, James
Young, Margaret (Dean)
Zollner, Melanie

School of Education, 454-3381
Alarid, James
Allen, Christina
Anderson, Michael (Dean)
Atwood, Gary
Baca, Jeannette
Ball, Sharon
Braun Y Harycki, Dave
Brennan, Carol
Brooks-Williams, Cathryn
Buckles, Jason
Burns, James
Castenell, Michael
Conyers, James
Dziekan, Kathryn
Eckert, Steven
Elmer, Dawn
Flores, Jayni
Fornell, Paul
Forrester, Jeanne
Foster, Carl
Gallini, Joan
Garcia, Gilbert
Glover, Geri
Habermann-Lopez, Mary
Helvie, Stella
Hernandez-Zudell, Ernestina
Holguin, Carmen
Immerman, Michael (Coordinator of Student Teaching in LV)
Israel-Wells, Ken
Jaramillo, Eileen
Johnson, Annette
Kader, Shereen
Kim, Taik
Kravitz, Merryl
Larrenaga, Margarita
Laumbach, Belinda
Leone, George
Lucero, Mario
Macsalka, Richard
Maggart, Zelda
Main, Doug
Martinez, Phyllis
Martinez Burr, Patricia
Mayer-Swift, Sarah
Menzor, Alice
Moloney, Kara
Montano, Rosa
Murillo, Nicole
Murphy, Chandell
Nelson, Chris
Newman, Carolyn
Nicoloff-Tucker, Nancy
Ortiz, Ida
Ortiz, Charlene
Park, Seonsook
Romero, Nancy
Rudolph, Lori
Sabutis, Joseph
Salazar, Loretta
Salzwedel, Daniel
Sanchez-Praiswater, Catherine
Simpson, Dorothy
Stupin, Carolyn
Taback-Keene, Janis (Coordinator of Student Teaching in RR)
Talaga, Gayle
Thayer, Linda
True, Elba
Vermillion, Jack
Vigil, Victoria
Walker, Diane
Whitmore, Anna
Woodard, Patricia

School of Social Work, 454-3563
Arguello, David
Baker, Jill (Associate Dean)
Barnas, Kevin
Barnstone, Judith
Delgado, Herman
Duran-Melendez, Cristina
Dyke, Mark
Eldridge, Faith
Garcia, Alfredo A, (Dean)
Garcia-Sanchez, Irma
Gorman, Jane
Harrington, Julius
Harris, Sara
Israel, Andrew
James, Suzen
Kriechman, Avi
Lucero, Julia
Martinez, Rey
Mercer, George
Ortega, Dolores
Rodriguez, Mario
Romero, Jesse
Sisneros, Jose
Stern, Craig
Thompson, Matthew