

Spring 2019 Important Information

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2019 Spring Semester Academic Calendar

Early registration	Begins November 5
MLK Holiday	January 21
Full term	January 16—May 10
Last Day to register	January 22
Last Day to drop	January 24
Last Day to withdraw from a single course	March 22
Other Term	Varies—See class schedules
Last day to register	First day of Class
Last Day to drop/withdraw from a single course	Depends on Start/End Date of Class Contact Registrar's Office
First Half	January 16—March 9
Last Day to register	January 18
Last Day to drop	January 19
Last day to withdraw from a single course	February 15
Second Half	March 18—May 10
Last Day to register	March 20
Last Day to drop	March 21
Last Day to withdraw from a single course	April 19
Census	February 1
Mid-Term Exams	March 6—9
Last day to change from credit/audit (full term)	March 8
Spring Break	March 11—16
Spring Recess	April 19—20
Last Day for complete school withdrawal (all classes full term)	May 3
Commencement	May 11
Final exams	May 6—10

If your class met on:

Mon., Wed., Fri...your Final Exam will be at:

8 am	W	11 - 2 pm
9 am	F	11 - 2 pm
10 am	M	2:30 - 5:30 pm
11 or 11:30 am	W	2:30 - 5:30 pm
12 or 12:30 pm	F	7:30 - 10:30 am
1 pm	M	7:30 - 10:30 am
2 pm	W	7:30 - 10:30 am
3 pm	M	11 - 2 pm
4 pm	F	2:30 - 5:30 pm

If your class met on:

Tues., Thurs...your Final Exam will be at:

8 or 9 am	T	11 - 2 pm
9:30 or 10 am	Th	2:30 - 5:30 pm
11 or 11:30 am	T	2:30 - 5:30 pm
12:30 or 1 pm	Th	7:30 - 10:30 am
2 pm	T	7:30 - 10:30 am
3:30 pm	Th	11 - 2 pm

Evening classes: Classes that met once a week will have their final exams during final exams week on the night the class met throughout the semester.

All other classes: 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.

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 BrightSpace, 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 BrightSpace, Libraries, and Self-Service Banner. Look for student e-mail access instructions on our NMHU home page at <http://www.nmhu.edu/information-technology-services/technical-help-for-students/> or <http://its.nmhu.edu/StudentEmail/index.html>.

Tuition and Fees

All rates are subject to change.

Las Vegas Campus

Off-Campus Centers

Albuquerque Site
Farmington Center
Rio Rancho Center
Roswell Center
Santa Fe Center

Undergraduate per Semester—Main Campus, ITV, Centers and Individual Online Courses		
Hours	Resident	Non-Resident/ International
1	\$250.00	\$423.00
2	\$500.00	\$846.00
3	\$750.00	\$1,269.00
4	\$1,000.00	\$1,692.00
5	\$1,250.00	\$2,115.00
6	\$1,500.00	\$2,538.00
7	\$1,750.00	\$2,961.00
8	\$2,000.00	\$3,384.00
9	\$2,250.00	\$3,807.00
10	\$2,500.00	\$4,230.00
11	\$2,750.00	\$4,653.00
12 to 18	\$3,000.00	\$5,076.00
19	\$3,180.00	\$5,429.00
20	\$3,360.00	\$5,782.00

Graduate per Semester—Main Campus, ITV, Centers and Individual Online Courses				
Hours	Resident	Non-Resident/ International	Social Work- Resident	Social Work Non- Resident
1	\$277.00	\$448.00	\$288.00	\$459.00
2	\$554.00	\$896.00	\$576.00	\$918.00
3	\$831.00	\$1,344.00	\$864.00	\$1,377.00
4	\$1,108.00	\$1,792.00	\$1,152.00	\$1,836.00
5	\$1,385.00	\$2,240.00	\$1,440.00	\$2,295.00
6	\$1,662.00	\$2,688.00	\$1,728.00	\$2,754.00
7	\$1,939.00	\$3,136.00	\$2,016.00	\$3,213.00
8	\$2,216.00	\$3,584.00	\$2,304.00	\$3,672.00
9	\$2,493.00	\$4,032.00	\$2,592.00	\$4,131.00
10	\$2,770.00	\$4,480.00	\$2,880.00	\$4,590.00
11	\$3,047.00	\$4,928.00	\$3,168.00	\$5,049.00
12 to 18	\$3,324.00	\$5,376.00	\$3,456.00	\$5,508.00
19	\$3,531.00	\$5,754.00	\$3,674.00	\$5,897.00

Asynchronous Programs - Online Tuition (per Student Credit Hour)*	
Undergraduate	\$325
Graduate	\$525

*No student fee or out-of-state differential.

No increase in tuition while in continuous program of study.

Please contact the Registrar's Office if you have questions pertaining to your area of study.

Category	Tuition	Fees	Total
Undergraduate (in-state)	\$180	\$70	\$250
Undergraduate (out-of-state/International)	\$353	\$70	\$423
Graduate (in-state)	\$207	\$70	\$277
Graduate (out-of-state/International)	\$378	\$70	\$448

Graduate Social Work(in-state)	\$218	\$70	\$288
Graduate Social Work(out-of-state)	\$389	\$70	\$459

Tuition and fees for full time students
(12-18 credits)

Category	Tuition	Fees	Total
Undergraduate (in-state)	\$2,160	\$840	\$3,000
Undergraduate (out-of-state/International)	\$4,236	\$840	\$5,076
Graduate(in-state)	\$2,484	\$840	\$3,324
Graduate (out-of-state/international)	\$4,536	\$840	\$5,376
Graduate Social Work(in-state)	\$2,616	\$840	\$3,456
Graduate Social Work(out-of-state)	\$4,668	\$840	\$5,508

All rates are subject to change.

- Auditing fees per credit hour are the same as regular tuition.
- Additional \$10.00/credit hour for individual synchronous and asynchronous online classes.
- Additional \$75.00/semester for Campus Life Initiative—This excludes senior citizens and dual credit students
- Off-Campus overload follow Main Campus overload rates.
- There are two non-refundable fees connected to applying for fall admission (a \$5 matriculation and a \$25 application fee).
- Some courses also may require special fees. Those fees are not refundable after January 24, 2019.
- Senior citizen rate is \$5 per credit hour up to six (6) credit hours. To qualify as a senior citizen, the student must reach the age of 65 years by the third Friday of classes and formally apply through appropriate form at the Office of the Registrar.

Payment Plans

Student account balances for Spring 2019 are due in full by January 2, 2019. If you are unable to pay in full by that date, New Mexico Highlands University Business Office offers students the ability to set up Payment Plans through Touch Net via Self Service Banner.

The following are the Payment Plan options available:

Option 1: Two-Payment Plan – First payment due 01/02/19. Second payment due 02/02/19.

Option 2: Three-Payment Plan – First payment due 01/02/19. Second payment due 02/02/19. Third payment due 03/02/19.

Option 3: Four-Payment Plan – First payment due 01/02/19. Second payment due 02/02/19. Third payment due 03/02/19. Fourth payment due 04/02/19.

All students with a remaining balance after 04/02/09 will be assessed a \$25.00 billing fee. **This billing fee is non-refundable.**

All payment plan payments must be paid on the dates according to the schedule listed above.

For more information on payment options, contact the Business Office at 454-3444 or e-mail sar@nmhu.edu or write to:

Business Office
New Mexico Highlands University
Rodgers Administration Building
Box 9000, Las Vegas, NM 87701

Payments, Accounts and Disbursements

Account balances must be paid according to your payment plan. Students with financial assistance should verify their award prior to the published deadlines.

The Business Office accepts: checks, credit cards, (MasterCard, Discover or Visa), and wire transfers via Touch Net. **All financial assistance awards and written authorizations to bill external agencies to cover balances are also accepted and should be received before January 2, 2019.**

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 by the published deadlines.

Your financial aid disbursements may be sent to your financial institution via direct deposit. If you would like to enroll in this service, please complete and submit the enrollment form no later than **January 15, 2018**.

The form and required documents may be submitted as follows:

- scan and email to directdeposit@nmhu.edu
- via fax to (505)454-3599
- in-person, delivered to the Business Office (Communications West Building Room 124)
- sent via US Mail to: NMHU Business Office, Box 9000, Las Vegas, NM 87701

Other Fees and Refunds

All fees are subject to change.

Returned Checks

A \$25 service charge will be processed for all returned checks and ACH returns. 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 24th 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 24th will be liable for all tuition charges assessed as of that date, 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.

January 16, 2019	100%
January 17 – January 24, 2019	90%
January 25 – February 4, 2019	50%
February 5 – February 13, 2019	25%

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 2, 2019, will have their registration cancelled and be dis-enrolled from all classes on January 2, 2019 at 5:00 pm. Students with a cancelled registration who wish to be re-enrolled at NMHU must re-register between January 2 and January 22, 2019. 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. **It is the student's responsibility to officially drop or withdraw from New Mexico Highlands University by the published deadlines to insure proper credit of tuition and fees received. Disenrollment is not a form of dropping classes. Students are responsible for checking schedules through Self Service Banner to see if disenrollment for non-payment has occurred. Not attending classes does not constitute official drop or withdrawal. Failure on the part of the student to officially drop or withdraw may result in financial responsibility for the balance due.**

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, through web registration or by sending an email with the registration form to registrar@nmhu.edu.

Web Registration

NMHU web page – www.nmhu.edu – MyNMHU – Enter Secure Area – Enter User Name/Password – Student – Registration – Add or Drop Classes – Select a Term – Add classes to worksheet by Course Reference Number (CRN)

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. **You may only drop a course online through the first day of classes.**

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

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 24th deadline are responsible for payment of 100% of tuition and fee charges assessed for that particular class.

Students who would like to withdraw from school completely may do so by filing a Complete School Withdrawal Form in the Registrar's Office or by sending an email to registrar@nmhu.edu. You cannot process a complete school withdrawal through the telephone or web registration.

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.

Course Loads and Levels

Fall 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	Fewer than 30 credits
Sophomore	30 through 59 credits
Junior	60 through 89 credits
Senior	90 credits and above

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; directed study, 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/independent research/directed study form which describes the course requirements and is approved by the Dean of the College in which the course is offered. The form and registration card must be filed with the Registrar's Office 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.

All students must have a final degree check or turn in an application for degree 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.

<http://its.nmhu.edu/IntranetUploads/005634-18-19Underg-814201820244.pdf>

<http://its.nmhu.edu/IntranetUploads/005633-18-19Gradua-814201820118.pdf>

Degree Audit

Degree Audit is a Web-based tool for students to monitor their academic progress toward degree completion. *Degree Audit* allows students and their advisors to plan future academic coursework. Access to *Degree Audit* is www.nmhu.edu. Log-in to **MY NMHU** (Self-Service Banner). After you have logged into the secure area, click on Student, then Student Records, then the Degree Audit link.

Financial Aid and Scholarships

New Mexico Highlands University offers a comprehensive financial aid program, including scholarships, Federal Pell Grant, Federal SEOG, 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 2018-2019 Free Application for Federal Student Aid (FAFSA) by March 1, 2018 (priority consideration date); be admitted into a degree seeking program; enroll in courses that are applicable to your degree 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 online 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 or contact the Office of Financial Aid and Scholarships to have an application sent to you.

For student loan consideration, you must submit a Loan Request Form as well as completing the FAFSA process. Students borrowing must also complete an entrance counseling interview and sign a Master Promissory Note. Entrance counseling may be completed online at www.studentloans.gov each academic year. Allow **1 to 2 weeks** processing time for student loans. Students must be registered for the spring 2019 semester **before** loan eligibility is determined. Loans will not be approved until enrollment status can be verified and the student is enrolled in courses applicable to their program of study. You must enroll for a minimum of 6 credit hours in order to be eligible for loans.

Students must meet the minimum Satisfactory Academic Progress Criteria (as defined in the NMHU catalog or found on the NMHU website) 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 the tenth week of the Spring 2019 semester**, supporting documentation **MUST** be included with the appeal.

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 (3rd Friday of the regular scheduled semester)**. If you are receiving scholarship support you must have a minimum of **Fifteen (15)** NMHU credit hours.

For more information, refer to the undergraduate or graduate catalogs; or contact the Office of Financial Aid and Scholarships 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 & Scholarships
New Mexico Highlands University
PO Box 9000
Felix Martinez Bldg. Rm-240
Las Vegas, NM 87701

Financial Aid Reimbursements

Financial Aid reimbursements will begin on the third Friday of the semester which is **February 1, 2019**. Notice from sar@nmhu.edu 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 reimbursement checks that are not picked up will be mailed to the mailing address (MA) on Tuesday of the following week.

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 Direct Stafford Unsubsidized Loan; Direct Stafford Subsidized Loan; Federal Perkins Loan; Direct PLUS Loan; Federal Pell Grant; Federal SEOG; TEACH Grant and in some cases certain State grant aid (LEAP/SLEAP). For more information, call 454-3318 or 1-800-379-4038.

Student Housing/Meals

NMHU operates 4 residence halls, 2 graduate/family, and 21+ housing apartments and 3 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 and cable television. 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.

Campus apartments include: Internet and cable television, residents are responsible for their own electricity. Campus apartment mailboxes are activated through the main post office on Douglas Avenue. Campus apartments are also available to students 21 years and older and 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
Housing & Student Conduct
P.O. Box 9000
Las Vegas, New Mexico 87701

Or you may pay your \$200 application fee online and email your completed application and contract along with your payment verification to housing@nmhu.edu.

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 if all terms and conditions of the contract are met. Residence hall housing contracts, including room and board, are for **one academic year** (fall & spring) 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 Department 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. 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.

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 can 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 can 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 https://www.nmhu.edu/Accessibility_Services/accommodations.aspx.

Due to a limited supply of interpreters, deaf students should 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 Suite 130, Room 134 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.

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 statements contained in their educational records. Challenges must be made in writing and forwarded to 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 are school official 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 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 is student's name, field of study, class standing, dates of attendance, honors and degrees awarded, full-time or part-time status, date and place of birth, home town, previous school attended, participation in officially recognized activities and sports, and height and weight of athletic team members. Directory information may be published or released unless the student has requested in writing that directory information be withheld. Written requests from student to have directory information withheld must be 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.

Students are encouraged to complete the Student Authorization to Release Educational Records (FERPA) form in the Registrar's Office.

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).

- **If the student has not completed the admissions process:**

Undergraduate Admissions Office
Felix Martinez Building, Rm 110
505-454-3434 (freshmen, non-degree)
505-454-3439 (transfer students)

Graduate Admissions Office
Douglas Hall, Rm 239
505-454-3266

- **If a student's business office account is not up-to-date:**

Business Office and Cashier
University Communications West Building, Rm 124
505-454-3229 or 505-454-3222

- **If a student has an academic hold, has to re-enroll, etc.:**

Office of the Registrar
Felix Martinez Building, Rm 120
505-454-3233

- **If a student has an athletic hold:**

Athletic Department Fieldhouse
505-454-3368

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 any time. Students may view the class schedule online at www.nmhu.edu – MyNMHU – Summary Class Schedule.

Students may review their course schedules at any time via the web by clicking on MyNMHU 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 and drop 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 or send an email to registrar@nmhu.edu.

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