

**Fall 2024 Important Information
TABLE OF CONTENTS**

ACADEMIC CALENDAR2

FINAL EXAMS2

STUDENT E-MAIL3

TUITION AND FEES3

 LAS VEGAS CAMPUS AND OFF-CAMPUS CENTERS3

PAYMENTS, ACCOUNTS AND DISBURSEMENTS5

 RETURNED CHECKS5

 PAYMENT PLANS5

 TUITION REFUND OR REDUCTION POLICY5

REGISTRATION6

 EARLY REGISTRATION6

 WEB REGISTRATION6

 RESIDENCY6

 NONRESIDENT TUITION WAIVER FOR COLORADO STUDENTS6

 WESTERN UNDERGRADUATE EXCHANGE PROGRAM6

 STUDENTS INELIGIBLE FOR RESIDENCY6

TO DROP, ADD, OR WITHDRAWAL6

COURSE LOADS AND LEVELS6

 FULL LOAD6

 MAXIMUM LOAD WITHOUT APPROVAL6

COURSE APPROVAL7

DEGREE AUDIT7

FINANCIAL AID AND SCHOLARSHIPS7

 FINANCIAL AID DISBURSEMENTS8

 FINANCIAL AID RETURN TO TITLE IV POLICY8

STUDENT HOUSING/MEALS8

ACADEMIC ACCOMMODATIONS8

GENERAL INFORMATION9

 NMHU STUDENT EDUCATIONAL RECORDS-ACCESS AND PRIVACY- FERPA9

FREQUENTLY ASKED QUESTIONS9

2024 Fall Semester Academic Calendar

Early registration

Begins April 1

Full term

August 12—December 6

Last Day to register

August 19

Last Day to drop

August 23

Last day to change from credit/audit

October 4

Last Day to withdraw from a single course

October 18

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

August 12—October 5

Last Day to register

August 14

Last Day to drop

August 15

Last day to change from credit/audit

September 6

Last day to withdraw from a single course

September 13

Second Half

October 9—December 6

Last Day to register

October 11

Last Day to drop

October 12

Last day to change from credit/audit

October 30

Last Day to withdraw from a single course

November 6

Census

August 30

Labor Day Holiday

September 2

Mid-Term Exams

September 30—October 5

Fall Break

October 7—8

Fall Recess

November 27—30

Last Day for complete school withdrawal (all classes)

November 29

Final exams

December 2—6

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

If your class met on:

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

8 or 9 am	Th	11 - 2 pm
9:30 or 10 am	T	2:30 - 5:30 pm
11 or 11:30 am	Th	2:30 - 5:30 pm
12:30 or 1 pm	T	7:30 - 10:30 am
2 pm	Th	7:30 - 10:30 am
3:30 pm	T	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 Desire2Learn, 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 Desire2Learn, 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/>.

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

<http://www.nmhu.edu/office-of-the-registrar/tuition-and-fees/>

Effective Summer and Fall 2024 – Spring 2025

[Undergraduate](#) | [Graduate](#) | [Tuition and fees per credit hour](#) | [Tuition and fees](#)

Undergraduate per Semester-Main Campus, ITV, Centers and Individual Online Classes.

Hours	Resident	Non-Resident/ International
1	\$296.00	\$501.00
2	\$592.00	\$1,002.00
3	\$888.00	\$1,503.00
4	\$1,184.00	\$2,004.00
5	\$1,480.00	\$2,505.00
6	\$1,776.00	\$3,006.00
7	\$2,072.00	\$3,507.00
8	\$2,368.00	\$4,008.00
9	\$2,664.00	\$4,509.00
10	\$2,960.00	\$5,010.00
11	\$3,256.00	\$5,511.00
12 to 18	\$3,552.00	\$6,012.00
19	\$3,755.65	\$6,420.65
20	\$3,959.30	\$6,829.30

Graduate per Semester-Main Campus, ITV, Centers and Individual Online Classes.

Hours	Resident	Non-Resident	International	Fine Arts Resident	Fine Arts Non-Resident/ International
1	\$321.00	\$520.00	\$539.00	\$327.00	\$533.00
2	\$642.00	\$1,040.00	\$1,078.00	\$654.00	\$1,066.00
3	\$963.00	\$1,560.00	\$1,617.00	\$981.00	\$1,599.00
4	\$1,284.00	\$2,080.00	\$2,156.00	\$1,308.00	\$2,132.00
5	\$1,605.00	\$2,600.00	\$2,695.00	\$1,635.00	\$2,665.00
6	\$1,926.00	\$3,120.00	\$3,234.00	\$1,962.00	\$3,198.00
7	\$2,247.00	\$3,640.00	\$3,773.00	\$2,289.00	\$3,731.00
8	\$2,568.00	\$4,160.00	\$4,312.00	\$2,616.00	\$4,264.00
9	\$2,889.00	\$4,680.00	\$4,851.00	\$2,943.00	\$4,797.00
10	\$3,210.00	\$5,200.00	\$5,390.00	\$3,270.00	\$5,330.00
11	\$3,531.00	\$5,720.00	\$5,929.00	\$3,597.00	\$5,863.00

12 to 18	\$3,852.00	\$6,240.00	\$6,468.00	\$3,924.00	\$6,396.00
19	\$4,080.65	\$6,667.65	\$6,914.65	\$4,158.65	\$6,836.65
20	\$4,309.29	\$7,095.30	\$7,361.30	\$4,393.29	\$7,277.30

Fully Online Programs

Asynchronous Programs - Online Tuition (per Student Credit Hour)*	
Undergraduate	\$325.00
Graduate	\$525.00

*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.

Tuition and fees per credit hour

Category	Tuition	Fees	Total
UNDERGRADUATE			
Undergraduate (resident)	\$203.65	\$92.35	\$296.00
Undergraduate (non-resident/international)	\$408.65	\$92.35	\$501.00
GRADUATE			
Graduate (resident)	\$228.65	\$92.35	\$321.00
Graduate (non-resident)	\$427.65	\$92.35	\$520.00
Graduate (international)	\$446.65	\$92.35	\$539.00
Graduate Fine Arts (resident)	\$234.65	\$92.35	\$327.00
Graduate Fine Arts (non-resident/international)	\$440.65	\$92.35	\$533.00

Tuition and fees for full-time students

(12-18 credits)

Category	Tuition	Fees	Total
UNDERGRADUATE			
Undergraduate (resident)	\$2,443.80	\$1,108.20	\$3,552.00
Undergraduate (non-resident/international)	\$4,903.80	\$1,108.20	\$6,012.00
GRADUATE			
Graduate (resident)	\$2,743.80	\$1,108.20	\$3,852.00
Graduate (non-resident)	\$5,131.80	\$1,108.20	\$6,240.00
Graduate (international)	\$5,359.80	\$1,108.20	\$6,468.00
Graduate Fine Arts (resident)	\$2,815.80	\$1,108.20	\$3,924.00
Graduate (non-resident/international)	\$5,287.80	\$1,108.20	\$6,396.00

- Additional \$10.00/credit hour for online classes.
- Additional \$78.00/semester for Campus Life Initiative*
- *This excludes senior citizens and dual credit students.
- 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 fee for first-time freshmen and a \$25 application fee).
- Some courses also may require special fees.
- Students will be assessed tuition and fees based on classification level regardless if the course level differentiates. The university charges graduate tuition rate for any student classified as a graduate student and who may enroll in any undergraduate level course for credit or audit. There are no opportunities for challenging this policy which is in alignment with the approved tuition and fee structure approved by the NMHU Board of Regents.

***The senior citizen rate is \$5 per credit hour, not to exceed 10 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.

All rates are subject to change.

Payments, Accounts and Disbursements

Account balances must be paid according to the plans listed in the Payment Plans section. 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. A \$25 billing fee and account hold will be assessed to the student's account if the account is not paid in full by November 3, 2024.

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 student financial aid disbursement may be sent to the student's financial institution via direct deposit. If you would like to enroll in this service, please complete and submit the enrollment form no later than **Friday August 23, 2024**. The form and required documents may be submitted as follows: in-person delivered to Business Office located in the Mass Communications Building at 901 University Avenue across from Ilfeld Auditorium, or via mail to:

NMHU
ATTN: Student Accounts Receivable
Box 9000
Las Vegas, NM 87701.

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.

E-statements are sent monthly to your NMHU Live student email. Logon to the website www.nmhu.edu, Student Login, to view the statements.

Payment Plans

New Mexico Highlands University Business Office offers students the following payment options:
Student must pay their account in full by November 3, 2024 or make adequate financial arrangements

Fall Semester:

Two-payment plan option: Due dates September 3, October 3

Three-payment plan option: Due dates September 3, October 3, November 3

(Plan registration ends September 2.)

Four-payment plan option: Due dates August 3, September 3, October 3, November 3

(Plan registration ends August 2.)

A \$25 **non-refundable** billing fee and account hold will be assessed to the student's account if the account is not paid in full by November 3, 2024.

Payment Plans must be set up online through TouchNet via Self Service Banner.

If you require assistance with Payment Plans, please contact the Student Helpline at 505-454-3444 or e-mail sar@nmhu.edu.

Third Party and Tuition Waivers

Students who qualify for deferred payment or whose tuition is paid by a third party outside agency, must submit authorizations to the SAR staff before the start of the semester. Please submit authorization to thirdpartybilling@nmhu.edu. Students who register late must provide this information as soon as possible and no later than the closing period of registration.

Students utilizing employee tuition waivers or dependent tuition waivers must submit completed waivers to the Human Resource Department **before the semesters Census date of Friday August 30, 2024** per University policy.

The SAR department will process all third party and tuition waiver payments after September 21, 2024.

Tuition Refund or Reduction Policy

Note: Any student who is enrolled for the semester after September 21, 2024 will be liable for all tuition charges assessed as of September 21, 2024 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. The summer refund schedule varies according to the session. See a Business Office representative for details or questions.

Complete School Withdrawal Tuition Refund Schedule

August 23, 2024	100% refund
August 24 — September 1, 2024	90% refund
September 2 — September 11, 2024	50% refund
September 12 — September 21, 2024	25% refund

Thereafter, No refund. For more information on withdrawal policies, contact the Business Office at sar@nmhu.edu.

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 Portal – Enter User Name/Password – Self-Service Banner – Student – Registration – Register for Classes – Select a Term – Find Classes or Enter CRNs – Submit changes

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 August 23rd 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 emailing the withdrawal form 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 form, 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 form before the end of the third week of the semester in which they expect to graduate.

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

<http://www.nmhu.edu/highlands-university-catalogs/>

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 Portal** (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 which includes; Institutional and Foundation Scholarships, Federal Pell Grant, Federal SEOG Grant, NM Student Incentive Grant, Federal and State Work Study, Federal Direct Subsidized and Unsubsidized Student Loans. This financial assistance helps to cover educational expenses for those students who qualify. To be considered for federal and state financial aid programs, students must have filed the 2024-2025 Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov and be admitted into a degree seeking program. The Office of Financial Aid and Scholarships continuously processes FAFSAs throughout the academic year. Follow the progress of your application on-line at www.nmhu.edu select "MYNMHU Portal" and enter the Self-Service Banner to view your award information.

For student loan consideration, you must submit a Federal Direct Student Loan Request Form as well as completing the FAFSA process. Students will be required to also complete an entrance counseling interview and sign a Master Promissory Note (MPN). Entrance counseling and the MPN may be completed online at <https://studentaid.gov>. Allow **2 to 4 weeks** processing time for student loans. Students must be registered for a minimum of 6 credit hours for student loan eligibility. Loans will not be approved until enrollment status can be verified and the student is enrolled in courses applicable to their program of study. All one term loans will be disbursed in two disbursements.

Institutional scholarship consideration for first time freshmen is determined by admission status and Grade Point Average (GPA). There is no application required for eligibility.

Freshmen may apply for Foundation scholarships at <https://nmhuscholarships.awardspring.com/prospective/signin>.

Continuing, transfer and graduate students may apply for Foundation scholarship opportunities online at <https://nmhuscholarships.awardspring.com/> beginning April 1 of each academic year. Most scholarships require a minimum 3.0 cumulative GPA and are competitive in nature. Please ensure that required essays and letters of recommendation are submitted 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 Office of Financial Aid and Scholarships. Supporting documentation **MUST** be included with the appeal.

Students participating in a consortium agreement must be enrolled in a minimum of **six (6)** NMHU credit hours for fall/spring terms or **three (3)** credit hours for the summer term. The completed/signed consortium agreement must be received in the Office of Financial Aid and Scholarships **no later than census date (the third Friday of the semester)**. If you are receiving scholarship support, please verify that you are enrolled for the required minimum credit hours.

Financial Aid Disbursements

Financial Aid disbursements will begin on the third Wednesday of each semester. Notice from the Student Accounts Receivable Office at sar@nmhu.edu will be sent to your NMHU student e-mail when a reimbursement is issued. Reimbursement will be issued by direct deposit or a check will be mailed to the address on file.

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 students receiving; Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal SEOG Grant, or TEACH Grant.

For more information, refer to the undergraduate or graduate catalogs, 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 Financial Aid and Scholarships
New Mexico Highlands University
PO Box 9000
Felix Martinez Bldg. Suite 240
Las Vegas, NM 87701

Student Housing/Meals

NMHU operates 3 residence halls and 2 graduate/family, and 21+ housing apartments and 3 different meal plans. In accordance with the New Mexico State Statutes, housing is available to single and married students with or without dependent children. Our residence halls and campus apartments are centrally located and each has their own laundry facility. Handicap accessible rooms are available, please contact Housing and Student Conduct at housing@nmhu.edu for further information.

Resident halls include: internet. Student 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 have a meal plan. Students may change their meal plans the first two weeks of each semester ONLY.

Campus apartments include: internet. 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 have a meal plan. To be eligible for graduate/family housing, one spouse or partner must be enrolled at NMHU for six (6) credit hours and must be degree seeking.

Students admitted to New Mexico Highlands University will be sent, via their NMHU email address, a link to our housing platform where they can complete and submit a housing application.

Non NMHU students will be sent a link to complete an application online.

The \$200 non-refundable application fee is required for all new residents or returning students who have moved out of the residences and have not lived uninterrupted on campus. Residence hall housing contracts, including room and board are for **one academic year** (fall and spring) or the remainder of the academic year if application is for the spring semester.

Cancellations

The Department of Housing and Student Conduct must receive the appropriate paper work for a complete school withdrawal and the student must meet with a resident assistant or resident director, or complete an Express Check-Out form immediately for check out. Please refer to the Terms and Conditions of the housing application and contract for additional cancellation details. Application, contracts rates and information on residence halls, campus apartments and meals can be found on our website www.nmhu.edu/housing . For additional information please call 505 454 3544.

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 Act (ADA), the ADA Amendments Act of 2008, the Vocational Rehabilitation Act of 1974 (as amended), and other laws governing the disabled. Disability Services also adheres to the professional code of conduct promulgated by the Association of Higher Education and Disability (AHEAD).

ACCESS (Academic Challenges and Cultivating Excellence in Student Success) is the program name for Disability Services and student accommodations. Students wishing to receive academic accommodations must complete an online application, upload documentation of disability from a qualified professional identifying the disability and the recommended accommodations, and meet with the Coordinator of Disability Services to discuss accommodations. It is requested that the student complete this initial application process at least one month before the beginning of the initial semester.

After completing the eligibility determination process, and ensuring continued accommodations each semester, the student must schedule a meeting with the Coordinator of Disability Services at least two weeks before the start of each semester. During this meeting, the student must re-enroll for services and provide their course schedule information. The student must submit course information to camille@nmhu.edu before each semester's drop/add deadline to request accommodations. The application process and documentation of disability are not required each semester.

For directions on how to apply for ACCESS services, go to <https://apply.nmhu.edu/register/disabilityservices>.

If you prefer to complete hard copy forms or alternate formats, you may request application forms by email at camille@nmhu.edu

To coordinate sign language interpreting services, students who are deaf must complete the ACCESS application process at least one month before the beginning of the initial semester and provide course/class schedule information one month before the start date of each semester. NMHU is not obligated to provide accommodations to students who fail to document a disability and request interpreting services in a timely manner.

ACCESS is located in Room 250 of the Lora Shields Building and may be reached at (505) 454-3250 or via e-mail at camille@nmhu.edu.

Staff, faculty, and other employees who need accessibility help, including EEO-related matters, will find assistance through [Human Resources](#).

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.

Students with disabilities are held responsible for the same university standards of conduct as students without disabilities. The NMHU "Code of Student Conduct and Disciplinary Procedure" is included in the NMHU Student Handbook and can be obtained through this link: <https://www.nmhu.edu/student-handbook/> 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
505-454-3266

- **If a student's business office account is not up-to-date:**
Business Office and Cashier
University Communications West Building
505-454-3444 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 https://ssb-prod.ec.nmhu.edu/PROD/wwckschd.p_disp_dyn_sched. 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.

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