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Western New Mexico University

Spring 2010 Class Schedule

CLASSES BEGIN JANUARY 11, 2010

www.wnmu.edu

SPRING 2010 CALENDAR - IMPORTANT DATES

(Registration dates are listed only for Full Length, 16 week courses,
for Part of Term, Short Courses, please see the Registrar's Office)

Classes begin at 8:00 a.m.	Monday, January 11
Last day to add without instructor's signature (advisor's signature is always required)	Friday, January 15
Martin Luther King Day (University closed)	Monday, January 18
Late Registration fee of \$50 begins 8:00 a.m.	Tuesday, January 19
Last day to register or add/drop (adding a course will require permission)	Friday, January 22
Disenrollment for non-payment	Friday, January 22
Deadline: Graduation Application for Summer	Monday, February 1
Last day to change grade option from Audit/Grade or Grade/Audit (instructor's and advisor's signature is required)	Wednesday, March 3
Faculty and staff day for Assessment & Quality Improvement (no classes)	Friday, March 5
School of Education Graduate Comprehensive Exams	Saturday, March 6
Spring Recess (Lordsburg, Silver City, and T or C)	Mon.—Fri., March 8-12
Mid-semester grades due	Monday, March 15
SUM & FA 2010 Registration for Continuing Students	Monday, March 15
Spring Recess (Deming & Gallup)	Mon.- Fri., March 15-19
SUM & FA 2010 Registration for New/Transfer Students begins	Monday, March 22
Deadline: Fall 2010 Scholarship Applications (Financial Aid)	Tuesday, March 31
Last day to withdraw from a class with a grade of "W"	Thursday, April 1
Spring Holiday (University Closed)	Friday, April 2
Great Race Week (Monday –Sunday)	Mon.– Sat. April 19-24
The Great Race	Saturday, April 24
Last day to totally withdraw from all classes with a grade of "W"	Friday, May 7
Last day of regular class meetings	Friday, May 7
Final exam week (Also, see WEB for final exam schedule)	Mon.-Thurs., May 10-13
Honors Breakfast (8:00 a.m.)	Friday, May 14
Commencement Rehearsal (11:00 a.m.)	Friday, May 14
Nursing Pinning Ceremony (3:00 p.m.)	Friday, May 14
Commencement (6:00 p.m.)	Friday, May 14
Late fee of \$50 for unpaid student balances begin	Monday, May 17
Grades due no later than noon	Monday, May 17
Final grades for Spring will be Available to Students Via MUSTANG EXPRESS http://my.wnmu.edu	Friday, May 21
Memorial Day (University closed)	Monday, May 31
Deadline: Graduation Application for Fall	Tuesday, June 1
Police Academy Certification ceremony (6:00 p.m.)	Thursday, June 17

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CALL FOR INFORMATION

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NON-DISCRIMINATION POLICY

It is the policy of Western New Mexico University not to discriminate on the basis of race, color, religion, ancestry, national origin, sex, age mental, or physical handicap in its educational programs, activities, or employment policies. In accordance with the Americans with Disabilities Act, the information in this publication is available in alternate formats upon request. For persons with disabilities, accommodations for reading this publication will be made available upon request.

It is understood that any item in this publication is subject to modification at any time by proper administrative procedure.

MUSTANG EXPRESS

WNMU conducts all business via the **Mustang Express** portal. This portal provides access to a wide variety of University information, including:

- Your University e-mail account
- Your University financial information
- Your schedule
- Your grades, transcript, etc.
- Online registration for graduate, non-degree students and students with APINs
- Online payment

And much more...

It is **very important** that you access your **Mustang Express** e-mail periodically to check for correspondence from the University. To access **Mustang Express**:

- Go to the WNMU home page: www.wnmu.edu.
- Select **First Time User** from the box at the bottom right hand corner of the screen.
- Select **What is My User name?** and when the new screen appears, enter your first and last names.
- Make a note of your User name and keep it handy.
- Your initial password is your “Student ID”, a randomly generated number that starts with a capital “W” and is printed on your statement of account. If you do not know your “Student ID”, or have previously logged on and forgotten your password, select **Reset My Password!** When the new screen appears, enter your Username and Social Security number. Your password will be reset and displayed.
- Return to the WNMU home page and enter your User name and Password in the box at the bottom right of the screen. This will take you into **Mustang Express**.
- You will be asked to change your **Mustang Express** password from your WNMU ID number (W-number) to your own personal password. Passwords must be at least six characters long and contain at least one number and one letter.
- Your **My E-mail** in-box should appear in the center of your **Mustang Express** homepage.
- Use the **Student** tab to access personal information.

Degree Evaluation Program

The Degree Evaluation Program (**CAPP**) allows you to check your progress toward a chosen degree/major at any time - comparing the catalog specific degree/major requirements to your transcript.

1. Select the current term.
2. Your current curriculum information will be displayed. If this is accurate and complete (program with degree and major, catalog year, concentration and minor) you may “Generate New Evaluation”, select the program listed and jump to #9 on this instruction list. If your current curriculum is incorrect or missing information select the “What-If Analysis” and proceed to #3.
3. **Step 1: Select a term.** This entry term must match the catalog year that you are using.
4. **Step 2: Please select the program you would like to evaluate.** Use the drop-down menu to select the program you are interested in (correct degree and major combination). Then press “Continue”.
5. **Step 3: Select a major.** There will only be one major that goes with the program you selected, but you must select it anyway. Then press “Add More” if you need to add a concentration or minor. If nothing else is required you may press “Submit” and jump to #9 on this instruction list.
6. **Step 4: Select up to three concentrations.** Most of our majors do not have a concentration. Be familiar with the catalog. Teaching fields for Education programs are selected here. Other programs such as Criminal Justice and Math must have the concentration selected. If your program doesn’t need a concentration just leave it at “none” and press “Add More”
7. **Step 5: Select up to two minors.** If you need or want a minor, select that here. Submit
8. **Step 6: Select an evaluation term.** The term will be showing from number 1. At this point you can “Generate Request”
9. The evaluation will run in just a few seconds. You will then see “Degree Evaluation Display Options”. The two options you need to see are the “Detail Requirements” and “Additional Information”. Detail Requirements can be printed if you change the Page Setup to Landscape. The Additional Information includes the Writing Intensive requirement, non-course requirements, rejected courses (from the program), and in-progress courses, etc.
10. The Detail Requirements will start with the list of the Program items that were run, and then cover the overall requirements: (example)

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Req :	No	128.000	123.000		45
Req Instit :	Yes	30.000	123.000		45
Last # Inst Req:	Yes	12.000	18.000		7
...Out of Last Earned :	Yes	18.000	18.000		7
Progrm GPA :	Yes	2.00	3.28		
Overall GPA :	Yes	2.00	3.13		
Other Info					
Transfer :			0.000		0
In Progress :			12.000		5
Unused :			22.000		9
*** This is NOT an official evaluation. ***					

Understanding Your Degree Evaluation Program Detail Requirement Results:

Your advisor can help you with any questions about your degree plan progress. The Degree Evaluation Program will give results from current WNMU computer data. If you need course substitutions or waivers, your advisor will need to fill out and sign a course substitution/waiver form that is turned in to the Registrar's office for entry into the computer system. Other concerns/questions about this program may be addressed to Betsy Shook at 538-6430 or shookb@wnmu.edu.

The different areas of your program will be listed next: Requirements will be shown on the left side and your courses will be shown on the right. Area requirements can include individual courses, course attributes (such as LABS for General Education Lab Science), or a rule which will have a text explanation. Be aware of the condition column. If a requirement is Course A **OR** Course B, then only one of those choices needs to be taken. Area headings and columns in the detail report are as follows:

Area Name – Met or Not Met

Area Description

Met – “Yes” if the requirement has been met, and “No” if the requirement is not met.

Condition – “And” or “Or” - If the requirement has an “Or” then a “No” in the Met column may be okay. The entire condition needs to be considered.

Rule – some requirements are built into a rule. You will not be able to see the details inside the rule, but there will be some lines of explanation. If only part of the requirement has been met, the Met column will still say “No” until the entire requirement is met.

Subject – the course subject code, if listed for this requirement. If you have not taken the course, the subject code will show in blue, indicating a hot-link to the catalog so you can see the course title, etc.

Attribute – the attribute code, if listed for this requirement. Attributes are used primarily when several courses fit into the same category (such as General Education or a group of electives).

Low – the course number or low end of a range of course numbers.

High – blank if a single course is listed, or will have the high end of a range of course numbers.

Required Credits – the number of credits required. If less than the required number of credits have been taken, the Met column will still say “No” until the entire requirement is met.

Required Courses – how many courses are required? This will probably be blank.

Term – this is the first column from your transcript information. The term code you took each course.

Subject – the course subject code that you took for this requirement.

Course – the course number that you took for this requirement.

Title – the course title that you took for this requirement.

Attribute – the attribute code. If the requirement was looking for an attribute, the class you took to meet this requirement will have its attribute showing here.

Credits – the number of credits you took for this course or to meet this requirement. If you took a course for more credits than are required, the extra credit(s) will be split off and shown in the Free Elective Area at the end of the detail report.

Grade – the grade you earned for this course. If you are currently registered for this course the grade field will be blank.

Source – the source of where this course is located in your student records. R = registration (not yet completed). H = history (completed at WNMU in past semesters). T = transfer work. E = exams/tests

The last area in the detail report is called Free Electives. Courses that were not used for specific requirements, but contribute to your total number of credits will be listed here. This area may include independent study courses, transfer courses or other situations that could be used to substitute for your degree plan requirements. You will need to consult with your advisor about these.

You can print your Detail Requirements report (page setup needs to be Landscape), go “Back to Display Options” to see the Additional Requirement report, run another What-If Analysis, or close your browser and log-out.

REGISTRATION PROCESS

FOR NEW/TRANSFER DEGREE BOUND STUDENTS

Step 1. Admission: All graduate and undergraduate students who have not been admitted to WNMU must apply for admission through the Admissions Office. It is recommended that applications be submitted at least one month prior to the start of the semester of attendance.

Step 2. Compass Placement Testing: All undergraduate students new to WNMU must participate in placement testing if they have not completed college-level writing with a grade of C or better, a mathematics course with a grade of D or better or achieved an ACT sub-score of 21 or better (or SAT equivalent of 500) in English, mathematics, and social science. Each student will be placed in appropriate developmental studies or college level courses by advisors based on his or her score on the COMPASS Placement Exam. The COMPASS Placement Exam may be taken by visiting the Academic Support Center in the Juan Chacon Building or by calling (575) 538-6400 to make an appointment. It is the student's responsibility to complete the COMPASS Placement Exam (if required) prior to academic advising and course enrollment.

Step 3. Academic Advising: All new/transfer undergraduate students must meet with an advisor at the Academic Support Center prior to course enrollment.

Step 4: Course Enrollment:

- **Undergraduate students** advised by the Academic Support Center personnel will have their schedules entered directly into the system.
- **Graduate Non-degree seeking students** may seek guidance through the Graduate Division or register on line at <http://my.wnmu.edu>.
- **Graduate degree bound students** should meet with their assigned department advisors or register online at <http://my.wnmu.edu>.

For Undergraduate students registering in person at the Registrar's Office, the signature of the advisor is required on the registration form or course enrollment will not be allowed.

Step 5: Financial Aid: All students receiving financial aid should log onto Mustang Express using their USER NAME and PASSWORD to determine if the financial aid awards have been credited to their account at the Business Office. For first time users, you can access this information on the Mustang Express login page (<http://wnmu.edu>) by clicking on First Time User, "What is My User Name" and "What is My Password. Follow the steps and you will be given your User Name and Password.

Step 6: Housing/Residence Life: All students residing on campus must visit the Housing/Residence Life Department located in the Juan Chacon Building (JCB) before proceeding to the Business Office.

Step 7: Financial Arrangements: All students must follow the steps listed below in order to finalize enrollment for this semester. Failure to do so will result in disenrollment from all courses.

1. Business Office – Students will make payment arrangements and will receive a "Statement of Account" reflecting all charges based on their class schedule. This statement will reflect tuition and fees for all courses and any lab fees plus on campus housing charges minus any financial aid granted and/or scholarships awarded.
2. Campus Police – Students will obtain a student identification card and a parking permit.
3. Housing/Residence Life Department – Students living in the dormitories will take their "Statement of Account" to housing for final housing admission.

REGISTRATION PROCESS

FOR CURRENTLY ENROLLED STUDENTS

All students are urged to complete their course scheduling and payment of fees no later than Monday, January 8, 2010.

Step 1. Review the Class Schedule and plan your schedule. The schedule can be found on the web page, www.wnmu.edu under Class Schedules. Registration for *Overloads, Independent Studies or a Change of Schedule* each require an additional form. The required forms are available in the Registrar's Office or from your advisor.

Step 2. Resolve any "HOLDS" on your account that will prevent registration. Access MUSTANG EXPRESS at <http://my.wnmu.edu> with your user name and password. (**Western's Information Technology Department recommends using Internet Explorer 6.0 or Internet Explorer for the Mac 5.1.**) Click on the following: Student Tab, Student Services, Your Records, and then View Holds.

Step 3. Obtain the instructor's signature for all approval (**Aprvl**) courses. *These courses are identified by a "Y" in the approval field in the course section of the printed class schedule.* The signature of the instructor is also required for a course that is closed (filled to capacity) or to audit (take for no credit) the course.

Step 4. Undergraduate Academic Advising: Review your proposed schedule with your advisor as follows:
All 1st-year (Freshmen) students are assigned to the Academic Support Center (ASC) for advising. You will have an assigned advisor within the ASC.

All other undergraduate students will be advised in the Academic Support Center **unless** you meet one of the following guidelines:

- Undergraduate students who have accrued a minimum of **48 credit hours**, **AND** have achieved a **2.0 grade point average** (GPA), **AND** have declared a major (through the ASC) will meet with their assigned department advisors.
- Undergraduate students who have accrued a minimum of **32 credit hours**, **AND** have achieved a **2.75 GPA**, **AND** have declared a major (through the ASC) will meet with their assigned department advisor.
- Students who have declared a major (through the ASC), in a two-year (Associate Degree) program, or a certificate program, will see their assigned department advisors. Once your schedule is approved **AND** you are a declared major, your advisor may give you permission to register via the web using your APIN. If your advisor is not available, check with the department chair. **If you do not plan to register on the Web, obtain your advisor's signature on the Registration Form.**
- Undergraduate Non-degree seeking students may seek guidance through the Registrar's Office or register on line at <http://my.wnmu.edu>.

Step 5. On-Line Registration: Access MUSTANG EXPRESS via <http://my.wnmu.edu>. Click on the following: Student Tab, Student Services, then Register for Classes. Questions can be answered by contacting the Registrar's Office at (575) 538-6118 or the HELP Desk at (575) 574-4357.

- **Graduate Non-degree seeking students** may seek guidance through the Graduate Division or register on line at <http://my.wnmu.edu>.
- **Graduate degree bound students** should meet with their assigned department advisors or register online at <http://my.wnmu.edu>.
- Students who have declared a major (through the ASC), in a two-year (Associate Degree) program, or a certificate program, will see their assigned department advisors. Once your schedule is approved **AND** you are a declared major, your advisor may give you permission to register via the web using your APIN. If your advisor is not available, check with the department chair. **If you do not plan to register on the Web, obtain your advisor's signature on the Registration Form.**
- **Undergraduate Non-degree seeking students** may seek guidance through the Registrar's Office or register on line at <http://my.wnmu.edu>.

Regular Course Enrollment: Students advised by the Academic Support Center will have their schedules entered directly into the computer. Students who meet with department advisors may have their schedule entered at the Registrar's Office provided the registration form has the signature of the advisor.

Step 6. Financial Aid: All students receiving financial aid should logon to MUSTANG EXPRESS via their user name and password to determine if the financial aid awards have been credited to the Business Office. In the student online box, click on Account Balances by Term.

Step 7. Proceed to Steps 6 and 7 on Page 7.

REGISTRATION PROCESS FOR RE-ADMITTED STUDENTS

Step 1. Readmitted students are all students who previously enrolled in this institution's main or branch campuses but was not enrolled the most previous session (fall) must apply for re-admission at the Admission's Office or <http://www.wnmu.edu>. *Re-admission will depend upon academic status (i.e. not being on academic suspension) and having financial clearance from the Business Office.*

Step 2. Proceed to Step 1 on page 8.

REGISTRATION PROCESS FOR NON-DEGREE STUDENTS

Students who wish to enroll at WNMU without having to meet regular admission requirements may apply for admission with non-degree status. *Undergraduate students enrolling in writing, reading or mathematics courses must take the COMPASS Placement Exam prior to enrolling unless you have taken the required writing and mathematics courses at another university or achieved the required ACT/SAT scores. (See Step 2, Page 5).* Non-Degree students will remain on a non-degree status and classes taken will not apply toward a degree until **ALL** admission requirements have been met.

PLEASE NOTE: Financial aid cannot be awarded to non-degree students.

Step 1. Apply for Non-Degree Undergraduate Student or Non-Degree Graduate Student status at the Admission's Office or <http://www.wnmu.edu>.

Step 2. Regular Enrollment: Take the completed form to the Registrar's Office for scheduling of classes. **On-Line Course Enrollment:** Access MUSTANG EXPRESS at <http://my.wnmu.edu> with your user name and password. **(Western's Information Technology Department recommends using Internet Explorer 6.0 or Internet Explorer for the Mac 5.1.)** Click on the following: Student tab; Student Services to access Registration screens. Questions can also be answered by contacting the Registrar's Office at (575) 538-6118 or the HELP Desk at (575) 574-4357.

NOTE: Non-Degree Undergraduate Students are limited to eleven (11) credit hours. Non-degree graduate students may register for nine (9) credit hours or less per semester. Only six (6) credit hours of graduate work taken as a non-degree graduate student may be applied toward a Master's degree. Selected courses must be approved through the Graduate Division.

Step 3. Proceed to the Business Office for financial arrangements.

For more information about registering as a Non-Degree Student, contact the Admission's Office at (575) 538-6000 or 1-800-872-9668 ext. 6000.

AUDITING A COURSE

Students who are auditing a course are required to obtain the instructor's signature **prior** to registration and will be expected to attend class regularly. The instructor has the option of withdrawing a student for not attending class. The calendar provided in the front section of this schedule will indicate the last day to change from grade to audit or change from audit to grade.

COMPLETE WITHDRAWAL PROCEDURE

Undergraduate degree seeking students who wish to withdraw from **ALL** of their courses on or after the first day of classes may do so at the Academic Support Center located in Room 220 of the Juan Chacon Building. **Graduate degree seeking** may do so at the Graduate Division, Castorena Hall, RM 112. **Non-Degree seeking** students may go directly to the Registrar's Office. All students who withdraw are liable for all debts owed to the University. When students leave WNMU during a semester and do not withdraw according to the standard withdrawal procedures, they become liable for grades of "F" in their classes, even though they may be passing their courses at the time of leaving. The calendar provided in the front section of this schedule will indicate the last day to completely withdraw.

REGISTRATION HOLDS

Students will not be able to finalize through the Business Office if they have a "HOLD" on their records. Clearance must be obtained from the department initiating the hold before students will be allowed to finalize. This may be accomplished by having the department initiating the removal of the hold from the computer system. Some holds may prevent registration.

VETERAN BENEFITS

All students who wish to receive Veterans' Benefits must apply for certification. Veterans must verify their courses with the VA certifying official in the Registrar's Office each semester for continued certification. Student-Veteran Affairs are handled by the Veteran Affairs coordinator located in the Registrar's Office, call (575) 538-6116 for more information. The VA toll free number is 1-800-827-1000 or you can visit their website at <http://www.vba.va.gov>. Veterans must maintain satisfactory attendance, conduct, and progress. If the veteran does not meet the standards set by WNMU, the certifying official must notify the VA, at which time the VA office will stop benefits.

WITHDRAWAL PROCEDURE

Graduate, Non-Degree, and undergraduate students with their APINs may withdraw through their Mustang Express Account. All other students may obtain a signature or email from the instructor and advisor is required on the Change of Schedule Form to withdraw from class(es). The withdrawal will result in a grade of “W”. Withdrawals initiated after the published date will result in a grade of “WF”. The grade of “WF” will be calculated as a failing grade in the student’s grade-point average. The calendar provided in the front section of this schedule will indicate the last day to withdraw; also refer to the Tuition Refund Policy. A withdrawal may result in financial responsibility for the remainder of the balance due on your account. Please contact the Business Office for details.

NEW MEXICO’S DUAL CREDIT PROGRAM AT WNMU

(A Special Program for High School Students)

Tell me about what kind of courses I can take. You can take college courses that lead to a certificate or associate degree in areas such as Business and Office Technology, Drafting and Design Technology, Early Childhood Education and Family Support, Nursing, and Welding Technology. You are also able take basic college courses such as English, math, psychology, and history leading to a bachelor’s degree.

What courses are not available using Dual Credit? Developmental courses – courses that students must take to get ready for the basic math, reading, and writing courses – are not available for Dual Enrollment credit. You must make a high enough COMPASS, ACT, or SAT score to enroll in non-developmental courses.

Who can take Dual Credit courses? Dual Credit is available to high school students who have received permission from their high school and meet university requirements for the courses they wish to take.

What courses can I take using Dual Credit? You can take regular college courses (courses agreed to by your high school and WNMU) and earn both college credit and high school credit at the same time. These courses will generally transfer to any public post-secondary institution in New Mexico.

How much does Dual Credit enrollment cost me or my family? High school students attending a New Mexico public high school or charter school that has an agreement with WNMU do not pay WNMU tuition costs, registration fees, or technology fees for college-level courses. You will be responsible for paying for special course, online, or lab fees and your high school is responsible for buying your textbooks.

What about pre-requisites or co-requisites? Prerequisites are courses that must be taken before the class you want to prepare you to successfully pass the course. Co-requisites are courses you must register with; (for example, BIOL 101 has a co-requisite of BIOL 103).

How Many Courses Can I Take? High School students can take as many hours as they and their advisor are confident they can complete successfully. So, you could possibly graduate from high school with an associate’s degree!

Will I be responsible for paying anything if I am enrolled as a Dual Credit student? Dual credit students are required to pay fees for courses they are taking unless their high school pays on their behalf.

What is the process?

- You must first meet with your high school Representative to discuss the Dual Credit Program and get a Dual Credit Request Form.
- Complete the Request Form and have it signed by your high school Representative.
- Bring the Request Form to the Dual Enrollment Coordinator located at the Juan Chacon Building, WNMU Representative, Carey Walker, for his signature.
- Take the Request Form to the Admissions office if you are a new student or if you have not attended WNMU the previous semester.
- The Dual Enrollment Coordinator located at the Juan Chacon Building will register you for your approved courses.
- Deliver the Request Form to the Business Office to make arrangements to pay for any special course or lab fees.

If you are less than 18 years of age, you will need a parent’s signature to be allowed to participate in the Dual Credit Program.

CONCURRENT ENROLLMENT PROGRAM

A second way high school students can receive college credit is through the Concurrent Enrollment Program at WNMU. This applies to three categories of students:

- Home schooled
- Students from private schools
- Students at public schools who wish to take courses that are not approved for the Dual Credit Program or who do not wish high school credit.

Concurrent Enrollment students are required to use the Concurrent Enrollment form and follow the steps required of Dual Credit students.

Concurrent Enrollment students are required to pay additional fees for the courses that they are taking. Students who register for Developmental courses will be required to pay tuition and any other fees.

Dual Credit students can also take courses under the Concurrent Enrollment Program during the same semester.

Spring Tuition and Fees

Tuition and fee charges are subject to change(s) made by the WNMU Board of Regents and may be revised.

See the Business Office for current tuition.

CREDIT	UNDERGRADUATE	GRADUATE	UNDERGRADUATE	GRADUATE
1	\$119.00	\$127.00	\$119.00	\$127.00
2	\$238.00	\$254.00	\$238.00	\$254.00
3	\$357.00	\$381.00	\$357.00	\$381.00
4	\$476.00	\$508.00	\$476.00	\$508.00
5	\$595.00	\$635.00	\$595.00	\$635.00
6	\$714.00	\$762.00	\$714.00	\$762.00
7	\$1,113.25	\$1,169.25	\$3,801.25	\$3,857.25
8	\$1,229.25	\$1,293.25	\$4,301.25	\$4,365.25
9	\$1,345.25	\$1,417.25	\$4,801.25	\$4,873.25
10	\$1,461.25	\$1,541.25	\$5,301.25	\$5,381.25
11	\$1,577.25	\$1,665.25	\$5,801.25	\$5,889.25
12-18	\$1,689.25	\$1,785.25	\$6,297.25	\$6,393.25
19	\$1,808.25	\$1,912.25	\$6,800.25	\$6,904.25
20	\$1,927.25	\$2,039.25	\$7,303.25	\$7,415.25

Tuition Rate per credit hour off campus:

Deming	Undergraduate	\$119.00	Graduate	\$127.00
Gallup	Undergraduate	\$178.00	Graduate	\$178.00
Lordsburg	Undergraduate	\$119.00	Graduate	\$127.00
T or C	Undergraduate	\$178.00	Graduate	\$178.00
Deferred contract payment plan fee: (all campuses)			(Non-Refundable)	\$25.00
Registration Fee: (all campuses)			(Non-Refundable)	\$25.00
Student Technology 7+hours		\$80.00	1-6 hrs Part-Time	\$40.00
On-line Course Fees:			Per Credit Hour	\$25.00
Graduation Fee: Certificate/Licensure: \$40.00 Associate/Bachelors: \$60.00 Masters: \$80.00				

SENIOR CITIZENS

A \$5.00 per credit hour charge is assessed on a space-available basis to New Mexico residents 65 or older who are enrolled for six (6) or fewer credit hours. State law requires that senior citizens taking more than six (6) credit hours be charged the full rate for all credits, based on in-state or out-of-state residency. Senior Citizens will be required to pay the Registration/Tech Fee and any associated lab fees.

ESTABLISHING RESIDENCY FOR TUITION PURPOSES

1. Students who believe they have satisfied the residency requirement may obtain a "Petition for Resident Tuition Classification" from the Admissions Office. The form should be completed in detail and should be accompanied with any necessary documentation when returned to the Admission's Office.
2. All requirements for residency must be met prior to January 8, 2010 the deadline for filing the petition.

Non-resident students who enroll in six (6) or fewer credits hours DO NOT pay out-of-state tuition.

TUITION REFUND POLICY

Students dropping courses or officially withdrawing during the semester are eligible to receive a refund as follows:

Dropping Courses

Semester Timetable

Status at the Registrar's Office

Pre-registration to January 22, 2010

If finalized, 100% less registration and deferred plan fee, if applicable.

January 22, 2010 to the last day of class

No Refund

Refund percentages are applied to total charges assessed and not the amount paid. Once the refund of charges is applied to the student's account, it may result in a balance due to the University or a credit due to the student. *Rarely does refunding of charges result in the student's account having a zero balance, which would require no action by either the University or the student.* Once a student registers, the student is responsible for the total charges assessed regardless of whether the installment plan is used.

The tuition refund policy is subject to change(s) made by the Office of Business Affairs and does not apply to complete withdrawal from the University.

A student who drops courses up through January 22, 2010 will be given a 100% refund. *Keep in mind, however, that dropping a course or courses can lead to a change in enrollment status (full-time to part-time), which could lead to changes in federal aid, scholarships, athletic eligibility or veteran's benefits.* Classes added after the second week may be subject to additional tuition and/or fees. Please refer to the tuition and fee schedule.

A student who drops courses after January 22, 2010 will not receive a refund. Classes added after the second week will be posted to your account as additional billed hours and may be subject to increased tuition and/or fees.

If your class starts before or after January 22, 2010 the refund dates may differ, please check with the Business Office to see if you are eligible for a refund.

Official Withdrawal

Any student wishing to withdrawal from the University should make an appointment with the Academic Support Center. A complete withdrawal form is required. When the student drops or withdraws to zero credit hours and had been awarded financial aid, the Office of Business Affairs will adhere to Federal regulations following the refund schedule provided by the Office of Financial Aid (as mandated by the reauthorization of the U.S. Title IV Program). **Not attending classes does not constitute an official withdrawal.**

COMPLETING YOUR ENROLLMENT:

All students (no exceptions) must confirm their registration by **January 22nd, 2010**. A student is financially responsible for all charges incurred as a result of their registration activity. **If you do not plan to attend WNMU, you must officially withdraw.** To confirm your enrollment, you may do so in either of the following ways:

Payment in full of all the assessed student charges.

- Pay the balance in full with cash, check or credit card.
- Have enough financial aid to pay in full.
- Submit, to the Business Office, a contract agreement from a third party agency.
- Submit, to the Business Office, a faculty/staff tuition waiver.

Payment Plan

- If a student cannot pay his or her account in full and needs to spread payments over the semester.
- If a student's financial aid and/or scholarships will be paying only a portion of his or her account, then a payment plan will be established for the remaining balance.
- If a student wants to pay his or her account with work-study funds, the Business Office offers a special payment plan. Contact the Business Office for more information.
- Any student account with a balance after January 22nd will be automatically enrolled in a payment plan and assessed a \$25 non-refundable fee.

INTEREST-FREE MONTHLY PAYMENT PLAN

A student may take advantage of the installment payment plan option for a \$25 non-refundable fee. Students enrolled in one or more credit hours may be eligible.

High school students taking classes as concurrent or dual students do not qualify for the payment plan option. Please see the section for concurrent students in the schedule for more information.

Waivers granting in-state tuition prices, housing and meal plan credits awarded to housing staff, and other institution-awarded waivers do NOT qualify as a financial commitment by the student.

All charges at WNMU will be included in the installment plan with the following exceptions: books, graduation fees, NEA insurance dues, most testing fees, or transcripts.

SPRING SEMESTER SCHEDULE

Beginning with pre-registration through January 15th a 10% down payment plus the \$25 non-refundable payment plan fee will be required. The remaining balance will be divided into four equal installments as follows:

February 15 th	25%
March 15 th	25%
April 15 th	25%
May 15 th	25%

If any changes occur on your account after payment arrangements have been made, the plan amounts will be updated. Notification of these changes will be communicated through your Mustang Express e-mail address. It is important to monitor this e-mail account regularly to ensure that you are receiving the important notifications.

To qualify for the payment plan, mandatory scheduled payments will be required. Automatic deductions will be processed from the account you set up during enrollment.

Monthly payment notifications will be sent to the student's Mustang Express e-mail address. If the balance is not paid by the **final installment plan date** the student's account will be assessed a \$50 default fee.

ONLINE PAYMENTS

Students can make payments online at www.wnmu.edu. There are three options for making an online payment.

Payment with an electronic check.

Payment with a debit card.

Payment with a credit card.

WNMU accepts MasterCard, Visa and Discover credit cards.

There may be a convenience fee assessed for online payments made with a credit card.

By paying online the student agrees to accept full financial responsibility for all of the charges assessed to their account. Mandatory scheduled payments will be required by one of these methods when participating in our installment plan. The system will not allow you to delete the payment method associated with your payment plan.

BUSINESS OFFICE COMMUNICATION

The Business Office's official communication with all students is through the utilization of their Mustang Express e-mail account. The Business Office will also mail financial information to the student, including statements, refunds, and tax documents. It is the student's responsibility to keep their contact information updated with the Registrars Office. WNMU cannot be responsible for any delayed communication due to out-dated addresses.

Upon registration, you will receive a Statement of Financial Responsibility electronically via Mustang Express. The document discusses several areas, including refund information, financial holds and collection costs. It is recommended that you save this document for future reference. Contact the Business Office for more information or if you have any questions regarding your account.

FINANCIAL AID FORFEITURE

Students must be aware that if they are dropped/withdrawn from their courses for failure to attend, they risk the forfeiture of any federal funds they have received during that enrollment period.

Students who do not complete any hours also risk forfeiture of all federal funds for that period. In this case, the student will have to document the most recent academic activity.

FINANCIAL AID REFUND CHECKS FOR SPRING

Students who complete the registration process and are eligible for financial aid refund checks may pick them up as follows:

- If registration is completed on or before noon, Thursday, January 7, 2010 checks will be available Monday, January 11, 2010 in the PE Complex.
- Students finalizing Thursday, January 7, 2010 after noon through Thursday, January 14, 2010 will have refund checks available on Tuesday, January 19, 2010 in the Business Office.
- Anyone completing registration after these dates will follow the normal refund schedule.
- A student's financial aid must be transmitted no later than Wednesday at 4:30 p.m. Checks will be released after 10:00 a.m. on Friday.

PARKING AND TRAFFIC REGULATIONS

PERMITS: All students who live in campus housing must have a current parking permit for their parking area. All students, staff, and faculty who operate a motor vehicle on campus must register and display a current identification sticker on the vehicle at all times. Register all vehicles at Campus Police Department. Permits are available at no charge. Permits expire August 15th every year.

PENALTIES: Failure to obey the parking and traffic regulations and the general provisions of these regulations shall be punishable by citations that must be paid within five days of the date of issue. The assessments can range from \$20 to \$120, depending upon the violation. The citation must be paid through the Business Office and a receipt must be presented to the Campus Police Department. If they are not paid within five days, you will be assessed late fees of \$5 per day up to Municipal Court standard fines less court costs. Also, your account will be assessed late fees of \$5 per day and the ticket may be transferred to the Municipal Court.

HANDICAPPED PARKING PERMITS: Handicapped parking permits, issued by New Mexico Motor Vehicle Division, must be displayed along with a current identification sticker from WNMU on the vehicle at all times.

STUDENT HOUSING/RESIDENCE LIFE

The Housing / Residence Life Department of Western New Mexico University provides living accommodations for University students desiring on-campus housing. Prospective residents are urged to apply for accommodations as far in advance as possible.

HOUSING RATES Academic Year 2009-2010

Ritch Hall / Eckles Hall (Traditional Freshman Residence Halls)

Double Occupancy	\$1,000.00/semester
Single Occupancy	\$1,225.00/semester
Suite Occupancy	\$1,355.00/semester Eckles only

Centennial Hall (co-ed, preference to upper classmen, freshman must meet 2 out of 3 criteria (3.25 HS GPA, Comp 21 ACT or 900 SAT and /or ranked in top 1/3 of graduating class)

GPA1	\$1,420.00/semester
GPA2	\$1,730.00/semester
GPA3	\$2,025.00/semester

Single Studio Apartments (Single 21 yr /older studio apartments)

Student Family	
1 bedroom apt	\$2,000.00/semester
2 bedroom apt.	\$2,235.00/semester

Meal Plans (prices are subject to change)

240 Meal Plan	\$1,600.00/semester
Unlimited	\$1,780.00/semester

REFUND POLICY

Applicants wishing to cancel their reservation should do so in writing at least 30 days prior to the start of the session for which housing is desired. Failure to observe this deadline will result in forfeiture of the security deposit. Spring cancellation deadline is December 1.

HOUSING POLICY

Occupants of all campus housing facilities are required to maintain their assigned unit and the surrounding area to the satisfaction of the University Administration. Pets are not permitted in University controlled housing. The consumption and/or possession of alcoholic beverages on Western New Mexico University Property is prohibited.

HOUSING APPLICATIONS

A Housing application form may be requested from the Housing/Residence Life Department at (575) 538-6629 or the Admission's Office at (575) 538-6106. Applications are also on the web and may be printed off and submitted with the required deposit.

GRADUATING IN 2009-2010?

If “Yes”, you must submit the following items to the Registrar’s Office no later than the deadline to apply as indicated below:

1. Advisor approved degree plan
2. Application for Degree Audit / Graduation (available at the Registrar’s Office or on-line www.wnmu.edu)

After your degree plan is audited, your results will be emailed to your Mustang Express account.

Graduation Application Fee:

Certificate/Licensure \$40.00

Associate/Bachelor \$60.00 Masters \$80.00



Spring 2010 Commencement will be held Friday, May 14, 2010 at 6:00 p.m.

Rehearsal is at 11:00 the day of Commencement.

Semester you Wish to Graduate:

- Spring 2010
- Summer 2010
- Fall 2010
- Spring 2011

Deadline to Apply and Pay Fees:

September 1, 2009

February 1, 2010

June 1, 2010

September 1, 2010

CANCELLATION OF SCHEDULED CLASSES

Western New Mexico University reserves the right to cancel any class(es) within the 2010 Spring Schedule that are under enrolled as deemed necessary by the Office of the Vice President for Academic Affairs. Since the major determining factor for cancellations is enrollment, students are encouraged to register early.

TAKING AN ONLINE CLASS AT WNMU

If you are taking a course identified as **ONLINE**, you will not have a classroom to go to on the first day of class. Instead, you will need to log in to WNMU's learning management system, **Blackboard-Vista**, to access your course electronically. **It is extremely important that you log in to your online course(s) on the first day of class as noted in WNMU's online and printed schedules.** Do not wait several days or weeks to log in and begin participating. Your instructor has the option of dropping you from the class if you do not participate, so log in immediately and get busy.

In order to take online classes, you will need access to a computer and the Internet. Online courses can eliminate travel time, reduce child care costs, and offer greater flexibility for students who are employed – **but they are not easier than face-to-face classes.** You must check in to your class several times a week, and you must adhere to the class schedule of assignments, quizzes, exams, and discussion postings.

To log into your online class follow these steps: Go to **www.wnmu.edu** and select **My Online Courses** from the left-hand side of the screen. Next, enter your Mustang Express username and password. Most online courses are not accessible until the first day of class, so don't be surprised if your class is not available until then.

If you have never taken an online class at WNMU, please refer to the **Online Student Resources** module available within **Blackboard-Vista**. It will provide practice activities and tutorials that will help you master many of the skills necessary to be successful in an online class.

If you have questions regarding technology, please contact the WNMU Help Desk at 575-574-4357 or **helpdesk@wnmu.edu**. If you have questions regarding registration, please contact the Registrar's Office at 1-800-872-9668 or email **registraro@wnmu.edu**. General questions about online courses should be directed to the Virtual Campus at 575-538-6549 or **online@wnmu.edu**.

Millennium III Honors Program

This program is aimed at bright, motivated students in all majors. The curriculum allows students to choose at least 24 hours of honors coursework to apply towards the 128 hours required for a baccalaureate degree. (Associate degree students complete at least 21 hours of honors coursework.) Most of the honors courses are enhanced versions of General Education courses. The advantages of taking the honors version of General Education courses include smaller enrollments (all honors courses are limited to 20 students) and a more interactive learning environment. Another component of the program is that every semester a one credit hour Honors Seminar is offered. These seminars have included trips to such varied locations as Casas Grandes in Mexico and Chaco Canyon National Historic Park. Honors courses are designated as such on students' transcripts and students who complete the full curriculum have a notation on their transcripts indicating they are Honors Program graduates.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, ANNUAL NOTICE PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION DATA OF PUBLICATION

Western New Mexico University hereby designates the following student information as public or "Directory Information". Such information may be disclosed by the institution for any purpose, at its discretion.

1. Names, addresses, telephone numbers, dates of attendance, class level.
2. Previous institution(s) attended, major field of study, awards, honors (includes Dean's list and high honors), degree(s) conferred (including dates).
3. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Registrar's Office. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office or by filling out the following request. Western New Mexico University assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Last Name	First	Middle	Western ID	Signature	Date
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WILL REMAIN IN EFFECT UNTIL REVOKED IN WRITING, PLEASE PRINT.

GUIDE TO READING THE CLASS SCHEDULE

Courses are listed in alphabetical order by discipline (i.e. Academic Enrichment, Anthropology, etc.)

Evening course (starting 4:00 p.m. or later) times are bold.

1. **Subj:** Indicates the department for each course
2. **Numb:** Indicates the course number
3. **Writing Intensive:** Indicates the course is writing intensive.
4. **CRN:** Course Reference Number, used for registration in a specific section
5. **Course Title:** Self explanatory
6. **Start:** The time class begin
7. **End:** The time class end
8. **Days:** Day of the week the class meets
9. **Building:** Building where class meets
10. **Room:** Room where class meets
11. **Credit:** The number of credit hours for each course
12. **Instructor:** Indicates the instructor of record. (Staff indicates no instructor assigned to a course).
13. **Aprvl: "Y"** a course needs instructor permission before registering
14. **Fee:** Special course/lab fee

KEY TO BUILDING ABBREVIATIONS

BOWDHL	Bowden Hall	LIGHTL	Light Hall
CHINOB	Chino Building	MARTNB	Martinez-Fall Building
FACTCR	Fine Arts Center Theatre	MCCRAY	McCray Building
FLEMHL	Fleming Hall Museum	MLIBRY	Miller Library
FOXCMP	James B. Fox Athletic Complex	PAROTT	Parotti-Music
GLASHL	Glaser Hall	PHELPB	Phelps-Dodge Building
GRAGYM	Graham Gym	PECOMP	Ray Brancheau/PE Complex
GRCENT	Besse-Forward Global Resource Center	SECHHL	Sechler—Rhoades Hall
HARLHL	Harlan Hall-Science	WDRAMA	Webb Building-Drama
JUANCB	Juan Chacon Building	WATTHL	Watts Hall

Days of the Week

M—Monday, T—Tuesday, W—Wednesday, R—Thursday, F—Friday, S—Saturday, U—Sunday, TBA—To Be Announced

SPRING 2010 FINAL EXAMINATION SCHEDULE

The final examination week for this Spring will be May 10-13 (M-R). No classes meet regularly that week. During the preceding week, regular classes will be held but no exam totaling more than 10% of the student's grade may be given with the exception of laboratories. If a student has three (3) or more exams on any one day, the instructor must give the student the option of taking the exam during one of the make-up periods.

If the class meets regularly from:

then the final examination will be given on:

		Monday, May 10
8:00-8:50 a.m.	M,W,F	7:30-9:30 a.m.
10:00-10:50 a.m.	M,W,F	10:00-12:00 noon
12:00-12:50 a.m.	M,W,F	12:30-2:30 p.m.
2:00-2:50 p.m.	M,W,F or	
2:00-3:15 p.m.	M,W	3:00-5:00 p.m.
4:00-4:50 p.m.	M,W,F or	
4:00-5:15 p.m.	M,W	5:15-7:15 p.m.
7:00-8:15 p.m.	M,W	7:30-9:30 p.m.

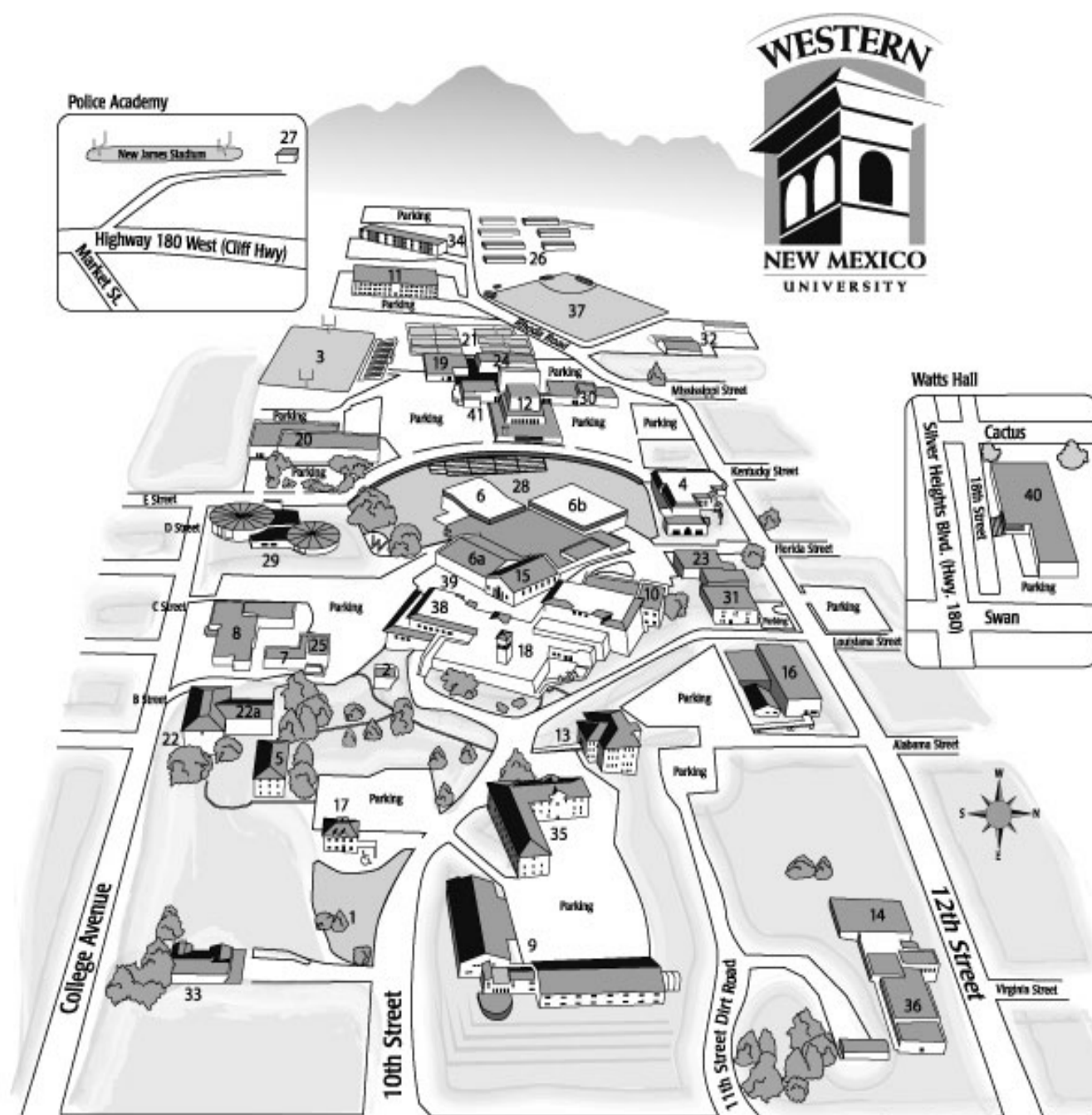
		Tuesday, May 11
9:30-10:45 a.m.	T,TH	7:30-9:30 a.m.
12:30-1:45 p.m.	T,TH	10:00-12:00 noon
MAKE-UP EXAMS		12:30-2:30 p.m.
5:30-6:45 p.m.	T,TH	5:15-7:15 p.m.
MAKE-UP EXAMS		7:30-9:30 p.m.

		Wednesday, May 12
9:00-9:50 a.m.	M,W,F	7:30-9:30 a.m.
11:00-11:50 a.m.	M,W,F	10:00-12:00 noon
1:00-1:50 p.m.	M,W,F	12:30-2:30 p.m.
3:00-3:50 p.m.	M,W,F or	
3:00-4:15 p.m.	M,W	3:00-5:00 p.m.
5:30-6:45 p.m.	M,W	5:15-7:15 p.m.

		Thursday, May 13
8:00-9:15 a.m.	T, TH	7:30-9:30 a.m.
11:00-12:15 a.m.	T, TH	10:00-12:00 noon
2:00-3:15 p.m.	T, TH	12:30-2:30 p.m.
MAKE-UP EXAMS		3:00-5:00 p.m.
MAKE-UP EXAMS		5:15-7:15 pm.
7:00-8:15 p.m.	T, TH	7:30-9:30 pm.

Final exams for three hour evening classes which have starting times of 4:00 p.m. or later, and which meet regularly once a week, will be given during finals week on the regularly scheduled day and time as the class would normally meet.

Grades are due by 12:00 noon on Monday, May 17, 2009. For further information on final exam week please contact any of the Department Chairs, Directors or the Office of the Vice President for Academic Affairs.



West Street

- | | | |
|---|---|---|
| 1. Alumni Garden | 16. Harlan Hall HARLHL | 30. Parotti Bldg. PAROTT |
| 2. Barnard Hall - United Campus Ministry | 17. Hunter Hall HUNTHL | 31. Phelps Dodge Bldg. PHELPS |
| 3. Ben Altamirano Field | 18. J. Cloyd Miller Library MLIBRY | 32. Physical Plant |
| 4. Besse-Forward Global Resource Ctr. GRCENT | 19. James B. Fox Athletic Complex FOXCMP | 33. President's Residence |
| 5. Bowden Hall | 20. Juan Chacon Bldg. JUANCH | 34. Regents Row (Apartments) |
| 6. Brancheau P.E. Complex PECOMP | 21. Kilpatrick Tennis Courts | 35. Ritch Hall |
| a. Fieldhouse | 22. Light Hall LIGHTL | 36. Sechler - Rhoades Hall SECHHL |
| b. Intramural Gym | a. Light Hall Auditorium | 37. Softball Field |
| 7. Campus Police | 23. Martinez - Fall Bldg. MARTNB | 38. Thomas B. McDonald Student Memorial Ctr. |
| 8. Castorena Hall - Administration Bldg. | 24. McCray Art Bldg. MCCRAY | 39. Thomas B. McDonald Student Memorial Patio |
| 9. Centennial Hall | 25. M.E.Ch.A. Bldg. | 40. Watts Hall (Off Campus) WATTHL |
| 10. Chino Bldg. CHINOB | 26. Muir Heights (Family Housing) | 41. Webb Drama Bldg. WORAMA |
| 11. Eckles Hall | 27. New James Stadium JAMSTA | |
| 12. Fine Arts Center Theatre FACTCR | - Police Academy (Off Campus) | |
| 13. Fleming Hall - University Museum FLEMHL | 28. Old James Stadium | |
| 14. Glaser Hall GLASHL | 29. Old Student Memorial Bldg. | |
| 15. Graham Gymnasium GRAGYM | - Campus Post Office | |