

Discover Yourself



Western New Mexico University
www.wnmu.edu

SPRING 2012 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)

2

| | |
|--|---------------------------|
| Last day to add classes w/out instructor's permission in person. | Friday, January 6 |
| Last day to add classes w/out instructor's permission on-line | Sunday, January 8 |
| Official term begins | Monday, January 9 |
| Late Registration fee of \$50 begins 8:00 a.m. | Monday, January 9 |
| Last day to register or add/drop (adding a course will require permission) | Friday, January 13 |
| Disenrollment for non-payment (Full Semester Classes) | Friday, January 13 |
| Martin Luther King Day (University closed) | Monday, January 16 |
| Deadline: Graduation Application for Summer 2012 | Wednesday, February 1 |
| School of Education Graduate Comprehensive Exams | Saturday, February 25 |
| Last day to change grade option from Audit/Grade or Grade/Audit (instructor's and advisor's signature is required) | Thursday, March 1 |
| Faculty, staff and student day for Assessment & Quality Improvement (no classes) | Friday, March 2 |
| Spring Recess (Lordsburg, and Silver City) | Mon. - Fri., Mar. 5-9 |
| Spring Recess (Deming) | Mon. - Fri., Mar. 12-16 |
| Spring Recess (Gallup) | TBA |
| Spring Recess (T or C) | Mon. - Fri., Mar. 19-23 |
| Mid-semester grades due | Monday, March 12 |
| Deadline: Fall 2012 Scholarship Applications (Financial Aid) | Friday, March 30 |
| Last day to withdraw from class(es) with a grade of "W". (grades earned and assigned will not convert to a grade of "W") | Friday, March 30 |
| Spring Holiday (University Closed) | Friday, April 6 |
| Last day of regular class meetings | Friday, May 4 |
| Final exam week (Also, see WEB for final exam schedule) | Mon.-Th., May 7-10 |
| Honors Breakfast (8:00 a.m.) | Friday, May 11 |
| Commencement Rehearsal (11:00 a.m.) | Friday, May 11 |
| Nursing Pinning Ceremony (3:00 p.m.) | Friday, May 11 |
| Commencement (6:00 p.m.) | Friday, May 11 |
| Occupational Therapy Assistant Pinning Ceremony (4:00 p.m.) | Saturday, May 12 |
| Grades due no later than noon | Monday, May 14 |
| Late fee of \$50 for unpaid student balances begin | Wednesday, 16 |
| Final grades for Spring will be Available to Students Via MUSTANG EXPRESS http://my.wnmu.edu | Friday, May 18 |
| Memorial Day (University closed) | Monday, May 28 |
| Deadline: Graduation Application for Fall 2012 | Friday, June 1 |
| Police Academy Certification ceremony | TBA |

FINAL GRADES

Final grades will be available via Mustang Express at

<http://my.wnmu.edu>

by **Friday, May 18, 2012**

TABLE OF CONTENTS

| | | | |
|-------------------------------|------|-----------------------------------|-------|
| Admissions Information | 7,18 | Mustang Express | 5 |
| Auditing a Course | 18 | Non-Discrimination Policy | 3 |
| Building Abbreviations | 21 | On-Line Class | 20 |
| Calendar | 2 | Parking | 15 |
| Campus Map | 23 | Registration | 7-8 |
| Completing your Enrollment | 9 | Complete Withdrawal | 18 |
| Complete Withdrawal | 18 | Currently Enrolled | 8 |
| Degree Evaluation | 5-6 | High School (Concurrent/Dual) | 19 |
| Directory | 3 | New/Transfer Students | 7 |
| FERPA—Directory Information | 21 | Non-Degree | 18 |
| Final Exam Schedule | 25 | Re-admission | 18 |
| Graduation, Applying for | 17 | Refunds | 10-11 |
| Guide to Reading the Schedule | 21 | Residency Classification | 9 |
| Holds | 20 | Withdrawals | 18 |
| Housing/Resident Life | 16 | Returning Title IV Federal Aid | 13-14 |
| Installment Payment | 12 | Senior Citizens | 9 |
| | | Tuition, Fees, and Payment Option | 11-12 |
| | | Tuition Refund | 10-11 |
| | | Veteran's Benefits | 4 |

CALL FOR INFORMATION 538-

| | | | |
|------------------------------|-------------|---|----------|
| Academic Affairs | 6317 | Registrar's Office | 6118 |
| Academic Support Center | 6400 | Student Activities | 6281 |
| Admission's Office | 6106 | Student Affairs | 6339 |
| Alumni Office | 6428 | Academic Departments: | |
| Athletics Director | 6218 | Criminal Justice & Chemical Dep. | 6321 |
| Bookstore | 6123 | Computer Science | 6788 |
| Business Office | 6151 | Expressive Arts | 6614 |
| Campus Police | 6231 | Humanities | 6525 |
| Career Services | 6109 | Mathematics | 6788 |
| Extended University | 6149 | Natural Sciences | 6227 |
| Financial Aid | 6173 | Nursing | 6960 |
| Graduate Division | 6317 | Occupational Therapy Asst. | 574-5170 |
| Health and Student Insurance | 6339 | School of Applied Technology | 6286 |
| Housing/Residence Life Dept. | 6629 | School of Business Adm. & Econ. | 6321 |
| Information | 6011 | School of Education | 6416 |
| Media Services (ITV) | 6360 | Social Sciences | 6635 |
| Miller Library | 6350 | Social Work | 6421 |
| Online Student Help Desk | 574-4357 | Veteran's Assistance | 6116 |
| President's Office | 6238 | Virtual Campus | 6549 |
| | | Virtual Campus Online Student Advisor | 6584 |
| | | Silver City-Grant County Chamber of Commerce | 3785 |

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 American 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 Username?** and when the new screen appears, enter your first and last names.
- Make a note of your Username and keep it handy.
- Go back and select **What is My Password?** and when the new screen appears, enter your Username and Social Security number or Western ID Number. 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.
- Return to the WNMU home page and enter your Username and Password in the box at the bottom right of the screen. This will take you into **Mustang Express**.
- Your **My E-mail** in-box should appear in the center of your **Mustang Express** homepage.
- Use the **Student** tab to access personal information.
- You will be asked to change your **Mustang Express** password from your WNMU ID number (W-number) to your own personal password.

For assistance, contact the **WNMU Help Desk** at helpdesk@wnmu.edu or (575)-574-HELP (4357).

VETERANS' BENEFITS

All students who wish to receive Veterans' Benefits must apply for certification. Veterans must verify their courses with the Veteran's Administration 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.

Degree Evaluation Program

5

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. You must be in your Mustang Express to access CAPP.

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: 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 Required : | No | 128.000 | 123.000 | | 45 |
| Required Institutional : | Yes | 30.000 | 123.000 | | 45 |
| Last Number Institutional Required: | Yes | 12.000 | 18.000 | | 7 |
| ...Out of Last Earned : | Yes | 18.000 | 18.000 | | 7 |
| Program GPA : | Yes | 2.00 | 3.28 | | |
| Overall GPA : | Yes | 2.00 | 3.13 | | |
| Other Course Information | | | | | |
| 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:

6

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 (575)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 or <http://www.wnmu.edu/Newstudents/admissions.shtml>. Application for Spring 2012 admission **must** be submitted no later than **December 9, 2011**.

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 online at <http://my.wnmu.edu>.
- **Graduate degree bound students** should meet with their assigned department advisors or register online at <http://my.wnmu.edu>.

Undergraduate students registering in person at the Registrar's Office must have the signature of the advisor on the registration form or course enrollment will not be allowed unless the student has their APIN.

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 9, 2012.

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. *Overloads, Independent Studies and 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 permission 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 who will give the APIN to the student to register via the WEB using the APIN.
- 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 who will give the APIN to the student to register via the WEB using the APIN.
- 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 will give your APIN which will allow you to register via the WEB. 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 Course Enrollment: 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 will 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 by their advisor or the Registrar's Office provided the registration form has the signature of the advisor or the student knows the APIN.

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 8.

SENIOR CITIZENS

9

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 6, 2012, 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.

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 more challenging coursework. 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 that complete the full curriculum have a notation on their transcripts indicating they are Millennium III Honors Program graduates.

COMPLETING YOUR ENROLLMENT

All students (no exceptions) must confirm their registration by **January 13, 2012**. 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.** (not attending classes does **NOT** constitute as an **Official Withdrawal**) 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 20th will be automatically enrolled in a payment plan and assessed a \$25 non-refundable fee.

Spring 2012 Refund Drop Dates

Refer to column labeled **P**
(Part of Term)
 on the
 statement
 and/or schedule.

Spring 2012

| Part of term | (Drop Date) | Part of term | (Drop Date) | Part of term | (Drop Date) |
|--------------|--------------------|--------------|---------------------|--------------|-------------|
| 1 | (January 13) | AT3 | (December 12, 2011) | A20 | (April 21) |
| 2 | (January 12) | AT4 | (January 10) | A21 | (April 24) |
| 3 | (January 23) | AT5 | (January 10) | 4 | (March 1) |
| G | (January 14) | AT6 | (January 10) | | |
| G1 | (January 23) | AT7 | (February 1) | | |
| G2 | (January 29) | AT8 | (February 1) | | |
| G3 | (January 17) | AT9 | (February 7) | | |
| G4 | (January 30) | A10 | (February 10) | | |
| G5 | (January 29) | A11 | (February 9) | | |
| G6 | (January 15) | A12 | (February 23) | | |
| G7 | (January 16) | A13 | (February 23) | | |
| G8 | (January 16) | A14 | (March 4) | | |
| G9 | (January 15) | A15 | (March 13) | | |
| M | (March 15) | A16 | (March 15) | | |
| AT | (October 20, 2011) | A17 | (March 23) | | |
| AT1 | (January 12) | A18 | (April 3) | | |
| At2 | (March 15) | A19 | (April 14) | | |

Please note that your courses
 may not be within the same

If the drop date falls on a non-working day, this allows the student to drop a course on the web **only**. Otherwise, the student **MUST** process the drop in person the Friday **prior** to the drop date.

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 | RESIDENT | | NON-RESIDENT | |
|--|---------------|------------|---------------------|------------|
| | UNDERGRADUATE | GRADUATE | UNDERGRADUATE | GRADUATE |
| 1 | \$138.00 | \$148.00 | \$138.00 | \$148.00 |
| 2 | \$276.00 | \$296.00 | \$276.00 | \$296.00 |
| 3 | \$414.00 | \$444.00 | \$414.00 | \$444.00 |
| 4 | \$552.00 | \$592.00 | \$552.00 | \$592.00 |
| 5 | \$690.00 | \$740.00 | \$690.00 | \$740.00 |
| 6 | \$828.00 | \$888.00 | \$828.00 | \$888.00 |
| 7 | \$1,251.00 | \$1,321.00 | \$3,988.00 | \$4,051.00 |
| 8 | \$1,386.00 | \$1,466.00 | \$4,514.00 | \$4,586.00 |
| 9 | \$1,521.00 | \$1,611.00 | \$5,040.00 | \$5,121.00 |
| 10 | \$1,656.00 | \$1,756.00 | \$5,566.00 | \$5,656.00 |
| 11 | \$1,791.00 | \$1,901.00 | \$6,092.00 | \$6,191.00 |
| 12-18 | \$1,922.00 | \$2,042.00 | \$6,614.00 | \$6,722.00 |
| 19 | \$2,060.00 | \$2,190.00 | \$7,143.00 | \$7,260.00 |
| 20 | \$2,198.00 | \$2,338.00 | \$7,672.00 | \$7,798.00 |
| Tuition Rate per credit hour off campus: | | | | |
| Deming | Undergraduate | \$137.00 | Graduate | \$147.00 |
| Gallup | Undergraduate | \$178.00 | Graduate | \$178.00 |
| Lordsburg | Undergraduate | \$137.00 | Graduate | \$147.00 |
| 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 hours Part-Time | \$40.00 |
| On-line Course Fees per credit hour: | | | | |
| Undergraduate | | \$30.00 | Graduate | \$40.00 |

Tuition Refund Policy

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

Dropping Courses

Semester Timetable

From pre-registration through the last day to drop a class.

See page 10 for part of term codes with drop dates

After drop date to the last day of class

Potential Refund Status

If finalized, 100% of tuition and student/course fees less registration fee or installment plan fee, if applicable.

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, there may be 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. A zero balance 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 the drop date 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 will be posted to your account as additional billed hours and may be subject to additional tuition and/or fees. Please refer to the tuition and fee schedule.

A student who drops courses after the drop date will not receive a refund.

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, NEA insurance dues, most testing fees, or transcripts.

Spring semester schedule

Beginning with pre-registration through January 13th 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

13

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.

Returning Title IV Federal Aid

The office of financial Aid at Western New Mexico University is required by the Department of Education to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take leave of absence prior to completing 60 percent of the semester. Federal Title IV Aid includes Pell Grant, Supplemental Educational Opportunity Grant (SEOG); TEACH Grant, Perkins Loan, Stafford Loan and Plus Loan. The withdrawal date is defined by the Department of Education as the date the student begins the institutional withdrawal process, last date of recorded attendance, or the mid-point of the term for a student who leaves without notifying the institution. Students who are officially withdrawing from all of their courses may initiate the withdrawal process on line through their mustang express account. The withdrawal process will be done electronically. It is important that the student assure proper withdrawal for all courses:

Step 1: Student Initiates Withdrawal

Step 6: Registrar's Office

Step 2: Academic Support

Step 7: Residence Life

Step 3: Business Office

Step 8: Business Office

Step 4: Financial Aid Office

Step 9: Student is officially withdrawn

Step 5: Residence Life

The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% is considered to have earned all awarded aid for the enrollment period.

The unearned portion of Federal Student aid Funds will be returned to the appropriate aid program(s). The funds are returned in the following order:

Federal Unsubsidized Stafford Loan

Federal Subsidized Stafford Loan

Federal Perkins Loan

Federal Graduate Plus Loan

Federal Plus Loan

Federal Pell Grant

Federal SEOG Grant

Federal Teach Gant

A school must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal. Student withdrawing from classes are responsible for payment of any balance due after the required return of Federal Student Aid Funds to the Business Office.

Recalculation will be based on percent of earned aid using the following formula:

Percent earned equals number of days completed up to the withdrawal dated divided by the number of days in the 14 semester. For example, if the semester begins on Aug 17 and the student withdrew on Sept. 10 the following formula applies:

$$25 \text{ day completed} / 101 \text{ day of instruction in the fall semester} = 24.8 \text{ percent earned Financial Aid}$$

Federal financial aid is returned to the Department of Education based on the percent of unearned aid and will be calculated as 100 percent of time in the term minus the percent completed (above) multiplied by the amount of aid disbursed. For example using the 24.8 percent of earned time above, for a student who received a \$2675 grant and his total charges are 1769.28 the following formula applies:

$$100\% \text{ or } (101 \text{ days}) - 24.8\% \text{ earned or } (25 \text{ days completed}) = 75.2\% \text{ unearned}$$

$$\text{Student charges} = \$1769.28 * 75.2 \text{ percent} = \$1330.48 \text{ to be refunded to the federal aid program.}$$

This is the required federal refund policy and does not take into account Western New Mexico University’s policy of 100 percent and 0% percent tuition refund. Any University refund will be used to repay the aid programs first. If, as in the example above. A student withdraws on Sept. 10, he or she will be in Western’s 0 percent refund time period or they will receive only 0 percent of tuition charges. The student will still owe a refund of 75.2 percent of aid received.

For example:

| | | |
|----------------|----------------|--|
| August 17 | | September 10 |
| Tuition & Fees | 1769.28 | 1769.28 |
| Financial Aid | <u>2675.00</u> | 0.00 0% Refund of Tuition & Fees |
| Refund Check | 905.72 | 1330.48 unearned aid returned and balance due to the Business Office. |

To remain eligible for Federal Student Aid during the semester, the student must be attending classes, taking exams and completing required course work.

To be eligible for financial aid for the following semester(s) the student must demonstrate satisfactory academic progress toward degree completion as determined by federal regulation in conjunction with the University policy.

Unofficial Withdrawals:

A student who receives all F’s for the semester will owe a refund to the Title IV Aid Programs. The refund will be calculated as if the student withdrew at 50 percent of the semester, unless the student’s last day can be determined through an academically related activity.

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 DISBURSEMENT SCHEDULE FOR FALL

To be eligible for a refund for the 1st disbursement of the semester, you must finalize with the Business Office and your Financial Aid (including but not limited to scholarships, grants, and loans) must be paid over to your account no later than Friday, December 9, 2011.

Students will be notified through their Mustang Express on the dates they will receive any subsequent refunds. **Please contact the Business Office if you are interested in enrolling in our E-Refund option.**

Refund disbursement checks will be mailed to the mailing address (MA) in Mustang Express as soon as they have been processed. **Verify that your mailing (MA) address is correct. If it is not correct, follow the instructions provided below to update it.**

- Log into Mustang Express via WNMU's website (www.wnmu.edu).
- Click on the Student Tab and follow the steps after selecting the '[Click here to alter your Mailing address](#)' link.

If the check is returned due to an incorrect address, the Business Office will make an additional attempt to contact the student, but if unsuccessful any Federal Financial Aid (including Student Loans, Pell Grants, SEOG Grants) in excess of a student's tuition and fees will be cancelled (equal to the amount of the refund check). Please contact the Business Office for more information.

Financial Aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

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.

SAFETY AND SECURITY REPORT: The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," commonly referred to as the "Clery Act", requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. You can access them by going to <http://www.wnmu.edu/admin/businessaff/CampusPoliceLossControl/index.shtml>.

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.

Centennial Hall is available during the summer session for single students wishing to reside in a dormitory setting. Floor plans are designed as suites consisting of a general living area, four single bedrooms and two restrooms. Kitchen facilities are not available. Meal Plans are not required during the Summer Session, but are during the Fall and Spring Semesters. A snack/coffee bar is located in the Student Memorial Building for your convenience.

Regents Row is available during the summer session for single students 21 years of age or older wishing to reside in a studio style apartment. Floor plans are designed open with a partition separating the living and sleeping area, a small kitchen and private restroom area.

Muir Heights is available during the summer session for married couples and families or single students with dependent children. Floor plans are designed in one or two bedroom style with two bedroom preferences being given to families of three or four.

HOUSING RATES Academic Year 2011-2012

Ritch Hall / Eckles Hall (Traditional Freshman Residence Halls)

| | | |
|------------------|---------------------|-------------|
| Double Occupancy | \$1,095.00/semester | |
| Single Occupancy | \$1,335.00/semester | |
| Suite Occupancy | \$1,485.00/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 | \$1,550.00/semester | |
| GPA2 | \$1,890.00/semester | |
| GPA3 | \$2,210.00/semester | |

Single Studio Apartments \$2,440.00/semester (Single 21 yr /older studio apartments)

Student Family

| | | |
|-----------------|---------------------|--|
| 1 bedroom apt . | \$2,185.00/semester | |
| 2 bedroom apt. | \$2,440.00/semester | |

Meal Plans (prices are subject to change)

| | | |
|---------------|---------------------|--|
| 240 Meal Plan | \$1,735.00/semester | |
| Unlimited | \$1,925.00/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.

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

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?

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 at

<http://www.wnmu.edu/admin/studentaff/registrar/Application%20for%20Audit-Graduation.pdf>)

After your degree plan is audited, your results will be e-mailed to your WNMU account.



Spring 2012 Commencement will be held Friday, May 11, 2012 at 6:00 p.m. Rehearsal is at 11:00 the day of Commencement.

Semester you Wish to Graduate:

- Spring
- Summer
- Fall

Deadline to Apply :

September 1
February 1
June 1

REGISTRATION PROCESS FOR RE-ADMITTED STUDENTS

18

Step 1. Readmitted students are all students who previously enrolled in this institution's main or branch campuses but were not enrolled during the previous session (not counting summer for fall enrollers). You must apply for re-admission at the Admission's Office or <http://www.wnmw.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 9.

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.* 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.wnmw.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.wnmw.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, but 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.

WITHDRAWAL PROCEDURE

A student with their APIN # or students not required to have an APIN may withdraw from a class via their Mustang Express. Otherwise, a signature or email from the instructor and advisor is required on the Change of Schedule Form to withdrawal 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.

COMPLETE WITHDRAWAL PROCEDURE

Students who wish to withdraw from **ALL** of their courses may do so by logging into their Mustang Express Account. Once in Mustang Express, click on the Student tab. You will find the Complete Withdrawal link under the Student Services tab. Once your withdrawal is submitted via the email, it cannot be stopped. The Office of Financial Aid is required by the Department of Education to recalculate federal financial aid eligibility for students who withdraw prior to completing 60% of the semester.

A grade of "W" will be awarded after the drop period (i.e. from the first Saturday of Fall and Spring semester through the end of the eleventh week.) When students cease attending classes at WNMU during a semester and do not withdraw according to the standard withdrawal procedures, they become liable for grades of F. Such students are responsible for tuition and fees associated with the course(s). Non-attendance in class does not necessarily result in an instructor withdrawal.

The calendar provided in the front section of this schedule will indicate the last day to completely withdraw.

NEW MEXICO'S DUAL CREDIT PROGRAM AT WNMU

(A Special Program for High School Students)

Tell me about what kinds 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 unless your high school pays on your behalf 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!

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.

Concurrent Enrollment forms can be obtained at the Admissions Office and at the Academic Support Center.

REGISTRATION HOLDS

20

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.

CANCELLATION OF SCHEDULED CLASSES

Western New Mexico University reserves the right to cancel any class(es) within the 2011 Summer/Fall 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

If you are taking a course labeled **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 platform, called **Blackboard**, 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 in to your online course, follow these steps:

1. Go to the WNMU homepage at **www.wnmu.edu**.
2. Select **Blackboard** from the **Quick Links** list
3. **Username:** Always use your current **Mustang Express** username
4. **Password:** Always use your current **Mustang Express** password
5. Click the **OK** button. Your courses should appear in the center section of the screen under **Course List**. Select the course you wish to enter.
6. **Important Note:** Online courses are **NOT** accessible to students until the first day of class as listed on the University schedule.

If you have never taken an online class at WNMU, consider these options:

First, you can refer to the **Online Student Resources** link: Go to **www.wnmu.edu** and select **Blackboard** from the **Quick Links** list. Now select **Online Student Resources** from the right side of the screen. These practice activities and tutorials will help you master many of the skills necessary to be successful in an online class.

Second, you can enroll in **ACAD 080, Online Orientation**. ACAD 080 is a very short (2-hours maximum) orientation course for the purpose of introducing new students to Blackboard. The course is online, non-credit, offered as “audit,” and has no tuition/fees attached. There are no textbooks required. Look for ACAD 080 on the current WNMU schedule; you can register yourself or ask your advisor to do so. Please note that the course will not be accessible until the start date listed on the schedule.

If you have questions regarding your online class(es), please contact the HELP desk at (575) 574-HELP or **helpdesk@wnmu.edu**, or the Virtual Campus online student advisor at (575) 538-6584, or **online@wnmu.edu**.

ISBN Availability As part of the Higher Education Opportunity Act, (HEOA), the university is required to post the URL for the bookstore: <http://www.bkstr.com>

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, ANNUAL NOTICE

21

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

WILL REMAIN IN EFFECT UNTIL REVOKED IN WRITING, PLEASE PRINT.

KEY TO BUILDING ABBREVIATIONS

| | | | |
|---------------|--------------------------------------|---------------|--------------------------|
| BOWDHL | Bowden Hall | JUANCB | Juan Chacon Building |
| CHINOB | Chino Building | LIGTHL | Light Hall |
| COBRE | Cobre High School | LORDS | Lordsburg High School |
| DEMHGS | Deming High School | MARTNB | Martinez-Fall Building |
| DEMING | Deming Education Center | MCCRAY | McCray Building |
| FACTCR | Fine Arts Center Theatre | MLIBRY | Miller Library |
| FLEMHL | Fleming Hall Museum | NURS | School of Nursing |
| FOXCMP | James B. Fox Athletic Complex | PAROTT | Parotti-Music |
| GALLUP | Gallup Graduate Studies Center | PHELPB | Phelps-Dodge Building |
| GLASHL | Glaser Hall | PECOMP | Ray Brancheau/PE Complex |
| GRAGYM | Graham Gym | SECHHL | Sechler—Rhoades Hall |
| GRCENT | Besse-Forward Global Resource Center | TRUTH | T or C Education Center |
| HARLHL | Harlan Hall-Science | WDRAMA | Webb Building-Drama |
| HLC | Hidalgo Learning Center | WATHL | 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 2012 FINAL EXAMINATION SCHEDULE

The final examination week for this Spring 2012 will be May 7-10 (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:

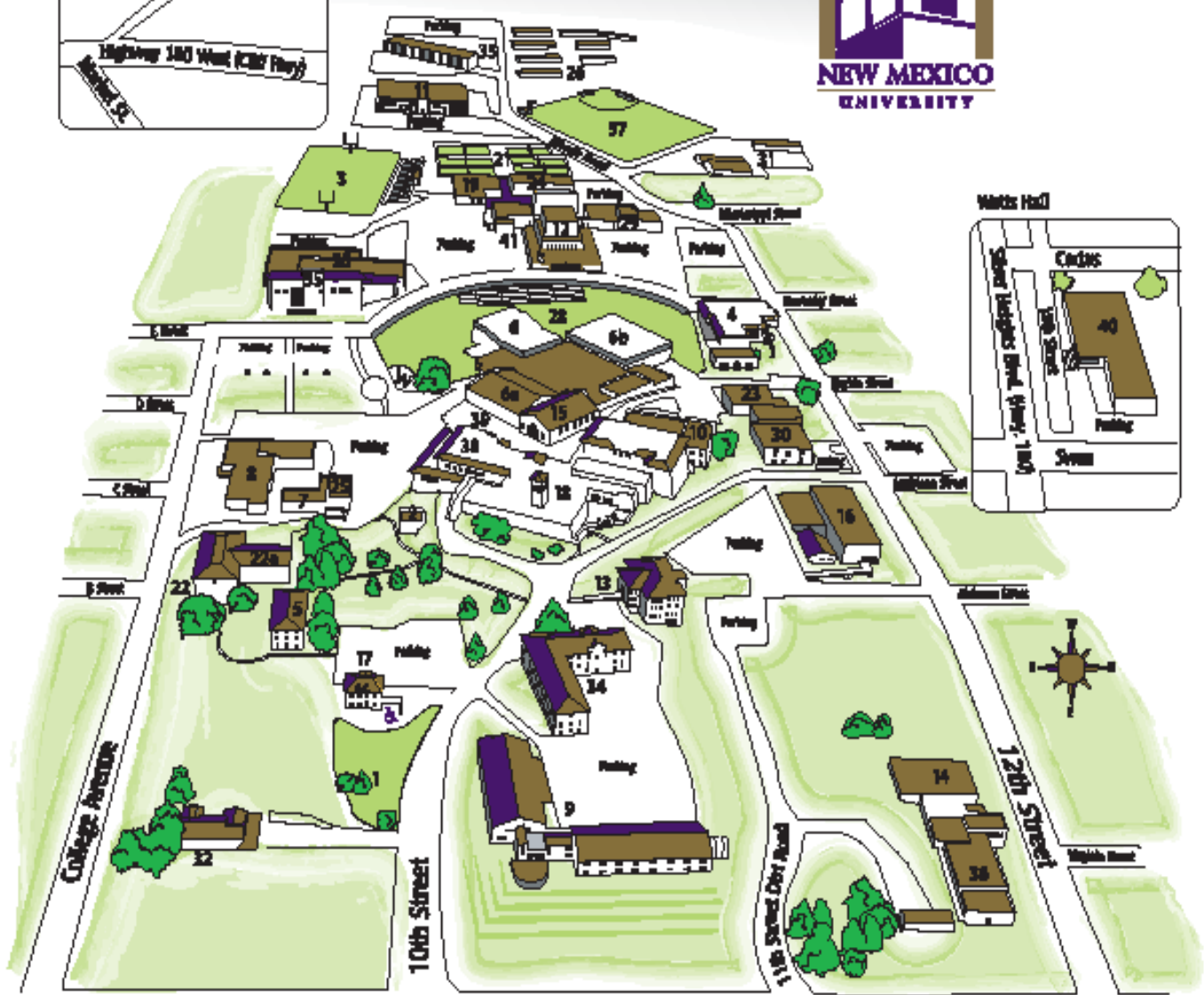
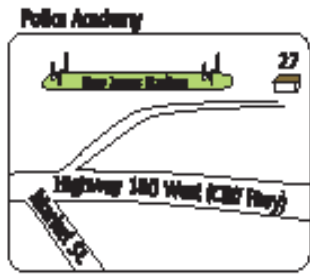
| | | Monday, May 7 |
|------------------|----------|----------------------|
| 8:00-8:50 a.m. | M,W,F | 7:30-9:30 a.m. |
| 10:00-10:50 a.m. | M,W,F | 10:00-12:00 noon |
| 12:00-12:50 a.m. | M,W,F | 12:30-2:30 p.m. |
| 2:00-2:50 p.m. | M,W,F or | |
| 2:00-3:15 p.m. | M,W | 3:00-5:00 p.m. |
| 4:00-4:50 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 8 |
|-----------------|------|-----------------------|
| 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 9 |
|------------------|----------|-------------------------|
| 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 10 |
|------------------|-------|-------------------------|
| 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 14, 2012. 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

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| 1. Alumni Garden | 16. Harlan Hall | 30. Phelps Dodge Bldg. |
| 2. Burnard Hall - United Campus Ministry | 17. Hunter Hall | 31. Physical Plant |
| 3. Ben Altamirano Field | 18. J. Cleoy Miller Library | 32. President's Residence |
| 4. Besse-Forward Global Resource Ctr. | 19. James B. Fox Athletic Complex | 33. Regents Row (Apartments) |
| 5. Bowden Hall | 20. Juan Chacon Bldg. | 34. Rich Hall |
| 6. Brancheau PE. Complex | 21. Kilpatrick Tennis Courts | 35. School of Nursing Bldg. |
| a. Fieldhouse | 22. Light Hall | 36. Sechler - Rhodes Hall |
| b. Intramural Gym | a. Light Hall Auditorium | 37. Softball Field |
| 7. Campus Police | 23. Martinez - Fall Bldg. | 38. Thomas B. McDonald Student Memorial Ctr. |
| 8. Castorena Hall - Administration Bldg. | 24. McCray Art Bldg. | 39. Thomas B. McDonald Student Memorial Patio |
| 9. Centennial Hall | 25. M.E.C.A. Bldg. | 40. Watts Hall (Off Campus) |
| 10. Chino Bldg. | 26. Muir Heights (Family Housing) | 41. Webb Drama Bldg. |
| 11. Eddies Hall | 27. New James Stadium - Felicia Academy (Off Campus) | |
| 12. Fine Arts Center Theatre | 28. Old James Stadium | |
| 13. Fleming Hall - University Museum | 29. Perotti Bldg. | |
| 14. Gasser Hall | | |
| 15. Graham Gymnasium | | |