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STUDENT RESOURCES

Tutoring Program
Students seeking help with their studies and course work can take advantage of UNM-Taos's supplemental instruction services. Tutors are available to assist students with exam preparation, homework, math science, computer studies, and to help improve English, mathematics, and reading skills.
Our services are free to UNM-Taos students. Students can be referred for tutoring by their instructor or voluntarily enter the program by contacting the Coordinator. To improve study skills and learning strategies, all students are encouraged to attend the hour-long mini workshops offered throughout the semester. For more information on course tutorials, workshops and learning resources contact the Center for Academic Success and Achievement (CASA) at 758-5904.

UNM Resources for Substance Abuse Problems - Located at Main Campus in Albuquerque

CPU Resources for Faculty and Staff:
If you are concerned about your own, an employee's or a colleague's alcohol or drug use, contact the Counseling Assistance and Referral Services (CARS) program. The intent of CARS is not to intrude into the private lives of University employees, but rather to provide services for those who choose to request help with their problems. Your contact with CARS is confidential within the limits of applicable law and ethical guidelines. Individual assessments, short-term counseling, consultation and referrals are available. CAR (Counseling Assistance and Referral Service) Main Campus (505) 277-6868.

UNM Resources for Students:
If you are concerned about a student's alcohol or other drug use contact the Student Health Center's Student Assistance Program for consultation. Individual assessments, counseling, group therapy, and referrals are available.

Student Health Center
- Student Assistance Program (505) 277-1899
- Student Health Education Program (505) 277-7947
- Student Mental Health Center (505) 277-4537

Other Campus & Community Resources:
- AGORA Crisis Center (505) 277-8300
- ASAP Program (505) 277-5532
- National Council on Alcoholism & Drug Abuse (AA, ACOA, Al-Anon, Women for Sobriety, etc.) (505) 256-8300
- Suicide Crisis Emergency Telephone (505) 265-7557
- UNM Mental Health Center (505) 843-2800
- Crisis Unit (505) 843-2800
- Center for Alcoholism, Substance Abuse & Addictions (505) 768-0100

ADA Compliance and Reasonable Accommodation
The University of New Mexico is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). The University makes reasonable accommodation to the religious observances/national origin practices of a student, an employee or prospective employee, and to the known physical or mental limitations of a qualified student, employee, applicant or program user with a disability, unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of the University. Qualified stu-
College Readiness Program
The College Readiness Program is designed to serve students by helping to strengthen their academic competencies as well as helping to ensure their successful transition into college-level degree and certificate programs. The program offers course placement evaluation for students and credit introductory studies courses to help students enter college at the most appropriate level. Both the Tutoring Program and the Learning Resources Center work in conjunction with College Readiness faculty members to provide educational opportunities and academic strategies for student success.

Testing, Assessment, and Placement
Students must be assessed for appropriate placement prior to enrolling in any of the following courses: Math 099, Math 100, Math 120, Math 121, Math 123, Stat 145, Math 150, Math 162, ISE 098, ISE 099, ISR 020. ISR 021, ISR 100, Engl 100, Engl 101, or Engl 102. Students will be assessed based on UNM-Taos placement exam scores, ACT/SAT scores, CLEP/CEEB scores, and/or prior college prerequisite course work that is fewer than three years old. Students are strongly encouraged to take the UNM-Taos placement exams to confirm proper placement, even when other assessment scores are available. For placement testing information, call The Center for Academic Success and Achievement at 758-5904.

Financial Aid
UNM-Taos offers a variety of scholarships, grants, loans and student employment opportunities to help meet the financial needs of all its students. Students enrolled at least half time in a certificate or degree-granting program should consider applying for any of the financial aid programs at UNM-Taos. Federal regulations require that to remain eligible for financial aid, students must perform in the classroom according to the University’s Satisfactory Academic Progress Policy. (See complete Satisfactory Academic Progress Policy below.) Student academic progress is reviewed at the end of each academic year for programs at least two years in length. For programs shorter than two years in length, academic progress is reviewed at the end of each semester. For students not meeting the University’s standard, financial aid will be canceled.
Opportunities for part-time employment are provided to students through the federally funded Work-Study Program. The students must have demonstrated financial need and be enrolled in at least six credit hours, as indicated by the completed Financial Aid form, to participate in the Program.

Satisfactory Academic Progress Policy
The three components of the Satisfactory Academic Progress Policy are explained below. Academic renewal does not satisfy academic progress standards for financial aid.

1. Course Completion Rate: Students must successfully complete at least 67% of the total credit hours they attempt. Classes in which grades of A, B, C, D, and CR are earned will be considered completed. Repeated courses were already counted as completed course, and credit will not be earned twice. All attempted credit hours, from
any university (including non-degree hours), are counted whether or not financial aid was received. This calculation includes all hours in which student is registered at the time of withdrawal. Remedial classes and English as a Second Language (ESL) classes are also counted as attempted credit hours. Courses taken form AUDIT are not counted in the student’s total course load for purposes of financial aid eligibility. For graduate students, 100- and 200- level classes count as hours attempted, but not hours earned, because they will not count toward the completion of a graduate degree.

2. Minimum GPA requirement: The students must meet the following GPA requirements in order to maintain their eligibility for financial aid:

<table>
<thead>
<tr>
<th>College/Program</th>
<th>Total Attempted Credit Hours</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>1-30</td>
<td>1.7</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>31+</td>
<td>2.0</td>
</tr>
<tr>
<td>Graduate</td>
<td>N/A</td>
<td>3.0</td>
</tr>
</tbody>
</table>

3. Maximum Time Frame: undergraduate students must complete their program of study within 150% of the published length of the program, measured in credit hours attempted. Example: if the published length of an academic program is 128 credits, the maximum time frame for completion is 192 attempted credits. All attempted credit hours from any university, including non-degree hours, and hours attempted in completing a prior certificate or degree will count toward the maximum allowable credits regardless of whether financial aid was received. Courses with assigned grades of F, WF, W, WP, I, NC, and "repeated" courses all count as attempted credit hours. In addition, remedial classes and ESL classes are counted in this calculation, even though these classes do not count toward the students’ graduation requirements. To receive financial aid, graduate students must complete their degree within the maximum time frame allowed by their graduate program.

Remedial Coursework
Students enrolled in degree or certificate-granting program may receive financial aid for remedial coursework. However, federal regulations prohibit the receipt of financial aid for more than 30 semester hours of work. ESL (English as a Second Language) courses do not count against this limit.

Exception for Standards of Satisfactory Progress
Students may request a review for accommodation when failing satisfactory progress standards by submitting a petition to the Student Financial Aid Office. A committee will review each petition. Petitions must contain the following:

1. A personal statement, explaining the extenuating circumstances which prevented Satisfactory Academic Progress toward a degree or certificate. If the student’s transcript indicates difficulty for more than one semester, the petition must address the circumstances pertaining to each of these terms, and should also explain how they have been resolved.

2. Documentation: For example, if you had an illness that prevented you from attending classes, you must provide statement from your physician or photocopies of medical bills or statements containing a description of the illness and the dates that indicate when you suffered from that illness.

3. Degree summaries signed by academic advisors, for students who exceeded the maximum time frame.
Students will be notified, in writing, of the decision approximately 10 working days after the petition was submitted.

**Scholarships** (see the Financial Aid Advisor for more information)
In addition to grants, loans, and work-study, UNM-Taos has a variety of scholarships available to eligible UNM-Taos students. Students should contact the Financial Aid Coordinator for specific eligibility requirements, qualifications, and deadlines.

- Native American Scholarship: this scholarship is offered to Native American Students who are attending UNM-Taos.
- Mana del Norte Scholarship: The Mana del Norte Scholarship assists Hispanic Women in completing their post-secondary education.
- UNM-Taos Bridge to Success Scholarship: the Bridge Scholarship is offered to high school graduates who are enrolled full-time.
- New Mexico Lottery Success Scholarship: Offered to New Mexico High School graduates and GED recipients who enroll for 12 credit hours and have a 2.5 GPA.
- UNM-Transfer Scholarship: General Scholarship offered to students who plan on transferring to The University of New Mexico-Main Campus.

**Bookstore**
Textbooks are available for purchase the week before classes begin each semester and during regular office hours once the semester begins. A complete list of textbooks and prices is available each semester in the Bookstore. Books may be returned and students refunded for a limited length of time after classes begin (usually the first two weeks of the semester or the first week of the summer session). After this time, no refunds will be available, and books will be returned to UNM Main Campus according to UNM Main Campus policy. Student may also purchase school supplies, giftware items, and special interest books at the Bookstore.

**Library and Learning Resource Center**
Located in CR #14 at 115 Civic Plaza Drive    737-6242
Email: unmtlib@unm.edu   Website: http://taos.unm.edu/library
The Library is intended to supplement and support the teaching process. The Library is located behind the Administration offices and is staffed by the Librarian, Assistant Librarian, and student assistants. Library resources and services include circulation of books, audio and videocassettes, a pamphlet file, magazine, newspaper and journal subscriptions, electronic research databases and a strong interlibrary loan service. Reserve materials for your classes may be housed in the library.

*The goal of the Library is to provide the resources and instruction for one to become a lifelong learner.*

**Who May Borrow Materials?**
- Current students, faculty and staff
- Residents of Taos County with identification showing current address.
- Patrons who have a Library Passport Certificate by other New Mexico colleges and universities.

**Borrowing Procedures**
- Books may be borrowed for two weeks and renewed for an additional two weeks if there are no holds on that item. Faculty may also use their “faculty extended bor-
rowing privileges” if an item is needed for the duration of the semester.
• Audiovisual materials may be borrowed for one week and renewed for another week if there are no holds on that item.
• Five items may be borrowed at one time.
• Magazines may be checked out for three days providing it is not the current issue. Newspapers and reference materials do not circulate.

Interlibrary Loans
• Materials we borrow from other libraries may be checked out for two weeks from the date we receive the item.
• Renewals depend upon the loaning library. ILL items for renewal should be brought back on or before the due date to be considered for renewal.
• The Library has electronic access to libraries all across the country so check with the staff for any items you need.
• The interlibrary loan service is for current students, faculty, and staff only.

Direct Borrowing from Other Institutions
• Current students, faculty, and staff may obtain a Library Passport Certificate from the UNM-Taos library staff to use at any other New Mexico college or university library. This enables one to go to another academic library, do their research, and check out materials directly. This would be used only if you are doing research at that particular institution and wish to check out materials directly. Otherwise, you would request the material from your UNM-Taos Library to obtain through inter-library loan.

UNM-Email Accounts
• Current students, staff, and faculty must obtain a UNM e-mail account.
• Library staff can assist with the online application or you can go directly to the internet address (http://www.unm.edu/cirt/new).
• Be prepared to provide your date of birth, social security number, a login name (4-8 characters usually your name or nickname), and a password (6-8 characters using a combination of letters and/or numbers).

Learning Resource Center (LRC)
• The LRC is open to all current students, staff, and faculty. As space permits, patrons who can demonstrate current affiliation (i.e. student or faculty identification) with other academic institutions may have access to the LRC.
• The LRC computers offer word processing programs and other software applications offered as coursework.
• There is direct connection to the Internet (World Wide Web searching), to LIBROS (online library catalog consortium including UNM Main Campus libraries, UNM branches, and other regional academic libraries), and research data bases including FirstSearch, Health Reference Center, Business Source, ProQuest Magazines Online, Newsbank Newsfile, Academic Search Premier, InfoTrac databases, and LexisNexis Academic.
• In order to provide Information Literacy Instruction, the Library offers workshops on library research, course-related library instruction, and electronic information services.

Early Childhood Resource Center
The Early Childhood Resource Center is a grant funded program that focuses on bringing FREE support and education services to anyone who works with, cares for
or has a child or children ages 0-12 years old. We have been in operation in Taos County since 1993 and in that period have grown and shaped our program according to the requests and needs of the community. All of our services are free and open to anyone. At this time we offer:

*Technical Assistance* to child care providers, Early Childhood Professionals, parents and community agencies regarding program licensing and registration, CYFD/state agency information, community resources, child care and child development concerns, etc.

*Toy Lending & Resource Libraries* in Taos and Peñasco

“*Training Night Live*”, a free workshop series for childcare providers, parents, grandparents, and teachers. Workshops are in Peñasco & Questa monthly and twice a month in Taos.

“*Warm Line*” Services for answers to questions regarding children (child development questions & concerns, support services, community agency referrals, etc.)

*Childcare Referral Program* to refer parents, including TANF participants, to childcare programs appropriate for their children, with follow-up services as needed.

*Early Care Training Program* - training & guidance services to participants interested in the Early Childhood field.

*Aim High Initiative* - the goal of which is to support childcare programs in an effort to ensure that safe, high quality care is provided.

“*45 Hour Entry Level Course*” (*Foundations in Early Care, Education, and Family Support*) A free course designed for developing professionals, parents and grandparents in need of support. Upon successful completion of this course, students will be awarded an Entry Level New Mexico Certificate from the Office of Child Development, Children, Youth and Families Department.

*Developmental Disabilities Planning Council Child Care Inclusion Project* – specific training topics to allow child care providers to be more comfortable and familiar with serving children with special needs.

*Car Seat Distribution Program* – Through a grant from Safer NM. Now, the UNM-Taos Early Childhood Resource Center will provide a limited number of car seats for infants and children who meet low-income guidelines. Our technicians can also assess the quality, installation, and safety of your current car seat for FREE.

*Free Helmet Distribution Program* – Provided by the New Mexico Medical Foundation Pediatric Society. The UNM-Taos Early Childhood Resource Center is funded by a grant from the Office of Child Development, Children Youth and Families Department to provide training and technical assistance.

The UNM-Taos Early Childhood Resource Center is funded by grants from the Children Youth and Families Department, Office of Child Development, NM State Department of Education, Developmental Disabilities Planning Council, and the Los Alamos National Laboratories Foundation.
The UNM-Taos Early Childhood Resource Center is part of the New Mexico Child Care Training and Technical Assistance Network. Promoting the development of quality child-care, education and family support.

**Community Education**
UNM-Taos offers a diverse program of non-credit Community Education courses. The program provides residents of Taos and surrounding area with lifelong learning opportunities for personal and professional growth. Courses may be offered as workshops or on a regularly scheduled basis and are instructed by qualified and experienced Instructors.

**ABE/GED/ESL Program**
Instruction in Adult Basic Education (ABE), General Education Development (GED) which helps students earn their GED High School Equivalency Diploma, and English as a Second Language (ESL) for adult students who are at least 16 years of age is offered. If you have a goal to advance your academic level, earn a High School Diploma, or learn to read, write, or speak English as your second language in order to be a more marketable in today’s workforce, this program is for you.

These academic programs are offered free of charge to students who qualify for the program. We do ask, before students enroll, that they make a commitment to keep the schedule that is tailored for them. To facilitate this, we offer classes in the evenings as well as a scheduled lab during the day. We have student instructors, as well as volunteer tutors, who can work with participants in this program. We also offer a basic and an advanced math class.

When students pass the Pre-GED test, they are referred to the official GED testing program. This testing program is scheduled to be in place at a Taos location by mid-April 2004. Our goal is to ensure that the student is successful in attaining his or her goal.
BAChELOR AND GRADUATE PROGRAMS

If you have been attending a two-year institution, you will need to make some adjustments when entering a Bachelor’s completion program through one of the University of New Mexico Bachelor and Graduate Program sites. Admission, tuition, and fees will be substantially different from the two-year institution. Bachelor and Graduate programs function by the same policies and procedures as Main Campus programs; the courses are just offered on a different campus.

Costs
The cost of attending a university is a major concern for students. Whereas the low tuition at the two-year colleges is subsidized by local property taxes, the funding for Graduate and Upper Division programs comes from state funding similar to that of other university campuses around New Mexico. Therefore, students at distant sites will be charged the same tuition and fees as students at UNM Main Campus. Contact the UNM Taos Financial Aid Advisor for more information on student aid (505) 737-6200.

Degree Admission
Students can apply for admission to Graduate and Upper Division status either at the local UNM Extended University site, or at the specific department on Main Campus. You must meet the admission requirements of Main Campus since degree requirements will be the same as students attending UNM in Albuquerque. Processing an application takes time and depends on a number of factors. Application review will not begin until all transcripts, test scores, and application fees are on file.

It is important to meet with an advisor before applying for admission.

Non-degree Admission
If you want to take a course but do not want to apply to a specific program, you may apply to UNM in Non-degree Status. Keep in mind that most colleges and departments will only accept up to 12 non-degree credit hours to be applied to a graduate program. You can fill out a non-degree application at the local UNM Extended University office. Contact an Extended University advisor for more information at (505) 737-6279.

UNM Credits
All courses completed within the UNM system will appear on your UNM transcript. College preparatory courses (numbered 010-100) and many vocational and technical courses are not accepted toward baccalaureate degrees. Check with an advisor to determine which of your credits will apply to an upper division degree.

Advising
It is important to schedule regular appointments with an advisor in the program that you are pursuing. Take the time to meet with your advisor and discuss any questions you may have. Advisors from Main Campus arrange advisement days at various sites each semester. Keep an eye out for announcements. The BUS (Bachelor’s of University Studies) advisor in Taos, can be reached at (505) 737-6282.

Student’s Schedule
The Bachelor and Graduate Programs provide convenient evening courses for students when possible. Courses include live courses and instructional television (ITV) courses. Students also have the option of taking correspondence and internet courses through Extended University. Contact the UNM-Taos Bachelor and Graduate Programs office at (505) 737-6279 to obtain a schedule of courses.
BACHELOR AND GRADUATE PROGRAMS

Contact information

Mary Lutz, M.F.A
Operations manager
505 737-6281
mlutz@unm.edu

Gina Vigil, Educational Site Coordinator
505 737-6280
gvigil@unm.edu

Mario Suazo, Academic Advisor
505 737-6282
msuazo1@unm.edu

Carmen Gonzales, Instructional Assistant
505 737-6252
lecarm@unm.edu

Eileen Lujam, Nursing Academic Advisor
505 741-1948
elujan@salud.unm.edu
UNM-TAOS ACADEMIES

Programs of study are grouped into six Academies. Academy Heads coordinate programs within clusters and advise the Administration on curriculum and academic personnel matters while Program Assistants manage specific faculty to ensure a quality education through the development and implementation of outcomes and outcomes assessment, classroom visits, and student evaluations. These are just a few ways in which UNM-Taos strives to provide a high quality learning environment for all students.

The UNM-Taos Academies and their associated disciplines are:

<table>
<thead>
<tr>
<th>Academy of Art</th>
<th>Academy of Business and Computer Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Arts and Crafts</td>
<td>Pre-Business</td>
</tr>
<tr>
<td>Art Studio</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Art History</td>
<td>Business Computers</td>
</tr>
<tr>
<td>Media Arts</td>
<td>Internet Technology</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Digital Graphic Design</td>
</tr>
<tr>
<td>Southwest Arts</td>
<td>Multimedia Technology</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Academy of Health and Human Services</th>
<th>Academy of Professions and Liberal Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Services</td>
<td>Anthropology</td>
</tr>
<tr>
<td>Psychology</td>
<td>Communication and Journalism</td>
</tr>
<tr>
<td>Healing Arts</td>
<td>English</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>Foreign Language</td>
</tr>
<tr>
<td>Early Childhood Multicultural Education</td>
<td>History</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Political Science</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Peace Studies</td>
<td>Religion</td>
</tr>
<tr>
<td>Sociology</td>
<td>Southwest Studies</td>
</tr>
<tr>
<td></td>
<td>Women's Studies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academy of Science</th>
<th>Academy of Trades and Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Construction Technology</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Carpentry</td>
</tr>
<tr>
<td>Earth and Planetary Sciences</td>
<td>Woodworking</td>
</tr>
<tr>
<td>Environmental Sciences</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Heavy Equipment Operator CDL</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Outdoor Education</td>
</tr>
<tr>
<td>Physics</td>
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</tbody>
</table>

Prospective, new, and existing students are strongly urged to discuss their educational goals with a UNM-Taos Academic Advisor prior to registering. Academic advising services are free. Advisors can help you select the program of study that best suits your needs, obtain transfer credit for classes completed at other institutions, schedule your classes, and make the most of your time at UNM-Taos.

Call 737-6200 to schedule an appointment with an Academic Advisor.