



## HLC Accreditation Evidence Document

**Title: University Advising Center Syllabus and Handbook**

**Office of Origin: Office of Academic Affairs**

**Description:** The syllabus and handbook made available to students to help them navigate undergraduate advising. This includes information on the various types of advisement at the university, a description and guide to using the online LoboAchieve service, an overview of ACT/SAT score placement for Gen Ed courses, and other helpful sections.

Date: 2014

# UAC ADVISING SYLLABUS

## ACADEMIC ADVISOR EXPECTATIONS

Students can expect advisors to:

- Understand and effectively communicate the curriculum, transfer requirements, and university and college policies and procedures
- Encourage and support students as they gain the skills to define and develop clear and attainable educational plans and goals
- Provide students with information about, and strategies for, utilizing the available resources and services on campus
- Assist students in understanding the purpose and goals of higher education and its effects on their personal lives and futures
- Monitor and accurately document students' progress toward meeting their goals.
- Be accessible during office hours for communication with students by walk-in advising, telephone, e-mail, or web access.
- Maintain confidentiality

## STUDENT EXPECTATIONS

Advisors will expect students to:

- Make regular contact with advisor during each semester
- Come prepared to each appointment with questions and/or material for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Organize official documents in a way that enables them to be accessed when needed and to maintain a record of progress toward meeting goals
- Complete all assignments or recommendations from advisor
- Gather all relevant decision-making information
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities
- Become knowledgeable about programs, policies, and procedures
- Accept responsibility for decisions

## LEARNING OUTCOMES

- Students will develop an educational plan for successfully achieving their goals and select courses each semester to satisfy that educational plan.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Students will make use of referrals to campus resources as needed.
- Students will be able to accurately read and effectively utilize a degree audit in their educational planning.
- Students will gain an understanding of UNM Basics including what are the core requirements, deadline dates and processes for adding/dropping classes, and how to effectively use your degree audit, myUNM, and LoboWeb.

## MATERIALS USED IN ADVISING

University Catalog

Learning Outcomes

Degree sheets for core requirements and intended major

LOBO Trax Degree Audit and/or Unofficial Transcript

## ACADEMIC ADVISEMENT

The University of New Mexico has a decentralized advising structure with twelve College advising centers. The various advising centers utilize different advising approaches including prescription, developmental, holistic, appreciative, intrusive advising, and advising as teaching.

New students at the University of New Mexico (UNM), start their journey under the direction of an Academic Advisor. Each advisor at UNM is assigned to degree program(s) and has been trained extensively to know all the program requirements. Advisors are available to assist students through every step they take toward graduation. Advisors will help students find answers to questions on UNM academic policies, procedures, programs, course selection, and anything else they may need along the way. If an advisor cannot help a student directly, they will refer students to the correct department. Students are strongly encouraged to see an advisor on a regular basis. This handbook can provide answers to many of your academic advisement questions.

Explore various websites to gain additional information about academic advisement and academic success.

[loboachieve.unm.edu](http://loboachieve.unm.edu)  
[advisement.unm.edu](http://advisement.unm.edu)  
[degrees.unm.edu](http://degrees.unm.edu)  
[success.unm.edu](http://success.unm.edu)  
[students.unm.edu](http://students.unm.edu)

## WHY IS ADVISING IMPORTANT?

Academic Advisement is an essential component to ensure a positive student experience and success at UNM. Obtaining Academic Advisement in a *timely manner* and on a *regular basis* increases a student's opportunity to succeed academically, to successfully progress toward degree objectives, and to graduate in a timely manner. At least one meeting each semester ensures updating of academic records.

## **TYPES OF ADVISEMENT**

### **ADVISEMENT DESCRIPTION**

All students are expected to become **partners** with their advisors as they map out the path they will follow to successfully complete core requirements, apply to a degree granting college, and graduate with a Bachelor's degree. Students are expected to meet with their academic advisor at least once a semester. Registration holds are placed on accounts each semester so that students will visit with an advisor.

### **ATHLETIC ADVISING**

Student athletes at UNM meet one-on-one with their assigned athletic advisor to create a course schedule that will blend with their athletic schedule.

### **COLLEGE ADVISING**

There are general advisors for every department within a specific college. For example, the College of Arts & Sciences has an advising center for all students with degree programs in Arts & Sciences. The college advisor is there to advise students on overall college requirements needed to graduate.

### **DEPARTMENTAL ADVISING**

Departmental advisors provide advisement on department and major requirements in a specific area. If a student is completing a major or a minor in more than one unit, they will likely have an advisor in each unit. The advisor may be either a professor or professional staff.

### **TRANSFER ADVISING**

Prospective students that are considering transferring to the University of New Mexico may see an advisor to assist students with basic questions about the transfer and articulation process. Transfer students already admitted to UNM will need to work with their assigned academic advisor.

### **UNIVERSITY COLLEGE ADVISING**

Students admitted into University College must meet one-on-one with their University Advising Center advisor to ensure they take the necessary courses to transition into their degree granting college. Advisors also assist students with selection of their degree program and mapping out a four-year plan.

## LoboAchieve

LoboAchieve facilitates meaningful contact between students their advisors, and their instructors, and tutors. LoboAchieve encourages students to engage more deeply in their academic lives by connecting them to the people and resources in place to help them succeed.

LoboAchieve also has an Early Alert support system to support student success. An Academic Status Report will be sent to instructors during the semester. Flags can be raised by instructors to let students know that they may need additional support in the class. Students will then be connected to the appropriate individual who can assist with their flag. In addition, instructors can raise kudos to congratulate students on their academic success. Flags and kudos are simply notifications; they do not indicate grades and are not permanent records.

Benefits for students using LoboAchieve are:

- Know who their academic advisor is.
- See selected advising notes from their advisor.
- Know immediately when the institution has a concern about their academic performance and which support services are available to them.
- Receive notifications from the institution in a variety of convenient methods.

### **MAKING APPOINTMENTS**

Students can make appointments to see their advisor through by following these steps:

1. Go to [loboachieve.unm.edu](http://loboachieve.unm.edu)
2. Log in with your UNM user name and password.
3. From the “**Home**” screen, in the “**My Success Network**”, find or search for your advisor. Click on the link below their name that says “**See Available Appointments**”
4. View the advisor’s available appointments by day or week. Go to the day on which they would like to make the appointment, and look for an available time.
5. Select “**Sign Up**”
6. Select a “**Reason**” for the appointment
7. Enter a description of what they would like to discuss with their advisor during the appointment
8. Click “**Submit**”
9. Students will receive a confirmation of the appointment in their UNM email account.

## **COMMON REASONS FOR MAKING AN APPOINTMENT**

Class Schedule – Student has questions about planned courses.

Freshmen Advisement – First or second semester freshman seeking advisement for the next semester.

Class Schedule – Need assistance in making changes in current class schedule i.e. adding or dropping courses.

Major/Minor – In need of changing major or minor or seeking information about changing a major or minor.

## **ACADEMIC ADVISING SYLLABUS AND EXPECTATIONS**

### **ADVISEMENT DESCRIPTION**

As you begin your educational career at UNM, it is essential to become familiar with the academic advisement process. You are expected to become an **active partner** with your advisor(s) as you map out the path to successfully complete core requirements, apply to your degree granting college, and graduate with a Bachelor's degree.

### **ACADEMIC ADVISOR EXPECTATIONS**

As your advisor you can expect me to:

- Understand and effectively communicate the curriculum, transfer requirements, and university and college policies and procedures.
- Encourage and support students as they gain the skills to define and develop clear and attainable educational plans and goals.
- Provide students with information about strategies for utilizing the available resources and services on campus.
- Assist students in understanding the purpose and goals of higher education.
- Monitor and accurately document students progress toward meeting their goals.

- Be accessible during office hours for communication with students by appointments, walk-in advising, e-mail, or web access.
- Maintain confidentiality.

### **STUDENT EXPECTATIONS**

As an advisee, you have responsibilities in the advising partnership that can assist you in your development and movement into a degree granting college:

- Take responsibility for your educational experience.
- Make regular contact with your advisor during each semester.
- Come prepared to each appointment with questions and/or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Learn how to access, use, and check your UNM email.
- Complete all assignments or recommendations from your advisor.
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures.
- Know important dates and deadlines (registration, drop/add, final exams, etc.) as listed on the Office of the Registrar website.
- Know your scholarship eligibility criteria so you may inform your advisor.

### **LEARNING OUTCOMES**

Advisors will want students to know the following things as a result of their advising visit:

- Students will develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.

- Students will make use of referrals to campus resources as needed.
- Students will be able to accurately read and effectively utilize a degree audit in their educational planning.
- Students will gain an understanding of UNM basics including what are core requirements, dates and processes for adding/dropping classes, and how to effectively use and read their LoboTrax degree audit, access MyUNM, and LoboWeb.

### **STUDENT SUCCESS CENTER AT CASAS DEL RIO**

The Student Success Center (SSC) located at Casas del Rio Residence Hall is a full service center open to all UNM students. The center is equipped with a computer lab, study/meeting room, walk-in academic advising, tutoring and the Lobo Brain Bar which provides computer support to the UNM student community. In addition, academic workshops, programs and events are conducted in the center throughout the semester.

Walk-in Academic Advising from the College of Arts & Sciences, College of Fine Arts, and University College can be sought there during regular semesters.

### **ADVISEMENT HOLDS**

Academic holds are placed on student accounts every semester and prevent registration to ensure that advising sessions take place. Holds are to make sure that the courses students plan on taking the next semester will help them keep on track for degree completion. See the “Schedule Proposal” section on how to prepare for the advisement session.

Students can check their account for registration holds by going to LoboWeb, clicking on “**Registration & Records**” from the Student & Financial Aid menu, then click on the “**View Holds.**” This page includes links to the Advisement Center that has populated your hold so that you can contact the hold originator.



## **TYPES OF ADVISEMENT HOLDS**

- Mandatory Freshman - Basic registration hold.
- Mandatory Pre-Major - Focus on admission to your degree granting college.
- Introductory Studies (IS) - Required to take an IS Reading, IS Math, or IS English course.
- Must Transfer - Transfer to a degree granting college.
- Probation - Below a 2.0 cumulative GPA.
- Qualifying Category - One semester to complete outstanding requirements for admission to a degree granting college.
- 80 Hour – Meet with their college advisor to start preparing for a graduation check (for students in Arts & Sciences).
- Apply to Graduate - Start application and preparation for graduation.
- Athletic - is placed on all athletic students every semester. Student must meet with their athletic advisor.
- Departmental - some departments (such as Math) place holds on their majors to ensure their students seek advisement each semester from a faculty or department advisor.

## **SCHEDULE PROPOSAL**

To have a hold removed a student should prepare an academic plan, and propose which courses to take the subsequent semester by using their degree audit (see the degree audit section of this handbook for more information). Advising is an aspect of teaching and ensures that students are learning how to prepare for their academic journey. The advisor and student will review course selections together and determine the best degree plan.

## **AVOID THE RUSH AND SEE YOUR ADVISOR BEFORE REGISTRATION OPENS**

### **AVOID THE RUSH**

Registration holds may populate up to three months before registration opens, giving students ample time to visit with an advisor before their registration date. Students are encouraged to resolve advisement holds weeks before registration begins. Failure to resolve holds in a timely manner can cause undue stress and delayed registration.

## **DEGREE AUDIT**

The LoboTrax degree audit aids in course selection and helps students track their progress toward graduation. Every student should become familiar with LoboTrax so that they may select appropriate courses and develop an informed strategy for each semester leading up to graduation. It is also wise to print the audit each semester, and save it in your records so that you may accurately track all the courses that have been completed. Students can find their LoboTrax audit within the student Registration and Records section of LoboWeb. Keep in mind that this degree audit is designed to supplement, but not replace, advisement with your college or program advisors.

LoboTrax provides:

- Up to date, real time progress toward degree
- Summary graphs and charts to see the “Big Picture”
- Lists specific degree requirements
- Contains a two year student course work planning tool
- Enhances dialogue with Advisement/Support Professionals

## **COURSE PLACEMENT**

Academic Advisors use various tools to determine academic placement. Advisors will look for Advanced Placement (AP) scores, transfer work (Dual Credit work), and placement scores. Scheduling begins with course placement in Math, English, and Reading. Placement is based primarily on the American College Test (ACT) or the Scholastic Aptitude Test (SAT) scores, or the Compass Exam. If you have not taken the ACT or SAT yet, contact the UNM Testing Center at 277-5346 for more information.

The tables on the following pages will help determine which courses are appropriate. If a student feels that their ACT/SAT scores and placement do not accurately reflect their ability or aptitude, it is possible to take the UNM Compass Placement Test to gain entry to a higher-level class.

#### **UNM COMPASS PLACEMENT EXAM**

- Students can take a specific Compass test and some subject exams may only be taken once.
- There is a small fee for taking the Compass test(s).
- Math: the **most recent test score is used** for math placement—if a student does poorly on the Compass, it is possible they could be placed in a lower level class than their ACT/SAT score originally indicated.
- Reading and English: placement will be based on the **highest** Reading and English scores rather than the most recent scores.
- English Compass only tests you out of Introductory Studies English. You cannot place higher than English 101.

**Please note-** Placement policies are subject to change—please check with an academic advisor for the latest information.

#### **PRACTICE EXAMS**

Practice exams are available online at

<https://www.act.org/compass/sample/>.

Students are recommended to take a practice exam in order to prepare for the actual Compass Exam.

#### **ACT/SAT SCORE PLACEMENT**

ACT/SAT Scores are used to place a student into the appropriate English and Math courses. Check the tables below for initial placement based on ACT or SAT scores.

ENGLISH PLACEMENT		
ACT ENGLISH SCORE	SAT VERBAL SCORE	UNM REQUIRED COURSE
0 – 18	200 - 440	ARSC 198
19 – 25	450 - 600	Engl 101
26 – 28	610 - 640	Engl 102
29+	650+	Exempt from 102

*Note: Placement scores are subject to change.*

MATH PLACEMENT			
ACT/SAT MATH PLACEMENT TABLE			
		ACT Score	SAT Score
Math 100	Math & Intro. To Algebra	11 – 18	200 - 440
Math 101,102,103	Intermediate Algebra	19 – 21	450 - 500
Math 121*	College Algebra	22 – 24	510 - 560
Math 123	Trigonometry	25 – 27	570 - 630
Math 129*	Survey of Mathematics	22 – 24	510 – 560
Math 150*	Pre-calculus	25 – 27	570 – 630
Math 162 <sup>1</sup> *	Calculus I	28+	640+
Math 180*	Elements of Calculus	26+	600+
Stat 145*	Intro to Statistics	22 – 24	510 – 560

\*Counts for UNM Core

READING PLACEMENT			
ACT/SAT READING PLACEMENT TABLE			
ACT	Reading	0 -17	IS-Reading 100*
	Science	0-18	IS-Reading 100*
SAT	Composite	400 – 900	IS-Reading 100

\*exempt from ISR if the combined ACT Science and Reading scores are greater than or equal to 38

To check possible Advanced Placement (AP) credit please visit Admissions website:

<http://admissions.unm.edu/undergraduate/advanced-placement-program.html>

<sup>1</sup> Must also complete the Trigonometry Compass Exam

<b>COMPASS PLACEMENT</b>		
<b>SUBJECT</b>	<b>SCORE</b>	<b>PLACEMENT</b>
Reading	0 – 77	IS- Reading 100
	78 – 100	Out of ISR
Writing	0 – 74	ARSC 198
	75 – 100	English 101
Pre-Algebra	0 – 55	IS-Math 100
	56 – 100	Math 111,120 (101,102,103)
Algebra	0 – 54	Math 111, 120 (101,102,103)
	55 – 100	Math 121, 129, Statistics 145
College Algebra	0 – 54	Math 121, 129, Statistics 145
	55 – 58	Math 123, 150
Trigonometry	59 – 66	Math 123, 150, 180
	67 – 100	Math 180, 162
	0 – 59	Must take Math 123
	60 – 100	Out of Math 123

**INTRODUCTORY STUDIES PROGRAM**

A student may be required to take one or more Introductory Studies (IS) courses. These courses are designed to strengthen a student's preparation for university-level work. Required enrollment in these courses is based on performance on the ACT or SAT.

**HAVING TO TAKE AN INTRODUCTORY STUDIES COURSE**

When placed in Introductory Studies (IS) Course(s) students must successfully complete the course(s) in their first semester at UNM. They may only take two IS courses in a semester. Students will not earn credit for these courses towards graduation, however, credits in IS courses do count for scholarship and financial aid purposes. These classes are offered on a Credit/No Credit (CR/NC) basis only. This means that students will not receive a letter grade for the class and it will not be calculated into the grade point average (GPA). If a student does not pass an IS course in their first semester, they must retake it in the next semester. If a student requires any IS course, the choice of other classes will be limited until they have successfully passed (or been exempted from) the class.

To drop an IS course once registered, a student will need to see an UAC advisor to obtain permission to drop the course or change sections. Typically students will need extenuating circumstances to receive permission to drop an IS course.

Students placed in IS course(s) will be limited to taking very few classes their first semester at UNM. To see a list of courses IS students are limited to, look for a link of “**Compatible Courses if in an Introductory Studies Course**” at

<http://uac.unm.edu/current-students/freshmen.html>

## **WHAT CLASSES SHOULD STUDENTS TAKE? THE CORE CURRICULUM**

Most freshmen choose classes from the UNM core curriculum during their first two or three semesters. Freshmen are not limited to UNM core classes but it is a good starting point. Every student who graduates from UNM with a baccalaureate degree must complete the UNM Core curriculum. This curriculum requires the completion of 37 hours from seven areas of study.

There are a specific number of credits required within each area of core and there are specific courses designated in each area. Some programs and colleges require specific classes within the Core curriculum. For information on the best courses for a major, please refer to the catalog, department websites, and curriculum sheets on the UAC website. Remember, an advisor is available to help interpret this information.

### **The seven areas of study are:**

- Writing and Speaking
- Mathematics
- Physical and Natural Sciences
- Social and Behavioral Sciences
- Humanities
- Foreign Language
- Fine Arts

### SAMPLE SCHEDULE: First Semester

Use the planner, UNM catalog, Learning Communities Booklet and LoboTrax to find the Credit Hours for each class and the Core Area that the class fulfills.

Class	Credit Hours	Core Area
English 101		
Math 121		
Sociology 101		
PE-NP 159		
FLC 602		
CJ 130		

**Note: Your actual schedule will vary depending on test scores and intended major**

### QUESTIONS FOR AN ADVISOR

When students meet with an advisor it is an opportunity to receive a large amount of information. UAC suggests writing out a list of questions that students wish to ask their advisors. Here are some examples:

#### How do I...

- choose, declare, or change my major?
- repeat, drop, or withdraw from courses?
- calculate/raise my grade point average (GPA)?
- have my hold released?
- submit a grade replacement?
- determine the number of credits I should take each semester?
- know when I have fulfilled the requirements to apply to my degree granting college (DGC)?
- take courses at both CNM and UNM?

#### Where do I...

- find registration forms?
- find the name of my major advisor?
- go for tutoring?
- take a foreign language placement test?
- go for testing services?

**What is...**

- core and why is it required?
- the difference between a Bachelor of Arts (B.A.) degree and a Bachelor of Science (B.S.) degree?
- a supplemental instruction course?
- an academic support program and who should join?
- the definition of probation and what that means to me?
- the Dean's List?
- the process for having to retake a course and how does that affect my lottery?
- the difference between semester and cumulative GPA?

**Who can...**

- help me with my study skills, time management, goal setting, and test taking methods?
- I talk to if I have or think I have a learning disability?
- help me understand my academic progress?
- make sure that I am taking the courses I need?
- assist me with my writing skills?
- assist me with my math skills?

**When can...**

- I register for the next semester?
- I meet with my advisor in my intended major?

## MANAGING COURSE LOAD

Course load is the total number of credit hours in which a student is enrolled for a semester. When determining course load, consider requirements imposed by financial aid, scholarships and time commitments. For new students planning on attending full-time, UAC recommends 15-16 credits for the first few semesters—including Learning Community courses. A larger load can be difficult to maintain, but a smaller one can endanger student's financial aid if they need to drop a class (most financial aid packages require attending at least 12 hours per semester).



<b>COURSE LOAD GUIDELINES</b>	
<b>Academic Year</b>	
Full - Time Student	12-18 credit hours
Half - Time Student	6-11 credit hours
Less than Half Time Student	5 or less credit hours
<b>Summer Session</b>	
Full - Time Student	6-9 credit hours
Half - Time Student	3-5 credit hours
Less than Half Time Student	1 or 2 credit hours

### **CLASS STANDING**

Class standing is determined by the number of college-level hours earned.

<b>Class Standing</b>	
<b>Level</b>	<b>Earned Hours</b>
Freshman	1-26
Sophomore	27-59
Junior	60-92
Senior	93 & Above

### **SCHEDULE CHANGES**

One of the most common mistakes made by new students is not changing their schedules if they are struggling. This can impact GPA, scholarships, and overall happiness. The following suggestions may save a student from making the same mistake.

### **REGISTRATION DATES**

A student's registration date is determined by earned credit hours. Students can check their registration date in LoboWeb on their Registration and Records menu by clicking on "Check Your Registration Appointment Date." From there students will be prompted to enter the semester they are checking for, and after submitting the information, will be given a date and time when they will be allowed to begin registering for the next semester. It is imperative for students to be aware of their registration date each semester in order to increase their chances of having a balanced course schedule.

### **DROPPING A COURSE**

This may impact financial aid or scholarship. Visit with an advisor to learn more about any complications that may be encountered when changing a schedule. Students should always:

- Refer to the current schedule of classes online for important drop deadlines. Also check deadline dates at <http://registrar.unm.edu/>
- Students must complete the drop transaction using LoboWeb.
- During the grading period, you will be issued a grade of W.

NOTE: Do not drop and add a course if you are changing sections within a semester.

**If a student is having trouble with classes, they should contact the Center for Academic Program Support (CAPS) at 277-7205.**

## **WHERE TO GO**

### **AVOID THE RUNAROUND!**

This is a list of common reasons students seek information and some direction on where to go for help.

**UAC Advisor** (while a student is in University College): To clarify academic program requirements, explore options for majors and minors, considering changing directions, ask how study abroad programs affect degree progress, or for interpretation of University College policies or procedures. Transfer students can ask for an interpretation of transfer courses (after UNM has received and processed official transcripts), help with course selection, information on transcript, core, and program admission requirements.

**College Advisor** (Anderson School of Management, Architecture & Planning, College of Arts & Sciences, College of Education, School of Engineering, College of Fine Arts, College of Nursing, College of Pharmacy, and University College): To discuss degree requirements, graduation progress, and other details.

**Department Advisor or Instructor:** To get letters of support (scholarships, internships, etc.), request exceptions to required courses, overrides to get in classes, signatures or approval for transfer to degree-granting colleges.

**One-Stop:** For scholarship details, transfer out of non-degree status, readmission (if absent for three consecutive semesters), process academic renewal, submit grade replacement, admission holds, request official transcripts, enrollment verification.

**Bursar's Office:** For payment plans, bursar holds, reimbursement deadlines.

**Career Services:** To provide information on job outlook and help with career exploration, internships.

**Global Education Office:** For Study Abroad and Student Visa questions.

**Dean of Students:** For New Student Orientation and Transfer/ Non-Traditional Orientation questions/registration, to withdraw from the semester, apply for emergency loans, and inquire about National Student Exchange

**It is also a VERY good idea to check:** department websites, LoboWeb, online catalog, and StudentInfo website.

## ACADEMIC STANDING

Academic Standing is based on a student's grade point average (GPA). Students are in good standing if they have attempted 30 hours or fewer and have a minimum cumulative GPA of 1.7. When a student has attempted 31 or more hours, the minimum cumulative GPA required is 2.0 to be in good standing. Students with less than 30 attempted credit hours and a 1.7 to 1.99 cumulative grade point average are in danger of being unable to raise their grade point average to 2.0 by the time they have attempted 30 credit hours to avoid academic probation.

**PROBATION:** Students will be placed on academic probation if:

- Their GPA is below a 1.7 having 30 or fewer attempted hours.
- Their GPA is below 2.0 having 31 or more attempted hours.

**SUSPENSION:** Students may be suspended if:

- They have been placed on probation and do not raise their GPA to the required level by the end of the next semester.

Students placed on probation or suspension will be notified by email approximately three weeks after a semester has ended.

### **GRADE POINT AVERAGE**

An undergraduate student's grade point average is calculated by dividing the total number of grade points earned at UNM by the total number of hours attempted. These hours must be attempted in courses with letter grades and the courses must be numbered 101 or above.

Grade Points: per credit hour			
A+	4.33	C+	2.33
A	4.00	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
		F	0.00

W, CR, NC or I are excluded in the GPA Calculation

**GPA = total grade points earned / total graded hours attempted**

Grades earned in courses taken at other institutions are not included in calculation of the University of New Mexico grade point average. The grade point average will only reflect courses taken at UNM.

Note: Schools and colleges within the University may compute the grade point average differently.

## **HOW TO IMPROVE ACADEMIC STANDING**

### **GRADE REPLACEMENT**

Students can do a grade replacement for up to 12 credit hours of coursework by retaking a course in which they did poorly. When the new grade is reported at the end of the semester, a student must inform the Records Office that they would like to initiate a grade replacement. This process is not automatic. Students must retake courses at UNM in order to initiate grade replacements. Please refer to the UNM Catalog for the complete Grade Replacement policy. Here are some items that an advisor will remind you of:

- Students are allowed to do a total of 12 credit hours for grade replacements. Grade replacements must be taken at UNM.

- If a student receives an F in a course and did not receive credit hours for the course, therefore, if they take the course again, it would be considered new credit hours.
- If a student receives a D in a course, they would receive earned credit hours for the course; however the D might not satisfy their core or degree program requirement.
- According to the UNM policy, if a student received credit for a course and retook the same course for a higher grade, it would not be considered new credit hours.

### **GRADE PETITION**

Students may petition retroactive withdrawal, enrollment, or grade option change for a full semester's worth of coursework for legitimate, extenuating circumstances. Refer to the UNM Catalog for the full Grade Petition Procedure.

**Please meet with an academic advisor if concerned about academic standing. Advisors are here to give support, direction, and information.**

## **SCHOLARSHIP ADVISEMENT**

### **ADVISOR COMPARED TO A FINANCIAL AID OFFICER**

The primary focus of an advising session is to steer students toward courses that are required for admission to a degree granting college or graduation. Therefore, students should always bring up scholarship eligibility during an advising session, so that advisors can recommend the appropriate credit hours and suggest ways to balance out a schedule to ensure achieving the required GPA.

Students should rely upon the Financial Aid office to confirm their scholarship eligibility because that is the department that awards funds. Students should be aware of the intricate details and options that coincide with maintaining scholarships during their academic careers, and keep restrictions on items like repeated courses and PENP courses in mind when selecting courses each semester. Courses that meet degree requirements might not satisfy scholarship eligibility.

The criteria for earning and maintaining UNM and Lottery Scholarships can be found in the UNM Scholarship website at

<http://scholarships.unm.edu/scholarships/general.html>. In general, all scholarships have a minimum credit hour and Grade Point Average requirement.

### **RECOMMENDED COURSE LOAD**

Students should select at least 15 credit hours each semester to graduate in a timely manner and meet scholarship eligibility. Please note that scholarships require anywhere from 12 to 15 credit hours a semester.

### **INTRODUCTORY (IS) COURSES**

Introductory studies (IS) courses will count towards the credit hour requirement; however, it is imperative for students to realize that IS courses will not help or hurt their GPA.

- Students must not rely on IS courses to help establish their required GPA
- Students must not rely on IS courses to establish their required credit hour load in the event of receiving a grade of No Credit (NC)

### **OPTIONS FOR MAINTAINING SCHOLARSHIP**

Students not meeting the credit hour or Grade Point Average requirement should consult with the Financial Aid office and their academic advisor to discuss options. Such as:

- Taking second 8-week courses
- In the Fall semester, taking late starting courses
- In the Spring semester, taking summer courses

NOTE: For those receiving the Lottery Scholarship, ask how taking summer and fall courses might allow them to regain Lottery Scholarship eligibility.

### **REPEATING COURSES**

Students should also be aware of how grade replacements affect their scholarship eligibility. Repeating courses in order to replace a grade (see Grade Replacement section of this handbook for more information) may affect your scholarship eligibility since the repeated courses are not always considered new credit hours.

## **MISCELLANEOUS ADVISEMENT POINTERS**

### **EMAIL ADVISEMENT**

Many advisors are available to answer advisement-related questions over email particularly if they are basic in nature. Students should email from their UNM email account to ensure confidentiality. Advisors cannot disclose information from your academic record over a non-UNM email account. Be sure to include student's UNM ID number and major in the message. Concisely describe the situation. Lastly, include courses they plan to take the following semester if they are seeking semester advisement. Keep in mind that many advising situations will require an in-person visit. During peak times, responses may take two (2) to three (3) business days.

### **CHANGING MAJORS**

Students may find themselves in a major for which they are not making academic progress or unable to gain admission into a competitive degree program. Students in this situation will be required to select another major to pursue. Students are encouraged to research alternate degrees, their requirements and discuss realistic possibilities with their academic advisor.

Students might discover a new passion for a subject they originally had not considered. This results in a change in major. It is important for students to choose a degree that leads to a career for which they are excited to obtain.

### **ADVISEMENT RELATED FORMS**

There are many situations where students need an academic advisor to complete portions of forms to either meet funding requirements or as part of their academic progress. Examples of such forms include, but not limited to, Consortium Forms, Degree Summary, Coursework Overload, and Permission to Drop a Course. Most advising centers do not complete these forms during advising sessions and require the form(s) to be dropped off. Students should allow plenty of time for forms to be completed to avoid coming up against stressful deadlines.

### **DEAN'S LIST/HONOR ROLL**

Students that demonstrate academic excellence are recognized by their college Dean's in form of an honor roll or Dean's List. Academic standing is reviewed at the end of each semester. A Dean's List indication is placed on a student's academic record when GPA calculations are determined.

**UNDERGRADUATE DEGREE PROGRAMS**

**Anderson Schools of Management 277-3888**

Business Administration (B.B.A.)

*Concentrations: Accounting, Finance, Human Resources Management, International Management, International Management in Latin America, Management Information Systems, Marketing Management, Organizational Management (Entrepreneurial, Leadership or Tourism Tracks), Operations Management*

**School of Architecture & Planning 277-4847**

Architecture (B.A.A.)

Environmental Design (B.A.E. P.D.)

**College of Arts and Sciences 277-4621**

Africana Studies (B.A.)

American Studies (B.A.)

Anthropology (B.A., B.S.)

Asian Studies (B.A.)

Astrophysics (B.S.)

Biochemistry (B.A., B.S.)

Biology (B.A., B.S.)

Chemistry (B.A., B.S.)

Chicana & Chicano Studies (B.A.)

Classical Studies (B.A.)

Communication (B.A.)

Comparative Literature &

Cultural Studies (B.A.)

Criminology (B.A.)

Earth and Planetary Sciences (B.A., B.S., B.S.Ed.)

Economics (B.A.)

Economics-Philosophy (B.A.)

English (B.A.)

English-Philosophy (B.A.)

Environmental Science (B.S.)

European Studies (B.A.)

French (B.A.)

Geography (B.A., B.S.)

German (B.A.)

History (B.A.)

Health Medicine, and Human Values (B.A.)

International Studies (B.A.)

Journalism and Mass

Communication. (B.A.)

Languages (B.A.)

Latin American Studies (B.A.)

Linguistics (B.A.)

Mathematics (B.S.)

Philosophy (B.A.)

Physics (B.S.)

Physics and Astrophysics (B.A.)

Political Science (B.A.)

Portuguese (B.A.)

Psychology (B.A., B.S.)

Religious Studies (B.A.)

Russian (B.A.)

Signed Language

Interpretating (B.S.)

Sociology (B.A.)

Spanish (B.A.)

Speech and Hearing Sciences (B.A.)

Statistics (B.S.)

Women Studies (B.A.)



**College of Education 277-3190**

Art Education (B.A.Ed.)  
Athletic Training (B.S.)  
Early Childhood Multicultural  
Education (B.S.)  
Elementary Education  
(B.S.Ed.)  
Exercise Science (B.S.)  
Family Studies (B.S.)

Health Education (B.S.Ed.)  
Human Development and  
Family Relations (B.S.)  
Nutrition and Dietetics (B.S.)  
Physical Education (B.S.Ed.)  
Special Education (B.S.Ed.)  
Theatre (B.A.Ed)

**School of Engineering 277-4354**

Chemical Engineering  
(B.S.Ch.E.)  
Civil Engineering (B.S.C.E.)  
Computer Engineering  
(B.S.Cp.E.)  
Computer Science (B.S.C.S.)  
Construction Engineering  
(B.S.Cn.E.)

Construction Management  
(B.S.)  
Electrical Engineering  
(B.S.E.E.)  
Mechanical Engineering  
(B.S.M.E.)  
Nuclear Engineering  
(B.S.N.E.)

**College of Fine Arts 277-4817**

Art History (B.A., B.F.A.)  
Art Studio (B..A., B.F.A.)  
Dance (B.A.)  
Design for Performance (B.A.)  
Interdisciplinary Film and  
Digital Media (B.F.A.)

Media Arts (B.A.)  
Music (B.M.)  
Music Education (B.M.E.)  
Theatre (B.A.)

**Health Sciences Center**

**School of Medicine**

Dental Hygiene (B.S.D.H.),  
Emergency Medical Services  
(B.S.)

Medical Laboratory Sciences.  
(B.S.M.L.)  
Radiologic Sciences (B.S.)

**College of Nursing (B.S.N.), 272-4223**

**College of Pharmacy (Pharm. D.), 272-3241**

**University College, 277-2631**

Bachelor of Liberal Arts (BLA)  
Bachelor of Integrative Studies (BIS)

Native American Studies (B.A.)

**University Libraries, 277-4131**

Organization, Information and Learning Sciences (B.S.)

## FREQUENTLY USED ACRONYMS

ACT	American College Test
ASM	Anderson School of Management
A&P	School of Architecture and Planning
A&S	College of Arts and Sciences
AP	Advanced Placement
BIS	Bachelor of Integrative Studies
BLA	Bachelor of Liberal Arts
CAPS	Center for Academic Program Support
CEP	College Enrichment Program
CFA	College of Fine Arts
COE	College of Education
CR/NC	Credit/ No Credit
GPA	Grade Point Average
IS	Introductory Studies
LC	Learning Communities
NISF	National and International Scholarship & Fellowships
NSE	National Student Exchange
SAT	Scholastic Aptitude Test
SOE	School of Engineering
SUB	Student Union Building
UAC	University Advisement Center
W	Grade issued during drop with grade period

**Director of Advisement Web Site:**

<http://advisement.unm.edu/>