

UNIVERSITY ADVISEMENT CENTER

As a new student at University of New Mexico (UNM), a student starts their journey under the direction of University Advisement Center (UAC). Each advisor at UAC is assigned degree programs. Students see the advisor for their designated major. Even if they have not decided on a major, UAC has a designated advisor for undecided students. UAC advisors are available to assist students through every step they take towards degree-granting college admission. Advisors will help students find answers to questions on UNM academic policies, procedures, programs, and anything else they may need along the way. If UAC cannot help a student directly, advisors will refer students to the correct department. UAC strongly encourages students to see an advisor on a regular basis. Please refer to this handbook for answers to advisement questions.

Typical Hours of Operation (*hours are subject to change so please check our website for changes before visiting*):

Monday 8:15 AM - 4:15 PM (by appointment)
Tuesday 9:30 AM – 5:45 PM (walk-in)
Wednesday 8:15 AM – 5:45 PM (by appointment)
Thursday 8:15 AM - 4:15 PM (by appointment)
Friday 8:15 AM - 4:00 PM (walk-in)

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

Facebook: <http://www.facebook.com/advisement>

Email: uac@unm.edu

Phone: (505) 277-2631

Physical Location: University Advisement and Enrichment Center,
Suite 105

MAKING APPOINTMENTS

Students in University College can make appointments in UAC for Monday, Wednesday, and Thursday. Walk-in days are on Tuesday and Friday. To schedule an appointment come to our office or request an appointment through the UAC website at <http://advisement.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 their degree objective, and to graduate in a timely manner. By seeing an academic advisor at least once during a semester, students' academic records can be updated as needed. When the time comes for transfer to a degree granting college advisors can assist in the required process.

TYPES OF ADVISEMENT

ADVISEMENT DESCRIPTION

As students begin their educational career at UNM, it is essential to become familiar with the academic advisement process. 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. All University College 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 The 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.

PEER ADVISING

Advisement provided by student workers who have been trained by advisors in UAC. These advisors typically advise freshmen and probation students.

STUDENT AFFAIRS ADVISING

Academic Advising incorporated into a holistic approach for student support. Many programs on campus incorporate advising into their student support services. The College Enrichment Program and the Ethnic Centers are just a few examples. These centers work with academic units to ensure the accuracy of the information provided.

TRANSFER ADVISING

For students that will, or have, transferred to the University of New Mexico. These advisors are there to assist students with the transfer and articulation process. Transfer advisors will continue to work with students once the student has been accepted into their degree granting college.

UNIVERSITY COLLEGE ADVISING

Students admitted into University College must meet one-on-one with their UAC 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.

GROUP ADVISING

Students will be in a classroom environment with other students to discuss their semester plans. Advisors will help students with course selection, review degree requirements, explain registration procedures, and discuss educational goals and career options. Students that partake in the group advising session will be expected to bring a printed copy of their LOBO Trax and a proposed course schedule. Students eligible for group advising:

- Freshmen
- Sophomores with 45 hours or less
- Must be in good academic standing
- Should have a clear idea of what courses to take
- Have only a few questions for their advisor

UAC ADVISING SYLLABUS AND EXPECTATIONS

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:

- Degree sheets for core requirements and intended major
- LOBO Trax Degree Audit and/or Unofficial Transcript
- Schedule Proposal Sheet
- UNM Catalog

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BEFORE EVERY SEMESTER STUDENTS SHOULD:

- See an advisor for schedule advisement
- Register for courses on registration date (see registrar's website)
- Get funding in order: FAFSA, Scholarships, Work-Study, Etc.
- Visit the Bookstore
- Print/download a copy of semester dates/deadlines from the registrar's website

AT THE END OF EACH SEMESTER STUDENTS SHOULD:

- Check final grades
- Check to ensure that all scholarship requirements are met
- Send transcripts with final grades from other institutions (Consortium Agreement)

STUDENT SUPPORT

UNM has several offices and centers on campus to support students academically, physically and emotionally.

- American Indian Student Services
- El Centro de la Raza
- African American Student Services
- Women's Resource Center
- LGBTQ Resource Center
- Veteran's Resource Center
- CAPS (tutoring in Zimmerman)
- Career Services
- Student Health and Counseling
- ARC (for students with documented disabilities)
- CEP (first generation/underrepresented groups)

ADVISEMENT HOLDS

To ensure that advising sessions take place, academic holds are placed on student accounts every semester they are in University College. Holds are to make sure that the courses students plan on taking the next semester will help them get admitted to their degree granting college. Students must come in with a list of courses they plan on taking the next semester for each visit with an advisor and also bring questions and concerns they have about academics.

TYPES OF ADVISEMENT HOLDS

- Mandatory Freshman - Basic registration hold
- Mandatory Pre-Major - Focus on admission to your degree granting college
- Introductory Studies (IS) - for students that have 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, requires contract
- Qualifying Contract - One semester to complete outstanding requirements for admission to a degree granting college
- 80 Hour - for students in Arts & Sciences to meet with their college advisor to start preparing for graduation check.

- Apply to Graduate - for students in BUS to start application and preparation for graduation.
- Engineering - is placed on students' account every semester if they are in the engineering program.
- 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.

WHAT A HOLD MEANS

UAC will place a hold on a student's account every semester so that an advisor can speak to them before they register for the next semester's courses. Advisors want to make sure that students are not going to take courses that may endanger their academic standing and advisors also want to make sure that students are meeting core requirements, major requirements and admission requirements to their degree granting college.

SCHEDULE PROPOSAL

Students should understand that getting academic holds removed requires more than simply visiting an advisor. Advising is an aspect of teaching and ensures that students are learning how to prepare for their academic journey. Advisors will expect students to enter the advisement session with a prepared schedule proposal and a printout of their LOBO Trax audit. The advisor and student will review the student's course selections together in order to determine that both student and advisor are communicating successfully.

LOBO TRAX

The LOBO Trax degree audit aids in course selection and helps students track their progress toward graduation. Every student should become familiar with LOBO Trax so that they may select appropriate courses and develop an informed strategy for each semester up to graduation. It is also wise to print the audit each semester to track all the courses that have been completed. Students can find their LOBO Trax 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.

LOBO Trax 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

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. 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 **ONE TIME ONLY**.
- 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.

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	IS Engl 100
19 – 25	450 - 600	Engl 101
26 – 28	610 - 640	Engl 102
29+	650+	Exempt from 102

*Caution: the **most current** math score will be used for placement even if there is higher placement on a previous exam.*

MATH PLACEMENT			
ACT/SAT MATH PLACEMENT TABLE			
		ACT Score	SAT Score
Math 100	Math & Intro. To Algebra	11 – 18	200 - 440
Math 120	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*,**	Calculus I	28+	640+
Math 180*	Elements of Calculus	26+	600+
Stat 145*	Intro to Statistics	22 – 24	510 – 560

*Counts for UNM Core

** Must also complete Trig placement exam

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

COMPASS PLACEMENT		
SUBJECT	SCORE	PLACEMENT
Reading	0 – 77	IS- Reading 100
	78 – 100	Out of ISR
Writing	0 – 74	IS-English 100
	75 – 100	English 101
Pre-Algebra	0 – 55	IS-Math 100
	56 – 100	Math 11,120
Algebra	0 – 54	Math 111, 120
	55 – 100	Math 121, 129, Stat 145
College Algebra	0 – 54	Math 121, 129, Stat 145
	55 – 58	Math 123, 150
	59 – 66	Math 123, 150, 180
	67 – 100	Math 180, 162
Trigonometry	0 – 59	Must take Math 123
	60 – 100	Out of Math 123

To check possible Advanced Placement (AP) credit please visit
 Admissions website:
<http://admissions.unm.edu/undergraduate/advanced-placement-program.html>

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 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 so if a student is required to take all three IS courses they will be asked to take IS-Reading 100 and one other course in their first semester. The third IS course can be taken in their second 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 also 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). Instead

there is either a credit for passing or no credit for not passing the course. If a student does not pass an IS course in their first semester, they must retake it in the next semester they attend. If a student requires IS-Reading, 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. Typically students will not be approved to drop an IS course. If a change in section is needed a combination of registration forms are required and a student must meet with an UAC advisor.

Refer to <http://advisement.unm.edu> for a listing of course restrictions based on the IS requirement.

HELPFUL HINTS TO PLAN YOUR SCHEDULE

Please select the appropriate FLC, LLC, Seminar course that works for intended major, subject of interest or Core Requirements.

If interested in the **Anderson Schools of Management:**

- Math (follow this sequence: IS-M 100, Math 120, 121, 180)
- Make sure to include IS courses (if needed)
- If IS-Reading is not needed, consider taking Econ 105 or 106 or Psych 105 or Sociology 101
- English (IS-E 100, Engl 101, or Engl 102)

If interested in the **College of Education:**

- English (IS-E 100, Engl 101, or Engl 102)
- Make sure to include IS courses (if needed)
- Math (follow this sequence if interested in Elementary Education: ISM 100, Math 111, 112, 215)
- If IS-Reading is not needed, consider History 101, 102, 161 or 162
- Consider taking core science

If interested in the **School of Architecture:**

- Architecture 111
- Architecture 121
- Math (IS-M 100, Math 120, 121, 123, 180)
- Make sure to include IS courses (if needed)
- English (IS-E 100, Engl 101, or Engl 102)

If interested in the **School of Engineering:**

- English (IS-E 100, Engl 101, or Engl 102)
- Math (follow this sequence: IS-M 100, Math 120, 121, 123,150, 162L, 163L)
- If tested into Math 120, consider taking Math 120/121 combination course
- If thinking about Computer Science consider taking CS 131, Intro to Unix and the WWW
- If IS-Reading is not needed, consider taking Engr-F 200, Technology and Society
- If IS-Reading is needed, consider taking Engr-F 116, Intro to Engineering

If interested in **Nursing:**

- English (IS-E 100, Engl 101, or Engl 102)
- Consider a Fine Arts course from the Core requirements
- If IS-Reading is not needed, consider Social Behavioral Science
- If IS-Reading is not needed, consider Biol 123 and Biol 124L
- If IS-Math is not needed, consider Math 120 or Stats 145

If interested in **Pharmacy:**

- English (IS-E 100, Engl 101, or Engl 102)
- Math (IS-M 100, Math 120, 121, 180, Stats 145)
- If IS-Reading is needed, consider taking C&J 130
- If IS-Reading is not needed, consider taking Econ 106
- If placed into Math 180 consider Chem 121/123L

If interested in **Dental Hygiene:**

- English (IS-E 100, Engl 101, or Engl 102)
- If IS-Reading is not needed, consider taking Biol 123 and Biol 124L or Chem 111L
- Consider Psych 105
- If IS-M 100 is not needed, consider Math 120 or Stats 145

If interested in the **Fine Arts:** (All fine arts students should meet with CFA advisors for scheduling)

- English (IS-E 100, Engl 101, or Engl 102)
- Consider a fine arts course from the department most interested in
- If IS- Reading is not needed, consider History 101L or 102L
- If IS-Reading is needed, consider taking Physics 102L
- Consider Foreign Language

If interested in **Biology**:

- English (IS-E 100, Engl 101, or Engl 102)
- Math (follow this sequence: IS-M 100, Math 120, 121, see advisor for higher level Math)
- If Math ACT ≥ 25 or SAT ≥ 570 consider taking Chemistry 121/123L
- If taking Chemistry 121/123L, consider taking Biology 201L
- If ISM or ISR courses are required, consider taking a Fine Arts, Foreign Language and/or CJ 130

Please be sure to discuss these recommendations with an advisor as there may be other options that better suit a student's schedule.

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 certainly 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 you 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

EXAMPLE SCHEDULE: First Semester

Use the planner, UNM catalog, FLC Booklet and LOBO Trax 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		

***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)?
- how do I have my hold release?
- 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?
- group requirements?
- 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 Freshman Academic Choices classes. 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).

COURSE LOAD GUIDELINES	
Academic Year	
Full - Time Student	12-18 credit hours
Half - Time Student	6-11 credit hours
Less than Half Time Student	5 or less credit hours
Summer Session	
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.

Class Standing	
Level	Earned Hours
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 a hierarchy of 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. Go to the advisement center 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 the Academic Calendar: www.unm.edu/~unmreg/acadcal.htm
- Ask what grade the instructor will assign if dropping the course. If the grade is low, contact a UAC advisor.
- Be cautious making section changes (when necessary). Ask an advisor about assistance.

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.

UAC Advisor (only while a student in UC): consortium agreements, financial aid transition forms, correspondence course forms, update major, transfer work interpretation (after UNM has received/processed official transcript), academic probation/suspension, help with course selection, advisement hold removal, information on transcript, core, program admission requirements, first step information for prospective students, interpretation of UNM policies (academic renewal, etc), BUS advisement, dual enrollment, Freshmen advisement, non-degree, Introductory Studies, holds (mandatory freshmen/pre major, QC, Must Transfer, Academic Standing Committee)

College Advisor (A&S, COE, SOE, CFA, ARCH, ASM, Health Sciences): transfer to degree-granting program, graduation requirement details

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

One-Stop: 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: payment plans, bursar holds, reimbursement deadlines

Career Services: provides information on job outlook and help with major selection, internships

Office of International Programs: Study Abroad, Visa questions

Dean of Students: New Student Orientation and Transfer/ Non-Traditional Orientation questions/registration, complaints, withdraw from the semester, emergency loans, National Student Exchange

It is also a VERY good idea to check: department websites, LoboWeb, online catalog, FastInfo and UAC 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.

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 or WF	0.00

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

GPA = total grade points earned / total graded hours attempted

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.

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 is not an automatic process. Students must retake courses at UNM in order to initiate grade replacements. 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, they did not receive credit hours for course and 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, regardless if the D does not satisfy their core or degree program.
- 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 a full semester's worth of coursework for legitimate, extenuating circumstances.

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

ADVISOR'S ROLE IN MAINTAINING SCHOLARSHIPS

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. Academic advisors can guide students toward scholarship eligibility if told that a student is a scholarship recipient. Students are highly encouraged to seek advisement from UAC advisors to be provided with additional clarification of the requirements associated with the Lottery Scholarship. Students should be aware of the intricate details and options that coincide with maintaining scholarships during their academic careers. The following explains areas in which academic advisors can guide you toward scholarship eligibility.

The criteria for earning and maintaining eligibility for the Lottery Scholarship once students have been admitted to the University of New Mexico (UNM) are:

- Students must earn a minimum of 12 new credits hours each semester
- Students must sustain a cumulative GPA of a 2.5
- Students must be enrolled in 12 credit hours before the semester census date, which is 21 days into the semester

RECOMMENDED COURSE LOAD

Students should select at least 15 credit hours each semester to ensure finishing a semester with the 12 credit hours required for scholarship eligibility. Taking 15 credits each semester creates a safety net for students in case other courses don't go according plan, and it generates an all around better opportunity to earn or maintain your scholarship. 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 12 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 2.5 GPA
- Students must not rely on IS courses to establish their required 12 credit hour load in the event of receiving a grade of No Credit (NC)

OPTIONS FOR MAINTAINING SCHOLARSHIP

In the event a student does not meet the credit hour or Grade Point Average requirements during the full term semester, the student might still have an opportunity to earn their scholarship if they consult with the Financial Aid office and their academic advisor. Such as:

- Students can take second 8 week courses
- In the Fall semester, students can take late starting courses
- In the Spring semester, students can take 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.

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.Env.)

University College 277-2631

University Studies (B.U.S.)

Native American Studies (B.A.)

College of Arts and Sciences 277-4621

African American 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.)

Classical Studies (B.A.)

Communication (B.A.)

Comparative Literature &

Cultural Studies (B.A.)

Criminology (B.A.)

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

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.)

International Studies (B.A.)

Journalism and Mass Comm.
(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

Interpretation (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.)	Life Science Education (B.S.Ed.)
Athletic Training (B.S.)	Mathematics Education (B.S.Ed.)
Bilingual Education (B.A.Ed.)	Nutrition and Dietetics (B.S.)
Communicative Arts Education (B.A.Ed.)	Physical Education (B.S.Ed.)
Early Childhood Multicultural Education (B.S.)	Physical Science Education (B.S.Ed.)
Earth Science Education (B.S.Ed.)	Recreation (B.A.)
Elementary Education (B.S.Ed.)	Social Studies Education (B.A.Ed.)
Exercise Science (B.S.)	Special Education (B.S.Ed.)
Family Studies (B.S.)	Teaching English as a Second Language (B.A.Ed.)
Health Education (B.S.Ed.)	Technology and Training (B.S.)
Human Development & Family Relations (B.S.)	
Human Services (B.S.)	

College of Fine Arts 277-4817

Art History (B.F.A., B.A.F.A.)	Media Arts (B.A.)
Art Studio (B.F.A., B.A.F.A.)	Music (B.A., B.M.)
Dance (B.A.)	Music Education (B.M.E.)
Design for Performance (B.A.)	Theatre (B.A., B.A.Ed.)

School of Engineering 277-4354

Chemical Engineering (B.S.Ch.E.)	Construction Management (B.S.)
Civil Engineering (B.S.C.E.)	Electrical Engineering (B.S.E.E.)
Computer Engineering (B.S.Cp.E.)	Engineering (B.E.)
Computer Science (B.S.C.S.)	Mechanical Engineering (B.S.M.E.)
Construction Engineering (B.S.Cn.E.)	Nuclear Engineering (B.S.N.E.)

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

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

FREQUENTLY USED ACRONYMS

UAC	University Advisement Center
LLC	Living and Learning Community
FAC	Freshmen Academic Choices
FIG	Freshman Interest Group
FLC	Freshmen Learning Communities
CSS	College Success Seminars
RSLP	Research Service Learning Program
CEP	College Enrichment Program
NISF	National and International Scholarship & Fellowships
NSE	National Student Exchange
GPA	Grade point average
ACT	American College Test
SAT	Scholastic Aptitude Test
AP	Advanced Placement
IS	Introductory Studies
CR/NC	Credit/ No Credit
BUS	Bachelor of University Studies
CAPS	Center for Academic Program Support
A&S	College of Arts and Sciences
COE	College of Education
ASM	Anderson School of Management
SOE	School of Engineering
A&P	School of Architecture and Planning
CFA	College of Fine Arts
SUB	Student Union Building
WP	Grade of Withdraw Pass
WF	Grade of Withdraw Fail

University Advisement Center's Web Site:

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