



Admission & Registration



Admission & Registration

Admission and Registration Information

UNM–Valencia Campus admits all qualified New Mexico applicants. Within the limits of its resources, it also accepts qualified students from other states and foreign countries. Because of the great diversity of UNM–Valencia Campus' students, special application and admission procedures have been created to meet the needs of the students served—including entering freshmen, transfer students, non-degree students, certificate students, associate degree students, and unclassified students.

Social Security Numbers

The University of New Mexico–Valencia Campus uses the individual student's Social Security Number as the student's identification number at the university. This number is used for record keeping purposes only. The authority to use the Social Security Number comes from the Board of Regents and was adopted on March 24, 1967. It is, therefore, mandatory that students disclose their Social Security Number to the university for identification purposes.

The Application Process

Applications for admission to the Valencia Campus are available at the Registrar's Office or may be obtained by writing: Admissions Office, UNM–Valencia Campus, 280 La Entrada, Los Lunas, NM 87031 or by calling 925-8580.

Applications are required for students who:

1. Have not previously attended UNM–Valencia Campus;
2. Have attended the UNM extension only;
3. Have not attended UNM–Valencia Campus for an academic year or more and are seeking readmission;
4. Are changing from non-degree/unclassified status to degree status;
5. Are changing from a certificate to a degree program;
6. Are changing from a Bachelor's degree program to an Associate degree program.

Once an application is completed, the student should submit it to the Registrar's Office, UNM–Valencia Campus, 280 La

Entrada, Los Lunas, NM 87031. If more information is required, a notice is sent requesting the necessary information. Once all the necessary information is received and the student is found in good standing, a notice is sent informing the student of his/her acceptance.

Admission Requirements

The University of New Mexico-Valencia Campus essentially has an open-door admission policy. Admission is available to any student, not currently under suspension from any post-secondary institution, who meets at least one of the following criteria:

1. Graduate of high school accredited by a regional accrediting association;
2. Has valid GED; or
3. Is 18 years or older and not currently enrolled in high school. An admission to UNM-Valencia Campus does not necessarily mean acceptance into specific programs.

Please contact the Admissions Office for more information at (505) 925-8580. In addition, the following requirements apply to students enrolled in degree or certificate programs, unclassified/non-degree seeking students, and students who attended home school:

Associate Degrees

1. Application for Admission;
2. \$15 nonrefundable application fee;
3. Official High School transcript with graduation date or GED transcript;
4. Official College Transcripts from each post-secondary institution you have attended; these must be sent to UNM-Valencia directly from the institution of origin.

Because of processing time, transcripts must be in the Registrar's Office by the Friday before the last day of regular registration.

Admission & Registration

Certificate Programs

1. Application for Admission; and
2. \$15 nonrefundable application fee.

Unclassified/Non-Degree

1. Application for Admission.

NOTE: Unclassified and/or non-degree students are not eligible for financial aid.

Requirements For Nonaccredited High School or Home School

The University provides admission for those students (minimum age 16) who have been home-schooled or attended a nonaccredited high school.

Home School students must submit the following materials:

1. Application for Admission.
2. A \$15 nonrefundable fee.
3. Passing General Education Development (GED) test or home school transcript reflecting a graduation date (Completion of the GED is preferred for students seeking the New Mexico Success Lottery Scholarship).

Requirements For International Students

All International applications are processed at the Foreign Admissions office at UNM Albuquerque.

High School Concurrent Enrollment

The purpose of concurrent enrollment is to enhance education opportunities for high school students. High school students, through this program, have the opportunity to take college-level courses and earn college credit while still enrolled in high school. With the appropriate approvals from UNM-Valencia Campus Registrar and the high school principal or counselor, opportunities also exist for students to earn college credit and high school credit at the same time through the concurrent program.

Admission for this program is either in non-degree or vocational specialist status and does not constitute regular admission to the University. To be considered for concurrent enrollment it is necessary for the student to meet the following minimum requirements. Meeting the criteria listed does not mean the student will be automatically admitted. The final determination of admission rests with the admissions officer. Eligibility requirements for either program are as follows:

Admission Requirements for Concurrent Enrollment

A. Concurrent Enrollment – Non-Degree Status:

1. The student must be a high school senior or junior with an expected graduation date within two calendar years (twenty-four months).
2. The student must have the certification and unconditional recommendation of the high school principal or guidance counselor.
3. Minimum qualitative requirements:
 - a. In the top 25 percent of high school class in grade point average, or
 - b. Cumulative grade point average of 3.0 or better on a 4.0 scale for ninth, tenth, and eleventh grade in subjects counted toward graduation, or
 - c. ACT composite score of 23, or an SAT total score of 1100.

B. Concurrent Enrollment - Vocational Special Status:

1. Admissions requirements: Normally, a minimum overall grade point of 2.0 will be necessary to be considered for vocational special concurrent enrollment with the final determination of admission resting with the college.
2. To be eligible the student must present letters from either the parent or guardian and the high school principal or counselor unconditionally recommending the specific coursework for which the student intends to enroll. Such documentation must accompany the concurrent application. The student is not permitted to take courses on an audit basis while under the program.
3. Students currently enrolled in high school may enroll at UNM-Valencia for up to seven (07) credit hours of vocational coursework per semester. This program is designed to provide high school students the opportunity to take coursework otherwise unavailable to them at their high school and is not intended to compete with coursework available at the student's high school.

Admission & Registration

Transferring to UNM-Valencia Campus

Students who wish to transfer to UNM-Valencia from other schools must meet the same admissions requirements as all other applicants. Students must indicate on the application all previous college attendance. Applicants may not ignore previous college attendance even if they prefer to repeat all previous work. Students found guilty of nondisclosure or misrepresentation in filling out admissions forms are subject to disciplinary action, including possible disenrollment. To receive transfer credit from previous institutions, official transcripts from those institutions must be mailed directly to UNM-Valencia, Office of Admissions. A transfer evaluation, reflecting those transfer credits acceptable at UNM, will be generated only after the student is officially admitted to a degree program at UNM-Valencia or UNM-Albuquerque.

Transfer students will be awarded full credit for coursework completed with grades of C or higher at fully accredited institutions if the courses are the same or equivalent to UNM courses. Neither UNM nor UNM-Valencia, however, accepts remedial coursework for transfer. Only credit earned in nontechnical subjects is initially accepted from technical institutes, which are accredited by a regional collegiate accrediting association. Normally, no credit is accepted by UNM from technical institutions, business schools, or other post high school institutions, which are not members of regional collegiate accrediting associations. However, students applying to, or currently enrolled in, the University who have earned technical credit which they believe would be applicable to the program they are pursuing may have official transcripts sent from their previous schools to the UNM-Valencia Office of Admissions. It will then be the student's responsibility to request referral of the transcript by the Admissions Office to the department of the University having supervision over his/her particular program. The department will determine whether any of the credit is acceptable to its program and return the transcript, with recommendations to the Office of Admissions. An interview or demonstration of competence, or both, may be required before the decision regarding credit is made. Acceptance of such credit would be binding only to the specific program recommending credit. It would be subject to reevaluation should the student later enter another program offered by the University.

Transferability of UNM-Valencia Courses

Transferability of courses taken at UNM-Valencia is determined solely by the institution to which the student transfers. General education (e.g. math, English, sciences, humanities, etc.) courses numbered 101 or above are generally accepted by other institutions when these courses are part of, or are applicable to, a degree program at that institution.

“T” Courses

Students are also cautioned that courses listed with a “T” (e.g. OBT 101T) are considered to be vocational/technical courses and are not acceptable for baccalaureate credits except by petition to, and acceptance from, a UNM degree-granting program such as Training and Learning Technologies. In addition, courses listed with a “T” are not calculated in a student’s grade point average if they are accepted into a UNM degree-granting program.

New Mexico Residency Requirements

According to the UNM tuition policy, students enrolling for six hours or less during a regular semester will be charged resident tuition rates regardless of residency classification. Students enrolling for the summer session will be charged resident tuition rates regardless of residency classification.

A student who enters and remains in New Mexico principally to obtain an education is presumed to continue to reside outside this state. This presumption continues in effect until rebutted by clear and convincing evidence of bona fide residence. The burden of proof is on the student.

A student determined to be financially dependent on a parent or guardian also assumes the residency of that parent or guardian. Nonresident students who believe they have satisfied requirements for establishing New Mexico residency must file a petition with the Office of Admissions accompanied by the appropriate documents of evidence in the manner described in the petition. All documents submitted for this purpose are kept confidential.

To become a legal resident of New Mexico, four basic requirements must be completed by the student. Each person must meet the requirements individually.

1. **The Twelve Month Consecutive Presence Requirement.** A student must physically reside in the state for twelve (12) consecutive months immediately preceding the term for which the student submits his petition. NOTE: A student cannot begin to complete the 12-month requirement until his/her eighteenth birthday.
2. **The Financial Independence Requirement.** Only persons who are financially independent may establish residency apart from parents or guardians regardless of age. A student who is financially dependent upon his/her parents or legal guardian who are nonresidents of New Mexico cannot be approved for residency. Dependency will be determined according to the 1954 Internal

Admission & Registration

Revenue Service Code, Section 152 and is always based on the previous tax year for residency purposes. At the time the student applies for residency (if under 23 years of age), a copy of his/her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year must be submitted with the application. If the student is shown to be a dependent on this tax form, he/she is not eligible for residency apart from his/her parents or guardian.

3. The Written Declaration of "Intent" Requirement. The student must sign a written declaration of intent to relinquish residency in another state and to establish it in New Mexico.
4. The Overt Acts Requirement. New Mexico requires the completion of several "overt" acts which support the student's declaration of "intent" to become a permanent resident. The required overt acts are:
 - a. Securing a New Mexico driver's license;
 - b. Securing a New Mexico automobile registration;
 - c. Registering to vote in New Mexico;
 - d. Filing a New Mexico state tax return for the previous year; and
 - e. Securing employment in the state.

Other relevant factors may be considered along with those itemized above.

Any act considered inconsistent with being a New Mexico resident will cause the request for resident classification to be denied. As such, other relevant factors may be considered in addition to the items listed above. For example, additional documentation which may be requested of the student may include: 1) evidence of a long established bank account of at least six months in New Mexico, or 2) evidence of residential property ownership in New Mexico or evidence of a rental agreement within the State.

The student must meet the requirements of all of the overt acts listed in this section unless they can sufficiently demonstrate why they are unable to do so. The Commission on Higher Education recognizes that there may be circumstances in which a student would not be able to fulfill the requirements of an overt act as listed in this section, such as: 1) individual is physically disabled and does not have a driver's license, or 2) individual is a convicted felon and therefore cannot vote, etc. In instances such

as these, the institution will afford the student an opportunity to provide other documented evidence or reasonable explanation that demonstrates that permanent residency in New Mexico has been established.

Exceptions To Residency Regulations

The following exceptions apply to the requirements to establish residency:

1. **Marriage.** An individual married to a legal resident of New Mexico and providing appropriate evidence shall not be required to complete the 12-month duration requirement, but must satisfy all other requirements.
2. **Work Full-Time.** The spouse and dependent children of a person who has moved to New Mexico and has obtained permanent full-time employment (sufficient documentation is required) shall not be required to complete the 12-month durational requirement. However, all other requirements must be satisfied.
3. **Armed Forces.** Active duty military stationed in New Mexico, their spouses, and dependents are eligible for waivers of nonresident tuition. A form available from the Admissions and Records Office must be submitted to obtain this waiver.
4. **Part-Time Students.** Students enrolling for six (6) hours or fewer during a regular semester are charged resident tuition rates regardless of residency classification.
5. **Summer Session.** Students enrolling for the summer session are charged resident tuition rates regardless of residency classification.
6. **Retirement.** Any person who moves to New Mexico for retirement purposes and/or who provides appropriate evidence of retirement and is at least 65 years of age, shall have an exemption for his or her spouse and dependents in that they shall not be required to complete the 12-month durational requirement. He/she must, however, satisfy the other requirements of residency.

Federal service employees and military personnel who were legal residents of New Mexico prior to entering federal service or the armed forces may retain their New Mexico residency while assigned out of the state so long as they take no action inconsistent with legal residence in New Mexico. Examples of such inconsistent actions are voting in another state, remaining outside New Mexico for an unreasonable time after separation from government service, or establishing another residence.

A brochure explaining all requirements for establishing New Mexico residency and residency petitions is available from the Registrar's Office, Student Services Center.

Admission & Registration

Advisement & Counseling Services

Advisement

Advisement is an integral part of each student's educational experience at the University of New Mexico–Valencia Campus. Advisors provide detailed information about educational programs, academic procedures, and financial aid opportunities to new and continuing students. Students are urged to discuss their ongoing educational and professional goals with advisors in Student Services.

Academic Advisement

Academic and program advisement are available by appointment. Call 925-8560 for an appointment. Students with 26 or less completed credit hours (excluding developmental courses) must see an advisor before registering for classes. However, all students are urged to review course selections with an advisor prior to registration.

Students who have decided upon a UNM-Valencia Campus or UNM degree major are encouraged to meet with UNM–Valencia Campus advisors (faculty or student services staff) to develop a program of study plan and to make sure that steady progress is being made towards completion of the degree.

Students who have not yet decided on a specific degree program should meet with an academic advisor to review education goals prior to registration. However, program and course selections are ultimately the student's responsibility.

Academic advisors can help in many different areas, not only scheduling classes. If you have questions about grades, academic concerns, main campus or other schools, or just about anything else, an advisor can help get the information you need.

Counseling

Counseling is available for students who have any concerns that are making it difficult for them to stay in or succeed in college. Services include personal and mental health counseling provided by licensed counselors. Counselors are located in the Advisement and Counseling Center. Please drop by to make an appointment or walk-in from 9:00 a.m. to 5:00 p.m. Monday through Friday, or call 925-8560.

TRiO PROGRAMS

Student Support Services Program (SSSP)

The Trio/Student Support Services Program (SSSP) provides eligible students with a variety of free services including academic advising, career counseling, tutoring, and personal support services to enable them to persist and succeed in completing a Certificate, Associate Degree, or transfer coursework to a four year institution.

To participate in the program, students must be enrolled full-time and submit an SSSP application form. For admission to the program students must meet certain criteria set forth by the U.S. Department of Education. For information call the Student Support Services Program at 925-8574.

Upward Bound Program

The Upward Bound Program is a pre-college academic achievement program designed to help high school students develop the motivation and skills that are required to graduate high school and successfully complete a college degree. During the academic year and during the summer program students will be provided with personal, vocational, and academic counseling. The program is designed to build academic skills and to provide a variety of career, cultural, and social experiences.

The Upward Bound Program is available to students attending Belen and Los Lunas High Schools. To participate in the program, students may request a pre-application form and tutoring information from their high school Counselor.

Career Services Center

The Career Services Center is available to students who have not yet formulated a major or have not yet determined a career path. The Center helps students to determine possible career and academic areas of concentration through career counseling which may include taking various interest assessments. The Career Services Center provides career information and guidance through various written and computer-based interest assessments and a library containing information on various careers as well as computer-based data on careers. The computer software located in the Center also contains detailed information on over 750 occupations, post-secondary institutions, majors and programs related to occupations, sources for scholarships and financial aid. Many professional career-related resources, including books, videos and software, are available for student use. Additionally, the Career Services Center provides assistance in résumé writing, job search strategies, and enhancing job interviewing skills through individual sessions and workshops.

Admission & Registration

Career counseling is a free service for UNM–Valencia Campus students and all other residents of Valencia County. Evening appointments are available upon request. To schedule an appointment call 925-8560.

Career Placement

The ultimate goal of the Career Placement Services is to assist students in finding suitable employment. In order to accomplish this, the Career Services Center staff provides students with the necessary training to acquire employment. Although graduates of UNM-Valencia are responsible for finding their own employment, the Career Services staff will provide job-seeking assistance.

Individual and group presentations and workshops are available on such topics as conducting job searches, interviewing skills, résumé writing, and decision making skills.

Cooperative Education/Internship Programs

Cooperative Education is a program that provides paid work experience in a position related to a student's major field of study. As well as earning a salary and gaining hands-on training, students may earn three (3) credit hours, depending on their individual program. Normally, cooperative eligible students have completed their freshmen curriculum (or are nearing the end of their vocational program in which they have acquired the necessary entry-level skills in their respective field). The number of clock hours a student must work in order to receive credit depends on the individual program. Interested students should contact Career Services at 925-8910 for information on current Cooperative Education job listings.

UNM-Albuquerque Campus College Advisement Centers

Students wanting to transfer to a four-year institution are encouraged to plan their academic studies wisely by seeing a UNM-Valencia Campus advisor as soon as they decide they want to transfer. If a student plans to transfer to the UNM-Albuquerque Campus, the College Advisement Centers listed below should also be contacted for academic planning while attending UNM-Valencia Campus:

Allied Health Science	272-5434
Anderson Schools of Management	277-3888
Architecture/Planning	277-4847

Arts and Sciences 277-4621

Dental Programs	272-6688
Education	277-3190
Engineering	277-4354
Fine Arts	277-4817
Law	277-2146
Medicine (Pre-Med)	272-2321
Non-degree	277-6089
Nursing	272-4223
Pharmacy	272-0912
University College	277-228

Testing

General Education Development (GED) Exam

The GED exam is offered on a monthly basis through Student Services. Cost of the five-part exam is \$30. Contact Student Services to register and for test dates and times. The fee is subject to change. All candidates are required to take a pre-test at the Adult Education Center before signing up for the official GED Test.

Course Placement Testing

Placement tests in reading, math, and English are offered prior to and during each registration period. Dates and times of placement tests are published in the class schedule. Placement tests are administered by Student Services. The Computer Adaptive Placement Assessment and Support System (COMPASS) is used to determine a student's placement level.

Admission & Registration

New students registering for more than four (4) semester hours of credit or enrolling in a math or English course must take a reading, math, and an English placement exam. Exemptions are made for students who have: 1) appropriate ACT or SAT scores, or 2) prerequisite course work at other institutions.

Adherence to placement results is mandatory for all students planning to enroll in, or already enrolled in UNM–Valencia Campus course work.

Returning or transfer students registering for more than four (4) semester hours of credit who do not have the appropriate prerequisite course work or ACT/SAT scores must take the appropriate placement test prior to enrolling.

Exemptions to placement requirements are considered on an individual basis by the Associate Director for Student Services.

Spanish Placement Testing

A placement exam is recommended for all students who have had previous exposure to Spanish. This is to confirm the appropriate level of skills before enrolling. The placement test is administered by appointment through Student Services.

Financial Aid

The University of New Mexico–Valencia Campus makes available a variety of financial aid to students in need of assistance in meeting the cost of their college education. Grants, loans, college work-study programs, scholarships, and Veterans Administration benefits are available through the college. Students must meet some qualifications of financial need and/or academic achievement for these programs.

Financial Aid Deadlines and Sources

Students seeking financial assistance should submit the appropriate application by March 1 prior to fall attendance. Students must reapply for assistance prior to each academic year. Applications are available in the first part of January in the Financial Aid Office. Students may also apply for financial aid on-line at www.fafsa.ed.gov

Grants

1. **Federal Pell Grant.** This is a federal grant designed to provide financial assistance to those who demonstrate financial need to attend college. The amount is determined on the basis of the student's family's financial resources. To be eligible, a student must be enrolled in at least three semester hours. A Pell Grant, generally, does not have to be repaid.
2. **Federal Supplemental Educational Opportunity Grant (SEOG).** This program is for those students who demonstrate exceptional financial need as determined by the Free Application for Federal Student Aid (FAFSA). The SEOG cannot be more than one-half of the student's total financial aid package. An SEOG generally does not have to be repaid.
3. **New Mexico Supplemental Student Incentive Grant (NMSSIG).** The NMSSIG is awarded from state funds in order to permit those with exceptional financial need to pursue a higher education. To be eligible for this program, a student must be a New Mexico resident and enrolled as a halftime student. A NMSSIG generally does not have to be repaid.

Loans

1. **Federal Perkins Loan.** The Perkins Loan program (formerly the NDSL) is for undergraduate students who are enrolled at least halftime (six semester hours) and have exceptional financial need. Repayment begins six months after the student graduates or leaves school for other reasons. During the repayment period he/she is charged 5 percent interest on the unpaid balance of the loan principal.
2. **Ford Federal Direct Loan.** The Federal Direct Loan (Guaranteed Student Loan) program enables students to borrow from the federal government at a low interest rate to meet educational expenses if they are attending a post-secondary institution at least halftime (six semester hours). Students are required to fill out the Free Application for Federal Student Aid prior to applying for the Federal Direct Loan.

Student Work-Study

The college work-study program is both a state and a federally funded program designed to provide income and work experience to those students who wish to work part-time and who are deemed eligible. Jobs on campus range from the very general to those requiring highly technical skills. Prior to employing a work-study student, the student's financial need, class schedule, and academic goals are considered. Students must complete the FAFSA to be considered.

Admission & Registration

Scholarships

The UNM–Valencia Campus offers full tuition scholarships to students based on academic achievement and/or financial need. Awards are made on both an academic year basis and a semester basis. Students who are enrolled full-time, three-quarter-time, or halftime are eligible for these scholarships. Students who are recent high school or GED graduates are invited to apply for the Bridge and Lottery Success Scholarships. For applications and/or information call Financial Aid at 925-8590. Specialty scholarships may be awarded if funding is available.

The Financial Aid office also has information about specific requirements for UNM Transfer Scholarships.

The Valencia Campus Scholarship Committee determines scholarship deadlines. The Financial Aid Office has information concerning UNM–Valencia Campus scholarships and applications.

Veterans

Educational programs at the Valencia Campus have been approved for persons eligible for VA benefits. Further information concerning the GI Bill Educational Training and Veterans Affairs may be obtained from the Admissions Office. Applications for the various VA programs can be obtained from the VA certifying official. If a veteran has any doubt of his eligibility for any of the programs, additional information can be obtained by calling the VA Regional Office at 1-800-442-4551.

Vocational Rehabilitation

The UNM–Valencia Campus also helps individuals receiving funds from the state Division of Vocational Rehabilitation (DVR). Using state and federal monies, the DVR funds education for people who have been determined eligible and who require re-education or retraining to find employment. Applicants must demonstrate the presence of a disability and that disability must be linked to their employability. Any New Mexico resident of employable age who is considered disabled but employable is eligible for the program. Students who feel they may be eligible for this program should contact their local DVR office.

Financial Aid Disbursement and Refund Policies

Financial aid checks are disbursed through the Valencia Campus cashier's office. Any questions concerning financial aid checks should be directed to the Financial Aid Office in Student Services.

Any student who receives financial aid and subsequently withdraws from school may be required to repay that financial aid. This can affect future financial aid eligibility.

Detailed instructions concerning financial aid disbursement and refund policy can be found in the current schedule of classes or at the Financial Aid Office.

Other Programs, Services, and Important Information

Computer Labs

Computer labs are available to all UNM-Valencia Campus students for their use. In addition to the UNM Ethics Code and Policy for Computer Use, the Valencia Campus maintains policies of its own regarding the appropriate use of computer facilities. Authorization to use these labs requires that the student sign a Statement of Responsibility. The student must follow the lab usage rules set forth in the Statement of Responsibility. Access to some software, Internet and Main Campus computing facilities may be restricted to only certain labs and certain students (e.g., class enrollments). Computer lab hours are posted outside the labs. Lab assistants are available to assist with any problems. Students must provide their own diskettes as hard disks are periodically reconfigured.

Student ID Cards and Identification Numbers

Student ID cards are issued free of charge at Student Services. Each semester the original ID cards are validated. The student is responsible for notifying Student Services of any incorrect information or loss of card. There is a \$5 fee for card replacement.

The ID card is beneficial to the student for such activities as checking out books from the Library and using computer labs.

UNM-Valencia Campus uses the individual student's social security number as the student's identification at the university. This number is used for record-keeping purposes only. The authority to use the social security number comes from the Board of Regents and was adopted March 24, 1967. It is therefore mandatory that students disclose their social security number to the university for identification purposes.

Admission & Registration

Grade Reports

Grade reports are not mailed to students directly. Access to end of semester grades is available through the I-TEL-UNM Registration System two weeks after the end of the semester. Official and unofficial transcripts are available upon request from the Registrar's Office.

Parking Permits

Valencia Campus parking stickers must be displayed on all student vehicles. These stickers are available free of charge from the Security Office located in the Student Center upon completion of a vehicle registration form.

Campus Security

Security officers and work-study security aides patrol the Valencia Campus during class hours. They also provide escort service, upon request, to parking areas during evening hours. They can assist in opening locked vehicles at the owner's request. The Campus Security Office is located in Student Center. Campus security personnel can be reached at 925-8570.

Cafeteria

The Valencia Campus cafeteria, located in the Student Center, serves a variety of hot and cold selections as well as beverages and other specialties. Vending machines with beverages and snacks are also located in the Student Center. Check the cafeteria/snack bar for posted hours.

Student Senate

The Student Senate strives to promote student activities while working to improve student relations with the faculty and administration. The Senate is interested in altruistic and cultural endeavors as well. The Student Senate office is in the Student Center. To request a copy of the UNM-Valencia Campus Student Senate Constitution and Bylaws contact Student Government.

Bookstore

The UNM-Valencia Campus Bookstore is located in the Student/Community Center. It stocks books for regularly offered courses and also handles special book orders. Additionally, the UNM-Valencia Campus Bookstore carries a variety of office and school supplies, clothing and specialty items including caps, T-shirts, pens and pencils.

Housing

The UNM–Valencia Campus has no dormitories. Students must make their own arrangements for housing.

Lost and Found

The lost and found area is located in the Security Office in the Student Center.

Phone Calls and Visitors

Please inform family and friends that UNM–Valencia Campus policy states that students are not called from class to receive telephone calls or visitors. Pay phones are available on campus for student and visitor use.

Visitors on the campus are considered welcome guests of the University. However, visitors are expected to conduct themselves in a manner that does not disrupt the educational mission of the campus, hinder the campus community, interfere with the rights of others to the pursuit of their education, or otherwise affect adversely the processes of the University. Inappropriate behavior may result in a visitor's removal from the campus grounds.

Students are ultimately responsible for the behavior of visitors who accompany them to campus. Care should be taken about whom a student invites into the campus community.

Children on Campus

Parents must not bring children to University classes or leave children unattended while at campus activities or conducting business on campus. UNM–Valencia Campus will not be held responsible for injury, illness, or expense thereof for children brought to college property by parents who are attending classes and/or campus activities.

Presence of Animals

Individuals are prohibited from having animals on campus or in campus buildings (except for those needed to assist individuals with physical impairments). Anyone violating this policy is subject to disciplinary and/or legal action.

Admission & Registration

Restricted Activities

Individuals are prohibited from using roller skates, roller blades, wheeled vehicles (except those needed to assist individuals with physical impairments) and/or motorized vehicles in pedestrian areas of the campus. All motorized and wheeled vehicles should be parked in designated areas of the parking lots. Anyone violating this policy is subject to disciplinary and/or legal action.

Insurance

UNM-Valencia Campus is not responsible for property loss, damage, or personal injuries. Students are urged to obtain their own property and medical insurance coverage. The University of New Mexico offers a Student Insurance Plan to all students who are enrolled for at least six (6) credits. The insurance is a comprehensive, low-cost plan available to eligible students and their dependents. Applications are available at Student Services.

Campus Conduct

Enrollment at the University of New Mexico–Valencia Campus signifies that a student recognizes the authority of the branch college in governing student actions in relation to the college. The student agrees to abide by policies and regulations of the college as well as federal, state, and local government laws.

Student grievance procedures are detailed in the Appendices of this catalog. The UNM–Valencia Campus Student Code of Conduct is identical to that of UNM–Main Campus, which is stated in the UNM–Valencia Campus catalog and schedule of classes. Some of the more relevant and frequently inquired upon policies and procedures are summarized below.

Dishonesty in Academic Matters

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

Computer Crime

The Valencia Campus adheres to the UNM Ethics Code and Policy for Computer Use. The use of computer facilities is considered a privilege. Legal computer use is protected by punishing those who engage in illegal computer activity.

Under the state Computer Crimes Act, a person who intentionally and without authorization accesses, alters, damages, copies, or destroys any computer system or data stored within is subject to criminal prosecution on charges ranging from misdemeanor to third degree felony. Such conduct also can lead to suspension or dismissal.

Dangerous Substances

Carrying, possessing, or storing dangerous substances or materials on campus is prohibited. The UNM–Valencia Campus is a drug-free, alcohol-free campus.

Weapons and Firearms

Carrying, possessing, or storing weapons and/or firearms on campus is prohibited. Exceptions to this policy are law enforcement officers authorized by state law to carry firearms.

Law Violations

Law violations by anyone on campus are handled by appropriate law enforcement agencies.

Food and Beverages

Drinking and eating are prohibited in all classrooms, studios, and labs.

Smoking

Smoking is prohibited in all buildings and near entrances to buildings.

Admission & Registration

Start Here

