

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.

In the fall semester of 2006, with the implementation of new registration processes, students will need to create a Login ID called UNM NetID and a PIN to access registration and financial aid information through my.unm.edu under the Student Life Tab. The Login ID should not be your Social Security number. Please keep your Login ID information and PIN to maintain your access.

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,

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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.

Certificate Programs

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

Unclassified/Non-Degree

1. Application for Admission.

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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 Dual Enrollment

The purpose of dual 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 dual program.

Admission for this program is a non-degree status and does not constitute regular admission to the University. To be considered for dual 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 Dual Enrollment

Dual 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 guid-

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ance 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.

Dual Enrollment - Vocational Special Status:

1. Students currently enrolled in high school may enroll at UNM-Valencia for up to eighteen (18) credit hours of career/technical 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.
2. 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.
3. 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 dual enrollment application. The student is not permitted to take courses on an audit basis while under the program.

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,

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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.

Career/Technical Courses

Students are also cautioned that certain courses are considered to be career/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, these courses are not calculated in a student's grade point average if they are accepted into a UNM degree-granting program. Your Advisor can help identify which courses are considered career/technical.

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.

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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 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 evidence of any two of the following:
 - a. Securing a New Mexico driver's license;
 - b. Securing a New Mexico automobile registration;
 - c. Registering to vote in New Mexico;

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- 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 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 evi-

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dence 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.

7. Members of an Indian nation, tribe or pueblo located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at the University of New Mexico-Valencia.

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.

Advisement & Counseling Services

Academic Advisement

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

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

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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 any other related issues, an academic 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 located in the Student Services building. Counseling is a free service for UNM–Valencia Campus students. Please drop by to make an appointment or walk-in from 8:30 a.m. to 5:00 p.m. Monday through Friday, or call 925-8560.

TRiO PROGRAMS

Student Support Services Program – onTRAC

The Student Support Services program 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 first submit an application and meet with a Student Support Services Program advisor to determine eligibility. For admission to the program students must meet certain criteria set forth by the U.S. Department of Education. For information call Student Support Services 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 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.

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The Upward Bound Program is available to students attending Belen and Los Lunas High Schools. For admission to the program, students must meet certain criteria set forth by the U.S. Department of Education. Students may request a pre-application form and tutoring information from their high school Counselor. To participate in the program or for more information call Upward Bound at 925-8574.

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 Career Services 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 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.

Career counseling is a free service for UNM–Valencia Campus students. After hours appointments are available upon request. To schedule an appointment call 925-8560.

Career Placement

The ultimate goal of the Career Services Center 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 Center 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

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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 career/technical 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.....	277-2287

Assessment Center

General Education Development (GED) Exam

The GED exam is offered on a monthly (except August and January) basis through the Assessment Center located in the Student Services building. Cost of the five-part exam is \$30. The fee is subject to change. Contact the Assessment Center to register and for test dates and times at 925-8572. All candidates are required to take a pre-test at the Adult Basic Education Center before signing up for the official GED Test. Contact the Adult Basic Education Center at 925-8900.

Course Placement Testing

Placement tests in reading, math, and English are offered prior to and during each registration period. Placement tests are administered by the Assessment Center located in the Student Services building. The Computer Adaptive Placement Assessment and Support System (COMPASS) is used to determine a student's placement level. Testing is available by appointment or as a walk-in basis; please contact the Assessment Center at 925-8560 for test dates and times.

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 test. Exemptions are made for students who have: 1) appropriate ACT or SAT scores, or 2) prerequisite course work at other post-secondary 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 Director, Student Affairs.

Spanish Placement Testing

A placement test 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 the Assessment Center.

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College Level Examination Program

UNM Valencia Campus participates in the College Level Examination Program (CLEP) administered by the College Board. The University of New Mexico grants credit to newly admitted and regularly enrolled (in undergraduate degree status) students who achieve passing scores on the CLEP exams listed below, as approved by the appropriate departments. For all of these CLEP Examinations, the total semester hours to be accepted towards a student's degree is at the discretion of the pertinent degree-granting college. Therefore, students should contact their college advisors for specific information. No credit is granted for Subject Exams not listed. Students should be aware the CLEP Examinations are intended for people with clear strengths in an area. **IMPORTANT:** There is a 6-month waiting period before repeating a test. As of July, 2001, the College Board introduced Computer Based Testing for the CLEP and has adjusted the scoring. The scores that follow will list the minimums for both the paper (taken prior to July 2001) and CBT testing formats.

CLEP General Examinations

The University grants credit for qualifying scores on the CLEP General Exams provided the student takes the exam before earning 26 semester hours of acceptable college credit. General credit hours are allowed as follows:

General Exam

	Scores:		Course	UNM	Year Taken
	Paper	CBT		Sem. Hrs	
English Composition	500	---	General Credit	6	Prior to 1978
English Composition	610	---	General Credit	6	1978 to 1985
English Composition	500	50	General Credit	6	1986 to present
English Composition	500	50	ENGL01	3	
English Composition w/essay			General Credit	3	
Social Sciences & History	500	50	General Credit	6	
Natural Science	500	50	General Credit	6	
Humanities	500	50	General Credit	6	
College Mathematics	570	57	General Credit	6	

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CLEP Subject Exams

Subject/Exam	Scores		Equivalent	Sem. Hrs.
	Paper	CBT	UNM Course	
American History I	---	55	HIST 161L	3
American History II	---	55	HIST 162L	3
Biology	450	50	BIOL 110	3
Chemistry	520	63	CHEM 121L, 122L	8
Intro Macroeconomics	490	54	ECON 105	3
Intro Macroeconomics	470	54	ECON 106	3
Western Civilization I	500	55	HIST 101	3
Western Civilization II	500	55	HIST 102	3
American Government	550	65	POLS 200	3
Human Growth & Development	520	63	PSY 220	3
Principles of Management	500	54	MGT 113	3
Principles of Accounting	500	54	MGT 202	3
Principles of Marketing	500	50	MGT 222	3
College Algebra	560	59	MATH 121	3
Calculus	510	70	MATH 162	4
French Language	400	48	FREN 101	3
French Language	450	52	FREN 101, 102	6
German Language	390	63	GRMN 101, 102	6
Spanish Language	390	45	SPAN 101	3
Spanish Language	440	50	SPAN 101, 102	6
Spanish Language	540	57	SPAN 101, 102, 201, 202	12
Introduction to Sociology	520	59	SOC 101	3
Introduction to Psychology	550	56	PSY 105	3

In some cases, the University of New Mexico requires original transcripts of test results sent from CLEP, Box 1821, Princeton, NJ 08543. Non-specific credit for these examinations appearing on transcripts from other colleges will not suffice. For more information about CLEP testing and transcripts, please visit the Assessment Center in the Student Services building or call 925-8560.

Getting Started:
How Can We Help?

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Financial Aid

The University of New Mexico–Valencia Campus makes available a variety of Federal, State and Institutional financial aid to students in need of assistance in meeting the costs of their college education. Applications and information regarding grants, loans, college work-study programs, scholarships and Veterans Administration benefits are certified through the college and are accessible through the Financial Aid Office.

Financial Aid Deadlines and Resources

Students seeking Federal and/or State financial assistance should submit the Free Application for Federal Student Aid (FAFSA) application by the March 1 priority deadline date for fall attendance. March 1 is the priority deadline date for many financial aid resources. Students must reapply for assistance prior to each academic year. Applications are available in the first part of January in the Financial Aid Office. We strongly advise students to complete the FAFSA on-line at www.fafsa.ed.gov.

Federal and State Grants

Federal Pell Grant. This is a federal grant designed to provide financial assistance to those who demonstrate financial need as determined by the FAFSA. The amount is determined on the basis of the student's family's financial resources. A Pell Grant does not have to be repaid.

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). An SEOG is a grant that does not have to be repaid. Students must meet the March 1 priority deadline date to be considered for SEOG.

New Mexico Supplemental Student Incentive Grant (NMSSIG). The NMSSIG is awarded from state funds in order to permit those with exceptional financial need as determined by the FAFSA. In addition to financial need the student must be a New Mexico resident, enrolled as a halftime student and meet the March 1 priority deadline date. A NMSSIG does not have to be repaid.

Federal Loans

Federal Perkins Loan. The Perkins Loan program is for students who are enrolled at least halftime (six semester hours) and have exceptional financial need as determined by the FAFSA. Repayment begins nine months after the stu-

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dent graduates or drops below a half time enrollment status. The interest rate is a set 5% during the time of repayment. Students must meet the March 1 priority deadline date.

Federal Stafford Loan. The Federal Stafford loan program allows students to borrow money to assist in meeting their educational costs. Both need based and non-need based loan monies are available. Funds are provided by lenders at a low interest rate. Student must attend at least halftime (six credit hours). There is not a credit check for the Federal Stafford loan.

College Student Work-Study

The college work-study program is both a state and federal-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. Students must complete the FAFSA to be considered.

Scholarships

The UNM–Valencia Campus offers 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. Specialty scholarships may be awarded if funding is available.

Students who are recent high school or GED graduates are invited to apply for the Bridge and Lottery Success Scholarships. UNM–Valencia Campus requires students who are interested in the Bridge to Success Scholarship to complete the FAFSA in order to determine eligibility. The Lottery Success Scholarship does not require the FAFSA. Further information on the Lottery Success Scholarship can be found at www.hed.state.nm.us.

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

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

Satisfactory Academic Progress Guidelines

Students receiving financial aid from Federal, State or Institutional resources must be making satisfactory academic progress (SAP) in order to continue to receive aid. Academic progress is measured by two components: 1) total number of credit hours attempted and 2) cumulative grade point average. A copy of the SAP policy is enclosed in

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all award letters mailed to students. Students can also receive a copy at the Financial Aid Office or on the Financial Aid home page, <http://vc.unm.edu/finaid/finaid.htm>.

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 1-888-442-4551.

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.

Any student who receives Federal 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

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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.

Grade Reports

Grade reports are not mailed to students directly. 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.

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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 Services area. 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.

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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.

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

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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.