

# Academic Support Services

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## Adult Education Center

The Adult Education Center provides adults with an opportunity to continue their education by gaining skills to pass the GED exam, prepare for post-secondary education or learn English as a Second Language. Instructional services include classes on and off campus, individual and small group tutoring, and computer assisted instruction, including online instruction. Classes are offered in short, five-week sessions and other services are on-going. Registration and skills assessment are required. Services are offered on an open entry/open exit basis. Students can register throughout the year on a drop-in basis at the Learning Center at UNM-Valencia Campus, and they can participate in the program until their goals are met. Childcare may be available for some classes.

Services include:

1. GED Preparation (in English and Spanish) for persons seeking a high school diploma.
2. Preparation for postsecondary education for adults performing below a 12th grade level.
3. Reading and writing instruction for persons wanting to improve basic literacy skills.
4. English as a Second Language for non-native speakers of English wishing to improve listening, speaking, reading, and writing ability.
5. Citizenship instruction for persons wanting to become United States citizens.

The Adult Education Center works as a partner with the Valencia County Literacy Council. The literacy program manages volunteer tutors who provide one-to-one and small group instruction for persons who cannot read and write or who cannot speak English well. The council also offers family literacy services.

The Adult Education Center's services are designed for adults. Sixteen and seventeen year-olds may be accepted into the program with a withdrawal form from the high school last attended before enrolling in the program. In addition, a parent or guardian must be present at time of registration to complete an Underage Agreement Form in order for sixteen and seventeen year-olds to receive services from the Adult Education Center.

Each May, the Adult Education Center and GED Testing Services are pleased to host a GED graduation ceremony to recognize and honor students for their success.

## Americans with Disabilities Act

The Americans with Disabilities Act, effective in 1990, was established in order to ensure that individuals with disabilities were given equal treatment and not discriminated against in employment, academic programs, and services.

UNM-Valencia Campus faculty and staff are recognized for their willingness and ability to meet the needs of traditional students as well as minority students and special populations. Our recruitment strategies emphasize our small class sizes and faculty dedicated to helping our students achieve their educational goals. We acknowledge that many of our students have needs

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and pressures that traditional students rarely face; therefore, we focus a great deal of our efforts in assisting students with reentry, basic skills, and special needs. Many students with disabilities choose this campus because the size, modern architecture, and convenient parking offer physical accessibility not found at larger and older facilities. Similarly, the small class sizes, individualized attention, specialized learning resources, and excellent tutorial program are attractive to students with learning disabilities or alternative learning styles.

Equal Access Services and Advisement and Counseling Services offer valuable tools such as evaluation and referral services, computer labs with devices for special needs, and a variety of other learning resources to assist all students in their educational needs.

## Campus Library

The UNM-Valencia Campus Library houses some 38,000 books and periodicals, over 3,000 films, and several hundred maps, and reserve items for many courses. Most of the Library's resources are automated. Access to LIBROS, the Library's catalog, various periodical databases, and the Internet is available through the 20 computers that are in the Library. Tours and classes on using the resources are also available. Materials not housed in the Valencia Campus Library may be borrowed through the Interlibrary Loan Service.

The Library is located in the Learning Resource Center and is open from 8AM to 8:30PM Monday through Thursday,

10:30AM to 5PM on the 1st and 3rd Fridays, and 8:00AM to 5PM on the 2nd and 4th Fridays. The telephone number is 925-8990.

## Child Development Center

UNM-Valencia provides an on-campus, high quality childcare center for students, faculty, staff and community members, offering developmentally appropriate curriculum with a preschool program for potty-trained children ages 2½ to 5. Children may be enrolled full-time or part-time. Hours of operation for children are Monday through Thursday, 8:00 a.m. to 5:30 p.m. Children must have a current shot record, birth certificate and recent physical examination.

A new service – Free PreK program for children age 4. (They must be 4 years old by September 01 of the current school year). This program is from 8:30 AM - 12:00 PM Monday through Thursday. We also offer extended care for those in need. The extended care program is open from 12:00 PM – 5:30 PM. Children must be pre-registered for both programs.

The Child Development Center on Valencia Campus is proud to be accredited by the National Association for the Education of Young Children, five star rated by New Mexico State CYFD and recognized for their commitment to reaching the highest professional standards. UNM – Valencia Child Development Center is the only center in Valencia County to have received the national accreditation. Stop by the Child Care Center to pick up registration materials, or call 925-8870 for more information.

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## Community Education Services

The Community Education Program offers residents of the college service area the opportunity to participate in a wide variety of high-quality, credit and non-credit courses in subjects relating to workforce development, professional development, personal enrichment, computer training and cultural events. Classes, workshops and seminars are developed in response to needs as identified by representatives of all segments of the local communities. This includes specialized training for business, industry and governmental agencies.

The informal nature of Community Education Services provides residents with the opportunity for lifelong self-improvement, regardless of age or educational background. Through collaborative efforts with the local school districts, over 100 elementary students regularly attend classes on campus each semester.

Credit programs are offered in neighboring communities, which may include Socorro, Mountainair, Moriarty, Estancia, Magdalena and the Alamo Navajo Reservation. Bachelor and graduate courses are offered live, on-site at UNM-Valencia Campus and are received via videoconferencing from UNM-Media Technology Services through the Extended University. Community Education is also designated as a training center for the American Heart Association offering CPR, 1st aid, automatic defibrillator, basic life support, and Heartsaver CPR courses in several counties.

Workforce training programs for dislocated workers, welfare recipients and incumbent workers can be customized in various formats to fit employers' needs. Courses may include Emergency Medical Services, Certified Driver's License (CDL), Industrial Maintenance, Certified Nursing Assistant, Personal Care Attendant, Phlebotomy, and Certified Medication Aide. New courses are continually developed to meet changing work force needs.

## Equal Access Services

The Equal Access Services (EAS) program provides students with documented disabilities and their instructors support services they may need to create a successful learning experience. Special learning materials, adaptive equipment, interpreters, notetakers, readers, and alternative exam settings are available to students with documented disabilities. These services are housed in Advisement and Counseling Services located in the Student Services building.

The UNM-Valencia Campus is subject to the provisions of the Rehabilitation Act of 1973, Section 504, the Americans with Disabilities Act of 1990, and is committed to providing equal educational opportunity. Qualified students with disabilities needing accommodation to fully participate in the programs and services offered by the Valencia Campus should contact the Equal Access Services Coordinator at 925-8915 or stop by Advisement and Counseling Services.

EAS will collaborate with students to determine what services and accommodations are needed. Each semester, we provide a

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printed memorandum to the faculty and staff of the university detailing the accommodations. It is the student's choice and responsibility to pick up the memorandum each semester and to present the memorandum to course instructors. EAS encourages students to meet with course instructors to discuss the accommodations and how they can be implemented.

Additional information concerning equal access can be provided by the Rehabilitation Act/Americans with Disabilities Act coordinator, the director of Equal Opportunity Programs at UNM—Main Campus, 277-5251 (voice /TDD).

## **Fitness and Wellness Education Center**

The Fitness and Wellness Education Center (FWEC) is located in the Student- Community Center next to the Bookstore on the southeast side of the campus. The center includes a cardio room, weight room, group fitness room, fitness assessment room, classroom, showers and locker rooms.

Our mission is to improve the quality of life and health of the campus community concerning all aspects of wellness by providing education, safe effective exercise activities, and assistance in developing a healthy lifestyle.

For more information about the FWEC and the hours and days of operation, please call 925-8830 or go to the website <http://www.unm.edu/~FWEC> .

## **Guidelines for using the FWEC are:**

1. Anyone 18 years and older or who has graduated from high school may access the facility by enrolling in a Physical Education class. The cardio/weight room is accessible by enrolling in a Weight Training or Introduction to Fitness class. (An orientation is mandatory for students enrolled in the Introduction to Fitness class.)
2. Students log in and out to record visits.
3. Students are required to complete an “Informed Consent and Waiver” form.
4. If the Instructor deems it necessary, the student may be asked to follow up with a signed consent form from their doctor.
5. Daily use lockers are available in the locker rooms for your valuables and personal items. Please, return the key for the locker before leaving the center.
6. The center does not provide a towel service at this time.
7. Food is not permitted in the FWEC at any time. Water is the only beverage permitted and must be kept in a spillproof, plastic container.
8. Instructors can help with any question you may have regarding your exercise program.
9. Student assistants are available to take questions, suggestions and comments relating to equipment, policies and rules.

## **Dress requirements are:**

1. Athletic footwear is required to exercise in the group fitness room and cardio/weight room. No open-toe shoes, sandals, or boots, or shoes of any kind with metal hooks will be allowed in

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the cardio/weight room.

2. Wear comfortable, clean, and non-revealing athletic clothing. No jeans, belts or exposed metal.
3. No weightlifting belts with metal buckles.

## Small Business Development Center

The mission of the Small Business Development Center is to strengthen the economy of the UNM-Valencia service area by providing direct assistance, entrepreneurial education, and resource linkages that are designed to facilitate the retention and expansion of existing small businesses and foster the creation of new businesses.

The Small Business Development Center assists business owners and potential owners in making decisions affecting their businesses. The center offers four types of services: training, counseling, referral, and library resources. The training component involves workshops, and seminars. Business counselors provide one-on-one counseling for those wanting more attention of a confidential nature. Library resources include a business library, government publications, statistics, business literature and access to the Internet. The center works with clients in writing business plans, organizing loan packages, creating marketing plans and much more. Counseling is offered free of charge but there are nominal fees charged for the workshops.

The center is located on the second floor of the Student/Community Center at UNM-Valencia Campus with services provided

to Socorro and Mountainair on a regular basis. Appointments with a counselor can be made in person or by calling 925-8980. Materials are available on a walk-in basis.

## The Teaching & Learning Center

The Teaching and Learning Center (T&LC) seeks to enhance teaching and learning, improve student and faculty success and stimulate instructional effectiveness. The Center hosts a variety of faculty workshops and seminars and offers a wide range of instructional resources. The TLC is located in Rooms 138 and 141 of the Learning Resource Center.

### Resources

The Teaching and Learning Center has a library of books on instructional technology, education, and personal growth. The Center also has a large collection of web-based resources on many pedagogical areas, classroom management, and learning and teaching activities.

### Workshops

Workshops are offered in a wide range of areas including computers, audio visual equipment, online and hybrid instruction, pedagogy, and classroom management. Brown bag lunch seminars will be held covering a variety of topics.

### Goals

1. Conduct workshops and classes. Each term the TLC will provide workshops, classes and seminars to help the faculty and staff learn new skills and concepts so that they may better support student learning. Classes will include computer software applica-

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tions, instructional media development, electronic communication skills and teaching methods.

2. Provide individual consultations to faculty and staff. Faculty can receive assistance developing strategies to improve student learning. Resources, mentors, and information will be provided. All consultations will be confidential.

3. Offer instructional technology tutorials. The Center will provide tutorials for faculty and staff that need help with computer applications and technology.

4. Encourage collaboration between UNM-VC faculty and the wider educational community to improve teaching and learning. The TLC will provide opportunities for faculty to support, publicize, and demonstrate the use of best practices and innovative approaches to teaching and learning by establishing formal and informal communications forums. The TLC will publicize all training opportunities, workshops, and sessions in its calendar of events and activities.

## Transitional Studies and Learning Center

The Transitional Studies Department offers courses in Math, English and Academics. Although these courses do not count towards a degree they provide the fundamental preparation for college level courses. Courses offered are Math 098, 099, 100 and Academics for Math 100 (ACAM); English 098, 099, 100 and Academics for English 099 and 100 (AENG). Academics course are co-requisites with their respective Math and English courses. Students test into the Math and English courses through the campus administered COMPASS placement exam or the ACT.

Most of our students require some amount of refresher in basic skills. In fact, 70% to 80% of our incoming freshmen are required to take one or more transitional courses in writing, reading, mathematics and academic studies. These courses are an essential part of your academic success.

The “Highway to Success” Learning Communities provide the structure and support needed to help students be successful in the Transitional Studies courses. Small classes, peer tutors, supplemental instruction and dedicated faculty and advisors are some of our tools for your success. Taking classes with the same students foster the creation of study groups and peer support.

## Contact and Advising Information

Information about the Transitional Studies program and registration can be obtained from the “Highway to Success” advisors: Kim Crowder 505-925-8908 or Joseph Burgess 505-925-8568, or the Program Director, Rosa M. Auletta 505-925-8546 or [rauletta@unm.edu](mailto:rauletta@unm.edu). We invite you to visit our webpage: <http://HighwaytoSuccess.unm.edu> or email us at: [Highway@unm.edu](mailto:Highway@unm.edu). For information about the Transitional Studies courses contact: Coordinator of Transitional Mathematics, Julie DePree, Ph.D., at 505-925-8607 or [jdepree@unm.edu](mailto:jdepree@unm.edu), or the Coordinator for Transitional English, Patricia Gillikin, Ph.D., at 505-925-8616 or [pgillikin@unm.edu](mailto:pgillikin@unm.edu).

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## The Learning Center

Each person learns in a unique way and the The Learning Center (TLC) offers a comfortable atmosphere and services to facilitate learning regardless of learning style. This is a place where you can study in a quiet room, engage in the dynamics of a study group, research and write your papers or develop spreadsheets, work with a tutor, or take advantage of computer assisted instructional software and other study resources.

Free for all students currently enrolled at the UNM-Valencia Campus, services include the following:

1. Peer and professional tutoring (group and individual)
2. Walk-in assistance
3. Tutorial appointments
4. Study groups
5. Special topic workshops
6. Computer labs staffed with trained personnel
7. State-of-the-art computer hardware and software
8. Study areas to work alone or in groups
9. Study resources (textbooks, videos, audio tapes)
10. Study guides and handouts

The Learning Center is student focused and attempts to accommodate all student needs. In addition to regular services, the TLC attempts to find a tutor or schedule a study group for a

particular class at students' requests. The TLC, is open Monday through Friday, with evening hours Monday through Thursday. Tutoring is available on Saturdays by appointment only during the fall and spring semesters. Call 925-8900 to schedule an appointment or for additional information. Information is also available via the World Wide Web at <http://www.unm.edu/~tutor/>.