

# Admission

**A**dmission is the process of applying and being accepted to Central New Mexico Community College (CNM). Registration is the process of selecting courses, receiving a class schedule and completing enrollment at CNM. The following requirements and procedures do not apply to students taking non-credit classes.

CNM has an open admission policy that provides individuals the opportunity to enroll in the College's certificate or degree programs as well as individual courses. Students are considered for admission to CNM without regard to gender, race, color, national origin, religion, age, disability, sexual orientation or marital status. However, individuals may be denied admission to CNM, enrollment in courses and/or programs, and participation in certain CNM sponsored activities if it is determined that such access is likely to pose a serious threat to the safety of the applicant and/or members of the CNM community. Such determination would be made on a case by case basis by a review board under the guidance of the Dean of Students.

CNM's academic year is divided into three terms that usually begin in August, January and May. Students are urged to apply for admission at least two months before registration begins and may apply for any term up to one year in advance.

Most full-time students attend school year-round until they finish their programs. In most programs, it is possible to take a term off, if necessary. However, students who interrupt their programs may not be able to resume their studies at the time they want, because classes they need may not be offered every term. An interruption in enrollment may also mean a change in program and graduation requirements upon the student's return.

## General Admission Requirements

Any person seeking admission to CNM must meet one of the following criteria:

- be at least 18 years of age; or
- have a high school diploma from a U.S. high school\* or foreign high school; or
- have a General Educational Development (GED) diploma; or
- have completed the requirements of a home-based school program; or
- qualify for one of CNM's High School-Aged Student Enrollment programs (see page 12).

*Note: CNM does not issue I-20's (student visas) for international students to attend. Individuals in the United States on approved visas or other statuses may be eligible to attend CNM. Eligibility is based on the visa or status type and expiration date. For more information, please contact the Admissions Office.*

*\*The high school must be recognized by the state department of education in the institution's home state or by a regional accrediting agency approved by the New Mexico State Board of Education.*

**Enrolling at CNM is as easy as A, B, C! Below is a quick reference guide to CNM's enrollment process for beginning students.**

**Complete enrollment information and more can be found in the following sections of this catalog.**

### Be Admitted

- Submit admissions form (All students are assigned a CNM email account to access CNM PASSPORT, our Institute-wide communication system)
- Take the Accuplacer placement exams or provide official ACT or SAT scores
- Meet with an academic advisor
- Complete New Student Orientation

### Register for Classes

- Receive information on registration
- Obtain a **Schedule of Classes**
- Plan your schedule
- Register for classes online or on STARS

### Before Attending Classes

- Pay tuition and fees
- Obtain your student ID card
- Go to [www.cnm.edu](http://www.cnm.edu) and click on CNM PASSPORT to begin using CNM's communication system.
- Purchase textbooks
- Make arrangements for parking

## Enrollment Options

### Enrollment Status

A student's enrollment status is determined by the student's primary goal for taking courses at CNM. Admission representatives and academic advisors are available to assist students with identifying and/or meeting their educational goals.

**Non-Degree Status:** Those who do not want to earn a degree or certificate or have not yet chosen a major (degree or certificate program). Non-degree students may request to change to certificate/degree status and apply credits earned in non-degree status by completing a Declare a Major form. Non-degree students are eligible to receive division-issued Skill Sets (see below).

*Note: Non-degree status will not satisfy eligibility requirements for financial aid, veterans' educational benefits or other assistance.*

**Certificate/Degree Status:** Those who have met the program entrance requirements listed on page 11 and have officially declared the major (program of study) from which they plan to earn a certificate or degree from CNM.

### Certificates, Degrees and Skill Sets

CNM offers the following types of certificates and the following types of degree programs (see page 54 for a complete listing):

- **Certificate:** A certificate program prepares students to enter skilled or paraprofessional occupations or to upgrade workplace skills and knowledge.
- **Associate of Applied Science (AAS) Degree:** An AAS degree program prepares students to enter either skilled or paraprofessional occupations or to upgrade workplace skills and knowledge. An AAS program is not intended to transfer to bachelor's degree programs, although certain courses may be accepted at some institutions.
- **Associate of Arts (AA) Degree:** An AA degree program is designed for transfer into a bachelor's degree program in arts and sciences, social or behavioral sciences or a professional field with such disciplines as its base.
- **Associate of Science (AS) Degree:** An AS degree program is designed for transfer into a bachelor's degree program in a technical, medical or professional field with such disciplines as its base.
- **Skill Set:** A document issued by an academic division upon successful completion of a combination of approved courses that provide specific skills.

## Program Entrance Requirements

Any person wanting to enter into a CNM certificate and/or degree program must meet one of the following criteria:

- have a high school diploma from a U.S. high school (*Note: The high school must be recognized by the state department of education in the college's home state or by a regional accrediting agency approved by the New Mexico State Board of Education*); or

- have a General Educational Development (GED) diploma; or
- have an associate, baccalaureate or higher degree from a regionally accredited post-secondary institution in the United States; or
- have, on file at CNM, Accuplacer, ACT (English, math and reading) or SAT (verbal and math) placement scores dated within the last 5 years.

*Note: The above-listed criteria may be different from that used to establish financial aid eligibility. Some programs have additional requirements (see program descriptions).*

## The Admission Process

### 1. Submit Admissions Form

Admission Forms are available online ([www.cnm.edu](http://www.cnm.edu)) and in the Admissions Office at all CNM campuses.

**New Students (beginning freshmen):** Any student who has never attended a college or university, including CNM in a certificate/degree or non-degree status must complete an Admissions Form.

**Returning Students:** Any student who previously attended CNM in a certificate/degree or non-degree status and has not been enrolled for three or more terms must complete a new Admissions Form.

**Transfer Students:** Any student who has attended a college or university, but has not attended CNM in a certificate/degree or non-degree status must complete an Admissions Form.

Transfer students are not required to submit official transcripts for admission purposes. Students who want to transfer credits earned at other institutions or who need to provide proof of meeting a course prerequisite, must have official transcripts sent to the CNM Records Office (see page 12).

*Note: Students wanting to apply for financial aid, should access financial aid information and forms from CNM's website ([www.cnm.edu](http://www.cnm.edu)) or visit the Financial Aid Office as soon as possible in the admission process. All students are assigned a CNM email account to access CNM PASSPORT, our Institute-wide communication system. For more information visit [www.cnm.edu](http://www.cnm.edu).*

### 2. Take the Accuplacer placement exams or provide official ACT/SAT scores taken within the last five years

Prerequisites are requirements that must be met prior to registering for many courses. They may be met with approved scores on placement exams—Accuplacer, ACT, SAT, by transfer of credit from another institution, or by successful completion of a specific CNM course.

**Accuplacer** is a computer adaptive test used to assess skills in reading, English and mathematics. CNM uses this test to help students plan an appropriate schedule of coursework at CNM and meet course prerequisites. The test is not timed, but students should allow 1 1/2 to 2 hours to complete the set of exams. Accuplacer is available at any

campus free of charge. Current photo ID is required to take the test. Practice exams are available at all Assessment Offices and online at [www.cnm.edu](http://www.cnm.edu). Students may be exempt from Accuplacer testing if they:

- hold an associate degree or higher from an institution in the United States (these students may take courses for which ENG 101 and RDG 100 are prerequisites); or
- are non-degree students registering for less than six credit hours per term and not enrolling in ENG or MATH courses; or
- can provide proof of successful completion of previous college-level math and/or English courses.

Special exams for advanced placement into some Biology and Spanish classes are also available.

#### Biology Placement Exam

The Biology Placement Exam, available only at the Main Campus Assessment Center, is intended for students with significant prior experience in chemistry and biology. Passing the exam may allow a student to enroll in Biology 237/247L and/or Biology 239/239L without taking the Biology 123/124L and Chemistry 111/112L prerequisites. A grade of "B" or better in high school biology and chemistry within the last three years or significant background experience in these two areas is the suggested minimum preparation.

#### Spanish Placement Exam

The Spanish Placement Exam, available only at the Main and Montoya Campus Assessment Centers, is used to determine course placement depending on the skill level of the student.

### 3. Meet with an academic advisor

Students should meet with an academic advisor (see page 24) to discuss program selection and/or course placement.

### 4. Complete a New Student Orientation

Orientation includes information that will help students be successful at CNM and is required for all first-time college students. Orientation is available online at [www.cnm.edu](http://www.cnm.edu).

### 5. Register for classes (see The Registration Process, page 16.)

# High School-Aged Student Enrollment Programs and Articulated Credit

## High School-Aged Student Enrollment Programs

CNM's three High School-Aged Student Enrollment Programs each provide qualified high school-aged students who reside in CNM's service area the opportunity to enroll in college classes at CNM. Credits earned may be applied toward a CNM certificate and/or degree and most are transferable to other colleges. Classes are taught by CNM faculty on CNM campuses, through distance learning or at an off-site location. Students enrolled in any of these programs are subject to all CNM policies and regulations. Information on the requirements and enrollment process for these programs is available at any Admissions Office, online at [www.cnm.edu](http://www.cnm.edu) or from School Relations Office at (505) 224-4238 or [hsprograms@cnm.edu](mailto:hsprograms@cnm.edu).

**Dual Credit** provides high school sophomores, juniors and seniors who attend a public high school (with whom CNM has a Dual Credit agreement) and qualify for New Mexico in-state tuition status, the opportunity to take college courses for which they will simultaneously earn both college credit and high school elective credit. Students should see their high school counselor for a Dual Credit information.

- Dual Credit students are often able to complete a college certificate or degree more quickly because they start college while in high school.
- Dual Credit students may only enroll in courses numbered 101 and above.
- Dual Credit students have their registration and tuition fees waived. (The student pays for any additional course fees and textbooks.)
- Dual Credit admission and registration can be processed online and at any CNM campus.

**College and Career Bound** provides high school sophomores, juniors and seniors who attend a private school or a public high school, or are currently home-schooled students and at least 16 years of age, the opportunity to earn college credit.

- College and Career Bound students are often able to complete a college certificate or degree more quickly and with less expense because they start college while in high school or home school.
- College and Career Bound students must pay all tuition and fees.
- College and Career Bound students may only enroll in courses numbered 100 and above
- College and Career Bound admission and registration can be processed online and at any CNM campus.

**Drop-In** provides those 16 or 17 years of age who are no longer actively enrolled in high school and are released from compulsory education the opportunity to continue their education at CNM.

- While Drop-In students must pay all tuition and fees, a special Drop-In scholarship is available to help Drop-In students with their educational costs.
- Drop-In is a great opportunity for students to continue their education, earn a certificate or degree and/or enter a career path.

- Drop-In admission can be processed at any CNM campus.

## Articulated "Banked" Credit

High school students may deposit credit in the CNM "Credit Bank" when earning a B or better in high school courses that have been articulated with CNM courses. These classes are taught by high school faculty at the high school and have the same exit competencies as the CNM course. These "banked" credits can fulfill prerequisite requirements for classes in the student's program of study. Once a student has successfully completed a course at CNM, through Dual Credit or as an incoming freshman, he/she can petition to have the "banked" credit added to his CNM transcript at no cost.

The articulated credit courses are approved through a written agreement with area school districts. CNM currently has articulation agreements for specific classes with APS, Bernalillo, Los Lunas, Rio Rancho, Belen, Cuba and Santa Fe. Students should contact their high school counselor or curriculum assistant principal for more information. Additional information can also be found online at [www.cnm.edu](http://www.cnm.edu), [hsprograms@cnm.edu](mailto:hsprograms@cnm.edu) or by calling the School Relations Office at (505) 224-3327.

## Transfer and Other Credit

### Transfer Credit

Credits earned at other postsecondary institutions may be transferred and applied toward program requirements in accordance with the following guidelines:

- An official transcript from each institution attended must be sent directly to the CNM Records Office for evaluation.
- Credit for arts and sciences courses earned at regionally accredited postsecondary institutions will be evaluated automatically upon receipt of the official transcript (for admitted and currently enrolled students only). Courses with D or better grades earned at public New Mexico institutions will be considered for transfer credit; courses from institutions outside New Mexico and private institutions in New Mexico must have C or better grades to be considered for transfer credit.
- To receive transfer credit for career and technical courses, the student must request that the CNM's Records Office refer the transcript(s) to the appropriate academic division for review. An interview and/or demonstration of competence may be required before the decision regarding credit is made. Demonstration of competence is required for all transfer credit that is at least 10 years old.
- Remedial and upper-division courses are not generally transferable.

### Non-Traditional Credit

Students may be allowed to establish credit for courses based on life and work experience and/or prior training. Because opportunities to establish such credit vary by division, students interested in this option should contact their academic division office.

### Examination Credit

**CNM Challenge Exams:** These exams are available to applicants and currently enrolled students who wish to establish CNM credit for prior education, training and/or experience. Other postsecondary institutions may not accept challenge exam credit. The fee for most exams is \$15. The following restrictions apply:

- A student may attempt a challenge exam only once per course.
- A student may not take a challenge exam if, within the last 10 years, he or she completed the course at any school with a final grade, including AU but excluding W grades.
- A grade of CR will be recorded upon the student's completion of CNM credit coursework in the same or subsequent term.
- Courses successfully challenged may count toward program requirements, but not CNM's graduation residency requirement.

Contact the appropriate academic division office for information on Challenge Exams.

### Advanced Placement (AP)/College Level Examination Program (CLEP):

Students may earn up to 30 credits through Advanced Placement (AP) and College Level Examination Program (CLEP) tests. Earned AP and CLEP credit will be treated as transfer credit. For more information, contact an academic advisor or the CNM Records Office.

### Advanced Placement (AP) Exams

AP Exam	Minimum Score	CNM Course	Credit Hours
Art History	3 5	ART 101 ART 201,202	3 6
Studio Art			
Drawing	3	ART 106	3
2-D Design	3	ART 121	3
3-D Design	3	ART 122	3
Environmental Science	3	BIO 111/111L	4
Biology	3	BIO 123/124L	4
Chemistry	3	CHEM 121/121L, 122/122L	8
Computer Science A	3	CSCI 151	4
Computer Science AB	3	CSCI 151,251	8
Macroeconomics	3	ECON 200	3
Microeconomics	3	ECON 201	3
English Language & Composition	3	ENG 101,102	6
English Literature & Composition	3	ENG 101, 1026	
French Language	3	FREN 101, 102, 201, 202	16
French Literature	3	FREN 101, 102, 201, 202	16
German Language	3	LANGUAGE ELECTIVE	6
Human Geography	3	GEOG 102	3
European History	3	HIST 102	3
American History	3	HIST 161,162	6
Latin: Vergil	3	LANGUAGE ELECTIVE	6
Latin: Literature	3	LANGUAGE ELECTIVE	6
Music Theory	3	MUS 103	4
Calculus AB	3	MATH 162	4
Calculus BC	3	MATH 162,163	8
Statistics	3	MATH 145	3
Physics B	3	PHYS 151/151L, PHYS 152/152L	10
Physics C			
Mechanics	3	PHYS 160/160L	5
Electricity & Magnetism	3	PHYS 161/161L	5
American Government	3	PSCI 200	3
Comparative Government	3	PSCI 220	3
Psychology	3	PSY 105	3
Spanish Language	3	SPAN 101, 102 201,202	14
Spanish Literature	3	SPAN 280	3

*AP scores must be forwarded to the CNM Records Office. AP scores will only be accepted if they are: (1) Sent directly from the AP Testing Center, or (2) included on high school or college transcripts as part of the student's permanent record.*

### College Level Examination Program (CLEP)

CLEP Exam	Minimum Score for exams taken:		CNM Course	Credit Hours
	through June 2001	after June 2001		
<b>arts and sciences subject exams</b>				
Biology	46	50	BIO 110	3
Chemistry	47	50	CHEM 121/121L, 122/122L	8
Macroeconomics	44	50	ECON 200	3
Microeconomics	41	50	ECON 201	3
Analyzing/Interpret Lit	47	50	ENG 150,250	6
English Literature	46	50	ENG 294,295	6
American Literature	46	50	ENG 297,298	6
French Level 1	42	50	FREN 101,102	8
French Level 2	45	62	FREN 101,102,201,202	16
German Level 1	n/a	50	LANGUAGE ELECTIVE	6 or
German Level 2	n/a	63	LANGUAGE ELECTIVE	12
US History I	47	50	HIST 161	3
US History II	46	50	HIST 162	3
Western Civilization I	46	50	HIST 101	3
Western Civilization II	47	50	HIST 102	3
Humanities	n/a	50	HUM 111,121	6
Algebra-College	46	50	MATH 121	3
Algebra-Trigonometry	45	50	MATH 150	4
College Mathematics	n/a	50	MATH 129,130	6
Trigonometry	50	50	MATH 123	3
Precalculus	n/a	50	MATH 150	4
Calculus w/ Elementary Functions (objective and problem portions)	41	50	MATH 162	4
American Government	47	50	PSCI 200	3
Introductory Psychology	47	50	PSY 105	3
Human Growth and Development	n/a	50	PSY 220	3
Introductory Sociology	47	50	SOC 101	3
College Spanish Level 1	45	50	SPAN 101,102	8
College Spanish Level 2	50	66	SPAN 101,102,201,202	14
<b>Business Exams</b>				
Principles of Accounting	45	50	ACCT 101,102	9
Principles of Management	46	50	BA 133	3
Principles of Marketing	50	50	BA 222	3
Introductory Business Law	51	50	BA 211	3

*CLEP scores must be forwarded to the CNM Records Office. CLEP Scores will only be accepted if they are: (1) sent directly from the CLEP Testing Center, or (2) sent directly from the CNM Assessment Center.*

## Course Substitutions and Waivers

**Course Substitutions:** A course for which a student has already received credit may substitute for another course, if the substituting course meets the competencies of the required course. Course substitutions must be approved by the academic division in which the student's program is offered. If the substituting course has fewer credit hours, the student may be required to make up the credit difference with appropriate coursework identified by the division. (See Graduation, page 30)

**Course Waivers:** A course waiver is an exemption from a required course because the competencies of the course have already been attained due to prior training, education or work experience. Demonstration of competencies will be required. A course waiver must first be approved by the academic division in which the student's program is offered then secondly, by the division in which the waived course is offered. Credit waivers do not require the student to make up the deficient credit(s) however; there are limits to the number of credits that can be waived in a program. (See Graduation, page 30)

## Transfer Among New Mexico Higher Education Institutions

To facilitate the transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept in-transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. New Mexico's colleges and universities have developed transfer guides, consistent with requirements of state law (21-1B, NMSA 1978), to assist students who plan to transfer. Guides for most four-year New Mexico colleges and universities are available from the Academic Advisement and Career Development department.

Because not all CNM courses are designed to transfer to other colleges and universities, students planning to transfer from CNM to a two- or four-year college or university in New Mexico should meet with an academic advisor. Advisors can assist students in choosing which CNM classes will best meet their educational plans.

Planning for effective transfer with maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

## Transferable Lower-Division General Education Common Core

Students who have not yet selected either an academic focus or the institution where they wish to graduate are advised to take courses during their freshman year outlined in the Lower Division General Education Common Core. For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university and apply toward associate and baccalaureate degree program requirements. Students should consult with an academic advisor about which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this course work may not transfer toward general education requirements but in most cases will apply toward elective requirements.

## Lower-Division General Education Common Core

### Area I: Communications (select 9 credit hours)

- (a) College-Level English Composition ..... 3–4 hours
- (b) College-Level Writing (a second course building on the above)..... 3 hours
- (c) Oral Communication..... 3 hours

### Area II: Mathematics (select 3 credit hours)

- (a) College Algebra ..... 3 hours
- (b) Calculus ..... 3 hours
- (c) Other College-Level Mathematics ..... 3 hours

### Area III: Laboratory Science (select 8 credit hours)

- (a) General Biology, with laboratory ..... 4–8 hours
- (b) General Chemistry, with laboratory..... 4–8 hours
- (c) General Physics, with laboratory ..... 4–8 hours
- (d) Geology/Earth Science, with laboratory ..... 4–8 hours
- (e) Astronomy, with laboratory ..... 4–8 hours

### Area IV: Social/Behavioral Sciences (select 6–9 credit hours)

- (a) Economics (macro- or micro-)..... 3 hours
- (b) Introductory Political Science..... 3 hours
- (c) Introductory Psychology ..... 3 hours
- (d) Introductory Sociology ..... 3 hours
- (e) Introductory Anthropology ..... 3 hours

### Area V: Humanities and Fine Arts (select 6–9 credit hours)

- (a) Introductory History Survey ..... 3 hours
- (b) Introductory Philosophy ..... 3 hours
- (c) Introductory Course in History, Theory, or Aesthetics of the Arts or Literature ..... 3 hours

**Total to be selected ..... 35 semester hours**

## Lower-Division Transfer Modules

Students who have selected a field of study but have not yet selected the college or university where they wish to earn a bachelor's degree are advised to take courses during their freshman and sophomore years outlined in one of the Lower-Division Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and apply toward bachelor's degree program requirements. Students should consult an academic advisor about which specific classes fit these categories. Lower-division transfer modules presently exist for: Business, Engineering, Biological Sciences, Social & Behavioral Sciences, Teacher Education, Early Childhood Education and Physical Sciences. Copies of these Transfer Modules may be obtained from the State of New Mexico Higher Education Department's web site ([www.hed.state.nm.us](http://www.hed.state.nm.us)).

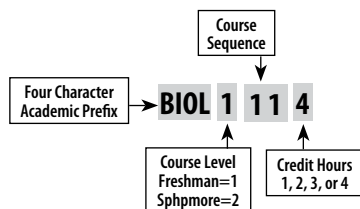
**Transferable Courses Fulfilling the General Education Common Core**

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico’s colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to other New Mexico public institution.

A Core Matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website at [www.hed.state.nm.us](http://www.hed.state.nm.us). Courses are listed by institution. Students may also be able to access this list by going directly to [www.hed.state.nm.us/colleges/matrix.asp](http://www.hed.state.nm.us/colleges/matrix.asp).

The course prefix and number that appear in parenthesis next to many of the institutions internal course prefixes and numbers is the New Mexico Common Course Number. It serves as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a statewide equivalency table that cross-references the institutional course and number with the universal “common course number” creating an easy one-to-one match.

Students may find the New Mexico Common Course Number listed in crosswalks, degree outlines, transfer guides and in course descriptions in college catalogs and websites. The common course number “connects” equivalent courses at multiple institutions ensuring students that the course will transfer to the receiving institution and meet degree requirements as if it were taken on that campus. The New Mexico Common Course Number has an alpha prefix that identifies readily to the subject area. The four digits in the number represent the specific course in that subject area with each digit having significance as demonstrated below:



Students who have decided on a major and/or an institution at which to complete their studies should obtain a transfer guide or catalog and consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first-year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore year of study.

**Transfer Credit Appeal**

All New Mexico public post secondary institutions are required to establish policies and practices for receiving and resolving appeals and complaints from students or from others regarding the transfer of course work from other public institutions in the state. CNM’s appeal process is as follows:

- For arts & sciences course evaluations, complete a Re-Evaluation of Transfer Credit form, available at the Records Office, Admissions Offices or online at [www.cnm.edu](http://www.cnm.edu).
- For career & technical course evaluations, file a written appeal with the appropriate Academic Dean’s office providing the prefix/number of the course(s) in question, term and year the course was taken, the name of the course and the course description from sending institution’s catalog.
- If the request is denied, the student may continue the appeal process to the Executive Vice President for Academic Affairs and must do so no later than 30 days following the notification of denial.
- The Executive Vice President’s office, in concert with the appropriate division and/or content area, will review applicable materials and render a final decision.
- If the course or courses in question are part of a state approved transfer module, the student may make further appeal to the Higher Education Department in Santa Fe by contacting:

**Deputy Secretary for Academic Affairs Higher Education Department  
New Mexico School for the Deaf Campus  
1068 Cerrillos Road, Santa Fe, New Mexico 87505-1650**

If a student’s articulation appeal is upheld at that level and the student was required to repeat the course, the receiving institution shall reimburse the student the complete cost, including tuition, books and fees of each course the student was required to repeat at the receiving institution.

**Other New Mexico Public Colleges and Universities**

- Clovis Community College • Clovis, NM**  
(505) 769-4747 • [www.clovis.edu](http://www.clovis.edu)
- Crownpoint Institute of Technology • Crownpoint, NM**  
(505) 786-4100 • [www.cit.cc.nm.us](http://www.cit.cc.nm.us)
- Dine College • Shiprock Campus**  
Shiprock, NM  
(505) 368-3522  
[www.dinecollege.edu](http://www.dinecollege.edu)
- Crownpoint Campus**  
Crownpoint, NM  
(505) 786-7391
- Eastern New Mexico University • Portales, NM**  
(505) 562-1011 • [www.enmu.edu](http://www.enmu.edu)
- Institute of American Indian Arts • Santa Fe, NM**  
(505) 424-2302 • [www.iaiancad.org](http://www.iaiancad.org)
- Luna Community College • Las Vegas, NM**  
(800) 588-7232 • [www.lvti.cc.nm.us](http://www.lvti.cc.nm.us)
- Mesalands Community College • Tucumcari, NM**  
(505) 461-4413 • [www.mesalands.edu](http://www.mesalands.edu)
- New Mexico Junior College • Hobbs, NM**  
(800) 657-6260 • [www.nmjc.edu](http://www.nmjc.edu)
- New Mexico Military Institute • Roswell, NM**  
(505) 622-6250 • [www.nmmi.cc.nm.us](http://www.nmmi.cc.nm.us)
- New Mexico State University • Las Cruces, NM**  
(505) 646-0111 • [www.nmsu.edu](http://www.nmsu.edu)
- New Mexico Institute of Mining and Technology • Socorro, NM**  
(505) 835-5011 • [www.nmt.edu](http://www.nmt.edu)
- New Mexico Highlands University • Las Vegas, NM**  
(877) 850-9064 • [www.nmhu.edu](http://www.nmhu.edu)
- Northern New Mexico College • Espanola Campus**  
Espanola, NM  
(505) 747-2100
- El Rito Campus**  
El Rito, NM  
(505) 581-4115  
[www.nnmcc.edu](http://www.nnmcc.edu)
- San Juan College • Farmington, NM**  
(505) 326-3311 • [www.sanjuancollege.edu](http://www.sanjuancollege.edu)
- Santa Fe Community College, Santa Fe, NM**  
(505) 428-1000 • [www.sfccnm.edu](http://www.sfccnm.edu)
- Southwestern Indian Polytechnic Institute • Albuquerque, NM**  
(800) 586-7474 • [www.sipi.bia.edu](http://www.sipi.bia.edu)
- University of New Mexico • Albuquerque, NM**  
(800) 225-5866; (505) 277-0111 • [www.unm.edu](http://www.unm.edu)
- University of New Mexico - Valencia Branch • Los Lunas, NM**  
(505) 925-8500 • [www.unm.edu/~unmvc](http://www.unm.edu/~unmvc)
- Western New Mexico University • Silver City, NM**  
(505) 538-6106 • [www.wnmu.edu](http://www.wnmu.edu)

# Registration



**S**tudents are required to register for each term they plan to attend. Registration and payment of fees must be made in accordance with the instructions published in the **Schedule of Classes**. Individuals may not participate or “sit in” on classes for which they are not enrolled.

## The Registration Process

### 1. Receive information on registration.

To be eligible to register for classes students must be either currently enrolled or admitted for the term in which they will be registering. Registration begins approximately two months before the start of a term. Registration information is mailed to continuing students and those admitted prior to the start of registration; all other students are given registration information at the time of admission. Registration dates are printed in the **Schedule of Classes**.

### 2. Obtain a Schedule of Classes.

The **Schedule of Classes** is published prior to each term and is available in the registration offices at all campuses, CNM libraries and online ([www.cnm.edu](http://www.cnm.edu)). The **Schedule of Classes**, which lists courses, registration instructions and dates, is available approximately two weeks before the beginning of registration.

### 3. Plan your schedule.

Academic advisement is strongly recommended for all students before registering for classes. Advisors at all campuses can provide assistance with course selection and placement.

Schedule plans should have alternate sections and insure that all course pre- and corequisites are met. Use the **Schedule of Classes** to obtain the CRN (Course Reference Number) for each class selected and for registration processes. New class sections added since the schedule was printed are available through STARS (CNM’s automated telephone registration system at (505) 224-4893), online ([www.cnm.edu](http://www.cnm.edu)) and at all Registration Offices.

### 4. Register for classes.

Students register for classes through STARS at (505) 224-4893, CNM’s online registration system ([www.cnm.edu](http://www.cnm.edu)) or in person.

### 5. Pay tuition and fees.

In order to complete registration, all charges must be paid. Charges are based on the student’s residency classification for tuition purposes, the type of courses and number of credit hours taken (see page 20). Payment information and deadlines are printed in the **Schedule of Classes**.

*Note: After registering and paying for classes, students need to purchase textbooks, obtain a CNM student ID and possibly make arrangements for parking on campus. All vehicles parked at CNM campuses must be registered with CNM’s Security Office. Paid parking is available at Main Campus. (See the **Schedule of Classes** for more information on these items.)*

## Prerequisites and Corequisites

Pre- and corequisites are listed in course descriptions and are subject to change with each new Catalog. It is the student's responsibility to meet the pre- and/or corequisites in effect for the term in which a course is taken, regardless of the Catalog under which the student entered or will graduate. Students may be stopped from enrolling or may be disenrolled if pre- or corequisites are not met.

**Prerequisite:** A prerequisite is a requirement that must be successfully completed before a student may enroll in a course. Prerequisites are based on the essential skills or competencies to be successful in the next level course. All prerequisite courses must be completed with a "C" or better grade. A student who receives a W, AU, I, NC, PR, D or F as a final grade may not enroll in any class for which the former is a prerequisite. A "**Recommended**" prerequisite is one that is strongly suggested for successful completion of the course, but is not required.

Most entry-level courses have prerequisites for math, English or reading. Students who have completed course prerequisites may be required to provide proof through transcripts or test scores. Accuplacer, ACT and SAT scores may not be more than five years old.

**Corequisite:** A corequisite is a course that is either recommended or required to be taken in combination with another course. If a course with a required corequisite is taken for audit, the corequisite also must be taken for audit. When a course that has a required corequisite is dropped, the corequisite must also be dropped.

### How to Meet a Course Prerequisite

There are four ways to meet a course prerequisite:

1. Take the Accuplacer placement exam at CNM (see Assessment Centers on page 24).
2. Submit official ACT or SAT scores (no more than five years old) to any Admissions Office.
3. Enroll in the required prerequisite course and pass it with a grade of CR or C or higher.
4. Complete the required prerequisite course at another institution with a grade of C or higher (proof of completion may be required).

Speak with an academic advisor for further assistance with prerequisite and course placement.

## Registration Guidelines

**Adding, Changing and Declaring Majors:** Students may add, change and/or declare a major (program) at any time during the term in which they are enrolled. (See Program Entrance Requirements on page 11.) To graduate from a CNM program, students must have declared their major at the time of admission by submitting a Declare a Major form (available from the Academic Advisement and Career Development department and online at [www.cnm.edu](http://www.cnm.edu)), through CNM's online registration system or prior to completing an application for graduation. (See Graduation: General Requirements, page 30.)

**Adding Courses:** Classes may be added according to the time frame listed below. Specific dates are printed in the **Schedule of Classes**.

- **Full term (15–16 week) classes** through the 6th day of that part of term/session
- **12–16 week classes**, through the 6th day of that part of term/session

- **6–11 week classes**, through the 4th day of that part of term/session
- **1–5 week classes**, through the 3rd day of the part of term/session
- **Classes scheduled for only one weekend** (Friday, Saturday and/or Sunday), through the first day of the part of term/session

**Cancellation of Enrollment Before Term Begins:** Students not able to attend CNM when planned but who have registered for classes, must cancel their registration at any registration office or drop all classes through STARS or the online registration system before the beginning of the term. All fees are refunded if registration is canceled before classes begin.

## Prerequisite Requirement Guide

<i>Required Prerequisite*</i>	<i>Ways to Meet Prerequisites</i>
<b>ENG 098</b>	<ul style="list-style-type: none"> <li>• ENG 098 or above with CR or C or better</li> <li>• Accuplacer sentence skills score of 53-68</li> <li>• ACT English score of 12-13 or SAT verbal/critical reading score of 260-280</li> </ul>
<b>ENG 099</b>	<ul style="list-style-type: none"> <li>• ENG 099 or above with CR or C or better</li> <li>• Accuplacer sentence skills score of 69-84</li> <li>• ACT English score of 14-15 or SAT verbal/critical reading score of 290-320</li> </ul>
<b>ENG 100</b>	<ul style="list-style-type: none"> <li>• ENG 100 or above with CR or C or better</li> <li>• Accuplacer sentence skills score of 85-109</li> <li>• ACT English score of 16-22 or SAT verbal/critical reading score of 330-450</li> </ul>
<b>MATH 097</b>	<ul style="list-style-type: none"> <li>• MATH 097 or above with CR or C or better</li> <li>• Accuplacer arithmetic score of 31-56</li> <li>• ACT math score of 13-14 or SAT quantitative/math score of 290-310</li> </ul>
<b>MATH 099</b>	<ul style="list-style-type: none"> <li>• MATH 099 or above with CR or C or better</li> <li>• Accuplacer arithmetic score of 57-120</li> <li>• ACT math score of 15-16 or SAT quantitative/math score of 320-340</li> </ul>
<b>MATH 100A</b>	<ul style="list-style-type: none"> <li>• MATH 100A or above with CR or C or better</li> <li>• Accuplacer elementary algebra score of 72-80</li> <li>• ACT math score of 17-20 or SAT quantitative/math score of 350-410</li> </ul>
<b>MATH 100B</b>	<ul style="list-style-type: none"> <li>• MATH 100B or above with CR or C or better</li> <li>• Accuplacer elementary algebra score of 81-120</li> <li>• ACT math score of 21-22 or SAT quantitative/math score of 420-450</li> </ul>
<b>MATH 100</b>	<ul style="list-style-type: none"> <li>• MATH 100, 100B or above with CR or C or better</li> <li>• Accuplacer elementary algebra score of 81-120</li> <li>• ACT math score of 21-22 or SAT quantitative/math score of 420-450</li> </ul>
<b>RDG 099</b>	<ul style="list-style-type: none"> <li>• RDG 099 or 100 or arts &amp; sciences course with CR or C or better</li> <li>• Accuplacer reading score of 69-79</li> <li>• ACT reading score of 16-17 or SAT verbal/critical reading score of 300-320</li> </ul>
<b>RDG 100</b>	<ul style="list-style-type: none"> <li>• RDG 100 or arts &amp; sciences course with CR or C or better</li> <li>• Accuplacer reading score of 80-120</li> <li>• ACT reading score of 18-36 or SAT verbal/critical reading score of 330-800</li> </ul>

\*Other prerequisites are listed in course descriptions in this catalog.

## Registration

**Course Load:** The normal course load each term is 12 to 18 credit hours, with 12 constituting a full load. Students wishing to take more than 18 credit hours must meet the following conditions:

- have a cumulative CNM grade point average of 2.5, *and*
- have no grade lower than C in the previous term, *and*
- secure permission from Academic Advisement and Career Development.

No student may take more than 22 credit hours per term.

**Course Overfills:** If a class is full, the instructor may approve a class overfill. Course Overfill Cards are available from instructors and at any Registration office. Course overfill approval does not waive a pre- or corequisite and extend registration deadlines. Refer to the **Schedule of Classes** for information on this process.

**Course Repetition Limit:** A student may enroll in the same CNM course a maximum of three times. Should the student attempt to register a fourth time for the same course, his/her registration will be blocked and the student will be referred to the Academic Advisement and Career Development department for assistance. Topics, problems, internship, cooperative education and physical fitness activity courses are exempt from the course repetition limit (see Repeat Course Processing, page 33).

**Dropping Courses or Withdrawing:** Classes may be dropped according to the time frame listed below. Specific dates are printed in the **Schedule of Classes**.

- **Full term (15–16 week) classes** through the 12th week of that part of term/session
- **12–14 week classes** through the 10th week of that part of term/session
- **6–11 week classes** through 75% (3/4) of that part of term/session
- **1–5 week classes** through 50% (1/2) of the part of term/session
- **Classes scheduled for only one weekend** (Friday, Saturday and/or Sunday), through the first day of the part of term/session

Fifteen week and full-term classes dropped on or before the 15th day of that part of term/session (including Saturdays) and all other classes dropped on or before the first 1/3 of that part of term/session (including Saturdays) do not appear on the student's CNM transcript. After that time a withdrawal grade (W) will appear on the student's record for classes dropped. Specific dates are printed in the **Schedule of Classes**.

A student should not assume he/she will be dropped from classes for nonattendance. A student who has not officially dropped a class will receive a final grade in the class. A student physically unable to drop a current class by the published deadline (Example: hospitalization) may submit a written appeal, along with required supporting documentation, to the Registration Center requesting an exception to the drop deadline policy. Appeal forms are available in Registration offices.

**Grade Options:** Students must select a grade option (grade mode) when registering for class (see page 33). Deadlines and information regarding changing grading options are printed in the **Schedule of Classes**.

**Permission to Enroll:** Students may enroll in some courses only by permission of the instructor or program director. Forms are available in the division offices and from the Academic

Advisement and Career Development offices. Permission to enroll does not constitute a waiver of a course, grant credit for another course, allow a course to be overfilled or extend registration deadlines.

**Step-ups/step-backs:** Students may, with division approval, step-up or step-back into most developmental courses (courses numbered 100 and below) through the second week of the term and into some lower-level career and technical courses (in the same discipline) through the fifth week of the term. Students may, however, step-up or step-back into a self-paced, developmental math course through the tenth week of a full term and the eighth week of the 12-week session or term. Students who are having difficulty in a class and are considering this option should contact the instructor or an academic advisor.



## Residency Classification for Tuition Purposes

A student is classified as a resident or non-resident for tuition purposes based on information supplied at the time of admission or readmission.

The New Mexico Higher Education department establishes residence requirements for tuition purposes. These requirements apply to U.S. citizens, those with Permanent Resident immigration status or those who have applied for Permanent Resident status. Residency requirements and information are available in Admissions offices and from the New Mexico Higher Education department's web page at [www.hed.state.nm.us](http://www.hed.state.nm.us).

Minimally, four basic requirements must be met (additional requirements may apply):

1. The 12-Month Consecutive Residence Requirement: A student must physically reside in New Mexico for the 12 consecutive months immediately preceding the term for which the petition is submitted.

*Note: Students whose parents or guardians reside out of state cannot begin to complete the 12-month requirement until their 19th birthdays.*

2. The Financial Independence Requirement: Students cannot be approved for residency if they are financially dependent on their parents or legal guardians who are non-residents of New Mexico. At the time the student applies for residency (if under 23 years of age), a copy of his or her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year may be required.
3. The Written Declaration of Intent Requirement: The student must sign a written declaration of intent to relinquish residency in any other state and establish it in New Mexico.
4. The Overt Act Requirement: Residency regulations require the completion of overt acts that support the student's declaration of intent to reside in New Mexico. Information on the number and type of required overt acts is available in the Admissions and Records Offices.

*Note: Any act considered inconsistent with being a New Mexico resident—such as voting, securing and/or maintaining a driver's license and any vehicle registration in another state—will cause in-state residency status to be denied or revoked. Nondisclosure or misrepresentation in filling out the Admission Form is grounds for denial of admission, cancellation of registration or suspension.*

### Additional Residency Information

- The spouses and dependents of persons who move to New Mexico to work full-time, practice a profession or conduct a business full-time (and who provide appropriate evidence) are not required to complete the 12-month residence requirement before applying for in-state tuition classification. They must, however, satisfy the other requirements of residency. Verification of Employment forms are available at Admissions offices and online at [www.cnm.edu](http://www.cnm.edu).

- Members of the armed forces stationed on active duty in New Mexico, their spouses and dependents are eligible for resident student rates. A certification form is required for all new and returning students. Forms are available at Admissions Offices and online at [www.cnm.edu](http://www.cnm.edu).
- Active participating members of the New Mexico National Guard, their spouses and dependents are eligible for resident student rates. A certification form is required for all new and returning students. Forms are available at Admissions Offices and online at [www.cnm.edu](http://www.cnm.edu).
- Non-citizens who are lawfully in the United States and have obtained permanent status from the Immigration and Naturalization Service or those who have applied for permanent status are eligible to apply for a resident tuition classification. Any non-citizens on other visas (student, diplomatic, visitor or visiting scholar visa, including spouses and dependents) are non-residents for tuition purposes.
- Persons, their spouses and dependents, who provide evidence of formal retirement, shall not be required to complete the 12-month duration requirement. They must, however, satisfy the other requirements of residency.
- An individual married to a legal resident of New Mexico who provides evidence of marriage shall not be required to complete the 12-month duration requirement but must satisfy all other requirements.
- All enrolled members of an Indian nation, tribe or pueblo wholly or partially in New Mexico, will be assessed in-state tuition rates.
- An individual who attended a New Mexico high school for at least one year and received a New Mexico high school diploma or New Mexico GED will be assessed in-state tuition rates.

### Petitions for New Mexico Residency for Tuition Purposes

A nonresident student who believes he/she has satisfied the residency requirements may obtain a "Petition for Resident Tuition Classification" and the checklist of required supporting documentation online at [www.cnm.edu](http://www.cnm.edu), from the Main Campus Records Office or Admissions office at all other campuses. All residency requirements must be met before the first day of the term in which the student petitions. Petitions must be submitted no later than the 15th day of the term for which the petition is being filed. A petition received after that date will not be considered. The completed petition and required supporting documentation must be submitted to the Main Campus Records Office or the Admissions office at all other campuses. A student may be requested to supply additional information or to explain apparent inconsistencies before a final decision is reached. The student is notified of the decision and, if denied, may amend his/her petition with additional information and/or appeal to CNM's Residency Appeals Committee. The appeals committee shall be the student's last recourse prior to the courts. If the student satisfies the residency requirements for a future term, he/she may re-petition for residency for that term.

# Tuition and Fees

Tuition is charged according to a student's residency status (tuition classification) and the number and type of credit hours enrolled. Schedule changes in which a student drops and adds the same class in a different part of term/session may result in additional charges. Special tuition rates do not exist for non-resident part-time students or non-resident students enrolling in the summer term.

Some courses may require additional fees. Refer to course descriptions for additional fee information.

Courses taken through distance learning require an additional per credit hour fee. (See below.)

**Senior Citizen Discount:** Senior citizens qualify for a reduced tuition rate of \$5 per credit hour, up to six credit hours per term. The tuition discount applies only to arts and sciences courses. To qualify, the student must be age 62 or older prior to the beginning of the term and must be classified as a New Mexico resident for tuition purposes.

To receive the senior citizen discount, eligible students must go to the Records Office at Main Campus or the Admission Office at all other campuses and complete a Senior Citizens Tuition Discount form. The discount form must be approved by the tenth day of the term.

*Note: The discount does not apply to Adult Education classes, workshops and other non-credit courses, or to occupational or developmental courses.*

## Payment Methods

Payment methods and deadlines are printed in the **Schedule of Classes**. Arrangements can be made for CNM to bill authorized agencies that have agreed to pay a student's educational expenses. Additional information is available from the Cashier's Office at the Main and Montoya Campuses.

## Fees

Some courses have required fees (see course descriptions). Audit students pay the same fees as students enrolled for credit. Other fees include:

**Administrative Service Fee:** Students do not pay this \$10 fee; rather, it is charged to third-party agencies that sponsor students.

**Distance Learning Fee:** One to four credit hours: \$30 per hour. Five or more hours: \$120 per course.

**Diploma Replacement Fee:** \$20

**Educational Service Fee:** This fee, of up to \$75, is charged on third-party agency contracts requiring additional services; students do not pay it.

## Tuition Rates for 2006-07

*(subject to change without notice)*

**arts and sciences courses** (courses numbered 101 and above with the following subject codes: ANTH, ART, ASTR, BIO, CHEM, COMM, CST, ECON, ENG, FREN, GEOG, GNHN, HIST, HUM, JOUR, MATH, MUS, NUTR, PHIL, PHYS, PSCI, PSY, RLG, SOC, SPAN, THEA) and AFAS, GNED, MSL, and NAVS courses

**All other CNM courses not listed above**

**New Mexico Residents**  
In CNM-District

**Full Time** (12 to 18 credit hours): **\$496.80**

**Part Time** (1 to 11 credit hours) and more than 18 credit hours: **\$41.40 per credit hour**

**None**

**New Mexico Residents**  
Outside CNM-District

**Full Time** (12 to 18 credit hours): **\$598.80**

**Part Time** (1 to 11 credit hours) and more than 18 credit hours: **\$49.90 per credit hour**

**Full Time** (12 to 18 credit hours): **\$102.00**

**Part Time** (1 to 11 credit hours) and more than 18 credit hours: **\$8.50 per credit hour**

**Non-New Mexico Residents**

**Full Time** (12 to 18 credit hours): **\$2,648.40**

**Part Time** (1 to 11 credit hours) and more than 18 credit hours: **\$220.70 per credit hour**

**Full Time** (12 to 18 credit hours): **\$2,648.40**

**Part Time** (1 to 11 credit hours) and more than 18 credit hours: **\$220.70 per credit hour**

**Registration Fee:** There is a \$40 registration-processing fee required each term (\$2 supports the Student Association of CNM).

**Please see page 22 for information on estimated CNM student expenses.**

**GED Exam Fee:** First time \$25; retest \$15

**Graduation Fee:** A \$20 graduation-processing fee will be charged to all non-current students applying for graduation.

**CNM Challenge Exam Fee:** \$15 (may vary).

**Registration Fee:** There is a \$40 registration-processing fee required each term (of that, \$2 is collected on behalf of the Student Association of CNM.).

**Transcript Fee:** Students may request up to three official CNM transcripts, free of charge, per calendar year. Additional copies will be issued for a fee of \$3 per copy, payable in advance. A fee of \$10, payable in advance, will be charged for CNM transcripts faxed within the continental United States.

**Refunds:** Tuition, course fees and the registration fee are refundable only if CNM cancels a class or if the student withdraws by the refund deadline printed in the **Schedule of Classes** or if, after payment of nonresident tuition/fees, the student's status is changed to resident. The Health Occupations uniform fee is refundable if the student does not receive the uniform. Refund requests may be made at the Cashier's Office.

The mission of Financial Aid and Scholarship Services is to provide prompt, accurate and courteous financial aid assistance. Although primary responsibility for educational costs rests with the student and his or her family, CNM, the federal government and the state of New Mexico all contribute to assist students pursuing a higher education. Students applying for financial aid should complete a Free Application for Federal Student Aid (FAFSA) available at all four CNM campuses and on the web.

Please refer to the CNM web site [www.cnm.edu](http://www.cnm.edu) for the most recent information on financial aid. Applications for federal aid are available at all Student Services locations.

The following is a summary of available financial aid policies and programs.

## General Eligibility Requirements

To receive financial aid a student must:

- Be a U.S. citizen or an eligible non-citizen.
- Have earned a GED, high school diploma or a passing score on all three components of the Accuplacer exam—in a single sitting. If all three scores are not achieved in one sitting, the student must retest.
- Not have been overpaid on a grant or be defaulted on a loan.
- Maintain satisfactory academic progress defined by federal regulations.
- Enroll in eligible courses defined by the institution. *A list of ineligible courses is available by calling (505) 224-3090 or visiting the FAO web site at [www.cnm.edu](http://www.cnm.edu).*
- Enroll in an eligible program of study.
- Not exceed federal aggregate loan limits as defined by the Department of Education.

For a complete list of eligibility requirements, see page XIII of The Student Guide, published by the U.S. Department of Education and available at Main Campus.

## Awards

All financial aid awards are based on information provided by the student, availability of funds and general eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution or failure to meet satisfactory academic progress. Withdrawals or changes in enrollment may affect an award or any future awards.

## Grants

The Federal Pell Grant provides funds to undergraduate students without bachelor's degrees. Awards range between \$133 and \$4,050 per academic year, depending on enrollment status, cost of attendance and family contribution.

Students who receive Federal Supplemental Educational Opportunity Grants (SEOG) must demonstrate exceptional financial need and the lowest expected family contribution.

State Student Incentive Grant (SSIG) recipients must demonstrate financial need, be New Mexico residents and be enrolled at least half time.

New Mexico Day Care Grant recipients must be enrolled at least half time, have day-care expenses and be residents of New Mexico.

## Loans

Federal Subsidized and Unsubsidized Stafford Loans, Nursing Student Loans for Service and Federal PLUS loans all require separate applications. Before applying for a loan, a student must first complete the Free Application for Federal Student Aid (FAFSA). Students receiving a loan must be enrolled for six (6) credit hours. Congress also establishes loan limits that may be prorated depending on a student's classification. All first-time borrowers must attend an entrance interview before loans are processed. Students who meet Subsidized Stafford Loan eligibility requirements may borrow up to \$2,625 per year as first year students and \$3,500 per year as second-year students. Independent students who meet unsubsidized loan eligibility requirements may borrow up to \$4,000 in additional funds.

## Student Employment

Student employment is a financial aid program that provides students with an opportunity to earn money by working up to 20 hours per week. To qualify, students must be enrolled in at least six (6) credit hours, maintain satisfactory academic progress and have a complete financial aid file.

## Veteran's Affairs Education Benefits

CNM is fully certified by the state of New Mexico for VA Education Benefits (G.I. Bill). Students must declare a certificate or degree program and can only be paid for classes that are required (including prerequisites) for that program. Undecided, non-degree and skill sets, and non-required electives, optional or previously passed courses are not eligible for VA education benefits.

Students are paid based on the number of credit hours taken and the length of the term. To ensure full payment, students may want to attend full-term classes. If a student takes courses with different beginning or ending dates, payment will be adjusted accordingly. Students drawing VA education benefits may also qualify for other forms of financial aid.

A one-time-only deferment may be available for students to defer the costs of classes (it does not cover book costs).

For further information, visit or call the Veterans assistance personnel in the Financial Aid and Scholarship Services Office on the main campus. Information about VA Education Benefits in general can be also be found at:

- CNM Financial Aid and Scholarship Services Office . . . (505) 224-3090
- VA Education Toll-Free Number . . . . . 1-888-GI-BILL-1
- VA Website . . . . . [www.gibill.va.gov](http://www.gibill.va.gov)

All forms associated with VA Education Benefits can be obtained from the Veterans' Assistance section of the Financial Aid & Scholarship Services Office at main campus. Some forms may be available at the Financial Aid & Scholarship Services Office at other campuses. Local forms are also available online at the CNM website and VA forms can be found at the VA website.

## Scholarships

State, institutional and federal scholarships, as well as amounts, deadlines and eligibility requirements vary from scholarship to scholarship. For more information, please visit the Financial Aid Office or visit [www.cnm.edu](http://www.cnm.edu).

## Check Release

Financial aid checks are not disbursed until after the 21st day of the term. They are then released on Fridays only. Qualified students are notified of their disbursement dates in award letters mailed to their homes. Prior to check release, students may use the deferred award amount (shown on their class schedules) to charge books and supplies at the CNM bookstore.

Main Campus students may pick up checks at the Cashier's Office in the Student Services Center; Montoya Campus students may pick up checks at the Cashier's Office in Tom Wiley Hall. (See the **Schedule of Classes** for hours.) A valid picture ID must be presented to pick up a check. If a check is not picked up within seven (7) days of the release date it will be mailed to the student's current address.

Students who apply for a student loan too late to receive it on the regularly scheduled release date will receive their checks about four weeks from the date they apply for the loan. Due to federal regulations, Federal Stafford Loans may require two scheduled disbursements within a given term.

## Financial Aid Satisfactory Academic Progress

Federal regulations require that financial aid recipients meet certain academic standards to be eligible for federal financial aid. To ensure financial aid recipients are making satisfactory academic progress, academic transcripts are reviewed at the end of each term to determine eligibility for the next term. All terms of attendance are reviewed, including periods in which the student did not receive financial aid.

## Standards of Academic Progress

**Qualitative Progress:** Students must maintain a cumulative grade point average of 2.0 (a "C" average). Grades of I, CR, PR, NC, W, AU and TR are not calculated in the GPA. In the case of a repeat course, only the higher grade is calculated into the grade point average.

**Completion Rate:** Students must complete a minimum of 70 percent (70%) of all course work attempted at CNM. Courses with grades of failure (F), incomplete (I), in progress (PR), audit (AU), no credit (NC) or withdrew (W) are not considered completed course work.

**Maximum Time Frame:** Students must complete their program within 150 percent (150%) of the credit hours required by their declared program. Students who exceed the maximum allowable hours will be suspended from receiving financial aid.

When satisfactory academic progress is reviewed, transfer credits are taken into account for students enrolled in the following programs of study: Engineering, Liberal Arts, Pre-Management, Elementary Education, Criminal Justice, Fine Arts, Construction Management Technology and Technology Management and Training.

## Other Information

**Dropping and Adding Classes:** Students who add classes may be paid for additional hours. Financial aid recipients who drop a class before the class begins or before the census date for that class may have to repay a portion of the funds they received.

**Developmental Courses:** Any class with a course number 100 or below is a developmental course. Students can receive federal student aid for up to 30 developmental credit hours only. This includes grants, loans and scholarships.

**Aid May Be Reduced Due to Credit Clock Hour Major:** Some majors at CNM do not fall under the regular definition of an eligible program and are subject to a special calculation. Depending on the award, the calculation may either reduce your aid or keep you from being paid at all. For a list of these majors, visit the financial aid website, [www.cnm.edu](http://www.cnm.edu), or the financial aid offices at Main or Montoya campuses.

**Ineligible Courses and Majors:** In order for a course to be eligible for financial aid, it must fulfill the requirements of an eligible major. Optional courses that are not required for any eligible major are not eligible for financial aid. A list of ineligible courses and programs can be viewed online at [www.cnm.edu](http://www.cnm.edu).

## Financial Aid Authorization Form

Students who have been approved to receive financial aid may defer their tuition, fees and books against their approved aid by completing a Financial Aid Authorization Form. If your financial aid is canceled for any reason, you would be responsible for whatever costs you have charged. You may cancel this authorization at any time, but you would be responsible for paying for classes and books out of your own pocket.

## Repayment of Federal Funds

When a student withdraws from school before 60 percent (60%) of the term has passed, a federally prescribed formula will be applied to determine if the student, the school or both will be required to pay back to the U.S. Department of Education a portion of the aid disbursed to the student. Students who fail to officially withdraw may be considered to be withdrawn at midterm.

<b>ESTIMATED AVERAGE CNM STUDENT EXPENSES</b> <small>*Resident tuition and fees are a weighted average of In-District and Out-of-District expenses.</small>						
	CNM Student Living Off-Campus			CNM Student Living At		
Home	1 term	2 terms	3 terms	1 term	2 terms	3 terms
Books & Supplies	\$ 386	\$ 772	\$ 1,158	\$ 386	\$ 772	\$ 1,158
Room & Board	4106	8,212	12,318	729	1,458	2,187
Transportation	646	1,292	1,938	646	1,292	1,938
Personal Expenses	+ 693	+ 1,386	+ 2,079	+ 560	+ 1,120	+ 1,680
Estimated Cost-of-Living Expenses	\$ 5,831	\$ 11,662	\$ 17,493	\$ 2,321	\$ 4,642	\$ 6,963
+ NM Resident Tuition & Fees*	+ 336	+ 672	+ 1,008	+ 336	+ 672	+ 1,008
Total NM Resident Student Expenses	\$ 6,167	\$ 12,334	\$ 18,501	\$ 2,657	\$ 5,314	\$ 7,971
+ Out-of-State Tuition/Fees*	+ 2,688	+ 5,376	+ 8,064	+ 2,688	+ 5,376	+ 8,064
Total Out-of-State Student Expenses	\$ 8,519	\$ 17,038	\$ 25,557	\$ 5,009	\$ 10,018	\$ 15,027

**Childcare Costs:** For students needing childcare, add \$1,500 per term to totals above.

\* Estimates are based on full-time enrollment and compiled according to federal guidelines.