

Educational Options

College Success Experience Courses

CNM now offers **College Success Experience (CSE)** courses exploring study skills, student success career exploration, learning strategies and research techniques (see CSE section in course descriptions on page 301). These course are designed for the new college student.

CONTACT INFORMATION

Jane Bradley, associate dean, Division of Educational & Career Advancement, jbradley@cnm.edu or (505) 224-3972.

Emeritus Academy

The **Emeritus Academy** at CNM offers the Albuquerque and surrounding area residents short courses and workshops for those who want to further their knowledge and understanding of the arts, sciences, literature, computer skills and other topics of general interest. The Academy offers various short-term, non-credit workshops and classes. Form more information contact the CNM Emeritus Academy

CONTACT INFORMATION

CNM Emeritus Academy, CNM Montoya Campus, 4700 Morris NE, Building H, Room 101 ; (505) 224-5506.

Experiential Learning

The **Department of Experiential Learning** administers the following programs: Service Learning, Civic Engagement Leadership Institute, Reading Kids Count, Cooperative Education, Internships,, Community Service, U.S. Presidential Service Award and Volunteerism. The office collaborates with Student Services and the Academic Division in providing students with various forms of experiential (hands on) learning opportunities. Students are required to register for all programs. The department also offers civic engagement coursework.

CONTACT INFORMATION

Department of Experiential Learning, Main Campus, (505) 224-4359 or 224-3265, weekdays from 8 a.m. to 5 p.m.

Learning Communities

Learning Communities bring together groups of college students who take two or more courses linked together. This allows classmates and the instructor the opportunity to work together on issues and topics of importance. This structured approach to student learning has been proven effective in helping students succeed at CNM.

See the **Schedule of Classes** or **check with an academic advisor** for specific offerings, which differ every term.

CONTACT INFORMATION

Communication, Humanities & Social Sciences Division, (505) 224-3588
Math, Science & Engineering Division, (505) 224-3561
Educational & Career Advancement and other divisions, (505) 224-3966
Business & Information Technology Division, (505) 224-3811

Prior Learning Assessment

Students can gain college-level knowledge and skills through life and work experiences outside of academic settings with CNM's Prior Learning Assessment Program. This portfolio course (**GNED 196 – Prior Learning Assessment Portfolio**) provides an opportunity for students to document their knowledge in the form of a portfolio and potentially earn college credit for learning outside of college. The documentation needed will vary from one course (and field of study) to another. Certification for some courses may include a hands-on demonstration of skill. Other citation examples include written reports, performances, artwork, certificates awarded, etc. Remember—credit will be awarded based on documented learning, not experience.

Once a student completes the portfolio—which includes a request for credit for specific CNM courses—the student will register for designated portfolio sections of those courses (after seeing an advisor) and submit the portfolio. The portfolio will be evaluated and a determination whether the student qualifies for credit will be made.

Note: Passing GNED 196 does not guarantee the awarding of any credits for prior learning. The granting of that credit will be determined through the separate enrollment and assessment of work in subsequent courses.

CONTACT INFORMATION

Jane Bradley, associate dean, Division of Educational & Career Advancement, jbradley@cnm.edu, (505) 224-3972.

Reserve Officers Training Corps (ROTC) Courses

CNM offers ROTC courses in conjunction with UNM for the Air Force (AFAS), Army (MSL) and Navy (NAVS). Courses are listed under the AFAS, MSL and NAVS subject codes in the course descriptions section of this catalog (see below) and are offered at UNM. Before enrolling, interested students should contact the appropriate ROTC program at UNM.

CONTACT INFORMATION

Air Force ROTC (see page 273); Army ROTC (see page 334); Navy ROTC (see page 336).

Workforce Training

The CNM Workforce Training Center offers a wide range of short-term, noncredit courses and training programs to upgrade your skills and improve your career potential. The CNM Workforce Training Center also offers rapid-response customized training to meet your organization's specific needs as well as skills assessments, performance enhancement consulting and professional certification exam preparation and testing

CONTACT INFORMATION

CNM Workforce Training Center, 5600 Eagle Rock Avenue (near I-25 and Alameda); (505) 224-5200.

WorkKeys®

What do successful administrators, health care providers, information technology specialists, teachers, technicians and other high-paid, high-skilled professionals have in common? All share certain essential skills that have enabled them to be successful in school, at work and in life!

CNM uses two systems called WorkKeys® and KeyTrain™ to identify, measure and teach nine of the most important essential skills. These include such key abilities as Applied Technology, Listening, Observation and Teamwork.

You may go to the WorkKeys®/KeyTrain™ Center located in the Ted Chavez Building (TC 107) to take the WorkKeys® tests and/or to get help with KeyTrain™ (the Internet-based skills tutorial program) Call (505) 224-4235 for hours and to schedule testing or go to <http://essentialskills.cnm.edu>.

CNM's Career Analyst is available to assist you in learning how to master these skills.

CONTACT INFORMATION:

David Licht, Career Analyst; (505) 224-4435; dlicht@cnm.edu

Distance Learning

Distance Learning (DL) courses facilitate learning and are especially suited to reach busy people who wish to increase their knowledge and skills without giving up their jobs, losing income, or interfering with family responsibilities. Courses maintain the same high quality educational standards as those of the traditional classroom with the additional flexibility and convenience of learning built around the student's schedule. The various forms of communication and instructional technologies utilized permit and encourage students to participate in discussions with faculty and classmates. CNM currently uses the following Distance Learning delivery methods:

Internet Courses

Course content is offered through the Internet. Presentations, learning activities, interactive quizzes and tests are online. Instructors use e-mail, homepages and course management tools. Students must have access through an Internet browser and an e-mail address.

DVD Courses

Course presentations are delivered via DVD.

Hybrid Courses

A "hybrid" course combines both face-to-face classroom instruction and online Internet-based learning. Typically, 50% of the course is spent in a face-to-face classroom setting and the remaining 50% of the course is spent in an online classroom environment. In addition, students should expect to put in an additional 4-6 hours weekly of study time. Hybrid courses require that students have access to a computer.

Who Is a Successful Distance Learning Student?

- Most successful distance learning students are self-motivated.
 - Students must devote at least the same amount of time, or possibly more time, to participate in a distance learning course as they would to a traditional course.
- Successful distance learners appreciate the flexibility that distance learning courses offer and the freedom to schedule coursework at their convenience.
- A successful distance learning student must have access to a computer. He or she must be fairly competent with Microsoft Explorer or Netscape, e-mail and computers in order to concentrate on course content. Students have to frequently log onto the computer to read posted lectures notes, complete assignments, take online quizzes and participate in weekly online class discussions.
- Students need to ask questions whenever information is unclear. They need to contact their instructor by e-mail, phone or fax. It is essential that students inform the instructor about any problems that may prevent them from participating in their distance learning course.
- Students need to obtain all required course materials, be familiar with test dates, assignment due dates and all course requirements.



Distance Learning (DL) Frequently Asked Questions

Where Can you Find Distance Learning Courses in the CNM Catalog?

DL courses are identified by a computer symbol (🖥️) after the course number in the Programs of Study / Suggested Course Sequence Charts. Students can quickly identify DL courses available under each program.

Where Can you Find Distance Learning Courses in the CNM Schedule of Classes?

The CNM **Schedule of Classes** lists the course offerings each term in the Distance Learning Information section.

When Do Distance Learning Courses Begin and End?

Distance Learning courses are offered for varying lengths (5-week, 12-week, or 15-week) sessions.

Are Distance Learning Courses Credit Courses?

DL courses are regular, full credit courses offering the same content and grades as on-campus courses. Students participate in discussions, submit assignments and take exams. Exams and quizzes in distance learning courses may be taken online, through the mail, in the CNM Assessment Center on the Main Campus, or at a location identified by the instructor.

How Will You Receive Your Final Grade?

Final grades for distance learning courses are available on STARS, (505) 224-4893 or through the online registration system at www.cnm.edu.

How Do You Register for a Distance Learning Course?

Admission and registration (see pages 10 and 16) are the same for distance learning courses as for on-campus courses, although payment deadlines vary. Tuition and fees for distance learning courses must be paid within 10 working days from the date of registration.

Do You Pay Extra to Take a Distance Learning Course?

DL students pay a delivery fee of \$30 per credit hour up to a maximum of \$120 per course. This is in addition to any other CNM required tuition and fees. Students who have been awarded financial aid may defer these fees at the time of registration. Students are encouraged to check with the Financial Aid Office to determine eligibility for distance learning fees.

Do Distance Learning Courses Use the Same Books?

Some distance learning courses use different textbooks from on-campus sections of the same course. Students are encouraged to carefully review the course syllabus for the correct title and edition of the text and name of the author before purchasing textbooks. Students can purchase textbooks from the CNM Bookstores by mail, phone, online or in person. Main Campus Bookstore, (505) 243-0457; Montoya Campus Bookstore, (505) 332-7485; www.cnm.edu/bookstore or www.efollett.com.

What Student Support Services are Available for Distance Learners?

The following student support services are available for you:

Academic Advising: For help with enrollment, course selection, prerequisites, transfer credits and more, call (505) 224-3181.

Financial Aid: For information about financial aid, call (505) 224-3090 or visit their website at: tvi.edu/depts/fass/index.php

Libraries: For information and assistance, call (505) 224-3285 or visit the website at: <http://planet.cnm.edu/library>

CONTACT INFORMATION

Distance Learning Office, (505) 224-3317

<http://planet.cnm.edu/distancelearn>

Please check our website for updated information about courses, instructor updates, course flyers and other information.

USE THE CHART BELOW AND ON THE NEXT PAGE TO MAP A PLAN FOR YOUR EDUCATION.

PERSONAL INFORMATION

Name: _____ Date: _____

Catalog Year: _____ Anticipated Graduation Date: _____

Program: _____

Degree (concentration: _____) Certificate: _____

Skill Set: _____ Other: _____

CONTACTS

Counselor or Advisor: _____ Phone/E-mail: _____

Program Chair: _____ Phone/E-mail: _____

Dean/Associate Dean: _____ Phone/E-mail: _____

Other: _____ Phone/E-mail: _____

PREREQUISITES

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Individualized Plan

Checklist – Have you...

- had your transcript evaluated? (see page 12)
- obtained substitution/waiver forms? (see page 14)
- met with an advisor or career and development specialist? (see page 24)
- checked on tutoring opportunities? (see page 26)
- declared a major? (see page 17)
- checked on scholarship opportunities? (see page 21)
- met with an achievement coach? (see page 24)
- checked on job opportunities? (see page 6)

If you are transferring to a four-year institution, contact Advisement and Counseling at (505) 224-4321 (Main Campus) or (505) 224-5646 (Montoya Campus) for information.

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