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Routing of Incoming Calls to CNM Student Services

Category	Item of Interest	Campus	Extension	Department
Academic	Advising	JMMC	5647	Academic Advisement and Career Devel
		Main	4331	
		SV	5056	
		WS	5315	
	Renewal, Standing, Suspension		3202	Enrollment Services - Records
Accuplacer Testing (Placement)	General Info Times	JMMC	5761	Assessment Center
		Main	3244	Assessment Center
		SV	5000	Student Services
		WS	5382	Assessment Center
ACT Scores			3202	Enrollment Services - Records
Active Military Tuition			3191	Enrollment Services - Admissions
Address	Change			3202 Enrollment Services - Records
Admissions	General Info Forms Deadlines			3191 Enrollment Services - Admissions
Academic Advisement and Career Devel		JMMC	5647	Academic Advisement and Career Devel
		Main	4331	
		SV	5056	
		WS	5315	
ACT Scores		Main		3202 Enrollment Services - Records
America Reads		Main		3068 Center for Community Programs & Partnerships
Assessment Center	General Info Times/Locations	JMMC	5761	Student Services
		Main	3244	Assessment Center
		SV	5000	Student Services
		WS	5382	Assessment Center
Birth Control Information		Main		3080 Student Health Center
Bookstore		JMMC	332-7485	Student Services Center
		Main	247-9112	Student Services Center
Campus Activities		Main		3238 Student Activities
Campus Information		JMMC	5551	Administrative Office
		Main	3000	
		SV	5000	
		WS	5301	
		WFT	5200	
Campus Tours		Main		3238 Student Activities
Career Planning	Career Development	JMMC	5647	Academic Advisement and Career Devel
		Main	4331	Academic Advisement and Career Devel
Career Resource Center		JMMC	5646	Academic Advisement and Career Devel
		Main	4344	
Cashiers		JMMC	5590	Business Office
		Main	3471	
Catalog Request			3191	Enrollment Services - Admissions
Challenge exam				Given by individual departments/divisions
Change of Major (Continuing Students)	Advisement	JMMC	5647	Academic Advisement and Career Devel
		Main	4331	
		SV	5056	
		WS	5315	
	Processing			3202 Enrollment Services - Records
Child Care	Student & Neighbor Inquires	Main	848-1310	Tres Manos Child Development Center
Civic Engagement Leadership Institute	For staff, faculty, students and community	Main, JMMC, SVC, WS		4365 Center for Community Programs & Partnerships

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**Routing of Incoming Calls to CNM Student Services**

Category	Item of Interest	Campus	Extension	Department
Class - Add			3214	Enrollment Services - Registration
Class - Drop			3214	Enrollment Services - Registration
College & Career Bound Program			4238	Office of School Relations
			3191	Enrollment Services - Admissions
College Level Examinations (CLEP)	Scores Received	Main		3202 Enrollment Services - Records
	Taking exam	Main		3244 Assessment Center
Community Events	CNM Participation In	Main		3163 Recruitment, Orientation & Transitional Serv
Companion Exams	Students w/Disabilities	JMMC	5946	Special Services
		Main	3259	
Complaints	Student(Non-Instructional)	Main		4747 Student Services Admin Office
Correspondence Testing	Scheduling	JMMC	5761	Assessment Center
		Main	3244	
Course (see class)				
Daycare (see Child Care)				
Declare a Major	New Students - Advising	JMMC	5647	Academic Advisement and Career Devel
		Main	4331	
		SV	5056	
		WS	5315	
	Processing			3202 Enrollment Services - Records
Dependency Affidavit				3191 Enrollment Services - Admissions
Diabetic Screen	Blood Test Request for program	Main		3080 Student Health Center
Disabilities		JMMC	5946	Special Services
		Main, SVC, WS	3259	
Disciplinary Issues	Involving Students	Main		4342 Student Services Admin Office
Distance Learning	Classes			3317 Distance Learning
Distance Learning Testing	Scheduling	Main		3244 Assessment Center
Dress for Success		Main		3060 Job Connection Center
Drop In Program				4238 Office of School Relations
				3191 Enrollment Services - Admissions
Dual Enrollment Program				4238 Office of School Relations
				3191 Enrollment Services - Admissions
Educational Transfer Days		JMMC Main		3163 Recruitment, Orientation & Transitional Serv
Enrollment	Cancellation			3191 Enrollment Services - Admissions
	Forms Deadlines			
Enrollment Services Info Line		Main		3160 Enrollment Services - Admissions
Exercise Area	For Students & Staff	Main		3080 Student Health Center
Exams	Find specific test by name			
Center for Community Programs & Partnerships	For Students, Scaff, Faculty and Community	Main, JMMC, SVC, WS		4359/3265 Center for Community Programs & Partnerships
Fairs	Career Fairs	Main		3163 Recruitment, Orientation & Trans Services
	High School Career Fair	Main		3163 Recruitment, Orientation & Trans Services
	Job Fairs	Main		3060 Job Connection Center
Financial Aid and Scholarship Services		JMMC	5656	Financial Aid and Scholarship Services
		Main	3090	Financial Aid and Scholarship Services
First Aid	Minor Campus Injuries	JMMC	5551	Information Desk
		Main	3080	Student Health Center
GED Classes		JMMC Main	5575 4282	Educational & Career Advancement

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Category	Item of Interest	Campus	Extension	Department	
GED Exam	Practice Test	JMMC	5761	Assessment Center	
	Taking exam	Main	3244		
		WS	5382		
GED Transcript Information		JMMC	5761	Assessment Center	
		Main	3244		
		WS	5382		
Grade Appeals	Regarding Final Grade		4342	Student Services Admin Office	
	Regarding Registration		3218	Enrollment Services - Records	
Grades	Posting/Deadlines/ General Questions		3202	Enrollment Services - Records	
Graduate Placement Statistics		Main	3060	Job Connection Center	
Graduation Application	Questions/Status		3202	Enrollment Services - Records	
Graduation Requirements and Checklist		JMMC	5647	Academic Advisement and Career Devel	
		Main	4331		
		SV	5056		
		WS	5315		
Grants for Students	SEOG (Federal Supplemental Edu Oppor)	JMMC	5656	Financial Aid and Scholarship Services	
	SSIG (NM State Student Incentive Grant)	Main	3090		
	Pell Grant				
Hepatitis Vaccines		Main	3080	Student Health Center	
High School Age Programs			4238	Office of School Relations	
High School Recruitment		Main	3163	Recruitment, Orientation & Transitional Serv	
High School Transcripts			3202	Enrollment Services - Records	
Home Schooled Students			4238	Office of School Relations	
			3191	Enrollment Services - Admissions	
IDs (Identification Photo)	Student, Faculty & Staff	Main	4647	Student Activities/ID Office	
Immunizations	As Program Requirement	Main	3080	Student Health Center	
International Students	General Questions	Main	3191	Enrollment Services - Admissions	
Internship Program/Cooperative Ed	For staff, faculty, students and community	JMMC, Main, SV, WS	4365	Center for Community Programs & Partnerships	
Interview Workshops	Tips/Practice/Mock Interv	Main	3060	Job Connection Center	
Jobs	Job Listings, Job Leads Job Publications			Job Connection Center	
	Job Seeker-CNM Stu/Grad	Main	3060		
	Job Search Advisement				
	Job Success & Survival Fax and Printing Service (Job search related)				
Jobs Available for Students/Grads	Posted for Students/Grad	Main	3060	Job Connection Center	
	Employment Opportunities				
Job Connection Center		Main	3060	Job Connection Center	
Loans for Students	Fed Family Edu Loan	JMMC	5656	Financial Aid and Scholarship Services	
	Federal Parent Loan	Main	3090		
	Perkins Loan				
	Stafford Loan				
Mental Health Clinical Counseling		Main	3259	Student Health Center	
Montoya Campus		JMMC	5551	Student Services	

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Routing of Incoming Calls to CNM Student Services

Category	Item of Interest	Campus	Extension	Department
Name Change			3202	Enrollment Services - Records
Native American Advisement Progr		Main	4330	Academic Advisement & Career Advisem
Navajo Residency Form			3202	Enrollment Services - Records
Nursing Mobility	Taking exam	Main	3244	Assessment Center
Orientation		JMMC Main SV WS	3163	Recruitment, Orientation & Transitional Serv
Outreach Program		Main	3163	Recruitment, Orientation & Transitional Serv
Overfill Cards (Orange Cards)			3214	Enrollment Services - Registration
PAP Test Information		Main	3080	Student Health Center
Partnerships w/Colleges & Universities		JMMC Main SV WS	3163	Recruitment, Orientation & Transitional Serv
Permission to Enroll Form			3214	Enrollment Services - Registration
Petition for In-State Tuition			3202	Enrollment Services - Records
Phi Theta Kappa		JMMC Main	5525 4342	JMMC Administration Student Services Admin Office
Physical Exams	For Health Programs	Main	3080	Student Health Center
Placement Test	AccuplacerTest	JMMC Main SV WS	5761 3244 5000 5382	Assessment Center Assessment Center Student Services Assessment Center
Pregnancy Test	Information	Main	3080	Student Health Center
Presentations	For Organizations & Visitors	Main	3163	Recruitment, Orientation & Transitional Serv
Primary Care Clinic		Main	3080	Student Health Center
Proctor Exams	General Information	JMMC Main	5761 3244	Assessment Center
Reader/Writer Services	For Students w/Disabilities	JMMC Main, SVC, WS	5946 3259	Special Services
Reading Kids Count	For staff, faculty, students and community	JMMC, Main, SV, WS	4368	Center for Community Programs & Partnerships
Recruitment of Students		Main	3163	Recruitment, Orientation & Transitional Serv
Registration Appeals			3214	Enrollment Services - Registration
Registration	General Information Deadlines		3214	Enrollment Services - Registration
Registration - WEB, STARS	Inquires Registration Cards		3214	Enrollment Services - Registration
Residency Appeals			3202	Enrollment Services - Records
Residency Determination	Guidelines		3191	Enrollment Services - Admissions
Residency Petition	For Tuition		3202	Enrollment Services - Records
Resumè	Critique, Creation & Workshops	Main	3060	Job Connection Center
Repayment of Financial Aid		Main	3090	Financial Aid and Scholarship Services
Salary Statistics (Career)		Main	3060	Job Connection Center

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**Routing of Incoming Calls to CNM Student Services**

Category	Item of Interest	Campus	Extension	Department
Scholarships		JMMC Main	5656 3090	Financial Aid and Scholarship Services
Senior Citizen Discount			3202	Enrollment Services - Records
Service Learning Program	For staff, faculty, students and community	JMMC, Main, SVC, WS	3071	Center for Community Programs & Partnerships
Sign Language Interpreter		JMMC Main, SVC, WS	5946 3259	Special Services
Snow Line			4766	PIO
South Valley Campus		SV	5000	Student Services
Spanish Placement Testing	Scheduling, results	JMMC Main WS	5761 3244 5382	Assessment Center
Special Services		JMMC Main, SVC, WS	5946 3259	Special Services
Strep Throat	Testing For	Main	3080	Student Health Center
Student Activities		Main	3238	Student Activities
Student Alliance	Student Government	Main	4342	Student Services Admin Office
Student Allocation Board		Main	4342	Student Services Admin Office
Student Complaints		Main	4342	Student Services Admin Office
Student Employment	Work Study Program	JMMC Main	5656 3090	Financial Aid and Scholarship Services
Student Organizations	Information/ Charter Process	Main	3238	Student Activities
Student Orientation	For viewing For viewing	Main JMMC Main	3163 5646 3244	Recruitment, Orientation & Transitional Serv Student Services Assessment Center
Student Record Appeals			3202	Enrollment Services - Records
Student Recruitment		Main	3163	Recruitment, Orientation & Transitional Serv
Student Support Services	Academic support	Main	4375	TRIO Program
Suspension and Appeals			3202	Enrollment Services - Records
Testing Center	(See Assessment Center)			
Tests (see specific exams)	By category			
Tours of Campus		Main	3238	Student Services
Transcript Request Information			3202	Enrollment Services - Records
Transcript Request - GED		JMMC Main WS	5761 3244 5382	Student Services Assessment Center Assessment Center
Tres Manos Program Liaison		Main	5658	Financial Aid and Scholarship Services
TRIO	Student Support Service	Main	4375	TRIO Program
Tuition & Fees	Cost, Payment, Refunds	JMMC Main	5590 3471	Cashier's Cashier's
Tuition Deferrals		JMMC Main	5654 4342	JMMC Administration Student Services Admin Office
University/College Visits		JMMC Main SV WS	3163	Recruitment, Orientation & Transitional Serv
UNM - Onsite Admissions		JMMC Main	3163	Recruitment, Orientation & Transitional Serv

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**Routing of Incoming Calls to CNM Student Services**

Category	Item of Interest	Campus	Extension	Department	
Urinalysis Test	Required for Program Physical	Main	3080	Student Health Center	U
US President's Volunteer Service Award	For staff, faculty, students and community	Main, JMMC, SVC, WS	3071	Center for Community Programs & Partnerships	
VA (Veterans) Certification Forms		Main	3098	Financial Aid and Scholarship Services	V
VA (Veterans) Representative		Main	3098	Financial Aid and Scholarship Services	
Vaccinations	As Required for Specific Majors	Main	3080	Student Health Center	
Verification of Enrollment			3202	Enrollment Services - Records	
Volunteerism	For staff, faculty, students and community	Main, JMMC, SVC, WS	3071	Center for Community Programs & Partnerships	W
Voter Registration		JMMC	5551	Student Services	
		Main	3238		
		SV	5000		
		WS	5301		
Westside Campus		WS	5301	Student Services	
Who's Who		Main	4342	Student Services Admin Office	
Withdrawal from CNM	Process, Forms		3214	Enrollment Services - Registration	
Work Study Program (See Student Employment)					
Workforce Training		WTC	5200	Workforce Training Center	
WorkKeys Testing		Main	4435	David Licht	