SPRING 2009 CALENDAR - IMPORTANT DATES

(Registration dates are listed only for Full Length, 16 week courses, for Part of Term, Short Courses, please see the Registrar’s Office)

Spring Registration for Continuing Students begins Wednesday, Nov. 5
Spring Registration for New/Transfer/Readmitted Students begins Wednesday, Nov. 12
Classes begin at 8:00 a.m. Monday, Jan. 12
Late Registration fee of $50 begins 8:00 a.m. Tuesday, Jan. 20
Last day to register or add/drop w/o instructor's signature Friday, Jan. 16
(advisor’s signature is always required)
Martin Luther King Day (University closed) Monday, Jan. 19
Last day to register or add/drop w/ instructor's and advisor’s signature Friday, Jan. 23
Disenrollment for not making financial arrangements Friday, Jan. 23

Deadline: Graduation Application for Summer Friday, Feb. 2
Last day to change grade option from Audit/Grade or Grade/Audit Wednesday, March 4
(instructor signature is required)

Grading Day (no classes) Thursday, March 5
Faculty and staff day for Assessment & Quality Improvement (no classes) Friday, March 6
School of Education Graduate Comprehensive Exams Saturday, March 1
Mid-semester grades due Monday, March 9
SUM & FA 2009 Registration for Continuing Students Monday, March 16
Spring Recess M—F, March 23-27
Spring Holiday (University Closed) Friday, April 3
Classes resume after Spring break Monday, March 30
SUM & FA 2009 Registration for New/Transfer Students begins Tuesday, March 31
Deadline: Fall 2009 Scholarship Applications (Financial Aid) Friday, April 3
Last day to withdraw from a class with a grade of "W" Mon.-Sun. April 20-26
Great Race Week (Monday –Sunday) Sunday, April 26
The Great Race Friday, May 8
Last day to totally withdraw from all classes with a grade of "W" Friday, May 8
Last day of regular class meetings Friday, May 8
Final exam week (Also, see WEB for final exam schedule) M-Th, May 11-14
Honors Breakfast (8:00 a.m.) Friday, May 15
Commencement Rehearsal (11:00 a.m.) Friday, May 15
Nursing Pinning Ceremony (3:00 p.m.) Friday, May 15
Commencement (6:00 p.m.) Friday, May 15
Grades due no later than noon Monday, May 18

Final grades for Spring will be Available to Students Via MUSTANG EXPRESS http://my.wnmu.edu Friday, May 22
Memorial Day (University closed) Monday, May 25

A student may make financial arrangements with one of the following options:

1. Pay his/her balance in full.
2. Have enough financial aid to cover the assessed charges. The student MUST sign their statement of account at the Business Office before Friday, January 23, 2009 or they will be disenrolled for non-payment.
3. Submit, to the Business Office, a contract agreement from a third party agency.
4. Submit, to the Business Office, a faculty/staff tuition waiver.
5. Pay the first installment amount, which includes a $25 non-refundable fee plus the required down payment. For more information, please refer to the Installment Plan Section of the schedule.
NON-DISCRIMINATION POLICY

It is the policy of Western New Mexico University not to discriminate on the basis of race, color, religion, ancestry, national origin, sex, age mental, or physical handicap in its educational programs, activities, or employment policies. In accordance with the American with Disabilities Act, the information in this publication is available in alternate formats upon request. For persons with disabilities, accommodations for reading this publication will be made available upon request.

It is understood that any item in this publication is subject to modification at any time by proper administrative procedure.
REGISTRATION PROCESS
FOR CURRENTLY ENROLLED STUDENTS

All students are urged to complete their course scheduling and payment of fees no later than Friday, January 9, 2009.

Step 1. The class schedule can be found on our web page, www.wnmu.edu or you can obtain a Registration Form from the Registrar’s Office. Overloads, Independent Studies and a Change of Schedule each require an additional form. The required forms are available in the Registrar’s Office.

Step 2. Resolve any “HOLDS” on your account that will prevent registration. Access MUSTANG EXPRESS at http://my.wnmu.edu with your user name and password. (Western’s Information Technology Department recommends using Internet Explorer 6.0 or Internet Explorer for the Mac 5.1) : Click on the following: Student Tab, Student Services, Your Records, and then View Holds.

Step 3. Obtain the instructor’s signature for all approval (Aprvl) courses. These courses are identified by a “Y” in the approval field in the course section of the class schedule. The signature of the instructor is also required for a course that is closed (filled to capacity) or to audit (take for no credit) the course.

Step 4. Academic Advising: Review your proposed schedule with your advisor as follows:
All 1st-year (Freshmen) students are assigned to the Academic Support Center (ASC) for advising. You will have an assigned advisor within the ASC.
All other students will be advised in the Academic Support Center unless you meet one of the following guidelines:
• Undergraduate students who have accrued a minimum of 48 credit hours, AND have achieved a 2.0 grade point average (GPA), AND have declared a major (through the ASC) will meet with their assigned department advisors.
• Undergraduate students who have accrued a minimum of 32 credit hours, AND have achieved a 2.75 GPA, AND have declared a major (through the ASC) will meet with their assigned department advisor.
• Students who have declared a major (through the ASC) in a two-year (Associate Degree) program, or a certificate program, will see their assigned department advisors.
• Undergraduate, Non-degree seeking students may seek guidance through the Registrar’s Office.
• Graduate, Non-degree seeking students may seek guidance through the Graduate Division.
• Graduate students will meet with their assigned department advisors.
Once your schedule is approved AND you are a declared major your advisor may give you permission to register via the web. If your advisor is not available, check with the department chair. If you do not plan to register on the Web, obtain your advisor’s signature on the Registration Form.

Step 5. On-Line Course Enrollment: Access MUSTANG EXPRESS. Click on the following: Student Tab, Student Services, then Register for Classes. Complete instructions for registering online are available at www.wnmu.edu. Questions can also be answered by contacting the Registrar’s Office at (575) 538-6118.

Regular Course Enrollment: Students advised by the Academic Support Center will have their schedules entered directly into the computer. Students who meet with department advisors may have their schedule entered at the Registrar’s Office provided the registration form has the signature of the advisor.

Step 6. Financial Aid: All students receiving financial aid should logon to MUSTANG EXPRESS via their user name and password to determine if the financial aid awards have been credited to the Business Office.

Step 7. Proceed to Steps 6 and 7 on Page 5.
REGISTRATION PROCESS
FOR NEW/TRANSFER DEGREE BOUND STUDENTS

Step 1. Admission: All students who have not been admitted to WNMU must apply for admission through the Admissions Office. It is recommended that applications be submitted at least one month prior to the start of the semester of attendance. It is also recommended that students complete an on-line application through the WNMU home page. Students may complete an application by going to the Admission's Office located in Castorena Hall, Room 106.

Step 2. Transcripts: Official high school/GED and/or college transcripts should be received by the Office of Admissions prior to registration. Transcript requests forms must be obtained from the Office of Admissions.

Step 3. Compass Placement Testing: All undergraduate students new to WNMU must participate in placement testing if they have not completed college-level writing with a grade of C or better, a mathematics course with a grade of D or better or achieved an ACT sub-score of 21 or better (or SAT equivalent of 500) in mathematics, English and social science. Each student will be placed in appropriate developmental studies or college level courses by Advisors based on his or her score on the COMPASS Placement Exam. The COMPASS Placement Exam may be taken at the Academic Support Center in the Juan Chacon Building (between the hours of 8:30-2:30 M-F) or by calling (575) 538-6400 to make an appointment. It is the student’s responsibility to complete the COMPASS Placement Exam (if required) prior to academic advising and course enrollment.

Step 4. Academic Advising: All new/transfer undergraduate students must meet with an Advisor at the Academic Support Center prior to course enrollment. Appointments to see an Advisor may be scheduled by calling (575) 538-6400 or stopping by the Academic Support Center, JCB, room 220. Depending on the number of accumulated credits for returning/transfer students, an Advisor may facilitate the “Declaration of Major” process with students, at which time students will be directed to see their faculty advisor. All new graduate students must meet with an advisor in their department prior to enrollment.

Step 5: Course Enrollment: Undergraduate students advised by the Academic Support Center personnel may have their schedules entered directly into the system during their advising session. Graduate students may have their schedule entered at the Registrar’s Office provided the Registration Form has the signature of their faculty Advisor. Some Graduate student advisors may have their student’s schedules entered directly into the system. If registering in person at the Registrar’s Office, the signature of the advisor is required on the registration form or course enrollment will not be allowed.

Step 6: Financial Aid: All students receiving financial aid should log onto Mustang Express using their USER NAME and PASSWORD to determine if the financial aid awards have been credited to their account at the Business Office. You can access this information on the Mustang Express login page (http://wnmu.edu) by clicking on First Time User, “What is My User Name” and “What is My Password. Follow the steps and you will be given your User Name and Password.

Step 7: Housing/Residence Life: All students residing on campus must visit the Housing/Residence Life Department located in the Juan Chacon Building (JCB) before proceeding to the Business Office.

Step 8: Financial Arrangements: All students must follow the steps listed below in order to finalize enrollment for this semester. Failure to do so will result in disenrollment from all courses.
1. Business Office – Students will make payment arrangements and will receive a “Statement of Account” reflecting all charges based on their class schedule. This statement will reflect tuition and fees for all courses and any lab fees plus on campus housing charges minus any financial aid granted and/or scholarships awarded. Any student account correspondence will be communicated through the student’s Mustang Express e-mail account.
2. Campus Police – Students will obtain a student identification card and a parking permit. Housing/Residence Life Department – Students living in the dormitories will take their “Statement of Account” to the Housing Department for final housing admission.
REGISTRATION PROCESS FOR RE-ADMITTED STUDENTS

Step 1. All students who have previously attended WNMU but who are not enrolled in classes in Fall 2008 may apply for re-admission at the Admission Office. Re-admission will depend upon academic status (i.e. not being on academic suspension) and having financial clearance from the Business Office.

Step 2. Proceed to Step 1 on page 4.

REGISTRATION PROCESS FOR NON-DEGREE STUDENTS

Students who wish to enroll at WNMU without having to meet regular admission requirements may apply for admission with non-degree status. Undergraduate students enrolling in writing, reading or mathematics courses must take the COMPASS Placement Exam prior to enrolling unless you have taken the required writing and mathematics courses at another university or achieved the required ACT/SAT scores. Students will remain on a non-degree status and classes taken will not apply toward a degree until ALL admission requirements have been met.

PLEASE NOTE: Financial aid cannot be awarded to non-degree students.

Step 1. Apply for Non-Degree Student Status at the Admission’s Office.

Step 2. Take the completed form to the Registrar’s Office for scheduling of classes or On-Line Course Enrollment: Access MUSTANG EXPRESS. Click on the following: Student Tab, Student Services, then Register for Classes. Complete instructions for registering online are available at www.wnmu.edu. Questions can also be answered by contacting the Registrar’s Office at (575) 538-6118. NOTE: Undergraduate Non-Degree Students are limited to eleven (11) credit hours. Non-degree graduate students may register for nine (9) credit hours or less; only six (6) credit hours of graduate work taken as a non-degree graduate student may be applied toward a Master’s degree, provided those courses are approved through the Graduate Division.

Step 3. Proceed to the Business Office for financial arrangements.

For more information about registering as a Non-Degree Student, contact the Admission’s Office at (575) 538-6000 or 1-800-872-9668 extension 6000.

AUDITING A COURSE

Students who are auditing a course are required to obtain the instructor’s and advisor’s signatures prior to registration and will be expected to attend class regularly. The instructor has the option of withdrawing a student for not attending class. See the calendar listed on page one for the last day to change from grade to audit or change from audit to grade.

COMPLETE WITHDRAWAL PROCEDURE

Students who wish to withdraw from ALL of their courses on or after the first day of classes may do so at the Academic Support Center located in Room 220 of the Juan Chacon Building. When students leave WNMU during a semester and do not withdraw according to the standard withdrawal procedures, they become liable for grades of “F” in their classes, even though they may be passing their courses at the time of leaving. See the calendar on page one for the last day to completely withdraw. See Tuition Refund Policy on page 9.

REGISTRATION HOLDS

Students will not be able to finalize through the Business Office if they have a “HOLD” on their records. Clearance must be obtained from the department initiating the hold before students will be allowed to finalize. This may be accomplished by having the department initiating the hold remove the hold from the computer system. Some holds may prevent registration.

VETERAN’S BENEFIT

All students who wish to receive Veterans’ Benefits must apply for certification. Student-Veteran Affairs are handled by the Veteran Affairs work-study located in the Registrar’s Office. Call 1-575-538-6116 for more information.

WITHDRAWAL PROCEDURE

A signature from the instructor and advisor is required on the Change of Schedule Form to withdraw from class(es). If you are taking an online class, you may email the instructor, advisor, and the Registrar’s Office. The withdrawal will result in a grade of “W”. Withdrawals initiated after the published date will result in a grade of “WF”. The grade of “WF” will be calculated as a failing grade in the student’s grade-point average. See the calendar on page one for the last day to withdraw. See Tuition Refund Policy on page 8.
NEW MEXICO’S DUAL CREDIT PROGRAM AT WNMU
(A Special Program for High School Students)

Tell me about what kinds of courses I can take. You can take college courses that lead to a certificate or associate degree in areas such as Business and Office Technology, Drafting and Design Technology, Early Childhood Education and Family Support, Nursing, and Welding Technology. You are also able to take basic college courses such as English, math, psychology, and history leading to a bachelor’s degree.

What courses are not available using Dual Credit? Developmental courses – those that students must take to get ready for the basic math, reading, and writing courses – are not available for Dual Enrollment credit. You must make a high enough COMPASS, ACT, or SAT score to enroll in non-developmental courses.

Who can take Dual Credit courses? Dual Credit is available to high school students who have received permission from their high school and meet university requirements for the courses they wish to take.

What courses can I take using Dual Credit? You can take regular college courses (courses agreed to by your high school and WNMU) and earn both college credit and high school credit at the same time. These courses will generally transfer to any public post-secondary institution in New Mexico.

How much does Dual Credit enrollment cost me or my family? High school students attending a New Mexico public high school or charter school that has an agreement with WNMU do not pay WNMU tuition costs, registration fees, or technology fees for college-level courses. You will be responsible for paying for special course, online, or lab fees and your high school is responsible for buying your textbooks.

What about pre-requisites or co-requisites? You know, those courses I might have to take before I can take the class I really want to take. You must meet the stated pre-or co-requisite(s) for any course(s) you wish to take.

How Many Courses Can I Take? High School students can take as many hours as they and their advisor are confident they can complete successfully. So, you could possibly graduate from high school with an associate’s degree!

What is the process?
- You must first meet with your high school Representative to discuss the Dual Credit Program and get a Dual Credit Request Form.
- Complete the Request Form and have it signed by your high school Representative.
- Bring the Request Form to the Dual Enrollment Coordinator located at the Juan Chacon Building, WNMU Representative, Carey Walker, for his signature.
- Take the Request Form to the Admissions office if you are a new student or if you have not attended WNMU the previous semester.
- The Dual Enrollment Coordinator located at the Juan Chacon Building will register you for your approved courses.
- Carry the Request Form to the Business Office to make arrangements to pay for any special course or lab fees.

If you are less than 18 years of age, you will need a parent’s signature to be allowed to participate in the Dual Credit Program.

Concurrent Enrollment Program

A second way high school students can receive college credit is through the Concurrent Enrollment Program at WNMU. This applies to three categories of students:
- Home schooled
- Students from private schools
- Students at public schools who wish to take courses that are not approved for the Dual Credit Program, or who do not wish high school credit.

Concurrent Enrollment students are required to use the Concurrent Enrollment form, and follow the steps required of Dual Credit students.

Concurrent Enrollment students may be required to pay additional fees or tuition for the courses that they are taking.

Dual Credit students can also take courses under the Concurrent Enrollment Program during the same semester.

Concurrent Enrollment forms can be obtained at the Admissions Office and at the Academic Support Center.
TUITION AND FEES

Tuition and fee charges are subject to change(s) made by the WNMU Board of Regents and may be revised. See the Business Office for current tuition.

ESTABLISHING RESIDENCY FOR TUITION PURPOSES

1. Students who believe they have satisfied the residency requirement may obtain a “Petition for Resident Tuition Classification” from the Admissions Office. The form should be completed in detail and should be accompanied with any necessary documentation when returned to the Admission’s Office.

2. The deadline for filing the petition is January 9, 2009. All requirements for residency must be met before the first day of classes for that term or January 12, 2009. Non-Resident students who enroll in six (6) or fewer credit hours DO NOT pay out-of-state tuition.

SENIOR CITIZENS

A $5.00 per credit hour charge is applied on a space-available basis to New Mexico residents 65 or older who are enrolled for six (6) or fewer credit hours. State law requires that senior citizens taking more than six (6) credit hours be charged the full rate for all credits, based on in-state or out-of-state residency. Senior Citizens will be required to pay the Registration Fee and a Technology Fee and any associated lab fees.
FINANCIAL AID FORFEITURE

Students must be aware that if they are dropped/withdrawn from their courses for failure to attend, they risk the forfeiture of any federal funds they have received during that enrollment period.

Students who do not complete any hours also risk forfeiture of all federal funds for that period. In this case, the student will have to document the most recent academic activity.

FINANCIAL AID REFUND CHECKS

Students who complete the registration process and are eligible for financial aid refund checks may pick them up as follows:

- Students who have completed financial arrangements by Thursday, January 8, 2009 through noon, checks will be available Monday, January 12, 2009, in the Student Post Office.
- Students completing financial arrangements after noon on Thursday, January 8, 2009 through noon, Wednesday, January 14, 2009, will have refund checks available on Friday, January 16, 2009 in the Business Office.
- Anyone completing registration after these dates will follow the normal refund schedule.

REFUND OF TUITION AND FEES - Students officially withdrawing or dropping courses during a semester are eligible to receive a refund as follows:

<table>
<thead>
<tr>
<th>Semester Timetable</th>
<th>Status at Registrar’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Pre-registration to Census Date</td>
<td>If finalized, 100% less registration, and</td>
</tr>
<tr>
<td></td>
<td>deferred plan fee, if applicable.</td>
</tr>
<tr>
<td>Census Date to the last Day of class</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Refund Percentages are based on charges, not amounts paid. (All refunds are applied toward the amount owed)

Any student who chooses to drop courses up to Census Date will be given a 100% refund. Classes added within the first three weeks may be subject to additional tuition and/or fees. Please refer to the tuition and fee schedule.

Any student who chooses to drop courses after Census Date will not receive a refund. Classes added after the third week will be posted to your account as additional billed hours and may be subject to increased tuition and/or fees.

If your class starts before or after January 12, 2009, the refund dates may differ, please check with the Business Office to see if you are eligible for a refund.

Any student wishing to withdraw from the University should make an appointment with his or her advisor, or with the Academic Support Center. A complete withdrawal form is required. When the student drops or withdraws to zero credit hours and had been awarded financial aid, the Office of Business Affairs will adhere to Federal regulations following the refund schedule provided by the Office of Financial Aid (as mandated by the reauthorization of the U.S. Title IV Program). A withdraw may result in financial responsibility for the remainder of the balance due on your account.

IMPORTANT REMINDER:
Registration is not complete until financial arrangements have been made. Reserved courses will be canceled if registration and payment are not completed by listed dates in Spring 2009 calendar.
Installment Payment Plan Option

A student may take advantage of the installment payment plan option for a $25 non-refundable fee. Students enrolled in one or more credit hours may be eligible. The student will be required to pay the first installment plan charge and his/her down payment.

Those high school students taking classes as a concurrent student do not qualify for the payment plan option. Please see the section for concurrent students in the schedule for more information.

If a student has limited financial aid, they may use it to lower the first installment plan charge. Waivers granting in-state tuition prices, housing and meal plan credits awarded to housing staff, and other institution-awarded financial assistance does NOT substitute for a financial commitment by the student.

All charges at WNMU will be included in the installment plan with the following exceptions: books, graduation fees, NEA insurance dues, most testing fees, or transcripts.

Financial arrangements using the installment plan option must be finalized according to the following dates:

<table>
<thead>
<tr>
<th>Pre-registration (prior to December 15th)</th>
<th>Registration (December 16th to January 9th)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Installment</td>
<td>1st Installment</td>
</tr>
<tr>
<td>2nd Installment</td>
<td>2nd Installment</td>
</tr>
<tr>
<td>3rd Installment</td>
<td>3rd Installment</td>
</tr>
<tr>
<td>4th Installment</td>
<td>4th Installment</td>
</tr>
<tr>
<td>December 15th</td>
<td>Not Eligible</td>
</tr>
<tr>
<td>January 15th</td>
<td>January 15th</td>
</tr>
<tr>
<td>February 15th</td>
<td>February 15th</td>
</tr>
<tr>
<td>March 15th</td>
<td>March 15th</td>
</tr>
</tbody>
</table>

Monthly payment notifications will be sent to the student’s Mustang Express email address. If the balance is not paid in full by the final installment plan date the student’s account will be placed on hold, he/she will not be permitted to register for any future terms, and a $50 default fee will be assessed.

Many students take advantage of pre-registering for the summer and/or fall terms. Please be sure your final installment payment has been made to avoid being dropped from the pre-registered classes.

ONLINE CREDIT CARD PAYMENTS

Students may now make payments online at www.wnmu.edu. Those who would like to take advantage of making payments online should know the following:

1. The required amount to finalize financial arrangements and registration is the full student account balance or the installment plan amount. Any amount less than the installment plan will not finalize the student account, and may cause the student to be dropped at census.

2. By paying online, the student agrees to accept full financial responsibility for all the charges assessed to his/her account.

3. The signature requirement is fulfilled with your payment confirmation number, and no other steps are required.

4. There is a $5.00 convenience fee for online payments.

Other fees may be paid online. Contact the Business Office for more information.

For additional information on Mustang Express, please refer to the payment instructions under the Student Services log-in. You will need to click on:

What can you do in the Student Services System (More Info)
STUDENT HOUSING/RESIDENCE LIFE
The Housing / Residence Life Department of Western New Mexico University provides living accommodations for University students desiring on-campus housing. Prospective residents are urged to apply for accommodations as far in advance as possible.

Ritch Hall / Eckles Hall (Traditional Freshman Residence Halls)
- Double Occupancy   $970.00/semester
- Single Occupancy   $1,190.00/semester
- Suite Occupancy   $1,315.00/semester   Eckles only

Centennial Hall   (co-ed, preference to upper classmen, freshman must meet 2 out of 3 criteria {3.25 HS GPA, Comp 21 ACT or 900 SAT and /or ranked in top 1/3 of graduating class})
- GPA1    $1,380.00/semester
- GPA2    $1,680.00/semester
- GPA3    $1,969.00/semester

Regents Row/Muir Heights   (Single 21 yr /older studio apartments)
- $2,170.00/semester

Student Family
- 1 bedroom apt . $1,945.00/semester
- 2 bedroom apt. $2,170.00/semester

Meal Plans
- 240 Meal Plan   $1,560.00/semester
- Unlimited      $1,735.00/semester

REFUND POLICY
Applicants wishing to cancel their reservation should do so in writing at least 30 days prior to the start of the session for which housing is desired. Failure to observe this deadline will result in forfeiture of the security deposit.

HOUSING POLICY
Occupants of all campus housing facilities are required to maintain their assigned unit and the surrounding area to the satisfaction of the University Administration. Pets are not permitted in University controlled housing. The consumption and/or possession of alcoholic beverages on Western New Mexico University Property is prohibited.

HOUSING APPLICATIONS
A housing application form may be requested from the Housing/Residence Life Department at (575) 538-6629 or the Admission’s Office at (575) 538-6106.
GRADUATING IN 2009-2010?

If “Yes”, you must submit the following items to the Registrar’s Office no later than the deadline to apply as indicated below:

1. Advisor approved degree plan
2. Application for Degree Audit /Graduation (available at the Registrar’s Office)

After your degree plan is audited, your results will be mailed to you.

Graduation Application Fee:
Undergraduate $60.00  Graduate $80.00

Spring 2009 Commencement will be held Friday, May 15, 2009 at 6:00 p.m.

Rehearsal is at 11:00 the day of Commencement.

<table>
<thead>
<tr>
<th>Semester you Wish to Graduate:</th>
<th>Deadline to Apply and Pay Fees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2008</td>
<td>June 1, 2008</td>
</tr>
<tr>
<td>Spring 2009</td>
<td>September 1, 2008</td>
</tr>
<tr>
<td>Summer 2009</td>
<td>February 1, 2009</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>June 1, 2009</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>September 1, 2009</td>
</tr>
<tr>
<td>Summer 2010</td>
<td>February 1, 20010</td>
</tr>
</tbody>
</table>
**MUSTANG EXPRESS**

The Mustang Express is WNMU’s web portal that allows easy access to a variety of campus services for the staff, faculty and students of WNMU. The Mustang Express can be accessed at http://my.wnmu.edu. Your user name will be provided on the Statement of Account form available at the business office. Your initial password is your “Student ID”, a randomly generated number that starts with a capital W and is printed on your Statement. There is also a lookup program for both your user name and Student ID on the Mustang Express login page. You can call the Help Desk, 1-575-574-4357, if you have trouble logging onto Mustang Express.

The Mustang Express provides students with many useful tools. Targeted announcements provide each student information based on major, classes and other information unique to each student. WNMU email account for each student is created to provide communication between students and faculty. Personal, group and class calendars are created to help students stay organized. The Mustang Express also provides access to the WNMU Information & Registration System. The system allows students to register for classes, view grades, access financial aid information and much more. Stay connected-logon to the Mustang Express!

**PARKING AND TRAFFIC REGULATIONS**

**PERMITS:** All students who live in campus housing must have a current parking permit for their parking area. All students, staff, and faculty who operate a motor vehicle on campus must register and display a current identification sticker on the vehicle at all times. Register all vehicles at Campus Police Department. Permits are available at no charge. Permits expire August 15th every year.

**PENALTIES:** Failure to obey the parking and traffic regulations and the general provisions of these regulations shall be punishable by citations that must be paid within five days of the date of issue. The assessments can range from $20 to $120, depending upon the violation. The citation must be paid through the Business Office and a receipt must be presented to the Campus Police Department. If they are not paid within five days, you will be assessed late fees of $5 per day up to Municipal Court standard fines less court costs. Also, your account will be assessed late fees of $5 per day and the ticket may be transferred to the Municipal Court.

**HANDICAPPED PARKING PERMITS:** Handicapped parking permits, issued by New Mexico Motor Vehicle Division, must be displayed along with a current identification sticker from WNMU on the vehicle at all times.

**FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, ANNUAL NOTICE**

**PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION DATA OF PUBLICATION**

Western New Mexico University hereby designates the following student information as public or “Directory Information”. Such information may be disclosed by the institution for any purpose, at its discretion.

1. Names, addresses, telephone numbers, dates of attendance, class level.
2. Previous institution(s) attended, major field of study, awards, honors (includes Dean’s list and high honors), degree(s) conferred (including dates).
3. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Registrar’s Office. Forms requesting the withholding of “Directory Information” are available in the Registrar’s Office or by filling out the following request. Western New Mexico University assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.
GUIDE TO READING THE CLASS SCHEDULE

Courses are listed in alphabetical order by discipline (i.e. Academic Enrichment, Anthropology, etc.)

Evening course (starting 4:00 p.m. or later) times are bold.

1. SUBJ: indicates the department for each course
2. NUMB: indicates the course number
3. WI: Indicates the course is writing intensive.
4. CRN: Course Reference Number, used for registration in a specific section
5. Course Title: Self explanatory
6. Start: the time class begin
7. End: the time class end
8. Days: day of the week the class meets
9. Building: building where class meets
10. Room: room where class meets
11. Cr Hrs: the number of credit hours for each course
12. Instructor: indicates the instructor of record. (Staff indicates no instructor assigned to a course).
13. Apprvl: “Y” a course needs instructor permission before registering
14. Fee: special course/lab fee

DAYS OF THE WEEK

M = Monday   T = Tuesday   W = Wednesday   R = Thursday   F = Friday   S = Saturday   U = Sunday

KEY TO BUILDING ABBREVIATIONS

BOWDHL Bowden Hall
CHINOB Chino Building
FACTCR Fine Arts Center Theatre
FLEMHL Fleming Hall Museum
GLASHL Glaser Hall
GRCENT Global Resource Center
HARLHL Harlan Hall-Science
JUANCB Juan Chacon Building
LIGHTL Light Hall
MCCRAY McCray Building
MARTNB Felix Martinez Building
MLIBRY Miller Library
OSTMEM Old Student Memorial
PAROTT Parotti-Music
PECOMP Ray Brancheau/PE Comp.
PEHELP Phelps-Dodge Building
SECHHL Sechler Hall
SMB Student Memorial Build.
UCM United Campus Ministries
WDRAMA Webb Building-Drama
WATTHL Watts Hall

MILLENNIUM III HONORS PROGRAM

This program is aimed at bright, motivated students in all majors. The curriculum allows students to choose at least 24 hours of honors coursework to apply towards the 128 hours required for a baccalaureate degree. (Associate degree students complete at least 21 hours of honors coursework.) Most of the honors courses are enhanced versions of General Education courses. The advantages of taking the honors version of General Education courses include smaller enrollments (all honors courses are limited to 20 students) and more challenging coursework. Another component of the program is that every semester a one credit hour Honors Seminar is offered. These seminars have included trips to such varied locations as Casas Grandes in Mexico and Chaco Canyon National Historic Park. An interdisciplinary, three credit hour seminar for upper division students is offered each year as well. Honors courses are designated as such on students’ transcripts and students who complete the full curriculum with a qualifying grade point average have a notation on their transcripts indicating they are Honors Program graduates.
TAKING AN ONLINE CLASS
If you are taking a course that is listed as “Online,” you will not have a classroom to go to on the first day of class; instead, you will need to log into your course via WebCT. Do not wait until several weeks into the semester before you log in. Your online course will start at the beginning of the semester, and your instructor will expect you to log in immediately.

In order to use WebCT, you will need to have access to a computer and to the Internet. Online courses are more convenient in terms of not having to travel to a classroom, but they are every bit as much work as a traditional college course and you must log in as soon as the semester begins, and log in often. If you have never taken an online course, you will be provided with an Online Student Resources link on your myWebCT home page. Use the link to access a variety of online practice activities and tutorials. For more information regarding the Online Student Resources activities, please contact the Virtual Campus office at (575) 538-6549, or send an email to wnmuvc@wnmu.edu.

As an online student, you will need to know your WebCT ID (listed on your Finalization Statement as the Mustang Express User Name). WebCT uses the same user name as Mustang Express. The password for WebCT is always your Student ID: remember to use an uppercase W when entering your Student ID. For detailed instructions on how to access your online course via WebCT, go to www.wnmu.edu/online and select “How to Log On” from the left side of the screen.

FINAL GRADES
Final grades will be available via Mustang Express at http://my.wnmu.edu by Friday, May 22, 2009.
SPRING 2009 FINAL EXAMINATION SCHEDULE
The final examination week for this Spring will be May 11-14 (M-R). No classes meet regularly that week. During the preceding week, regular classes will be held but no exam totaling more than 10% of the student’s grade may be given with the exception of laboratories. If a student has three (3) or more exams on any one day, the instructor must give the student the option of taking the exam during one of the make-up periods.

<table>
<thead>
<tr>
<th>If the class meets regularly from:</th>
<th>then the final examination will be given on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:50 a.m. M,W,F</td>
<td>Monday, May 11 7:30-9:30 a.m.</td>
</tr>
<tr>
<td>11:00-11:50 a.m. M,W,F</td>
<td>10:00-12:00 noon</td>
</tr>
<tr>
<td>1:00-1:50 p.m. M,W,F</td>
<td>12:30-2:30 p.m.</td>
</tr>
<tr>
<td>3:00-3:50 p.m. M,W,F or</td>
<td></td>
</tr>
<tr>
<td>3:00-4:15 p.m. M,W</td>
<td>3:00-5:00 p.m.</td>
</tr>
<tr>
<td>5:30-6:45 p.m. M,W</td>
<td>5:15-7:15 p.m.</td>
</tr>
<tr>
<td>8:00-9:15 a.m. T, TH</td>
<td>Tuesday, May 12 7:30-9:30 a.m.</td>
</tr>
<tr>
<td>11:00-12:15 a.m. T, TH</td>
<td>10:00-12:00 noon</td>
</tr>
<tr>
<td>2:00-3:15 p.m. T, TH</td>
<td>12:30-2:30 p.m.</td>
</tr>
<tr>
<td>MAKE-UP EXAMS</td>
<td>3:00-5:00 p.m.</td>
</tr>
<tr>
<td>MAKE-UP EXAMS</td>
<td>5:15-7:15 pm.</td>
</tr>
<tr>
<td>7:00-8:15 p.m. T, TH</td>
<td>7:30-9:30 pm.</td>
</tr>
<tr>
<td>8:00-8:50 a.m. M,W,F</td>
<td>Wednesday, May 13 7:30-9:30 a.m.</td>
</tr>
<tr>
<td>10:00-10:50 a.m. M,W,F</td>
<td>10:00-12:00 noon</td>
</tr>
<tr>
<td>12:00-12:50 a.m. M,W,F</td>
<td>12:30-2:30 p.m.</td>
</tr>
<tr>
<td>2:00-2:50 p.m. M,W,F or</td>
<td>3:00-5:00 p.m.</td>
</tr>
<tr>
<td>2:00-3:15 p.m. M,W</td>
<td>5:15-7:15 p.m.</td>
</tr>
<tr>
<td>4:00-4:50 p.m. M,W,F or</td>
<td></td>
</tr>
<tr>
<td>4:00-5:15 p.m. M,W</td>
<td></td>
</tr>
<tr>
<td>7:00-8:15 p.m. M,W</td>
<td>7:30-9:30 p.m.</td>
</tr>
<tr>
<td>9:30-10:45 a.m. T,TH</td>
<td>Thursday, May 14 7:30-9:30 a.m.</td>
</tr>
<tr>
<td>12:30-1:45 p.m. T,TH</td>
<td>10:00-12:00 noon</td>
</tr>
<tr>
<td>MAKE-UP EXAMS</td>
<td>12:30-2:30 p.m.</td>
</tr>
<tr>
<td>5:30-6:45 p.m. T,TH</td>
<td>5:15-7:15 p.m.</td>
</tr>
<tr>
<td>MAKE-UP EXAMS</td>
<td>7:30-9:30 p.m.</td>
</tr>
</tbody>
</table>

Final exams for three hour evening classes which have starting times of 4:00 p.m. or later, and which meet regularly once a week, will be given during finals week on the regularly scheduled day and time as the class would normally meet.

Grades are due by 12:00 noon on Monday, May 18, 2009. For further information on final exam week please contact any of the Department Chairs, Directors or the Office of the Vice President for Academic Affairs.
1. Alumni Garden
2. Barnard Hall – United Campus Ministry
3. Ben Altamirano Field
4. Besse-Forward Global Resource Ctr. GRCENT
5. Bowden Hall
6. Branchou P.E. Complex PE/COMP
   a. Fieldhouse
   b. Intramural Gym
7. Campus Police
8. Castorena Hall - Administration Bldg.
9. Centennial Hall
10. Chino Bldg. CHINO
11. Eckles Hall
12. Fine Arts Center Theatre FACTCER
13. Fleming Hall – University Museum FLEMHL
14. Glaser Hall GLASHL
15. Graham Gymnasium GRAGYM
16. Harlan Hall HARHL
17. Hunter Hall HUNTHL
18. J. Cloyd Miller Library LIBLIB
19. James B. Fox Athletic Complex FAXCLMP
20. Juan Chacon Bldg. JUANCB
21. Kilpatrick Tennis Courts
22. Light Hall LIGHTL
   a. Light Hall Auditorium
23. Martinez - Fall Bldg. MARTNB
24. McCray Art Bldg. MCCRAY
25. M.E.Ch.A. Bldg.
26. Muir Heights (Family Housing)
27. New James Stadium JANSTA
   – Police Academy (Off Campus)
28. Old James Stadium
29. Old Student Memorial Bldg.
   – Campus Post Office
30. Parotti Bldg. PAROTT
31. Phelps Dodge Bldg. PHELDP
32. Physical Plant
33. President's Residence
34. Regents Row (Apartments)
35. Ritch Hall
36. Scheller - Rhoades Hall SECHL
37. Softball Field
38. Thomas B. McDonald
   Student Memorial Ctr.
39. Thomas B. McDonald
   Student Memorial Patio
40. Watts Hall (Off Campus) WATTHL
41. Webb Drama Bldg. WDRAM