

Bachelor and Graduate Program

Introduction

UNM has offered graduate-level courses in Los Alamos since 1947 and the Graduate and Upper Division Programs Office has been in operation since 1956. In 1999 UNM (Albuquerque Campus) Extended University assumed coordination of the University's distance education component, which includes the Center in Los Alamos. Its main functions are to offer upper division and graduate courses in selected technical areas to Los Alamos National Laboratory employees and to provide educational opportunities to residents of Los Alamos and surrounding communities. The most popular programs in recent years have been Computer Science, Mechanical, Chemical and Nuclear Engineering.

Bachelor's degree program courses are offered in Business Administration, Computer Science, Communication and Journalism, and Mathematics, as well as University Studies. Master's degree courses are offered in Chemical and Nuclear Engineering, Educational Leadership, Public Administration, Computer Science, and other Engineering degrees (see complete listing on next page). Upper division, undergraduate courses are also available in areas that support the master's and bachelor's programs (see complete listing on next page).

The mission of UNM-LA Bachelor and Graduate Programs through Extended University is to create enriching educational experiences for northern New Mexico students. This mission is accomplished through the delivery of instruction in traditional face-to-face teaching, as well as through a variety of technologies including, video conferencing, correspondence and on-line. Courses offered through the center broaden the choices for students beyond the limitations of a physical location. Students enrolled in 200-level courses at UNM-Los Alamos are encouraged to consider the 300-level courses and complete programs offered by UNM-LA Bachelor and Graduate Programs through Extended University

Course Cancellations

Budgetary limitations, enrollment figures, or availability of instructors may require courses to be cancelled. Decisions regarding the cancellation of instructional television courses are usually made at the close of the regular registration period. Because the major determining factor for cancellations is enrollment, it is most important that students register early during the scheduled registration period.

Procedures for Changes in Student Programs

Program changes, i.e., drops, adds, section changes, and withdrawals, must be initiated by the student through LoboWeb, or in person at UNM-LA. Please note that no adds,

drops, section changes, or withdrawals may be made after the particular designated dates, which are as follows:

Last day for adds..... end of second week of classes
Last day for changes in section..... end of second week of classes
Last day for drops without a grade.....end of sixth week of classes
Last day for withdrawal from a course without approval
(WP/WF assigned)..... end of twelfth week of classes
Last day for withdrawal from a course
with Dean's or Program Manager's
approval (WP/WF assigned) end of sixteenth week of classes
Call 662-0335 for add, drop, section change or withdrawal dates

Withdrawal Policy

Students who wish to withdraw must complete the appropriate procedures through LoboWeb or in person at UNM-LA. Students leaving the university during a semester/session without withdrawing according to UNM regulations will receive a grade of "F" for each course, even though they were passing their courses up to this point. Withdrawals initiated after the sixth week will result in grades of withdrawal/pass (WP) or withdrawal/fail (WF). The grade of WF will be calculated as a failing grade in the student's grade point average. All withdrawal grades will be assigned by the instructor upon completion of the withdrawal process.

Tuition and Fees

For residents, upper division, undergraduate courses have a tuition charge of \$212.55 per credit hour and graduate courses, \$233.20 per credit hour. Non-residents enrolled for 6 hours or less are charged resident rates. Non-residents who enroll for more than six hours will be charged at a higher rate.

Tuition Refunds

Withdrawal during first, three weeks
(First week of Summer Session).....100%
Partial or complete withdrawal after the third week
(First week of Summer Session).....0%

Academic Information

Students are strongly urged to apply for admission to graduate or undergraduate student status by applying to specific departments or programs. Students are not considered graduate or undergraduate students in non-degree status. Students are responsible for complying with all rules and regulations as specified in the University of New Mexico Catalog and should have a copy of the most recent version. (They are available for sale at the UNM-Los Alamos Bookstore.)

Non-Degree Status

For students in non-degree status taking graduate level work:

1. A limited number of graduate credit hours earned in non-degree status may be used toward a graduate degree if the student is later admitted to graduate school, and has received a grade of “B” or better. However, the grades for the courses will not count in the student’s graduate GPA. Contact specific departments for rules and limitations.
2. To obtain graduate credit for 400 level courses that carry graduate credit, students must meet certain requirements. See the Extended University-Los Alamos Center for details.

For course descriptions, see the most recent UNM Catalog. Students are expected to have their own copy for reference. Special topics courses have unique course descriptions.

Advisement

General advisement is available at UNM-LA Bachelor and Graduate Programs through Extended University office. Specific program and academic advisement is the province of UNM Departments; students pursuing degrees from UNM should also contact the appropriate departmental advisor at main campus. A list of current graduate advisors is available in the UNM-LA Bachelor and Graduate Programs through Extended University office.

A Bachelor of University Studies advisor from UNM-LA Bachelor and Graduate Programs through Extended University program is in Los Alamos Wednesday through Friday. Call (505) 661-4682 to schedule an appointment.

Visit the UNM-LA Bachelor and Graduate Programs through Extended University website at <http://distance.unm.edu> or UNM-LA Bachelor and Graduate Programs through Extended University office for more information and course schedules.

Graduate and Upper Division Programs

Degree completion programs are offered in a variety of delivery methods which include Live, Online, and Interactive Television (ITV). Degree completion programs are offered in:

ANDERSON SCHOOL OF MANAGEMENT

- Bachelor of Business Administration

COLLEGE OF ARTS & SCIENCES

- Bachelor of Arts in Communication

COLLEGE OF EDUCATION

- Master of Arts in Education
 - Organizational Learning & Instructional Technology (OLIT)
 - Educational Leadership

COLLEGE OF NURSING (ONLINE)

- RN/BSN Completion
- Master of Science in Nursing
- PhD in Nursing

SCHOOL OF PUBLIC ADMINISTRATION

- Master of Public Administration

SCHOOL OF ENGINEERING

- Bachelor of Science
 - Computer Science
- Master of Science
 - Computer Science
 - Mechanical Engineering
 - Chemical & Nuclear Engineering
 - Electrical & Computer Engineering (online)

UNIVERSITY COLLEGE

- Bachelor of University Studies