

# STATEWIDE DUAL CREDIT MASTER AGREEMENT

July, 2023

## NEW MEXICO SECONDARY AND POSTSECONDARY DUAL CREDIT PROGRAM

### MEMORANDUM OF AGREEMENT

Between New Mexico Junior College (POSTSECONDARY INSTITUTION)

and Eunice High School (LEA)

**Note:** SB 943 (Laws 2007, Chapter 227) creates a dual credit program in state statute. Postsecondary institutions and Local Education Agencies (LEAs) must refer to 6.30.7 New Mexico Administrative Code (NMAC) for rules regarding dual credit program implementation.

## TERMS OF AGREEMENT

### PART 1 – GENERAL PROVISIONS OF AGREEMENT

#### A. SCOPE

Dual credit shall be provided in accordance with the terms and conditions of this uniform Master Agreement (*hereafter* Agreement), which supersedes all previous agreements, versions and addenda. This Agreement applies to local education agencies (public school districts, locally chartered and state-chartered charter schools, state-supported schools, and bureau of Indian education-funded high schools) (*hereafter* LEA), high school students who attend secondary schools, and public postsecondary institutions in New Mexico including tribal colleges (*hereafter* Postsecondary Institution). The LEA may complete agreements with multiple postsecondary institutions. The Postsecondary Institution may complete agreements with multiple LEAs.

#### B. DEFINITION OF DUAL CREDIT PROGRAM

“Dual credit program” means a program that allows high school students to enroll in college-level courses offered by a POSTSECONDARY INSTITUTION that may be academic or career technical but not remedial or developmental, and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate.

#### C. AUTHORIZATION

Dual Credit Programs are authorized by Sections 21-1-1.2, 21-1B-3, 21-13-19 and 22-13-1.4 NMSA 1978 and 6.30.7 NMAC.

#### D. PURPOSES

The primary purposes of a dual credit program are to increase the educational options and opportunities for high school students and increase the overall quality of instruction and learning available through secondary schools. Fundamentally, dual credit programs allow students to earn credit at the secondary and postsecondary levels simultaneously. The programs may also encourage more students to consider academic or career technical higher education, especially students from underrepresented groups. Research indicates that dual credit programs can lead to better completion rates for both high school and college; reduce the need for remediation; shorten time to a diploma or degree completion; reduce the cost of higher education; reinforce the concept of life-long learning through an educational continuum; provide an alternative for students tempted to leave high school to enter the workforce; and, especially when offered through distance learning, provide equal access to higher education opportunities to students, whether rural or urban.

#### E. ELIGIBILITY AND APPROVAL

The following general eligibility and approval requirements shall apply to all Agreements. The Agreement specifies the means by which the state will provide equal opportunities to all high school

students who wish to participate in the dual credit program. The Agreement: 1) specifies eligible courses, academic quality of dual credit courses, student eligibility, course approval, course requirements, required content of the form, state reporting, liabilities of parties, and student appeals; and 2) states the roles, responsibilities, and liabilities of the LEA, the postsecondary institution, student, and the student's family.

### **1. Eligible Courses**

College courses that are academic or career technical and that simultaneously earn credit toward high school graduation and a postsecondary degree or certificate shall be eligible for dual credit. Remedial, developmental and physical education activity courses are not eligible for dual credit. Dual credit courses may be taken as elective or core course (except physical education activity course) high school credits. Core course means a course required for high school graduation as defined in 22-13-1.1 NMSA.

The LEA in collaboration with the POSTSECONDARY INSTITUTION shall determine a list of academic and career technical courses eligible for dual credit for inclusion into the appendix. The appendix shall indicate the name of the postsecondary institution, the name of the LEA, the date, course subject and number, course title, location of course delivery and semester offered. The LEA shall submit the appendix electronically to NMHED and PED when the Master Agreement is signed and at the end of each semester prior to its application for which the appendix is modified.

Dual credit courses may be offered at LEAs, POSTSECONDARY INSTITUTIONS, and off-campus centers as determined by the LEA in collaboration with the POSTSECONDARY INSTITUTION offering the courses. Dual credit courses may be delivered during or outside of LEA hours.

The POSTSECONDARY INSTITUTION may offer dual credit courses via distance learning (online, hybrid, correspondence, Cyber Academy [IDEAL-NM]) in accordance with 6.30.7.8 NMAC as this option becomes available and cost-effective. All dual credit course rules apply (6.30.7 NMAC). The LEA and POSTSECONDARY INSTITUTION participating in the Cyber Academy shall be subject to applicable rules pertaining to distance learning (6.30.8 NMAC).

### **2. Academic Quality of Dual Credit Courses**

College courses eligible for dual credit shall meet the rigor for POSTSECONDARY INSTITUTION credit and be congruent with the POSTSECONDARY INSTITUTION's normal offerings. Classes offered in LEA settings shall conform to the POSTSECONDARY INSTITUTION's academic standards. Faculty for all dual credit courses shall be approved by the POSTSECONDARY INSTITUTION.

Dual credit courses must meet the public education department standards and benchmarks. Dual credit courses that are part of the general education common core for postsecondary institutions are eligible for transfer among New Mexico postsecondary institutions pursuant to Subsection D of 21-1B-3 NMSA 1978. Credit is eligible for transfer from one public postsecondary institution to another and is applied toward requirements for postsecondary graduation and receipt of a degree.

### **3. Student Eligibility**

The LEA and POSTSECONDARY INSTITUTION shall qualify and advise candidates for dual credit from the pool of eligible high school students. A candidate for dual credit is eligible for consideration for fall, winter and summer semesters if he or she:

1. is enrolled during the fall and winter in a LEA in one-half or more of the minimum course requirements approved by PED for public school students under its jurisdiction or by being in physical attendance at a bureau of Indian education-funded high school at least three documented contact hours per day pursuant to 25 CFR 39.211(c);

2. obtains permission from the LEA representative (in consultation with the student's individualized education program team, as needed), the student's parent or guardian if the student is under 18 years old, and POSTSECONDARY INSTITUTION representative prior to enrolling in a dual credit course; and
3. meets POSTSECONDARY INSTITUTION requirements to enroll as a dual credit student.

#### **4. Course Approval**

Approval for dual credit shall be by the LEA and POSTSECONDARY INSTITUTION representatives on a course-by-course basis each semester based on the student's prior coursework, career pathway, and/or academic readiness. There is no state limit to the number of credits a student may earn through dual credit in an academic term; however, the student must meet eligibility requirements.

#### **5. Course Requirements**

The course requirements for high school students enrolled in dual credit courses shall be the same as those of regular college students. Course requirement information shall include the course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information.

#### **6. Eligible Semesters**

Eligible students may enroll in dual credit courses year-round.

#### **7. Course Transcribing Ratios**

Unless otherwise approved by the cabinet secretaries of higher education and public education departments, successful completion of three credit hours of postsecondary instruction shall result in the awarding of one high school unit for said completed postsecondary course. If the LEA and POSTSECONDARY INSTITUTION determine that a different ratio is warranted for a particular dual credit course comparable to LEA core courses in order to meet PED standards and benchmarks, they may appeal to the Council, which may recommend a different ratio to the cabinet secretaries. The joint decision of the cabinet secretaries shall be final.

#### **8. Required Content of Dual Credit Request Form**

Each semester, the Dual Credit Request Form (hereafter Form) shall be used to document each student request for enrollment in dual credit courses and the review and approval process within the LEA and POSTSECONDARY INSTITUTION. LEAs and POSTSECONDARY INSTITUTIONS shall provide the form to eligible students and appropriate LEA staff online and in hard copy. The form appears at the end of this Agreement. 6.30.7.12 NMAC specifies Form content.

#### **9. State Reporting**

The LEA and POSTSECONDARY INSTITUTION shall retain educational records in accordance with New Mexico or Federal statutes and record retention regulations as per 1.20.2 NMAC and 1.20.3 NMAC, or 25 CFR, Part 43, as applicable. NMHED and PED shall verify and reconcile the respective dual credit records at the end of each academic year. Students enrolled in dual credit courses shall be classified as such and reported to NMHED and PED as per 6.30.7.12 NMAC.

#### **10. Liabilities of Parties**

Dual credit status shall neither enhance nor diminish on-campus liabilities for the LEA or POSTSECONDARY INSTITUTION. Management of risk and liabilities shall be in accordance with the LEA and POSTSECONDARY INSTITUTION policies and codes of conduct.

Personal liabilities for the student shall be equal to those of POSTSECONDARY INSTITUTION students.

11. **Appeals** Each STUDENT, LEA, and POSTSECONDARY INSTITUTION has the right to appeal decisions concerning the dual credit program.

The LEA and POSTSECONDARY INSTITUTION shall have a student appeals process pertaining to student enrollment in dual credit programs. LEA and POSTSECONDARY INSTITUTION decisions are final.

The Dual Credit Council (Council) shall administer an appeals process for LEA and POSTSECONDARY INSTITUTION representatives to address issues outside the scope of the Agreement, including the determination of alignment of course content to determine the appropriate credit ratio. The Council is an advisory group consisting of NMHED and PED staff that issues recommendations to the cabinet secretaries. The cabinet secretaries shall act jointly upon Council recommendations; their joint decisions shall be final.

## **PART 2 – SPECIFIC PROVISIONS OF AGREEMENT**

The following provisions outline the specific responsibilities and duties that apply to the POSTSECONDARY INSTITUTION, SECONDARY SCHOOL, and STUDENTS participating in the dual credit program to ensure adequate participation by each party.

### **A. RESPONSIBILITIES AND DUTIES OF THE POSTSECONDARY INSTITUTION**

#### **1. Admission and Enrollment of Students**

*The POSTSECONDARY INSTITUTION shall:*

1. designate a representative to review and sign the completed Form with the understanding that only a form endorsed by all parties shall constitute a dual credit approval request;
2. determine, in collaboration with the LEA, the required academic standing of each student eligible to participate in the dual credit program.
3. collaborate with the LEA to reach agreement on admission and registration of eligible dual credit students for the stated semester;
4. employ a method of qualifying the student for dual credit that demonstrates that the student has the appropriate skills and maturity to benefit from the instruction requested;
5. provide advisement to review the appropriateness of each student's enrollment in a course prior to registration in terms of academic readiness, age requirements, and programmatic issues;
6. provide the Form to eligible students and appropriate LEA staff online and in hard copy;
7. approve the Form each semester based on each student's prior coursework, career pathway, and/or academic readiness;
8. provide a copy of each approved Form to the appropriate LEA representative;
9. provide course placement evaluation services and consider a high school college readiness assessment to verify a student's academic skill level and to ensure compliance with course prerequisites;
10. provide information and orientation, in collaboration with the LEA, to the student and parent or guardian regarding the responsibilities of dual credit enrollment including academic rigor, time commitments, and behavioral expectations associated with taking POSTSECONDARY INSTITUTION courses and the importance of satisfactorily completing the POSTSECONDARY INSTITUTION credits attempted in order for dual credit to be awarded;

11. inform students of course requirement information, which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information; and
12. advise parents of federal Family Educational Rights and Privacy Act (FERPA) rules.

## **2. Responsibility for Funding Dual Credit**

*The POSTSECONDARY INSTITUTION shall:*

1. waive all general fees for dual credit courses;
2. waive tuition for high school students taking dual credit courses; and
3. make every effort to adopt textbooks for at least three years.

## **3. Reporting of Student Records**

*The POSTSECONDARY INSTITUTION shall:*

1. provide the LEA, within the first thirty days of the academic term, access to each student's official schedule of classes as verification of registration. The LEA shall notify the POSTSECONDARY INSTITUTION if the report is in conflict with the school endorsed registration;
2. track progress of dual credit enrolled students on the issue of academic performance and provide reports, as needed, to the LEA;
3. retain the official transcript or grade report of the dual credit student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned;
4. release, at the request of the student, official POSTSECONDARY INSTITUTION transcripts in accordance with the POSTSECONDARY INSTITUTION transcript request practices; and
5. provide final grades to the LEA for each dual credit student;
6. deliver final grades for all dual credit students to the LEA with sufficient time to be included with final grades; this schedule shall be defined by the parties in the agreement and shall address the time frame appropriate for determining student graduation from high school; and
7. comply with data collection and reporting provisions in 6.30.7.12 NMAC.

## **B. RESPONSIBILITIES AND DUTIES OF THE LEA**

### **1. Admission and Enrollment of Students**

*The LEA shall:*

1. designate a representative to collaborate with the POSTSECONDARY INSTITUTION to reach agreement on admission and registration of eligible dual credit students for the stated semester;
2. determine, in collaboration with the POSTSECONDARY INSTITUTION, the required academic standing for students eligible to participate in the dual credit program;
3. collaborate with the POSTSECONDARY INSTITUTION to reach agreement on admission and registration of eligible dual credit students for the stated semester;
4. employ a method of qualifying the student for dual credit based on factors which may include academic performance review, use of Next Step Plan, assessments, advisement and career guidance, and therefore recommend enrollment at the POSTSECONDARY INSTITUTION with evidence that the student has the appropriate skills and maturity to benefit from the instruction requested;
5. provide information and orientation to students about opportunities to participate in dual credit programs during student advisement, academic support, and, where applicable, formulation of annual Next Step Plans;
6. provide the Form to eligible STUDENTS and appropriate LEA staff online and in hard copy;

7. approve the Form each semester based on each student's prior coursework, career pathway, and/or academic readiness;
8. provide information and orientation, in collaboration with the POSTSECONDARY INSTITUTION, to the STUDENT and STUDENT's family regarding the responsibilities of dual credit enrollment, including academic rigor, time commitments, and behavioral expectations associated with taking college courses and the importance of satisfactorily completing the college credits attempted in order for dual credit to be awarded and lottery scholarship eligibility to be maintained;
9. inform students of course requirement information which includes course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
10. notify the POSTSECONDARY INSTITUTION if the student's official schedule of classes is in conflict with the school endorsed registration;
11. provide appropriate accommodations and services for special education students while the students are enrolled in dual credit classes, including academic adjustments and auxiliary aids and services for eligible students across educational activities and settings (e.g. equipping school computers with screen-reading, voice recognition or other adaptive hardware or software and providing note-takers, recording devices, or sign language interpreters, or other adaptation as required by law);
12. inform students in need of accommodations or other arrangements of the need to speak directly with the disabilities coordinator at the POSTSECONDARY INSTITUTION;
13. work collaboratively with the POSTSECONDARY INSTITUTION to submit a student's request for change in registration according to POSTSECONDARY INSTITUTION policies and within officially published deadlines (e.g. add, drop, withdrawal); and
14. make it clear to students that if they fail or withdraw from dual credit classes that they were intending to use to substitute for a high school requirement that they will have to make up those credits in order to graduate. The dual credit course grade will appear on the student high school transcript.

## **2. Responsibility for Funding Dual Credit**

*The LEA shall:*

Pay the cost of the required textbooks and other course supplies for the postsecondary course the dual credit student is enrolled in through purchase arrangements with the bookstore at the POSTSECONDARY INSTITUTION or other cost-efficient methods.

## **3. Dual Credit Courses Offered at High School**

Upon the agreement of the LEA and the POSTSECONDARY INSTITUTION, courses may be offered at high school sites. In these instances, courses shall follow established LEA site time blocks.

## **4. Reporting of Student Records**

*The LEA shall:*

1. furnish an official high school transcript to the POSTSECONDARY INSTITUTION if required by the POSTSECONDARY INSTITUTION;
2. record, unchanged, the grade given to the dual credit student by the POSTSECONDARY INSTITUTION on each student high school transcript;
3. retain educational records in accordance with New Mexico and Federal statutes and record retention regulations as per 1.20.2 NMAC or 25 CFR, Part 43, as applicable; and
4. comply with data collection and reporting provisions in 6.30.7.12 NMAC.

## **C. RESPONSIBILITIES AND DUTIES OF STUDENTS AND PARENTS**

### **1. Admission and Enrollment of Students**

*For a student to be accepted and enrolled into a dual credit program, the STUDENT shall:*

1. discuss potential dual credit courses with the appropriate LEA and POSTSECONDARY INSTITUTION staff, including POSTSECONDARY INSTITUTION admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
2. obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
3. meet the prerequisites and requirements of the course(s) to be taken;
4. complete the Form available online or in hard copy from the LEA or POSTSECONDARY INSTITUTION;
5. obtain approval for enrolling in the dual credit program each semester by acquiring all necessary signatures on the Form;
6. register for courses during the POSTSECONDARY INSTITUTION standard registration periods (*Note: enrollments shall not be permitted after the close of posted late registration*);
7. discuss any request for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures with appropriate LEA and POSTSECONDARY INSTITUTION staff; and
8. comply with the POSTSECONDARY INSTITUTION and LEA student code of conduct and other institutional policies.

### **2. Rights and Privileges of Student**

*The right and privileges of STUDENTS participating in Dual Credit include:*

1. the rights and privileges equal to those extended to LEA and POSTSECONDARY INSTITUTION students, unless otherwise excluded by any section of this Agreement;
2. the use of the POSTSECONDARY INSTITUTION library, course-related labs and other instructional facilities, use of the POSTSECONDARY INSTITUTION programs and services such as counseling, tutoring, advising, and special services for the students with disabilities, and access to POSTSECONDARY INSTITUTION personnel and resources as required; and
3. the right to appeal, in writing to the LEA or POSTSECONDARY INSTITUTION, as applicable, any decision pertaining to enrollment in the dual credit program.

### **3. Financial Responsibility for Funding Dual Credit**

*The STUDENT shall:*

1. return the textbooks and unused course supplies to the LEA when the student completes the course or withdraws from the course (subject to provisions in Subsection B of Section 22-15-10 NMSA 1978 regarding lost or damaged instructional material);
2. arrange transportation to the site of the dual credit course. Depending upon the time and course location, the student may have access to transportation through the LEA if the dual credit course is offered during the school day; and
3. be responsible for course-specific (e.g. lab, computer) fees.

### **4. Confidentiality of Student Records**

1. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with Family Educational Rights and Privacy Act (FERPA) requirements.

2. Participation in dual credit courses requires STUDENT and, if applicable, PARENT/GUARDIAN signatures on the Form for compliance with FERPA regulations.

**5. Secondary School and Postsecondary Institution Calendars**

STUDENTS earning dual credits shall abide by the regular operating calendars, schedules and associated requirements of the LEA and POSTSECONDARY INSTITUTION. In instances in which the calendars are incongruent, the dual credit STUDENT is required to independently satisfy both calendar requirements and may consult with LEA counselors for assistance.

**PART 3 – TERM AND FILING OF AGREEMENT**

**A. TERMS AND CONDITIONS**

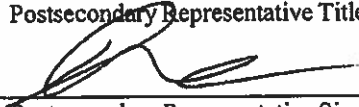
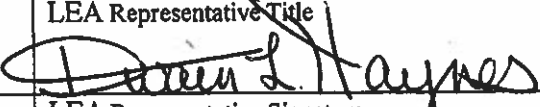
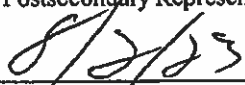
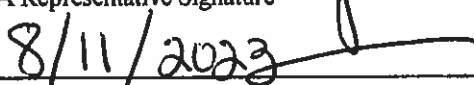
The initial term of this Agreement shall be from July 1, 2023 to June 30, 2024. With the exception of the appendix, this Agreement may not be altered or modified by either party. This Agreement shall automatically renew for additional fiscal years unless either party notifies the other party of their intent not to renew 60 days before the end of the fiscal year. The LEA in collaboration with the POSTSECONDARY INSTITUTION may modify the list of dual credit courses in the Appendix of the Agreement. Modifications to the Appendix must be submitted to NMHED and PED by the end of each semester.

The LEA and POSTSECONDARY INSTITUTION providing dual credit programs shall complete the Agreement and the LEA shall submit the completed Agreement to PED.

A completed Agreement shall contain signatures from all parties and includes an Appendix developed collaboratively by the LEA and POSTSECONDARY INSTITUTION that specifies eligible dual credit courses.

**B. FILING**

A fully executed copy of this Agreement shall be submitted by the LEA to PED within 10 days of approval.

APPROVED	
POSTSECONDARY INSTITUTION	LEA
NEW MEXICO JUNIOR COLLEGE	EUNICE MUNICIPAL SCHOOLS
Postsecondary Name	LEA Name
DR. DEREK MOORE	MR. DWAIN HAYNES
Postsecondary Representative Name	LEA Representative Name
PRESIDENT	SUPERINTENDENT
Postsecondary Representative Title	LEA Representative Title
	
Postsecondary Representative Signature	LEA Representative Signature
	
Date	Date



**APPENDIX for Dual Credit Program Master Agreement between Municipal Schools (LEA) and New Mexico Junior College (Postsecondary)**

**Listing of Authorized Dual Credit Courses and Location of Delivery as of 7/7/2023**

The appendix shall indicate the higher education common course number, if applicable, course subject and number, course title, location of course delivery and semesters offered. As available, STARS course code and title shall also be included. Green highlighted rows indicate General Education courses.

College Common Course #	College Course Subject-# (e.g. ENG-102)	College Course Title	General Education Fulfillment	Location(s) of Course Delivery	Semester(s) Offered	STARS Course Code	STARS Course Title
ACCT 2110	AC 114	Principles of Accounting I		NMJC	Fall/Spring/Summer	0207	Accounting
	ACCT 2115	Survey of Accounting		NMJC	Fall/Spring/Summer	0207	Accounting
ACCT 2120	AC 124	Principles of Accounting II		NMJC	Fall/Spring/Summer	0210	Advanced Accounting
	AG 111	Careers in Agriculture		NMJC	Fall/Spring/Summer	0199	Agriculture Other
	AG 123C	Computers in Agriculture		NMJC	Fall/Spring/Summer	0199	Agriculture Other
	AG 213A	Agribusiness Management		NMJC	Fall/Spring/Summer	0171	Agricultural Economics and Business Management
ANTH 1140	AN 123	Introduction to Cultural Anthropology		NMJC	Fall/Spring/Summer	2778	Topics in Anthropology
	ANSC 103	Equine Science		NMJC	Fall/Spring/Summer	0163	Science of Large Animals
	ANSC 113	Introduction to Veterinary Science		NMJC	Fall/Spring/Summer	0164	Veterinary Science
	ANSC 114	Intro to Animal Science		NMJC	Fall/Spring/Summer	0164	Veterinary Science
	ANSC 114I	Intro to Animal Science Lab		NMJC	Fall/Spring/Summer	0164	Veterinary Science
	ANSC 203	Animal Metabolism and Nutrition		NMJC	Fall/Spring/Summer	0161	Science of Large Animals
	ANSC 213	Meat Science		NMJC	Fall/Spring/Summer	0173	Food Products and Processing
	ANSC 214	Farm Animal A&P		NMJC	Fall/Spring/Summer	0161	Science of Large Animals
	ANSC 223	Introduction to Genetics		NMJC	Fall/Spring/Summer	0134	Physical Science of Agriculture
ARTH 1110	ARTH 1110	Art Appreciation	Fine Arts	NMJC	Fall/Spring/Summer	1151	Art Appreciation
	ARTS 1250	Design II	Fine Arts	NMJC	Fall/Spring/Summer	1163	Creative Art - Sculpture
ARTS 1320	ARTS 1320	Ceramics I	Fine Arts	NMJC	Fall/Spring/Summer	1164	Ceramics/Pottery
	ARTS 1515	Digital Photography	Fine Arts	NMJC	Fall/Spring/Summer	1180	Intro to Media Arts Grades
ARTS 1520	ARTS 1520	Digital Media I		NMJC	Fall/Spring/Summer	1906	Mass Communication
ARTS 1530	ARTS 1530	Digital Media II		NMJC	Fall/Spring/Summer	1906	Mass Communication
ARTS 1610	ARTS 1610	Drawing I	Fine Arts	NMJC	Fall/Spring/Summer	1187	Intro Visual Arts
ARTS 1630	ARTS 1630	Painting I	Fine Arts	NMJC	Fall/Spring/Summer	1156	Painting 1
ARTS 2630	ARTS 2630	Painting II	Fine Arts	NMJC	Fall/Spring/Summer	1157	Painting 2
ARTS 2310	ARTS 2310	Ceramics II	Fine Arts	NMJC	Fall/Spring/Summer	1164	Ceramics/Pottery
	ASTR 1115C	Introduction to Astronomy	Lab Science	NMJC	Fall/Spring/Summer	1761	Astronomy
	ASTR 1115Z	Introduction to Astronomy Lab		NMJC	Fall/Spring/Summer	1761	Astronomy
	AT 113	Engine Repair		NMJC	Fall/Spring/Summer	0912	Automotive Technology-Comprehensive

AT 114	AT 114	Basic Diesel Engine Operations		NMJC	Fall/Spring/Summer	1695	Technology Education-Related
AT 47	AT 123C	Brake Systems		NMJC	Fall/Spring/Summer	0912	Automotive Technology-Comprehensive
	AT 123	Basic Electronics		NMJC	Fall/Spring/Summer	0912	Automotive Technology-Comprehensive
AT 37	AT 124A	Engine Performance		NMJC	Fall/Spring/Summer	0912	Automotive Technology-Comprehensive
	AT 223B	Suspension and Steering Systems		NMJC	Fall/Spring/Summer	0912	Automotive Technology-Comprehensive
	AT 223C	Automotive Service Management		NMJC	Fall/Spring/Summer	0912	Automotive Technology-Comprehensive
ENGL 1210	AT 133	Technical Writing for the Automotive Industry		NMJC	Fall/Spring/Summer	1695	Technology Education – Related
MATH 1170	AT 143	Technical Math for the Auto Industry		NMJC	Fall/Spring/Summer	2099	Mathematics – Other
	BCIS 1110	Fund of Info Literacy & Syst		NMJC	Fall/Spring/Summer	0302	General Computer Applications
	BIOL 1101C	General Biology I for Non-Majors	Lab Science	NMJC	Fall/Spring/Summer	1712	Biology-Advanced Studies
	BIOL 1101Z	General Biology I for Non-Majors Lab		NMJC	Fall/Spring/Summer	1712	Biology-Advanced Studies
	BIOL 1111C	General Biology II	Lab Science	NMJC	Fall/Spring/Summer	1712	Biology-Advanced Studies
	BIOL 1111Z	General Biology II Lab		NMJC	Fall/Spring/Summer	1712	Biology-Advanced Studies
	BIOL 2120C	Cellular & Molecular Biology		NMJC	Fall/Spring/Summer	1712	Biology-Advanced Studies
	BIOL 2120Z	Cellular & Molecular Biology Lab		NMJC	Fall/Spring/Summer	1712	Biology-Advanced Studies
BIOL 2210	BIOL 2210C	Human Anatomy and Physiology I	Lab Science	NMJC	Fall/Spring/Summer	1713	Anatomy and Physiology
BIOL 2210L	BIOL 2210Z	Human Anatomy and Physiology I Lab		NMJC	Fall/Spring/Summer	1713	Anatomy and Physiology
BIOL 2310	BIOL 2310C	Microbiology	Lab Science	NMJC	Fall/Spring/Summer	1714	Biology-Specific Topics
BIOL 2310	BIOL 2310Z	Microbiology Lab		NMJC	Fall/Spring/Summer	1714	Biology-Specific Topics
BIOL 2225	BIOL 2225C	Human Anatomy and Physiology II	Lab Science	NMJC	Fall/Spring/Summer	1713	Anatomy and Physiology
	BIOL 2225Z	Human Anatomy and Physiology II Lab		NMJC	Fall/Spring/Summer	1713	Anatomy and Physiology
	BIOL 2510	Pathophysiology I	Lab Science	NMJC	Fall/Spring/Summer	1595	Health Care Sciences-Related Subjects
	BIOL 2520	Pathophysiology II	Lab Science	NMJC	Fall/Spring/Summer	1595	Health Care Sciences-Related Subjects
	BIOL 2610C	Principles of Biology	Lab Science	NMJC	Fall/Spring/Summer	1712	Biology – Advanced Studies
	BIOL 2610Z	Principles of Biology Lab		NMJC	Fall/Spring/Summer	1712	Biology – Advanced Studies
BLAW 2110	BLAW 2210	Business Law I		NMJC	Fall/Spring/Summer	0250	Business Law
BUSA 1110	BUSA 1110	Introduction to Business		NMJC	Fall/Spring/Summer	0221	Introductory Business
	BU 213F	Personal Financial Management		NMJC	Fall/Spring/Summer	0228	Personal and Business Finance
	BUSA 2110	Business & Professional Communication		NMJC	Fall/Spring/Summer	1074	Communication Skills/Career Education
	MKTG 2110	Principles of Marketing		NMJC	Fall/Spring/Summer	0299	Business
	BUSA 2460	Business Ethics		NMJC	Fall/Spring/Summer	0299	Business
CHEM 1113	CHEM 1120C	Introduction to Chemistry	Lab Science	NMJC	Fall/Spring/Summer	1723	Chemistry-Advanced Studies
CHEM 1111	CHEM 1120Z	Introduction to Chemistry Lab		NMJC	Fall/Spring/Summer	1723	Chemistry-Advanced Studies
CHEM 1213	CHEM 1215C	General Chemistry I	Lab Science	NMJC	Fall/Spring/Summer	1723	Chemistry-Advanced Studies
CHEM 1211	CHEM 1215Z	General Chemistry I Lab		NMJC	Fall/Spring/Summer	1723	Chemistry-Advanced Studies
CHEM 1223	CHEM 1225C	General Chemistry II	Lab Science	NMJC	Fall/Spring/Summer	1723	Chemistry-Advanced Studies
CHEM 1221	CHEM 1225Z	General Chemistry II Lab		NMJC	Fall/Spring/Summer	1723	Chemistry-Advanced Studies
CRJ 1113	CJ 113	Introduction to Criminal Justice		NMJC	Fall/Spring/Summer	2513	Criminal Justice Assisting
CJUS 1120	CJ 113B	Substantive Criminal Law		NMJC	Fall/Spring/Summer	2761	Law Studies
	CJ 113D	Probation, Parole and Community		NMJC	Fall/Spring/Summer	2501	Exploration of Public Service Careers

CRJ 2503		Corrections											
	CI 113E	Introduction to the Courts						NMJC	Fall/Spring/Summer	2513			Criminal Justice Assisting
	CI113F	Juvenile Justice & Delinquency						NMJC	Fall/Spring/Summer	2599			Public Protective and Social Services
	CI 113J	Introduction to Corrections						NMJC	Fall/Spring/Summer	2764			Legal System
	CI 113P	Police & Society						NMJC	Fall/Spring/Summer	2764			Legal System
	CJ 213A	Criminal Investigations I						NMJC	Fall/Spring/Summer	2513			Criminal Justice Assisting
	CJ 213B	Criminal Procedure						NMJC	Fall/Spring/Summer	2764			Legal System
	CJ 213F	Criminalistics – Intro Forensics						NMJC	Fall/Spring/Summer	2513			Criminal Justice Assisting
	CJ 223B	Intro to Victimology						NMJC	Fall/Spring/Summer	2599			Public Protective and Social Services
	CJ 223C	Narcotics & Dangerous Drugs						NMJC	Fall/Spring/Summer	2599			Public Protective and Social Services
	COMM 1130	Public Speaking	Communications					NMJC	Fall/Spring/Summer	1081			Public Speaking
	COMM 1144	Introduction to Social Media	Communications					NMJC	Fall/Spring/Summer	1901			Mass Communications
	COMM 2120	Interpersonal Communication	Communications					NMJC	Fall/Spring/Summer	1073			Communications Skills
	CS 103	Introduction to CIS						NMJC	Fall/Spring/Summer	0301			Basic Computer
	CS 103A	Keyboarding/Document Processing I						NMJC	Fall/Spring/Summer	0205			Word Processing
	CS 114	Fundamentals of Programming						NMJC	Fall/Spring/Summer	0323			Computer Science/Programming
	CS 123D	Computer Applications						NMJC	Fall/Spring/Summer	0303			Business Computer Applications
	CS 123G	Advanced Computer Applications						NMJC	Fall/Spring/Summer	0303			Business Computer Applications
	CS 213J	Java Programming						NMJC	Fall/Spring/Summer	0323			Business Computer/Programming
	CS 214N	Networking Basics						NMJC	Fall/Spring/Summer	0319			Computer Networking II
BCIS 1215	CS 224	Spreadsheets						NMJC	Fall/Spring/Summer	0231			Financial Spreadsheets
	CS 224A	Ethical Hacking						NMJC	Fall/Spring/Summer	0399			Computer Information Science-Other
	CS 224M	Computer Repair & Upgrade I						NMJC	Fall/Spring/Summer	0317			Computer Technology
	CS 244N	Network Security						NMJC	Fall/Spring/Summer	0318			Network Technology
ECON 2110	ECON 2110	Macroeconomic Principles						NMJC	Fall/Spring/Summer	2741			Economics
	EC 113	Introduction to Economics						NMJC	Fall/Spring/Summer	2741			Economics
ECON 2120	ECON 2120	Microeconomic Principles						NMJC	Fall/Spring/Summer	2741			Economics
ECED 1110	ECED 1110	Child Growth, Dev and Learning						NMJC	Fall/Spring/Summer	0550			Child and Human Development
ECED 1130	ECED 1130	Family & Community Collab						NMJC	Fall/Spring/Summer	0599			Family and Consumer Science - Other
	EDUC 2110	Foundations of Education						NMJC	Fall/Spring/Summer	2533			Teacher Assisting
	ED 213F	Educational Psychology						NMJC	Fall/Spring/Summer	2772			Topics in Psychology
ENGL 1110	ENGL 1110	Composition I	Communications					NMJC	Fall/Spring/Summer	1008			English/Composition
	ENGL 1120	Composition II	Communications					NMJC	Fall/Spring/Summer	1006			English/Literature
	ENGL 2210	Professional and Technical Communication	Humanities					NMJC	Fall/Spring/Summer	1732			Business/Applied English
	ENGL 2630	British Literature I	Humanities					NMJC	Fall/Spring/Summer	1044			British Literature
	ENGL 2310	Introduction to Creative Writing	Humanities					NMJC	Fall/Spring/Summer	1021			Creative Writing
ENGL 2380	ENGL 2380	Intro to Short Fiction	Humanities					NMJC	Fall/Spring/Summer	1010			English Language and Literature
ENGL 2580	ENGL 2580	Science Fiction	Humanities					NMJC	Fall/Spring/Summer	1099			English/Literature - Other
ENGL 2585	ENGL 2585	Horror Fiction	Humanities					NMJC	Fall/Spring/Summer	1010			English Language and Literature
	ENGL 2610	American Literature I	Humanities					NMJC	Fall/Spring/Summer	1041			American Literature
ENGL 2650	ENGL 2650	World Literature I	Humanities					NMJC	Fall/Spring/Summer	1010			Literature

	ENGL 2640	British Literature II	Humanities	NMJC	Fall/Spring/Summer	1044	British Literature
	ENGL 2620	American Literature II	Humanities	NMJC	Fall/Spring/Summer	1041	American Literature
ENGL 2660	ENGL 2660	World Literature II	Humanities	NMJC	Fall/Spring/Summer	1010	Literature
	ENGT 203	Introduction to Oil and Gas		NMJC	Fall/Spring/Summer	0963	Energy/Power
	ENGT 213A	Environmental Health & Safety		NMJC	Fall/Spring/Summer	0963	Energy/Power
	ENGT 213B	Fundamentals of Instrumentation & Controls		NMJC	Fall/Spring/Summer	0963	Energy/Power
	ENGT 213C	Programmable Logic Controllers		NMJC	Fall/Spring/Summer	0963	Energy/Power
	ENGT 213D	Drilling Technology & Operations		NMJC	Fall/Spring/Summer	0963	Energy/Power
	ENGT 213E	Petroleum Recovery & Production Methods		NMJC	Fall/Spring/Summer	0963	Energy/Power
	ENMT 103	Acoustics		NMJC	Fall/Spring/Summer	1149	Music
	ENMT 104	Live Sound and Production I		NMJC	Fall/Spring/Summer	1149	Music
	ENMT 123	Intro to Video Prod & Editing		NMJC	Fall/Spring/Summer	1911	Mass Media-Production
	ENMT 124	Live Sound Production II		NMJC	Fall/Spring/Summer	1149	Music
	ENMT 133	Computers and Music		NMJC	Fall/Spring/Summer	1149	Music
	ENMT 202	Introduction to Multimedia Production		NMJC	Fall/Spring/Summer	1906	Multimedia Productions I
	ENMT 222	ENMT Internship II		NMJC	Fall/Spring/Summer	1149	Music
	ENMT 273	Multi-Track Recording I		NMJC	Fall/Spring/Summer	1149	Music
	EQ 103	Equine Science		NMJC	Fall/Spring/Summer	0161	Science of Large Animals
	EQ 112	Equine Evaluation		NMJC	Fall/Spring/Summer	0161	Science of Large Animals
	EQ 113	Equine Management		NMJC	Fall/Spring/Summer	0161	Science of Large Animals
	EQ113A	Equine Anatomy		NMJC	Fall/Spring/Summer	0161	Science of Large Animals
	EQ 113B	Equine Nutrition		NMJC	Fall/Spring/Summer	0161	Science of Large Animals
	EQ 123	Equine Business		NMJC	Fall/Spring/Summer	0171	Science of Large Animals
	FYEX1120	College Success		NMJC	Fall/Spring/Summer	0890	Agricultural Economics
GEOG 1120	GEOG 1120	World/Regional Geography	Humanities	NMJC	Fall/Spring/Summer	2701	World Geography
	GEO 1110C	Physical Geology	Lab Science	NMJC	Fall/Spring/Summer	1702	Geology
	GEO 1110Z	Physical Geology Lab		NMJC	Fall/Spring/Summer	1702	Geology
	GEO 2110C	Intro to Meteorology	Lab Science	NMJC	Fall/Spring/Summer	1799	Life and Physical Science - Other
	GEO 2110Z	Intro to Meteorology Lab		NMJC	Fall/Spring/Summer	1799	Life and Physical Science - Other
	GEO 2120C	Intro to Oceanography	Lab Science	NMJC	Fall/Spring/Summer	1799	Life and Physical Science - Other
	GEO 2120Z	Intro to Oceanography Lab		NMJC	Fall/Spring/Summer	1799	Life and Physical Science - Other
	GEO 2130C	Historical Geology	Lab Science	NMJC	Fall/Spring/Summer	1702	Geology
	GEO 2130Z	Historical Geology Lab		NMJC	Fall/Spring/Summer	1702	Geology
	HE 113	Introduction to Nutrition		NMJC	Fall/Spring/Summer	0504	Nutrition
	HIST 1110	United States History I	Humanities	NMJC	Fall/Spring/Summer	2723	Early U.S. History
	HIST 1120	United States History II	Humanities	NMJC	Fall/Spring/Summer	2724	Modern U.S. History
	HIST 1150	Western Civilization I	Humanities	NMJC	Fall/Spring/Summer	2753	Western Civilization
	HIST 1160	Western Civilization II	Humanities	NMJC	Fall/Spring/Summer	2753	Western Civilization
	HLED 1510	Medical Terminology		NMJC	Fall/Spring/Summer	1520	Medical Terminology
	INDT 103A	Electrical Circuits		NMJC	Fall/Spring/Summer	0963	Energy/Power

INDT 103B	Motor Drive System Fundamentals		NMJC	Fall/Spring/Summer	0963	Energy/Power
INDT 103C	Electrical Sys & Motor Controls		NMJC	Fall/Spring/Summer	0963	Energy/Power
INDT 103D	Electrical System Fundamentals		NMJC	Fall/Spring/Summer	0963	Energy/Power
INDT 103E	Wiring Electrical Systems		NMJC	Fall/Spring/Summer	0963	Energy/Power
INDT 103F	Fluid Power Fundamentals		NMJC	Fall/Spring/Summer	0963	Energy/Power
INDT 103G	Electrical Motor Power Transmission I		NMJC	Fall/Spring/Summer	0963	Energy/Power
INDT 103H	Electrical Motor Power Transmission II		NMJC	Fall/Spring/Summer	0963	Energy/Power
MATH 1130	Survey of Mathematics	Mathematics	NMJC	Fall/Spring/Summer	2099	Mathematics
MATH 1215	Intermediate Algebra		NMJC	Fall/Spring/Summer	2041	Algebra II
MATH 1220	College Algebra	Mathematics	NMJC	Fall/Spring/Summer	2044	Algebra II/Trigonometry
MATH 1230	Trigonometry	Mathematics	NMJC	Fall/Spring/Summer	2043	Trigonometry
MATH 1350	Statistics	Mathematics	NMJC	Fall/Spring/Summer	2029	Probability and Statistics
MATH 1510	Calculus I	Mathematics	NMJC	Fall/Spring/Summer	2055	Calculus
MATH 1520	Calculus II	Mathematics	NMJC	Fall/Spring/Summer	2055	Calculus
MGMT 2110	Principles of Management		NMJC	Fall/Spring/Summer	0299	Business
MNPD 1100	Manicurist/Pedicurist Level 1		NMJC	Fall/Spring/Summer	0606	Cosmetology Nails Specialization
MNPD 1120	Manicurist/Pedicurist Level 2		NMJC	Fall/Spring/Summer	0606	Cosmetology Nails Specialization
MNPD 1200	Manicurist/Pedicurist Level 3		NMJC	Fall/Spring/Summer	0606	Cosmetology Nails Specialization
MNPD 1220	Manicurist/Pedicurist Level 4		NMJC	Fall/Spring/Summer	0606	Cosmetology Nails Specialization
MU 131C	College and Community Band		NMJC	Fall/Spring/Summer	1120	General Band
MUSC 1130	Music Appreciation: Western	Fine Arts	NMJC	Fall/Spring/Summer	1144	Music History/Appreciation
NU 105	Nurse Aide I		NMJC	Fall/Spring/Summer	1502	Health Care Occupations
NU 105A	Nurse Aide II		NMJC	Fall/Spring/Summer	1502	Health Care Occupations
NU 105B	Nurse Aide Certification Course		NMJC	Fall/Spring/Summer	1502	Health Care Occupations
POLS 1120	American National Government	Humanities	NMJC	Fall/Spring/Summer	2730	U.S. Government-Comprehensive
PHYS 1115C	Survey of Physics	Lab Science	NMJC	Fall/Spring/Summer	1731	Physics
PHYS 1115Z	Survey of Physics Lab		NMJC	Fall/Spring/Summer	1731	Physics
PHYS 1131	Technical Physics	Lab Science	NMJC	Fall/Spring/Summer	1732	Principles of Technology
PHYS 1230C	Algebra-based Physics I	Lab Science	NMJC	Fall/Spring/Summer	1733	Physics-Advanced Studies
PHYS 1230Z	Algebra-based Physics I Lab		NMJC	Fall/Spring/Summer	1733	Physics-Advanced Studies
PHYS 1310C	Calculus-based Physics I	Lab Science	NMJC	Fall/Spring/Summer	1733	Physics-Advanced Studies
PHYS 1310Z	Calculus-based Physics I Lab		NMJC	Fall/Spring/Summer	1733	Physics-Advanced Studies
PHYS 1320C	Calculus-based Physics II	Lab Science	NMJC	Fall/Spring/Summer	1733	Physics-Advanced Studies
PHYS 1320Z	Calculus-based Physics II Lab		NMJC	Fall/Spring/Summer	1733	Physics-Advanced Studies
PHIL 2230	Philosophical Thought	Humanities	NMJC	Fall/Spring/Summer	2780	Philosophy
PSYC 1110	Introduction to Psychology	Social/Behavioral	NMJC	Fall/Spring/Summer	2771	Psychology
PSYC 2120	Developmental Psychology	Social/Behavioral	NMJC	Fall/Spring/Summer	0521	Child Development
PSYC 2130	Adolescent Psychology	Social/Behavioral	NMJC	Fall/Spring/Summer	2772	Topics in Psychology
PSYC 2140	Child Psychology	Social/Behavioral	NMJC	Fall/Spring/Summer	2772	Topics in Psychology
PSYC 2230	Psychology of Adjustment	Social/Behavioral	NMJC	Fall/Spring/Summer	2772	Topics in Psychology
PSYC 2430	Human Relations	Social/Behavioral	NMJC	Fall/Spring/Summer	2772	Topics in Psychology

	SOCI 1110	Introduction to Sociology	Social/Behavioral	NMJC	Fall/Spring/Summer	2775	Sociology
	SOCI 2130	Introduction to Criminology	Social/Behavioral	NMJC	Fall/Spring/Summer	2513	Criminal Justice Assisting
	SOCI 2250	Sociology of Race & Ethnicity	Social/Behavioral	NMJC	Fall/Spring/Summer	2776	Topics in Sociology
SOCI 2310	SOCI 2310	Contemporary Social Problems	Social/Behavioral	NMJC	Fall/Spring/Summer	2776	Topics in Sociology
SPAN 1110	SPAN 1110	Beginning Spanish I	Humanities	NMJC	Fall/Spring/Summer	1252	Spanish I
SPAN 1120	SPAN 1120	Beginning Spanish II	Humanities	NMJC	Fall/Spring/Summer	1253	Spanish II
THEA 1110	THEA 1110	Introduction to Theatre	Fine Arts	NMJC	Fall/Spring/Summer	1111	Introduction to Theater
THEA 1210	THEA 1210	Beginning Acting	Fine Arts	NMJC	Fall/Spring/Summer	1113	Drama Acting Performance
	WE 113D	Destructive Testing		NMJC	Fall/Spring/Summer	2495	Precision Metalwork - Related
	WE 113M	Basic Metallurgy & Welding		NMJC	Fall/Spring/Summer	2415	Particular Topics in Welding
	WE 114	Introduction to Welding		NMJC	Fall/Spring/Summer	2414	Welding 1
	WE 123S	Job Estimating		NMJC	Fall/Spring/Summer	2414	Welding 1
	WE 124	Advanced Welding		NMJC	Fall/Spring/Summer	2416	Welding 2
	WE 214	Inert Gas Welding		NMJC	Fall/Spring/Summer	2415	Particular Topics in Welding
	WE 223P	Pipe Welding		NMJC	Fall/Spring/Summer	2415	Particular Topics in Welding
	WE 224	Advanced Theory and Practice		NMJC	Fall/Spring/Summer	2404	Topics in Machining
	WE 224A	Adv Welding Fabrication & Project		NMJC	Fall/Spring/Summer	2417	Welding 3