

New Mexico State University
Language Credit via Distance Education
Guide and Application

DEGuide_App_Master Version 6-7-2008

Purpose: Provide non-NMSU students opportunities to enroll in pre-approved language institutes under NMSU supervision to study Spanish, Portuguese, French, or Japanese for graded NMSU credit. Students complete NMSU WebCT assignments and exams and receive intensive language instruction at approved language institutes. **Students must have earned a high school degree or its equivalent to be admitted non-degree at NMSU; Courses taken in non-degree status may not be used to meet university degree admission requirements.**

- ❑ **Step 1. Contact the Program Facilitator** for the Language Credit via Distance Education Program (stdyabrd@nmsu.edu; 575-646-5107) to discuss what language you want to study and the credit you would like to earn. The Facilitator can provide a general assessment (an unofficial response) of what credit you can expect to receive prior to your sending in your official application, or put you in touch with one of the course instructors for further evaluation.
- ❑ **Step 2. Send your completed Distance Education Forms and supporting documents:** (Form 1) NMSU International Distance Education Non-degree Application, (Form 2) the NMSU Study Abroad Credit via Distance Education Application, (Form 3) Terms of Agreement, (4) an official transcript from university currently attending or last attended (or high school transcript with graduation date), and (5) \$250 application fee to:

International Distance Education Program
Office of Study Abroad
García Annex 237, MSC 3567
PO Box 30001
NMSU
Las Cruces, NM 88003-8001

NOTE: We must have all 3 forms, official transcripts, and fee (may pay by credit card: Visa, Master Card, Discover) to complete your admission. If you are a U.S. Permanent Resident, you will need to provide the Form I-551 to prove this status.

- ❑ **Step 3. Receive Notification of Admission from Office of Study Abroad.** The Office of Study Abroad will arrange your admission as a non-degree student and then e-mail you a Culturegram™ for the country of your program, MyNMSU WebCT login information for orientation and language courses access, and a statement of the amount you will be billed by NMSU. An invoice for what you owe NMSU for tuition and mandatory HTH insurance will be mailed to your home address.

NOTE: The NMSU tuition fee per credit is in addition to the instructional fees that will be charged and paid to the host language institute you select.

- ❑ **Step 4. Receive Notification of Enrollment in Language Classes.** A course instructor will notify the Office of Study Abroad which courses you may take and the Office will enroll you in these courses for the period of study you designated. Once enrolled, please correspond with the instructor through WebCT. The courses should automatically show on your personal MyNMSU page each time. If they do not show up there, please contact the Program Facilitator. **Note: Once tuition is billed for enrolled courses, the tuition is non-refundable.**
- ❑ **Step 5. Travel to selected language institute and engage in the experience** of learning the language and culture in the intensive program. Keep in touch with the course instructor, who will be your academic advisor and the assigned instructor of record for the language you are studying. Sixty percent of your grade is based on your e-mail reports, completion of WebCT orientation, and that you submitted the final program evaluation. Forty percent is based on evaluations of course performance provided by the overseas host institution.
- ❑ **Step 6. Request, prior to departing, that your host institution send (or fax to 575-646-3482) your transcripts (official institutional evaluation) directly to the Office of Study Abroad** at New Mexico State University. **Fill out the NMSU study abroad program evaluation form** (http://studyabroad.nmsu.edu/Assets/PDF/EvalR_OI_IL.pdf). Grades for the courses are not issued until the official institutional evaluation and the program evaluation form **(or a copy by fax accepted) has been submitted to the instructor.**
- ❑ **Step 7. Receive an NMSU transcript** once language institute's transcript and NMSU's program evaluation form have been received, and the instructor has reviewed your performance and submitted grades. The Office of Study Abroad will work with the instructor to make sure you receive credit for satisfactory work. As soon as transcripts are ready after the end of the NMSU semester, we will mail a copy to you and one to the university you designated on Form 3.

Notes: For course work completed between **August 1-November 30**, students receive a **Fall Semester transcript**; between **December 1-April 30**, a **Spring Semester transcript**; between **May 1-July 31**, a **Summer Session transcript**. Host language institute evaluations must be submitted within one week of completion of program for NMSU's instructor to submit grades on time to be recorded on an NMSU transcript. NMSU transcripts may only be released when all program costs are paid to NMSU and to the host language institute. The Office provides only two transcripts at no cost; all others requested from the Office will cost \$10 each.

NMSU issues only letter grades (A - F) and does not provide numerical grades. For conversion purposes the NMSU point value is A (4.0, or 90-100), B (3.0, or 80-89), C (2.0, or 70-79), D (1.0, or 60-69), F (0.0, or less than 60). A plus or minus does not change the point value in NMSU's GPA calculation.

Guidelines on How Credit is Obtained and Calculated

Version 6-7-2008

To receive credit at the beginning levels, which are 4-credit courses at NMSU (111-112 or 113) students must complete 100 recordable instructional contact hours* at the language institute per 4-credit course. If you want credit for both 111 and 112, you would complete 200 recordable instructional contact hours in class. **Note: *An instructional contact hour is 60 minutes of organized and supervised educational activities, including in-class teaching and organized out-of-class activities that enhance language acquisition.**

To receive credit for 3-credit courses (all 200, 300, 400, 500 level courses), students must complete 50 recordable instructional contact hours at the language institute per 3-credit course. This means that if you are earning 6 credits, you would need a total of 100 recordable instructional contact hours. It is possible to complete only 50 hours and receive 3 credits, then apply for more credits and stay longer—this is entirely up to you to plan with the the instructor of record.

Credit and grades are assigned only after the instructor has received and reviewed at least a copy of the evaluation forms/transcripts produced by the host Language Institute, and the student has completed all exams and final program evaluations as part of the Distance Education course. It is the responsibility of the student to ensure that the evaluation from the Language Institute is forwarded directly from them to the Office of Study Abroad at NMSU for proper processing. If we do not receive the evaluation forms/transcripts, no credit or grades will be awarded. Students may fax a copy of the institute's evaluation to the instructor.

Cost Summary (Fees paid to NMSU)

Study Abroad application and processing fee (non-refundable)	\$250.00
(Includes the cost of the non-degree application fee and two official transcripts)	
Tuition per credit all students (<i>effective August 1, 2008</i>)	\$ 70.00
HTH Insurance (mandatory- <i>price effective through December 31, 2008</i>)	\$ 38 per month

NOTE: You also have to pay your host language institute for its instructional costs plus any services – such as housing, meals, airport pickup, excursions, etc. – you contract with them.

Financial Aid

Distance Education students are not eligible for financial aid from New Mexico State University and must pursue such opportunities through their own university.

Courses Currently Available and Their Requirements

4 Credit Beginning Level Courses:

Spanish 111, Spanish 112 / Portuguese 113 (graded S/U only) / Japanese 111, Japanese 112

Each 4 credit course requires 100 hours of instructional contact hours of beginning level study at institution abroad, including both grammar review and conversation practice.

3 Credit Intermediate Level Courses:

Spanish 211, Spanish 212 / Portuguese 213, Portuguese 214 / Japanese 211, Japanese 212 / French 211, French 212

Each 3 credit course requires 50 hours of intermediate level study at institution abroad, including both grammar review and conversation practice.

French 325 (Intermediate Conversation)

Requires 50 hours of study at language institute with a focus on developing conversational skills.

3 Credit Advanced Courses:

Spanish 325 / Portuguese 325 (Advanced Conversation)

Each course requires 50 hours of study at language institute with a focus on developing conversational skills.

Spanish 305-(Topics in Hispanic Civilization-may be repeated with instructor permission)

This course requires 50 hours of study at language institute with a focus on Hispanic culture and civilization.

French 305-(Topics in Francophone Civilization)

This course requires 50 hours of study at language institute with a focus on Francophone culture and civilization.

Spanish 590 – Special Topics (may be repeated with instructor permission)

This course requires 50 hours of study in Spanish at institution abroad. Student and instructor will work out individual study plan to meet student needs and instructor expectations. Topics may range from culture to language acquisition. A formal written proposal will be prepared by student for instructor's approval. Limited to graduate students..

Check with the Program Facilitator if courses additional to those listed above are available.

The instructors for this program are Dr. Claude Fouillade (French), Professor Jeff Longwell (Spanish and Portuguese), and Ms. Noriko Momma (Japanese)

NMSU INTERNATIONAL APPLICATION FOR NON-DEGREE PROGRAM
International Distance Education Programs only-Las Cruces, Main Campus
Application Fee paid by Office of Study Abroad

6-7-2008

Return Application to:
 New Mexico State University, International Programs, Office of Study
 Abroad, MSC 3567, PO Box 30001, Las Cruces, NM 88003-8001 USA
 Phone: (505) 646-5107 Fax: 646-3482 Email: stdyabrd@nmsu.edu

+++++Applications with incomplete information cannot be processed+++++

Application for: Admission Readmission Credit Status: Undergraduate Post Baccalaureate

Program to start (Specify date): _____/_____/_____
Month Day Year Program to end (Specify date): _____/_____/_____
Month Day Year

Admission to start: Fall 20 _____ Spring 20 _____ Summer I 20 _____ Summer II 20 _____

The date the student will complete course work determines the starting semester or session of admission. For courses to be transcribed for Fall Semester, course work must be completed between August 1-November 30; for Spring Semester, between December 1-April 30; for Summer Session 1, between May 1-June 15; for Summer Session 2, between June 16-July 31.

PRINT ALL INFORMATION AND USE ONLY LEGAL NAME **Part I - Personal Data**

Name _____
Last First Middle Social Security Number

Mailing Address _____
Street/PO. Box City State/ Province Country Postal code

Telephone _____ Email _____

Birth day ____/____/____ Gender: Male Female
Month Day Year

Residency: State of Legal Residence _____ County of Legal Residence _____

Length of time, preceding date of this application, that applicant has resided CONTINUOUSLY in New Mexico: _____/_____/_____
Years Months Days

If less than 23 years of age, were you reported as a dependent on parent or guardian's federal income tax return for previous year?
 Yes No

ETHNICITY: This information is requested by government agencies to demonstrate compliance with the Civil Rights Act. Please check the block designating your predominant ethnic background (optional)

American Indian or Alaskan Native Asian or Pacific Islander Black, non-Hispanic Hispanic White, non-Hispanic Racial ethnicity unknown

CITIZENSHIP: U.S. Citizen Foreign Permanent Resident (An official copy of Form I-551 is required for admission to NMSU)

Enrollment Status (check one):

- (HS) U.S. high school graduate applying to college first time.
- (TW) Transferring to NMSU from another college or university IN New Mexico
- (TO) Transferring to NMSU from a college or university OUTSIDE the State of New Mexico
- (RA) Readmission-returning after absence from NMSU or one of the NMSU branch colleges.

Name of campus attended: _____ Dates attended _____

- (-) Previously applied for admission to NMSU but did not attend. What year? _____
- (CI) Change of status-IN school.
- (CR) Change of status-Readmission

High School Degree Required: Name of high school last attended _____ and location (City and State) _____

Date Graduated from high school: Month _____ Year _____ If last name at time of attendance at high school and/or previous college(s) is different from the last name given above, please indicate name(s) under which you were registered: _____

LIST ALL COLLEGE AND UNIVERSITIES YOU HAVE ATTENDED OR ARE NOW ATTENDING. If more than FOUR, attach a sheet with the information needed. Academic regulations require that students who have registered at other colleges or universities may not disregard their records at such institutions when making application for admission to this university. Students concealing attendance at another college or university and not submitting a transcript from that college or university will be SUBJECT TO SUSPENSION.

COMPLETE NAME OF INSTITUTION	LOCATION(S)	From(Mo/Yr)—To(Mo/Yr)	ADM. ONLY

ARE YOU ELIGIBLE TO RETURN TO THE LAST COLLEGE OR UNIVERSITY ATTENDED: YES NO NOT APPLICABLE

Have you been awarded a university degree? Yes No

IF YES, specify the degree received _____ Granting Institution _____

I understand that withholding information requested in this application, failure to submit all required documents, or giving false information may make me ineligible for admission to, or continuation at, New Mexico State University. I certify that all of the above statements are correct and complete. I also agree: I am responsible for paying NMSU for Distance Education credit at the rate established as well as paying the host language institute abroad for their instructional and other agreed to costs of the program. I also agree that the Office of Study Abroad's duly authorized official(s) have full authority in my absence to handle all matters at NMSU related to registration and billing for distance education credit and to place a hold on release of transcripts until all program financial obligations are met. In addition the Office may obtain and forward transcripts to my home institution or other institutions as I direct.

Applicant's Signature _____ Date of Application _____

New Mexico State University ■ Language Credit via Distance Education
Master Application

Form 2-Application Version 6-7-2008

Please Print or Type
PERSONAL INFORMATION

Name: _____
Last First Middle

Social Security Number _____ - _____ - _____ Date of Birth (M-D-Y) ____ - ____ - _____

CURRENT ADDRESS

_____ Email _____
Street/Box # /Apt. #

City _____ State _____ Zip _____ Phone (____) _____

PERMANENT ADDRESS

_____ Email _____
Street/Box # /Apt. #

City _____ State _____ Zip _____ Phone (____) _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

Name _____ Relationship _____

Street/Box # /Apt. # _____ Email _____

City _____ State _____ Zip _____ Phone (____) _____

(Select one from the following list of pre-approved institutes. Some Language Institutes may have their own application on-line for admission to this program and it may be used in place of this form 2.)

Their sites can be accessed at http://studyabroad.nmsu.edu/Pages/Programs/Non-NMSU_Programs/ILDE_QList.html

Mexico

Fenix Language Institute, Zacatecas; Cuauhnáhuac Language Institute, Cuernavaca; Instituto Cultural de Oaxaca

Costa Rica

Centro Panamericano de Idiomas

Spain

Programa Intensivo de Español para Estranjeros (PIEE), Ronda

Organizations that operate multiple programs worldwide (or other proposed institutes).

(Check with the Program Facilitator in the Office of Study Abroad that a specific BA or NRCSA site or other proposed site may be approved by NMSU.)

BridgeAbroad NRCSA (National Registration Center for Study Abroad) Other Institute-Specify _____

(Specify city & country(ies) of study (1) _____ (2) _____ (3) _____)

Dates of Attendance

Please indicate planned beginning and ending dates of classes (M/D) _____ to (M/D) _____ 20_____

Courses in which you wish to enroll (Circle below):

Spanish 111 - 112 - 211 - 212 -305 - 325 - 590 / **Portuguese** 113 - 213 - 214 - 325

French 211 - 212 - 305 - 325 / **Japanese** 111 - 112 - 211 - 212

Payment to NMSU (Payments to host language institutes are made directly to them according to their policy.)

The processing fee of \$250.00 is non-refundable and non-transferrable and is due with this application. You will receive an invoice for NMSU tuition for courses via Distance Education and mandatory medical insurance after enrollment in specific courses. (Make check or money order payable to NMSU)

Method of payment: Check Money Order Credit Card (circle type: Visa/MasterCard/Discover)

Account Number:

Expires (M/Y): / Cardholder's signature: _____

Check here if you are requesting Americorp Award money to pay for this program.

Note: All payments made to New Mexico State University are in addition to the payments to host language institutes.

1. I agree to return the Non-degree Form and Distance Education Program Master Application fully completed along with:
 - a) a non-refundable processing fee of \$250.00 (includes non-degree application fee and fee for 2 NMSU transcripts), and
 - b) official university transcripts from current university attending, last university attended, or if graduated with a degree from the school granting the degree.

Send transcript with application or request to have it sent to

***International Distance Education Programs
Office of Study Abroad
Garcia Annex 237, MSC 3567
PO Box 30001
NMSU
Las Cruces, NM 88003-8001***

2. I understand that the Department of Languages and Linguistics at New Mexico State University is responsible for making decisions concerning placement in the correct language course based on information provided (transcripts, placement exams, and/or phone or personal interview). The awarding of credit and issuing grades is determined by the Department of Languages and Linguistics after reviewing all evaluations provided by the language institute abroad and the appropriate language exams.
3. I understand that, to ensure acceptance to the program and enrollment in the proper courses prior to departure abroad, I need to send all required documents at least four (4) weeks prior to the planned beginning date of studying abroad. Materials sent later than this may cause a delay in processing the application and securing enrollment.
4. I will verify with my home university that credits will transfer from New Mexico State University to my institution. I understand that NMSU makes no guarantee of credit transfer but does provide the vehicle for this to take place.
5. I request that an official NMSU transcript that records the title of courses taken, amount of credit granted, and the grade earned be sent to the permanent address on the application form and to the following academic institution:

Name of Institution: _____

Address: _____

6. I am the student named on the Application for the Language Credit via Distance Education at New Mexico State University and of legal age (18 or above). I have filled out this application completely and truthfully, have read all Terms of Agreement, and I agree to enter into this agreement by and between the Regents of New Mexico State University, hereafter called "University," as follows:

In and for the consideration of participating in the off-campus language credit program via distance education designated on this application, I agree and promise that I will not hold the University, its employees, its agents, or others who are assisting in the supervision and operation of the program listed on this application responsible for any claims, injuries, damages, losses, illnesses, causes of action or as a result of transportation to and from the program site. I also attest that I have been informed (and have informed myself) of the safety and health risks inherent in performing this activity. In the event I require medical treatment or transportation to obtain treatment, all costs associated or incurred are my responsibility.

Whereas I desire to participate in the language credit program via distance education under the terms and conditions hereafter set forth and agree to abide by the student code of conduct at NMSU and at the host program institution, I agree that I shall (1) **comply with all requirements established by the University for the language credit program via distance education**, (2) **pay all fees assessed by New Mexico State University and by the host institution and be subject to a transcript hold for outstanding debts**, (3) **fulfill academic requirements for courses specified in the course syllabi in order to be able to receive grades and credit** (this includes completion of the appropriate travel, health and safety orientations, and final program evaluations that comprise a portion of the course), and (4) **notify the Office of Study Abroad, in writing, of my intent to cancel* any or all of the study abroad program**. *I understand that should I withdraw from a course after I have been registered in the course at NMSU by the Office of Study Abroad and have been invoiced tuition fees, I will not receive a refund of the tuition fee and am obligated to pay the full amount billed.

I acknowledge that I will be billed for HTH insurance as required by the program.

Printed Name

Student Signature

Date