Information Guide for Adjunct Faculty
in
the Department of Civil Engineering

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Information Guide for Adjunct Faculty

I.   LoboWeb Online for Faculty

LoboWeb is the online system used by faculty, staff, and students to access information such as grades and schedules. There are two online courses to teach you what you need to know about LoboWeb from a faculty perspective.

The online course entitled, "Faculty LoboWeb (On-Line)", will teach you about LoboWeb and how to access faculty functions based upon Term, Course, and Student options. The other online course entitled, "Final Grade Submission (On-Line)", demonstrates the procedure for faculty to enter final grades into the Banner system using LoboWeb interface.

To access these courses, go into Learning Central which is the web location for the university's online classes for staff and faculty pertaining to policies and procedures: https://learningcentral.health.unm.edu/learning/user/login.jsp.

Log in with your UNM Net ID and password (to create one: https://netid.unm.edu/.

You can use the Search box to find the above two courses.

Click on the name of the class.

Click on "Go to Content" (on the right side) to launch the online class.

The class, Faculty LoboWeb (On-Line), requires a prerequisite class called, Securing Private Data (Web Course). This can be found in Learning Central under Banner General.

II.   Further Assistance for Entering Grades

You can utilize two entries in FastInfo, the UNM knowledge base for immediate answers to the most frequently asked questions, for more assistance in entering grades.

You can access FastInfo from the UNM homepage, www.unm.edu. On the top black banner of that page you will see a link for FastInfo – click on it.

In the Search field, type in either one of these numbers for more detailed information: 3139 (which is: As a faculty member, how do I enter grades) or 3525 (which is: faculty grade entry – frequently asked questions).

Hopefully the online training and the FastInfo information will be all you need to successfully navigate the grade entry procedure.

III.   Deadline for Online Grade Submission

LoboWeb Grade entry opens at 8PM on the last day of classes. Per section D125 of the Faculty Handbook, grades are expected to be entered within 48 hours after the final exam or last meeting day for all *courses*.

It will remain open for approximately one (1) week (specific closing dates are announced each Term) after the end of the Term.

You can find semester dates here http://registrar.unm.edu/academic-calendar/index.html. Choose your semester.

If you miss those deadlines, you can change grades online. Use FastInfo and search for answer 2057.

IV.   Admission of Students

Individuals who desire to take courses at UNM but who are not currently UNM students and who do not wish to be admitted into a degree program are allowed to do so as *non-degree students.*

In order to register for classes at UNM, a student must be admitted into the university.
To be admitted as a non-degree student, they must complete a simple admissions process in order to be entered into the student system as a legitimate student. Then they can register for classes.

If a student does not have a bachelor's degree, is not interested in a degree program, and wants to take undergraduate courses, the student should apply as a Non-Degree Undergraduate Student.

If a student has a bachelor's degree and wishes to take graduate courses but is not currently interested in being admitted into a graduate degree program, the student should apply as a Non-Degree Graduate Student.

Application can be made through the Admissions Office:
http://admissions.unm.edu/ (on the left side, choose Future Students, then Non-Degree). Use the Apply Now button in the upper right. Then click on the red bar, Non-Degree Application to do the application online.

Once you are in the online system, you will be able to choose whether you want the Non-Degree Undergraduate or Non-Degree Graduate application.

For either application, all it requires is the application and a $10 processing fee.

Applications can also be done by paper and can be mailed or delivered in person to that office or done online.

Once admitted, the student will receive a letter of acceptance by mail from that office. In the letter the student will be assigned a UNM ID number which is a 9-digit number that is used in lieu of a social security number. The student will need that number in order to register for classes.

V.   Admissions Deadlines

Undergraduate	Graduate – U.S.	Non-Degree Undergraduate	Non-Degree Graduate
Fall – June 15	Fall – July 15	Fall – August 10	applications can be submitted anytime before the start of classes
Spring – November 15	Spring – November 10	Spring – January 19	
Summer – May 1	Summer – April 29	Summer – May 25	

VI.   Choosing Courses

Once admitted, the student can then choose and register for class(es).

To choose classes, the student can view the schedule online here: http://schedule.unm.edu/. Or, a search can be done through LoboWeb (student needs a UNM Net ID and password – see next section) or through the Registrar's web page.

If done through the Registrar's web page (http://schedule.unm.edu/), a student should choose:
tab for the appropriate semester – click on Available Semesters on top left; semesters will
        appear in the middle of the screen
click on the semester desired
then Main Campus, Full Schedule of Classes
then, under ABQ-Albuquerque Main, CE (in the lefthand list) for Civil Engineering
        courses

Online courses are found by going through the same process, getting to Main Campus, then scrolling down the lefthand list to the second heading, EA-Online & ITV.
Classes can then be found by scrolling through the departmental offerings.

The student will need to write down the five-digit CRN-Course number, in the second column, to use for registration. It is a good idea to record as well the course number (e.g., CE 202) and section number (e.g., 001).

VII.   Net ID and Password

To access LoboWeb for Students, which is the student information system, the student will need a UNM NetID and password. To secure those, please visit: https://netid.unm.edu/.

VIII.   Registration, Drop/Add, Variable Credit Hours

When the student has selected the courses and has the Net ID and Password, he/she can register for classes using the Internet via LoboWeb.

- Login to my.unm.edu using your NetID and Password.
- Click on the "**Student Life**" **tab** across the top of the myUNM web page.
- Click on the red "**LoboWeb**" link in the middle of the page. [Please note any announcements that may be presented above the LoboWeb link.]
- From the Student & Financial Aid Menu click on "**Registration & Records**"
- Click on the "**Select Term**" link and select a term from the *drop* down menu. Click "Submit".

- **To Add** *Courses*:
    - o If you DO NOT know your desired *course* CRN (*Course* Reference Numbers),
        - ▪ Use "*Search Class Schedule for Classes to Add*".
        - ▪ You may add classes via the Search page by checking the box to the left of the *course* listing and clicking on the "**Register**" button at the bottom of the page. You may click on "**Add to Worksheet**" which will move your selections to the "*Registration (Add/Drop Classes)*" page. If there is not a check box to the left of the *course* then refer to the legend at the top of the page for explanation.
        - ▪ See FastInfo # 2312 for more information.
    - o If you DO know the *course* CRN,
        - ▪ Go to "*Registration (Add/Drop Classes)*".
        - ▪ Enter the CRN directly in the "*Add Classes Worksheet*" at the bottom of the page.
    - o If you have **previously** *dropped* the *course* and wish to re-register,
        - ▪ Go to "*Registration (Add/Drop Classes)*".
        - ▪ If the *course* is still listed in the section below your currently registered and wait listed *courses*, select "**Student Registered**" from the *drop* down menu next to the *course*.
        - ▪ If the *course* is no longer listed on this page, enter the CRN directly in the "*Add Classes Worksheet*" at the bottom of the page.
    - o If have **received a registration override** from your instructor or department,
        - ▪ Go to "*Registration (Add/Drop Classes)*".
        - ▪ Enter the CRN directly in the "*Add Classes Worksheet*" at the bottom of the page.
    - o To register using either the "Search Class Schedule for Classes to Add" or the "Registration (Add/*Drop* Classes)" options, you must "Accept" Student Financial Responsibility.

- **To update Variable Credit Hours or Change Grade Modes**
    - o Go to "*Change Variable Credits & Grading Mode*"
    - o Options available for your registered *courses* may be changed using the *drop* down menus.

- **To *Drop* Classes**

    o Go to "*Registration (Add/Drop Classes)*".
    o Select the available *drop* option from the menu (defaulted is 'None') under the "Action" column of your Current Schedule.

- Click "Submit Changes" to process changes and check for potential errors.

IX.   Deadlines

There are important deadlines for admission, payment of tuition, refunds, and grading options that are published for every semester and summer. Please note that the admissions deadlines listed are only for undergraduates and for non-degree applicants, not graduate students. (sample included in the Appendix)

To find those deadlines, go to this web page: http://registrar.unm.edu/.

Click on Deadline Dates on the left hand side.

Click on the semester you want.

Questions about these areas can be directed to the One Stop Center (Mesa Vista Hall):
505-277-8900
Admissions, Undergraduate and Graduate
Admissions, Non-Degree Undergraduate
Admissions, Non-Degree Graduate
Registration
Financial Aid
Bursar's Office
Grading

X.   Grading

Grades (from the UNM Catalog)
The University of New Mexico utilizes a fractionated grading system. Following are the allowable grades and associated grade points:

A+ 4.33	A 4.00	A- 3.67
B+ 3.33	B 3.00	B- 2.67
C+ 2.33	C 2.00	C- 1.67
D+ 1.33	D 1.00	D- 0.67
F 0.00		

I Incomplete. Given only when circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a session.
(See the policy on Removal of Incomplete below.)

WP Withdrawal Passing. Course withdrawals after the grade required deadline are subject to the grade of WP, if passing the course at the time of withdrawal.

WF Withdrawal Failing.   Course withdrawals after the grade required deadline are subject to the grade of WF, if failing the course at the time of withdrawal. The grade of WF is calculated as a failing grade in the student's grade point average.

W Withdrawal. Used for withdrawals after the grade required deadline beginning in Fall 2012, and for approved administrative withdrawals at the end of a semester. Examples of administrative withdrawals include: determination by the instructor that the student never attended the class, processing errors, catastrophic illness of the student or other reasons beyond the student's control.

NR Not Recorded. If a grade has not been received by the end of the grading period, an NR is assigned. Not computed into the grade point average. After two years, the remaining NR grades are converted to W grades.

NC No Credit. Not computed into the grade point average. At the graduate level NC is also used to report unsatisfactory completion of a master's thesis or doctoral dissertation. Certain workshops and courses may be offered under CR and NC as defined above.

NOTE: *Graduate students* may NOT be assigned C-, D+, D or D- grades.

XI.   Incomplete Grades

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico.

The grade of "I" is given only when circumstances beyond the student's control have prevented completion of the coursework within the official dates of a semester/session.

Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the "I" (incomplete) grade. If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an audit basis.

Incomplete grades received must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy are automatically converted to an F (Failure) grade. Grades can be changed online.

Students who resolve Incompletes in the semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office) by the deadline.

Students are responsible for informing instructors that they are graduating and the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester. The instructor of record reports the final grade for the course in which the Incomplete was assigned to the Records and Registration Office.

XII. Incomplete Grades – Graduate Students

The timeframe for resolving incomplete grades for graduate students is the same as indicated in section VIII. above. Additional stipulations are in this section.

An Incomplete may be resolved even though a student is not enrolled in residence. Incomplete grades not resolved within the time frames stated in this policy will be converted automatically to F (failure). **Students resolving Incompletes in their semester of graduation must have the process completed** (including the reporting of the grade to the Records and Registration Office) **by the deadline (November 15 for Fall graduation, April 15 for Spring graduation, and July 15 for Summer graduation).**

Students are responsible for informing instructors that they are graduating and that the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester and/or cause the incomplete to lapse to an F. The instructor of record will report the final grade for the course in which the Incomplete was assigned to the Records and Registration Office.

XIII. Extension of Incomplete Grades

Undergraduates
A student may apply for an extension of the time allowed to complete the course work required to remove the I grade. The request for extension form may be obtained in the Records and Registration Office. A student who re-enrolls in residence may be granted a one-semester extension. If an extension is granted, it is the student's responsibility to ensure the I grade is removed by the date indicated. The request form must be submitted no later than the last day of the term.

Graduate Students
A student may apply for an extension of the time allowed to complete the required course work removing the "I" grade. Students must submit the Extension of Incomplete form with all required signatures to the Office of Graduate Studies by the applicable deadline dates (November 15 for Fall, April 15 for Spring, July 15 for Summer). For the student who re-enrolls in residence, a

one-semester extension may be granted. If an extension is granted, it is the student's responsibility to remove the "I" grade by the date indicated.

XIV. Change of Grades

The instructor of a course has the responsibility for any grade reported. Once a grade has been reported to the Records and Registration Office, the instructor may change it by submitting the new *grade* via LoboWeb. Reference Fast Info Answer ID 2057.

Only the instructor who issued the original grade (instructor of record) may submit a change. Grade changes submitted more than 30 days after the end of semester are reported to the offering College Dean. **Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation.** Grade changes may be referred to the Admission and Registration Committee of the Faculty Senate for approval.

XV. Students Dropping a UNM Learn Course

Students who officially drop a course prior to the semester beginning or who drop without a grade show up with the red font and the symbol when the instructor selects "Show Unenrolled Member Data" in the UNM Learn grade book. Students who drop with a grade will show up in the Grade Book the same as students that are registered. A faculty member would need to check another source, such as their class list in LoboWeb, to see which students are registered and which are dropped with grade. The appropriate grade can then be entered in UNM Learn and in LoboWeb based on the student's status. Please feel free to contact Daniel Weems, Technical Support Analyst 2, New Media Extended Learning (NMEL), 505-277-0474, weems@unm.edu, if you have any additional questions.

XVI. Wait List

This is Answer ID 6076 in FastInfo.

Wait lists are lists of students interested in a section who have not been able to register since the section is at capacity (Closed).

How do wait lists work?

As seats in a section open, either from students dropping or the capacity being increased, the first student on the wait list is offered the seat. If multiple seats open at the same time, a matching number of students will be notified.

- "Closed # Waitlisted: Select Wait Listed from the Action drop down to join." is presented, if available, when an attempt is made to register for a Closed section. # is the number of students currently on the wait list.

- The student may then select "Wait listed" from the Action menu to join.
- When a seat opens for the student, a notification email is sent to their UNM account notifying them that they may register.
- To register, the student must login to LoboWeb - Registration (Add/Drop Classes) and choose "Student Registered" from the Action drop down menu.
- The student must register before their offer expires and before wait list processing ends - whichever comes first.
  - Prior to the start of classes, offers are good for 48 hours,
  - Once classes have begun, offers are good for 24 hours.
  - Wait list processing ends based on the length of the course; 1st Friday for 16 week courses, 1st Wednesday for 8 week courses, 1st day of classes for shorter offerings.
  - Failure to register within this time will drop the student from the wait list and offer the seat to the next student.

How do students join or leave a section wait list?

Students are given the opportunity to join a wait list when they attempt to register for a Closed section with available wait list capacity.

Students may drop from a wait list using the applicable Drop action from the LoboWeb - Registration (Add/Drop Classes) page.

Are holds, prerequisites, and other registration restrictions, checked before joining a wait list?

All registration holds and restrictions except Duplicates, Co-Requisites, and Time Conflict are checked prior to allowing a student to join a wait list. This means students may be registered for a section of ENGL 101 and on a wait list for a different section of ENGL 101. They may also be registered for a section and on a wait list for another section, of the same or a different course, at the same time. These issues, Duplicate, Co-Requisite, and Time, must be resolved before the student can move from the wait list to being registered for the section.

How do overrides work with section wait lists?

Overrides work in the same way with wait lists as they do with registration, except Duplicate, Co-Requisite, and Time Conflict (see above), the specific error(s) is bypassed if there is a matching override. If a student attempts to register or join a wait list for a section without the appropriate prerequisites, they will receive the PREQ and Test Score error message. Once a PREREQ override has been granted, this error will be ignored, other registration issues (Closed, Campus, Class, Level, etc.) may still apply.

Are wait lists available for all sections?

No, they are only available for courses offered during a regular part-of-term (Full, 1st/2nd Half, etc.). Open learning, or off-pattern, courses do not have wait lists.

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How can Faculty and Advisors find out who is on the wait list?

Faculty may check wait lists for their sections in LoboWeb:

- Summary Wait List (similar to Summary Class List)
- Detail Wait List (includes student detail)

Sample Wait List Notification

Subject: Waitlist Notification for 10004

Dear Student,

You are on a registration wait list for CRN 10004, ARTS 106, Section 004

A space is now available for you in this section. You have a maximum of 48 hours (24 if the term has begun) from the date and time of this email to register. Additional time will be added automatically for system outages lasting more than four hours. After this time, you will be dropped from the wait list and the seat offered to the next student. Regardless of the wait list offer time, you must be registered by 5pm on the Add Deadline Date.

You are not yet registered for this section. To register for the section, go to LoboWeb - Registration (Add/Drop Classes), select Student Registered from the Action drop down, and Submit Changes. Check for additional registration errors (Duplicates and Time Conflicts are the most common) that must be resolved.

If you no longer want to register for this section, please drop yourself from the wait list so another student may enroll.

Additional information about wait lists is available in StudentInfo. Please do not reply to this email.

Thank you,
Registrar's Office

XVII.   Registrar's Updates

The Associate Registrar, Alec Reber, periodically emails "Updates" from his office with items and deadlines important to faculty as well as advisers. Adjunct faculty are supposed to be on this email list. The updates contain very valuable information – be sure to read them, as they will help you understand and utilize the policies at UNM. If you are not getting these emails, please contact Alec Reber at areber@unm.edu.

XVIII. Find Answers Through FastInfo

FastInfo is the UNM knowledge base for immediate answers to the most frequently asked questions.

You can:
1. Search the knowledge base for answers
2. Ask a question
   If you cannot find the answer you need, send a question to one of the specialists. You will normally receive a response in one business day.

Other useful FastInfo answers:
FastInfo #3461 - What grades are allowable and for how many points
FastInfo #3489 - What Grades are Available by Grading Mode
FastInfo #6076 – Wait List – Frequently Asked Questions

Appendix

Contacts for Adjunct Faculty

Nicole Bingham
Coordinator of Program Advisement
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phone 505-277-6633
fax 505-277-1988
email nicluna@unm.edu

Yolanda Sanchez
Department Administrator
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Mark Stone
Assistant Professor and Director of
Graduate Programs
Civil Engineering
phone 505-277-0115
email stone@unm.edu

Mark Russell
AGC Endowed Chair and Director of
Undergraduate Programs
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phone 505-277-1948
email russ1307@unm.edu

Extended University
New Media and Extended Learning
(online course administration)
W. Scott Knapp
Coordinator, Distance Education
phone 505- 277-9009
email sknapp@unm.edu

Daniel Weems (help with WebCT)
Technical Support Analyst 2
New Media and Extended University
phone 505-277-0474
weems@unm.edu

Registrar's Office
Alec Reber
Associate Registrar
phone 505-277-6331
email areber@unm.edu

1/8/14

Civil Engineering Faculty 2014-15

Name	Title	Area	Phone (505)	Email	Location
Taha, Mahmoud	Chair and Professor	Structures	277-1258	mrtaha@unm.edu	CENT 3006
Bogus-Halter, Susan	Associate Professor	Construction	277-1395	sbogus@unm.edu	CENT 3039
Cerrato, Jose	Assistant Professor	Environmental	277-0780	jcerrato@unm.edu	CENT 3036
Coonrod, Julia	Professor	Hydraulics/Water Resources	277-3233	jcoonrod@unm.edu	CENT 3055
Gerstle, Walter	Professor	Structures	277-3458	gerstle@unm.edu	CENT 3045
Gonzalez, Michael	Visiting Lecturer I	---	277-0407	magonzo@unm.edu	CENT 3038
Gonzalez, Ricardo-Pinzon	Assistant Professor	Water Resources	277-2621	gonzaric@unm.edu	CENT 3052
Howe, Kerry	Associate Professor	Environmental	277-2702	howe@unm.edu	CENT 3053
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Ng, Tang-Tat Percy	Professor	Geotechnical	277-4844	tang@unm.edu	CENT 3051
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Russell, Mark	AGC Endowed Chair	Construction	277-1948	russ1307@unm.edu	CENT 3040
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Stone, Mark	Assistant Professor	Hydraulics/Water Resources	277-0115	stone@unm.edu	CENT 3048
Stormont, John	Professor	Geotechnical	277-6063	jcstorm@unm.edu	CENT 3041
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2015 SPRING KEY DEADLINE DATES

Can be found by going to http://registrar.unm.edu/Registration/index.html, then clicking on Semester Deadline Dates on the left side of the web page.