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Welcome

We are delighted that you have chosen the Anderson School of Management for your graduate education. We look forward to welcoming you to our Anderson community. We hope to challenge you, to expand your current horizons, and prepare you for successful leadership. You will be encouraged to think differently and approach problems with creativity and rigor. The lectures and classroom environment will be innovative and faculty will work collaboratively to foster knowledge.

To ease the transition to your graduate program we have put together a series of policies and information in this Anderson Graduate Handbook. We hope you will read it and take advantage of the benefits of being well informed.
Anderson Staff, Addresses and Map

**Dean** Mitzi Montoya, Ph.D.

Rebecca Diemer, Ph.D., **Director, Academic Success - Graduate Programs**

Lisa Beauchene-Lawson, M.A., **Manager, Graduate Admissions and Enrollment**

Tina Armijo, **Graduate Academic Advisor**
   Advisor for MACCT students

Frank Borja, M.A., **Graduate Academic Advisor**
   Advisor for EMBA and MSCBA students

Marisa Martinez, M.B.A., **Graduate Academic Advisor**
   Advisor for MBA for Professionals students, MBA 3-2, and dual degree students

Matthew Vallejos, M.B.A., **Graduate Academic Advisor**
   Advisor for Online MBA and Online MSPM students

**Mailing (U.S. Postal) Address:**
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1 University of New Mexico
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Phone: 505.277.3290
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Email: Andersongrad@unm.edu
Website: mgt.unm.edu

**Map** of Anderson and UNM
mgt.unm.edu/pdf/AndersonMap.pdf
Mission

The mission of the Anderson School of Management is to serve as New Mexico’s flagship institution of business education through demonstrated and growing excellence in teaching, research, and business and civic engagement.

Anderson’s ongoing commitment serves to:

- Educate and encourage students to develop the values, knowledge, leadership and business skills that they need to be engaged and well-informed citizens and successful business community members.
- Discover and disseminate new knowledge that enhances business practices and contributes to the well-being of the citizens of New Mexico.
- Actively support community development and economic development to enhance the quality of life for all New Mexicans.

Vision

To be the destination for our region’s students, scholars and business leaders seeking to expand their current horizons, and to be the key knowledge and educational resource provider to for-profit businesses, non-profit organizations, tribal communities and New Mexico government entities.

*New Mexico business lives here.*
Honesty Code

By enrolling in any course at the Anderson School of Management, the student accepts the Anderson Academic Honesty Code and affirms the following pledge:

*I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.*

Further information on academic honesty at Anderson School of Management can be found at: mgt.unm.edu/honesty.

Students, faculty and staff are expected to adhere to University standards of conduct and honesty as set forth in:

*University of New Mexico Faculty Handbook* handbook.unm.edu
*University of New Mexico Catalog* registrar.unm.edu/UNMCatalog/index.html
*University of New Mexico Pathfinder* unm.edu/~pathfind

Students Responsibility

*Ignorance of a rule is not a basis for waiving that rule.*

It is the student's responsibility to ascertain grade point average and to maintain satisfactory academic standing and progress toward the degree. Anderson faculty and graduate advisors are available to support graduate candidates in planning their course of study. Please schedule a meeting with them as soon as possible.

Since the responsibility for meeting degree and academic requirements rests with the student, familiarize yourself with the requirements set forth in these pages. These requirements apply to all Anderson graduate programs, unless otherwise stated.

Because information is subject to change, students are subscribed to the graduate student listserv and receive a confirmation e-mail message. **NOTE:** You may update your subscription preferences by emailing Andersongrad@unm.edu.

**Classroom Conduct.** The instructor is responsible for classroom conduct, behavior and discipline. Any action that would disrupt or obstruct an academic activity is prohibited. The instructor may refer situations involving classroom misconduct to the Dean of Students Office for additional action under the Student Code of Conduct as published in the UNM Pathfinder.

Use of classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during nonscheduled periods should be arranged with the appropriate department or other division of the University. Smoking, eating and drinking are prohibited in all classrooms and teaching laboratories, including seminars.

**Attendance.** Policies regarding student attendance at class meetings are set by each instructor. It is the student’s responsibility to initiate drops or complete withdrawals within published deadlines.
Three Semester Continuous Enrollment. A student who is admitted and completes at least one semester in graduate status will receive registration materials for three subsequent semesters (including summer) whether they enroll or not. Students not enrolled by the published registration deadline of the third semester must apply for readmission. Such “stop-out” periods are included in the time to degree.

Leave of Absence. A student unable to continue graduate studies due to exceptional circumstances, may request, in advance, a leave of absence. The written request is addressed to the Anderson School of Management Entrance and Credits Committee and forwarded to the Graduate Admission Coordinator. A leave of absence is determined on a semester by semester basis and is limited to a maximum of three semesters. Leave of absence semesters are not included in the time to degree.

Time to Degree (Seven-Year Rule). Graduate students are expected to complete their studies within seven years of the first graduate-level MGMT course taken.

- Students, who stop-out and interrupt their studies, may be required to repeat MGMT coursework older than seven years.
- Students who are granted a formal leave of absence may be required to repeat MGMT coursework older than eight years.

Confidentiality. The University of New Mexico complies with the Family Educational Rights and Privacy Act (FERPA). Copies of and information about FERPA are available in the Records and Registration Office, Student Services Center, Room 250. Directory information may be released to the public unless the student has requested that information be withheld. Directory information includes the student’s name, address, e-mail address, telephone listing, date of birth, major field of study, full- or part-time status, dates of attendance, degrees and awards received, most recent previous educational agency or institutions attended by the student, participation in official recognized activities and sports, and the weight and height of members of athletic teams. Students who wish to have directory information withheld must show a photo ID and submit a written request for such status to the Records and Registration Office in the Student Services Center, Room 250, by the end of late registration for any semester. This form is located at: confidential-request.pdf (unm.edu) and can be submitted in person or via mail.

UNM ID Number. Each student must create a UNM NetID. Your NetID and password provide access to various online services. You need a NetID to complete a wide variety of UNM services, including:

- Use your UNM email account
- Register for classes
- Buy a parking permit
- Take online classes via WebCT
- Check your financial aid
- Additional computer and network services

When you create a NetID, a UNM email account is automatically created for you in this format: <your netid>@unm.edu. Visit the following to create your NetID: netid.unm.edu/new-netid-registration/index.html.
**LoboCard.** The LoboCard allows you to:

- Check out materials from the libraries
- Receive discounts at the UNM Bookstore on specified items
- Attend athletic events
- Use the Student Health Center
- Take advantage of recreational services
- Access campus meal plans
- Use as a debit card at specified restaurants both on and off campus
- Access user-activated options for the card, including use as a bank debit card, ATM card and telephone calling card

Learn more: lobocard.unm.edu

**Financial Aid**

**UNM Financial Aid Office.** financialaid.unm.edu

**UNM Scholarships.** grad.unm.edu/funding/scholarships

**Anderson Scholarships.** mgt.unm.edu/students/scholarships.asp

**Registration**

**Course Sequencing.** Students are expected to observe all prerequisites.

Students take courses required for admission and MGMT 600/700 during the first semester. Students should plan to take core courses that are linked to their elective interests first. For example, students interested in cybersecurity should take a basic programming course first during the first semester in the program, as that is a requirement for specialized courses.

Core courses are offered during the fall and the spring semesters with some offerings during the summer.

Elective courses are typically offered once a year, in either the fall or the spring semester. Therefore, students should take electives courses as they are available.

Registration for MGMT 598 is restricted to students in the MBA program who are entering their final semester and have completed an application to graduate: online.mgt.unm.edu/graduation.

**Course Load**

**Spring and Fall Semesters**

- Full-time status is nine or more credit hours per semester.*
- Part-time status is eight credit hours or less per semester.

*If holding an assistantship, the minimum course load is six graduate credit hours per semester and is considered full-time status.

**Summer Sessions**

- Full-time status is six or more credit hours persession.
- Part-time status is five credit hours or less per session.
Schedule of Classes. schedule.unm.edu

Registration. To register for classes:
   1. Log in to My UNM with your NetID and password.
   2. Select Enter LoboWeb.
   3. Once in LoboWeb, select Registration and Records and then select Registration (Add/Drop classes).

See the Office of the Registrar website for semester-specific add/drop/withdrawal dates. See the UNM Catalog and your departmental guidelines for specific enrollment guidelines. For a list of current courses being offered, visit: my.unm.edu/home.

Course Drop/Add Dates. registrar.unm.edu select the Semester Deadline Dates tab.

Tuition. bursar.unm.edu/ tuition-and-fees/ tuition-and-fee-rates.html

Paying Tuition. my.unm.edu to make tuition payments:
   1. Log on to My UNM with your NetID and password.
   2. Click Enter LoboWeb.
   3. Select Make Payments.
   5. Select Make a Payment and enter payment information.

Financial Disenrollment. Students who fail to pay the full tuition and fees or set up a payment plan with the Bursar’s Office before the tuition deadline will have their registration canceled and will be disenrolled from all classes. Enrollment cancellation usually takes place at the end of the second week of classes for full term classes.

Students with canceled registration must re-register, make full payment or a payment plan and pay any non-refundable re-registration/late registration fees.

Grade Requirements for Graduation. To earn a graduate degree at The University of New Mexico, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion as well as a grade point average of at least 3.0 for courses listed in their Program of Studies or Application for Candidacy.

Students may not graduate with Incompletes (I) or unrecorded grades (NR) pending in any graduate course, nor may they graduate while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements nor are they calculated into the graduate grade point average. It is expected that the student earns at least a B (3.0) in each of these courses. If a grade of less than "B" (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.
No more than six credit hours of coursework in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

**Academic Standing.** To remain in good academic standing, students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree program at The University of New Mexico. A student must have a cumulative GPA of at least 3.0 for courses listed on their application to graduate.

**Graduate Credit.** In general, courses numbered 5xx and 6xx are available for graduate credit. Additionally, some 3xx or 4xx courses are available for graduate credit; these courses are marked with a single asterisk in the published catalog or noted as available for graduate credit in the online catalog. Only students in graduate or non-degree graduate status automatically receive graduate credit for these courses. Graduate credit cannot be earned by examination as in the College Level Examination Program (CLEP). Exceptions to this policy are given below:

1. Selected programs offer courses that are **only** available for graduate credit for students outside the discipline. These courses are marked with a double asterisk. A graduate student who is enrolled in the degree program offering the course must obtain a **Program Override** from their department.

2. Undergraduate students who are either within 10 credit hours of earning the baccalaureate degree and have an overall minimum cumulative GPA of 3.0 OR already have a completed baccalaureate degree may receive graduate credit for a graduate course by processing a Level Restriction/Graduate Credit Authorization form: [registrar.unm.edu/forms/Green_Card.pdf](http://registrar.unm.edu/forms/Green_Card.pdf).

3. A grade of B or better must be obtained in the courses for them to be accepted for graduate credit. No more than six hours of graduate credit taken in undergraduate status may be applied to a graduate degree at The University of New Mexico.

4. For undergraduate students with a minimum of 3.5 overall cumulative grade point average, up to six credit hours can be shared for both graduate and undergraduate credit with approval of the department’s graduate advisor. A grade of B or better must be obtained in the courses for them to be accepted for graduate credit.

**NOTE:** Undergraduates may not enroll in graduate “problems” courses for undergraduate degree credit.

**Graduate Grade Replacement Policy.** The Grade Replacement Policy for graduate students applies only to required core courses, which have a program established and published minimum grade as a graduation requirement that has not been met.

This policy limits graduate students to a maximum of nine credit hours of replacement grades in the course of the student’s graduate career and requires signature approval by the course instructor, the student’s advisor, the unit chair and Graduate Studies. A required core course may only be repeated once (two instances). The grade from the first instance may be replaced with the repeated grade (second instance), if the student follows the grade replacement procedure.
The original grade remains on the student’s transcript; however, the higher grade is used in the calculation of the student’s grade point average and earned credit hours.

Only students in graduate status are eligible to use this policy, although the student may have been in non-degree graduate status when the course was taken. Only courses taken Summer 2007 forward are eligible for grade replacement.

The process is not automatic. The student must initiate the process by completing a Graduate Grade Replacement form. The course number and title must be identical except where equivalencies or a change has been noted in The University of New Mexico Catalog. No substitute courses are acceptable. Forms are accepted after the second instance in the course has been completed and a grade has been assigned.

Once a grade replacement has been approved, the process cannot be reversed or changed. No grade may be replaced once a degree has been awarded.

**Transfer Credit.** Students who have completed a BBA from the Anderson School of Management or another AACSB-accredited program within the last 10 years may request a substitution of up to six credit hours (two courses) of the MBA core, with the exception of MGMT 598/698/798, which all students must take as a capstone course. Substitutions are not available for students pursuing the EMBA degree. All students, including those who have had courses substituted, must complete a minimum of 43 credit hours to earn the Anderson MBA. Of these, 12 credit hours may be transferred from an approved graduate program offered by another university. Approved universities include AACSB-accredited business schools, as well as international business schools with which UNM has a current written exchange agreement. Additionally, students may transfer up to 12 credit hours of coursework between UNM MBA programs (PMBA/EMBA/traditional MBA/Online MBA). After completion of 12 credit hours of coursework in one MBA program, students are no longer able to transfer to a different Anderson MBA program.

Students are expected to maintain a 3.0 GPA and must have a 3.0 GPA at graduation.

**NOTE:** Coursework that has been counted toward a previous degree may not be counted again toward any other degree, except master’s coursework for a doctoral degree.

**Applied (Including Non-Degree) Credit.** Courses taken by students at The University of New Mexico while in non-degree, undergraduate or professional degree status may be applied toward a graduate program degree if they meet the following conditions:

1. The courses must have been taken for graduate credit, and a Graduate Credit Authorization card must have been filed with Records and Registration (see Graduate Authorization Card section).
2. A grade of B (3.0) or better must have been earned.
3. The course must meet all other degree requirements, including time to degree limits.
4. A maximum of nine credit hours of approved graduate-level courses taken in undergraduate status may be applied.
5. To apply credit hours taken in a professional degree program to a graduate program
degree, the student must petition the Dean of Graduate Studies, unless the credit hours were taken as part of a formal dual degree program.

The number of transfer and/or applied (including non-degree) credit hours used toward a graduate program may not exceed 50% of the required coursework for the degree. Departments may impose even more restrictive limits on transfer and/or applied credit hours.

NOTE: Undergraduate and graduate coursework already applied toward another degree at The University of New Mexico, or at any other institution, may not be applied again toward another graduate degree.

Grade Options

All grade options are available in the transcript key: registrar.unm.edu/forms/TranscriptKey.pdf.

Grade requirements for graduation, probation, suspension and all other grade instances are in the catalog: catalog.unm.edu/catalogs/2020-2021/graduate-program.html.

Audit. Students may not apply audited courses to degree requirements nor use them as the basis for waivers. Tuition and fees for an audited course is the same as credit courses.

CR Option. With the exception of MGMT 600/700, Anderson School of Management courses may not be taken under the CR option.

Incomplete (I). 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.

Extension of Incomplete. A student may apply for an extension of the time allowed to complete the coursework required to remove the I grade.

Repetition of a Course. A student may repeat any course, but only receives credit once, unless otherwise noted in the catalog. ALL ATTEMPTS and ALL GRADES are computed in the student’s grade point average. A grade replacement policy is available for repeated coursework as described below.

The University of New Mexico uses a fractionated grading system. Following are the allowable grades and associated grade points:

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

A+ 4.33
A  4.00
A- 3.67
B+  3.33
B   3.00
B-  2.67
C+  2.33
C   2.00
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.)

AUDIT  Recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.

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.

WP  Withdrawal Passing. Course withdrawals after the grade required deadline were 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 were 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.

RS  Reinstatement. Not computed in the grade point average; no credit is earned. An RS grade is used for approved retroactive enrollment in a 599 or a 699 course when the student did not complete any work on the thesis or dissertation.

Academic Probation and Suspension. MBA/MACCT/MSISA/MSPM/MSCBA candidates are required to maintain a cumulative grade point average of 3.0 or higher overall in Anderson graduate courses. If at the end of any semester a candidate's grade point average falls below this minimum, the student will be placed on probation. Candidates on probation who do not remedy their scholastic deficiencies by the end of the following semester will be suspended from the MBA/MACCT/MSISA/MSPM/MSCBA program. However, in cases where the deficiency has not been completely eliminated but substantial progress has been made, the School's Entrance and Credits Committee may allow an additional semester of probation. A maximum of three semesters on probation is allowed. After this time, a student will be placed on suspension and will be disenrolled from the program.

It is the student's responsibility to withdraw from any coursework upon notice of suspension. No coursework completed while the student is on academic suspension may be applied toward any Anderson graduate program. Suspended students are not eligible to reenter graduate studies for a period of one calendar year from the date when disenrollment takes effect.

A student will be placed on probation upon receiving two grades of NC and will be suspended if a third NC is received. A student is automatically suspended upon receiving two letter grades of F. It is the student's responsibility to assure remedial action, as this policy is strictly enforced.
Withdrawal from a Course. See catalog.unm.edu/catalogs/2020-2021 in the Changes in Enrollment section. Students may withdraw from a course during the first six weeks of the fall or spring semester or the first three weeks of the summer session without a grade. When a student withdraws after those dates, the instructor will determine if the student was doing passing or failing work. A grade of WP will be assigned if the student was passing the course or WF if the student was not passing the course at the time of withdrawal.

Readmission. See catalog.unm.edu/catalogs/2020-2021 in the Readmission Process section. Individuals who have previously attended The University of New Mexico in graduate status but have not been enrolled for three or more semesters (including summer sessions) and wish to resume a graduate degree program may apply for readmission. Students who were in probationary status at the end of their previous enrollment return in probationary status unless the cause of probation was resolved.

Anderson Professional Development Services

Anderson Professional Development Services staff provides a wide range of guidance activities, including career advisement to entering and continuing students, on-campus interviews with prospective employers, assistance in locating part-time and summer positions, and employer job listings and referrals.

Professional Development Services is located in the Anderson Alumni Center for Student Services, first floor of the McKinnon Center for Management. All services are provided to students and prospective employers free of charge: jobs.mgt.unm.edu.

Internships. Employers overwhelmingly point to internship experience as the most important factor they consider in hiring new college graduates for full-time positions. Internships provide opportunities to experiment and pursue careers that match academic and personal interests. There are many benefits to completing an internship including increased job confidence, the chance to develop industry-specific abilities, and the opportunity to apply the skills you have learned in the classroom in a real-world setting. Internships help students become viable, experienced job applicants when seeking employment after graduation. In fact, employers often look to their own interns as the best potential candidates for full-time positions. Professional Development Services can assist you in your search for an internship. You can gain real-world experience while earning three hours of academic credit. Call Professional Development Services at 505.277.3290 and check out the internship opportunities listed on unm.joinhandshake.com/login.

Career Development Timeline. A suggested timeline is provided for career development in the graduate program. Please note that this timeline can be adapted for transitioning job seekers or for professionals seeking to enhance their career development rather than transition to new employment.
FALL, Year 1
- Register for Handshake: include concentration and year in school in your profile.
- Prepare your resume and meet with Professional Development Services to refine it.
- Upload your resume to Handshake and post to a Resume Book.
- Connect with Anderson Professional Development Services on Facebook and LinkedIn.
- Create a LinkedIn profile.
- Join student organizations; begin networking and professional development.
- Attend the Fall Business & Accounting Career Fair.
- Explore internship opportunities for spring/summer by visiting employers, informational interviews, networking events, career fairs and Handshake.

SPRING, Year 1
- Update your Handshake profile.
- Make appointments with Professional Development Services to discuss your goals and professional materials, such as resume, cover letter and interviewing skills.
- Complete an internship or obtain summer internship. Visit brandyou.mgt.unm.edu for information. Look for internships on Handshake.
- Attend at least three Professional Development Services events, including career fairs, speed interviewing/networking and resume workshops.
- Plan for summer career development.

SUMMER, Year 1
- Keep up the momentum!
- Work with Professional Development Services to find an employer to job shadow.
- Complete an internship.
- Locate a part-time job in your industry.
- Set up informational interviews in your chosen field.

FALL, Year 2
- Update Handshake with revised year in school.
- Update LinkedIn.
- Design job search strategy with Professional Development Services.
- Attend fall career fairs and preparatory events.
- Explore job search options, including databases and networking contacts. Expand network through LinkedIn and mentors.
- Work with Professional Development Services to enhance your resume and other professional materials.
- Complete an internship (or second internship).
- Build network by working with student organizations, professors, family, friends and alumni mentors.
SPRING, Year 2

- Update Handshake.
- Update resume with internship experience, relevant academic projects and more according to the needs of your industry.
- Implement job search plan in coordination with Professional Development Services.
- Track opportunities applied for and new connections that can provide strategic support in job search.
- Attend career fairs and career development events.
- Use a combination of online and offline resources to conduct job search. Network to access the hidden job market.
- Apply for jobs.
- Complete exit survey upon graduation.

Anderson Computer Facilities

Courses in computer applications and systems are an integral part of Anderson’s curriculum. To support the high level of computer-based classes, Anderson is equipped with state-of-the-art computer facilities offering a wide range of business and technical software, along with on-site technical expertise and consulting.

Anderson Computer Lab. The Anderson computer lab is located in the Student Tech Support Center (STSC), MCM 2074. View current hours: mgt.unm.edu/technology/default.asp

Computers in the Classroom. Anderson is committed to providing a comprehensive educational experience while preparing students for the business world. To that end, Anderson has adopted an integrated approach to technology in the graduate curriculum.

We strongly recommend that students purchase a laptop for use in their Anderson courses. The laptops will be used to integrate technology with business practices, theory and research presented at Anderson. This will provide the necessary education and experience to succeed in the current and future business environments.

Anderson has partnered with Dell computers to provide an affordable solution to our students’ needs. To review specifications Anderson recommendations for a laptop computer, visit dell.com/unm. For questions, email: ASMISStaff@mgt.unm.edu.

Laptop Checkout. Anderson students can check out a laptop for their management courses in the Student Tech Support Center (STSC), MCM 2074. Laptops must be returned the same day they were checked out to avoid late fees. View checkout hours: mgt.unm.edu/technology/default.asp.

Anderson students will need their UNM Lobo Card, Banner ID number and must have completed the digital laptop check out form at online.mgt.unm.edu/laptopcheckout to receive the laptop. If you have any questions about the check-out program, contact Anderson IS staff: asmisstaff@mgt.unm.edu.
Student Organizations and Activities

Students at the Anderson School of Management are actively involved in student professional organizations. A list of student organizations is available here: mba.mgt.unm.edu/current-students/student-resources/student-organizations.asp.

These organizations promote interaction between students, faculty and administration, as well as sponsor a variety of professional and social events from speaker series to conferences. The clubs provide students with career information, networking opportunities and a direct link to the business community.

Veterans Affairs

The University of New Mexico is approved for certification of students eligible to receive educational assistance from the Veterans Administration. Persons applying to UNM who are eligible for veterans benefits should follow the requirements and procedures outlined in the Admission and Registration section of the UNM General Catalog. This division can also provide advisement counseling. All forms necessary for these government programs are available in the Veterans Affairs Office, Student Services Center, The University of New Mexico, Albuquerque, NM 87131, 505.277.3514.

UNM University Libraries

University Libraries provides business and economics resources to support Anderson and other departments and colleges. Most of these physical materials are housed in Zimmerman Library. University Libraries oversees Zimmerman and two other main campus libraries (Fine Arts & Design, Centennial Science & Engineering) along with their physical and online collections. Anderson students may use all UNM libraries. Hours for all libraries can be found at library.unm.edu.

The Business & Economics Librarian (ulls.unm.edu/people/directory/q/quinn-todd.php) and other subject librarians (library.unm.edu/about/employees/subject-librarians.php) offer:

- Personalized research consultations by appointment (in person, phone, Zoom, etc.)
- Online Research Guides (libguides.unm.edu) to resources for business-related subjects
- Ask a Librarian (libguides.unm.edu) offers general help by phone, text, chat and email

Online resources are accessible from a library or remotely with your NetID:

- Subscriptions (libguides.unm.edu) to business and economic resources
- Research and trade literature
- Financial data and accounting resources
- Market research, industry and company reports
- Local, national and international news (updated daily)
- Business plans

Checkout materials from the print collection with your LoboCard:

- Thousands of titles on various business and economic issues and topics
- Thousands of international titles including many on the borderlands and Latin America
Spaces and services in the libraries for student use:

- Adobe Creative Commons (under construction, Fall 2020)
- ArcGIS Studio
- Reserve individual or group study rooms [libcal.unm.edu](http://libcal.unm.edu)
- Desktop computers; laptops for checkout (in-library use only)
- Current print newspapers and magazines
- Quiet spaces, some with natural sunlight
- Reserve a locker
- Check out or print course reserve materials
- Copiers, printers and scanners
- Request materials (books, articles) not available at UNM via Interlibrary Loan service at no extra cost to you
Master of Accounting

Description of the Program
The Master of Accounting (MACCT) degree offers four concentrations. All concentrations are 33-credit hour programs of study.

1. The Accounting and Assurance Specialization is designed for individuals who have already earned an undergraduate degree in accounting and who wish to pursue graduate study in accounting.
   Requirements: The degree consists of seven graduate core accounting courses, a minimum of two graduate courses in the student’s area of concentration, and two approved graduate accounting or business electives.

2. The Professional Concentration is designed for students who have a non-accounting undergraduate degree and wish to enter public accounting as a certified professional.
   Requirements: Prerequisites consist of an introductory financial accounting course (MGMT 502) and an introductory managerial accounting course (MGMT 503) prior to admission in the program, and 27 credit hours of specified graduate accounting coursework plus six credit hours of specified graduate non-accounting coursework.

3. The Tax Concentration is designed for students who have already earned a BBA with a concentration in accounting and wish to pursue advanced studies in taxation.
   Requirements: The degree consists of seven graduate core accounting courses, a minimum of three graduate courses in the student’s area of concentration, and one approved graduate accounting or business electives.

Information on each program can be found at: macct.mgt.unm.edu/concentrations/default.asp

Requirements for Obtaining a MACCT Degree
There are two important requirements for completing each track of the MACCT degree at the Anderson Graduate School of Management:

Requirement 1: Minimum Graduate Credit Hours
All students must complete a minimum of 33 graduate credit hours, of which only 12 credit hours may be transferred from another AACSB-accredited graduate school or approved UNM international exchange program.

Requirement 2: Grade Point Average Policy
Students are expected to maintain a 3.0 GPA throughout their academic career and must have a 3.0 GPA at graduation.
Master of Business Administration

Description of the Program
The Anderson School of Management offers three tracks toward completion of the MBA degree:

1. An MBA for Professionals in Education, Health Care or General Management
2. An Online MBA
3. An Executive MBA

The MBA for Professionals and the Online MBA programs may be completed on a full-time or part-time basis. The EMBA is a cohort-based program and is completed in two years on a set, full-time schedule. For many students whose professional commitments preclude full-time study, pursuing an MBA on a part-time basis is a viable option. Late afternoon and evening classes are offered year round to accommodate the needs of working students. Students completing some BBA concentrations may be able to substitute a maximum of two core classes for management electives. For more information on the course substitution, review the advisement worksheet: masters.mgt.unm.edu/forms/pdf/MBAAdvisementWorksheet.pdf.

The MBA for Professionals and the Online MBA consist of 43 credit hours (16 classes). These 43 hours are broken down as follows:

1. MBA Core of 31 hours
2. Concentration electives of 12 hours

The MBA Core
MGMT 600/700—Perspectives on Management and Careers (1 credit hour)
MGMT 501/701—Management Data Science & Analysis (3 credit hours)
MGMT 502/702—Financial Accounting & Analysis (3 credit hours)
MGMT 504/704—Managerial Economics (3 credit hours)
MGMT 506/706—Managing People in Organizations (3 credit hours)
MGMT 508/708—Business and Society (3 credit hours)
MGMT 511/711—Technology, Commercialization & Global Environment (3 credit hours)
MGMT 520/720—Operations Design and Decision Making (3 credit hours)
MGMT 522/722—Managerial Marketing (3 credit hours)
MGMT 526/726—Financial Decision Making (3 credit hours)
MGMT 598/798—The Strategic Management Process (3 credit hours)
MGMT 601—The Knowledge Exam (0 credit hours)

Electives/Track courses (12 Credit hours)
The MBA for Professionals and the Online MBA require completion of the 31 hours of core courses listed in the MBA Core, plus 12 credit hours (four classes) of track courses or electives.
The Executive MBA consists of 43 credit hours (16 classes). These 43 credit hours are taken in a cohort-based program and completed in two years. These 43 credit hours are as follows:

- MGMT 700—Perspectives on Management and Careers (1 credit hour)
- MGMT 701—Management Data Science & Analysis (3 credit hours)
- MGMT 702—Financial Accounting & Analysis (3 credit hours)
- MGMT 703—Accounting for Management Planning and Control (3 credit hours)
- MGMT 704—Managerial Economics (3 credit hours)
- MGMT 706—Organizational Behavior & Diversity (3 credit hours)
- MGMT 707—Executive Leadership (2 credit hours)
- MGMT 708—Business and Society (3 credit hours)
- MGMT 711—Technology, Commercialization & Global Environment (3 credit hours)
- MGMT 712—Business Communication (3 credit hours)
- MGMT 720—Operations Design and Decision Making (3 credit hours)
- MGMT 722—Managerial Marketing (3 credit hours)
- MGMT 726—Financial Decision Making (3 credit hours)
- MGMT 751—Practicum (Residency) (3 credit hours)
- MGMT 794—Special Topics (Internship) (1 credit hour)
- MGMT 798—The Strategic Management Process (3 credit hours)

Requirements for Obtaining an MBA Degree
Here are four important requirements for completing each track of the MBA degree at Anderson:

Requirement 1: General Core Coursework
The core consists of 11 courses (31 credit hours). All MBA students must complete these courses.

Requirement 2: Electives or Track Requirements
Students must either complete a track or take four electives (12 credit hours). These electives (tracks) differ in each program.

Requirement 3: Minimum Graduate Credit Hours
All students admitted after Fall 2021 need to complete a minimum of 43 graduate credit hours, of which only 12 credit hours may be transferred from another AACSB-accredited graduate school or approved UNM international exchange program.

Requirement 4: Grade Point Average Policy
Students are expected to maintain a 3.0 GPA throughout their academic career and must have a 3.0 GPA at graduation.

Core waiver information: mba.mgt.unm.edu/concentrations/mba-core.asp
Master of Science in Cybersecurity and Business Analytics

Description of the Program
The Master of Science in Cybersecurity and Business Analytics degree (MSCBA) is a new degree program targeted at students with an undergraduate degree in a business or technical field:

The program provides a flexible way to pursue graduate-level education in the following areas of study:
- Cybersecurity and Information Assurance
- Data Analytics (Big Data)

Requirements for Obtaining a MSCBA Degree
There are two important requirements for completing each track of the MSCBA degree:

Requirement 1: Minimum Graduate Credit Hours
All students must complete a minimum of 33 graduate credit hours, of which only 12 credit hours may be transferred from another AACSB-accredited graduate school or approved UNM international exchange program.

Requirement 2: Grade Point Average Policy
Students are expected to maintain a 3.0 GPA throughout their academic career and must have a 3.0 GPA at graduation.

Master of Science in Project Management

Description of the Program
The Master of Science in Project Management (MSPM) degree is a new degree program targeted at students interested in an advanced career in project controls, project management, technology project management, program management and/or technology program management.

The program provides a flexible way to pursue graduate-level education to meet the exceptional business needs in New Mexico, nationally and internationally for this career path.

Requirements for Obtaining a MSPM Degree
There are two important requirements for completing the MSPM degree at Anderson:

Requirement 1: Minimum Graduate Credit Hours
All students must complete a minimum of 30 graduate credit hours, of which only 12 credit hours may be transferred from another AACSB-accredited graduate school or approved UNM international exchange program.

Requirement 2: Grade Point Average Policy
Students are expected to maintain a 3.0 GPA throughout their academic career and must have a 3.0 GPA at graduation.
Quick Links

Registration: registrar.unm.edu
Class Schedule: schedule.unm.edu
Financial Aid: financialaid.unm.edu
Libraries: unm.edu/libraries
Scholarship Office: scholarship.unm.edu
Scholarships at Anderson: mgt.unm.edu/students/scholarships.asp
Accessibility Resource Center: as2.unm.edu
Student Health and Counseling: shac.unm.edu
Student Union: sub.unm.edu
Veterans Resource Center: vrc.unm.edu

Resources

Academic Affairs: unm.edu/~acadaffr
African American Student Services: afro.unm.edu
American Indian Student Services: aiss.unm.edu
CAPS – Center for Academic Program Support: caps.unm.edu
College Enrichment Program: cep.unm.edu
Dean of Student Office: dos.unm.edu
Dining: dineoncampus.com/unm
El Centro de la Raza: elcentro.unm.edu
Extended Learning: online.unm.edu
Housing: housing.unm.edu
IT – Information Technologies: it.unm.edu
Language Learning Center: llc.unm.edu
Latin American Institute: laii.unm.edu
Placement Testing Center: test.unm.edu
Recreational Services: recservices.unm.edu
STEM Collaborative Center: stem.unm.edu
Student Services: studentservices.unm.edu
UNM Children’s Campus: childcare.unm.edu
Vice President for Student Affairs: studentaffairs.unm.edu
Women’s Resources Center: women.unm.edu