



## Welcome

Dear Student,

We are delighted that you have chosen our school, 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 on policies and information in this Anderson Graduate handbook. We hope you will read it and take advantage of the benefits of being well inform.

**"Failing to plan is planning to fail" - Benjamin Franklin.**

## **Anderson School of Management**

**Dean, Craig White**

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**Graduate Academic Advisor, Julian Gutierrez**

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### **Map** of Anderson and UNM

- <https://www.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 the State of New Mexico.
- Actively support community development and economic development to enhance the quality of life for all New Mexicans.

## **Vision**

The destination for our region's students, scholars and business leaders seeking to expand their current horizons, and 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*

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## **Honesty Policy**

By enrolling in any course at the Anderson School of Management (ASM), the student accepts the ASM 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 ASM can be found at: <http://www.mgt.unm.edu/honesty/>

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

*University of New Mexico Faculty Handbook* (<https://handbook.unm.edu/>)

*University of New Mexico Catalog* (<https://registrar.unm.edu/UNM%20Catalog/index.html>)

*University of New Mexico Pathfinder*. (<http://www.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 his/her grade-point average and to maintain satisfactory academic standing and progress toward the degree. ASM faculty and the graduate advisor 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 ASM 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](mailto: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 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 (E&C) 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 3 semesters. Leave of Absence semesters are *not* included in the time to degree

**Time to degree (7 year rule)**

Graduate Students are expected to complete their studies within 7 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 7 years.
- Students who are granted a formal leave of absence, may be required to repeat MGMT coursework older than 8 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.

**UNM ID number.** Each student must create a UNM NetID. Your NetID and password provides 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 [https://netid.unm.edu/form\\_new\\_netid.php](https://netid.unm.edu/form_new_netid.php)

**Lobo Card.** The Lobo Card 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

To learn more here <http://lobocard.unm.edu/>

## **Financial Aid**

**UNM Financial aid Office.** <http://financialaid.unm.edu/>

**UNM Scholarships.** <https://grad.unm.edu/funding/scholarships/>

**ASM Scholarships.** <https://www.mgt.unm.edu/students/scholarships.asp>

**ASM Graduate Assistantship application.** <https://mba.mgt.unm.edu/funding/graduate-assistantships.asp>

## **Registration**

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

Students take admission required courses and MGMT 600 during the first semester.

Students should plan to take core courses that are linked to their concentration of interest first. For example, students interested in the finance concentration should take MGMT 501 & 502 during the first semester in the program, as these are prerequisites for concentration courses.

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

Concentration courses are typically offered once a year, in either the fall or the spring semester. Therefore, students should take concentration courses early in the program

Registration for MGMT 598 is restricted to students in the MBA program who are within 10 hours of graduation and have completed an application to graduate. <https://online.mgt.unm.edu/graduation/>

### **Course Load**

#### Spring and Fall Semesters

- Full-time is 9 or more credit hours per semester \*
- Part-time is 8 credit hours or less per semester

\*If holding an assistantship, the minimum course load is 6 graduate credit hours per semester and is considered full-time status.

#### Summer Semesters

- Full-time is 6 or more credit hours per semester
- Part-time is 5 credit hours or less per semester

### **Schedule of Classes**

<http://schedule.unm.edu/>



**Registration** To register for classes,

1. Log on 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's 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, click here <http://my.unm.edu/home>

**Course Drop/Add Dates.** <https://registrar.unm.edu/index.php> then select 'Semester Deadline Dates' tab.

**Tuition.** <https://bursar.unm.edu/tuition-fees/tuition-and-fee-rates.html>

**Paying Tuition.** <https://bursar.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'
4. Select 'Bursar Account Suite'
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 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 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 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 earn 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 6 credit hours of course work 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](#). A grade of “B” or better must be obtained in the courses in order for them to be accepted for graduate credit. No more than 6 hours of graduate credit taken in undergraduate status may be applied to a graduate degree at the University of New Mexico.
3. For undergraduate students with a minimum of 3.5 overall cumulative grade point average, up to 6 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 in order 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 9 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 graduate-level course work at an accredited institution other than the University of New Mexico, whether they were in graduate or non-degree status, may request that these credit hours be used toward their degree program. Such credit hours may be transferred into a degree program by listing them on the Program of Studies or the Application for Candidacy, within the limits described in the Catalog sections on Master's, Master of Fine Arts and doctoral degrees.

The student must have earned a grade of "B" or better in the courses for which transfer credit hours are requested. Courses taken on a Pass/Fail basis and/or courses taken as extension credit at other universities are not accepted for graduate credit at the University of New Mexico.

The number of transfer and/or applied (including non-degree) credit hours used toward a program may not exceed fifty percent of the required course work for the degree; departments may impose even more restrictive limits on transfer and/or applied credit hours. Anderson only allows twelve (12) credit hours to be transfer from an accredited AACSB university. In addition, the courses will need to be approved by the faculty by providing class description and syllabus.

NOTE: Course work that has been counted toward a previous degree may not be counted again toward any other degree except Master's course work 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 9 credit hours of approved graduate level courses taken in undergraduate status may be applied; and
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 fifty percent of the required course work for the degree; departments may impose even more restrictive limits on transfer and/or applied credit hours.

NOTE: Undergraduate and graduate course work 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 catalog [here](#). Search for each term in this section of the catalog.

**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 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 course work 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 course work as described below.

The University of New Mexico utilizes 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 candidates are required to maintain a cumulative grade point average of 3.0 or higher overall in Anderson Graduate School 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 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 a student will be placed on suspension and will be disenrolled from the MBA/MACCT/MSISA 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 re-enter graduate studies for a period of one calendar year from the date when disenrollment takes effect.

A student will be placed on probation when he or she receives 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.** [Found here](#) in the catalog under 'Changes in Enrollment' section. Students may withdraw from a course during the first six (6) weeks of the fall/spring semester or the first three (3) weeks of the summer semester without a grade. When a student withdraws after the sixth (or third) week of the semester 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.** [Found here](#) in the catalog under '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. If a student was in probationary status at the end of his/her previous enrollment he/she returns in probationary status unless the cause of probation was resolved.

# Anderson Career Services

**Career Services Manager**, Kate Williams [kwill07@unm.edu](mailto:kwill07@unm.edu)

**Career Development Facilitator I**, Browning Begody [bbegody@unm.edu](mailto:bbegody@unm.edu)

Anderson Career 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.

Career Services is located in the Anderson Alumni Center for Student Services, first floor of the McKinnon Center for Management building. All services provided to students and prospective employers are free of charge. Visit their website [here](#).


## 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. Career Services can assist you in your search for an internship. Not only can you get real-world experience, you can also get 3 hours of academic credit! Call Career Services today at (505) 277-3290 and check out the internship opportunities listed on [Handshake](#)

## Career Development Timeline

Below is a suggested timeline for career development in the graduate program. Please note that this timeline can be adapted for the transitioning job seeker or for the professional who is seeking to enhance his or her 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 Career Services to refine your resume
- Upload resume to Handshake and post to a Resume Book.
- Connect with Anderson Career Services on Facebook  and Linked In .
- Create Linked In profile.
- Join student organizations; begin networking and professional development.
- Attend 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 Handshake profile.

- Make appointments with Career 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](http://brandyou.mgt.unm.edu) for information. Look for internships on Handshake.
- Attend at least 3 Career Services professional development events, including career fairs, speed interviewing/networking, resume workshops
- Plan for summer career development.

### **SUMMER, Year 1**

- Keep up the momentum!**
- Work with Career 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 Linked In.
- Design job search strategy with Career Services.
- Attend Fall Career Fairs and preparatory events.
- Explore job search options, including databases and networking contacts. Expand network through Linked In and mentors.
- Work with Career 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, 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 Career Services.
- Track opportunities applied for and new connections who 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 the Anderson School's curriculum. To support the high level of computer-based classes, the Anderson School 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), ASM 1068. To view current hours, please visit the [STSC website](#).

### Computers in the Classroom

The Anderson School of Management 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, please visit <http://www.dell.com/unm>. For questions, please email [ASMISStaff@mgt.unm.edu](mailto:ASMISStaff@mgt.unm.edu).

### Laptop Checkout

Anderson students can checkout a laptop for their management courses in the Student Tech Support Center (STSC), ASM 1068. Laptops must be returned on the same day they were checked out to avoid any late fees. To view Checkout Hours, please visit the [STSC website](#).

Please note that Anderson students will need their UNM Lobo Card, Banner ID number and must have completed the digital laptop check-out form at <https://online.mgt.unm.edu/laptopcheckout/> to receive the laptop. If you have any questions about the check-out program, please contact the Anderson IS staff ([asmisstaff@mgt.unm.edu](mailto: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](#).

These organizations serve to promote interaction between students, faculty and administration, as well as to 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 documentary forms necessary for these government programs are available in the Veterans Affairs Office, Student Services Center, The University of New Mexico, Albuquerque, NM 87131, Telephone: (505) 277-3514.

## William J. Parish Memorial Library

The Parish Memorial Library (PML) is the business & economics library, and it shares the Graduate School of Management building adjacent to the Robert O. Anderson School of Management. PML is part of the [University Libraries](#), which oversees the four main campus libraries and their physical and online collections. Anderson students may use all UNM libraries.

The [Business & Economics Librarian and other subject librarians](#) offer:

- Personalized research consultations by appointment (in-person, phone, etc.)
- [Online research guides](#) to resources for business-related subjects
- [Ask a Librarian](#), offers general help by phone, text message, chat, and email

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

- [Subscriptions](#) to business & 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, and much more

Checkout materials from the print collection with your LoboCard:

- Thousands of titles on various business & economic issues and topics
- Thousands of international related titles including, many titles on the borderlands and Latin America

Spaces and services in the Parish Library for student use:

- Bloomberg Terminal and ArcGIS Studio
- [Reserve](#) an individual or group study rooms
- Desktop computers; laptops for checkout (in library use only)
- Current print newspapers and magazines
- Quiet space located on the lower level with natural sunlight
- Reserve a locker
- Checkout print course reserve materials
- Copier, printer, and scanner
- Request materials (books, articles) not available at UNM via Interlibrary Loan service (no extra cost to you)

Hours for all libraries can be found at [library.unm.edu](http://library.unm.edu)

# MASTER OF ACCOUNTING

## Description of the Program

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

1. The **Advanced Concentration** 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 five graduate core accounting courses, a minimum of four 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 consisting 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 6 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 five graduate core accounting courses, a minimum of four graduate courses in the student's area of concentration and two approved graduate accounting or business electives.
4. The **Information Assurance Concentration** is designed for students who have already earned a BBA with a concentration in accounting and wish to pursue advanced studies in accounting integrated with Information Assurance. **Requirements:** A minimum of 15 hours of graduate accounting coursework and a maximum of 24 hours of graduate accounting coursework, plus a minimum of 9 hours of non-accounting courses at the graduate level.

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

## Requirements for Obtaining a MACCT Degree

There are **two (2) 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 twelve (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 Graduate School of Management offers the following two tracks toward completion of the MBA degree:

1. An MBA with concentration/focused in a specialized field of study;
2. A accelerated MBA without concentration;

The MBA program may be completed on a full-time or part-time basis. 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 elective. For more information on the course substitution please, visit our advisement worksheet: <https://masters.mgt.unm.edu/forms/pdf/MBAAdvisementWorksheet.pdf>.

**The MBA Accelerated** track consists of 37 credit hours (13 classes). These 37 hours are broken down as follows:

1. MBA Core of 31 hours
2. No concentration with 6 hours of general electives.

**The MBA concentration/focused** track consists of 43 credit hours (15 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—Perspectives on Management and Careers (1 credit hour)

MGMT 501—Management Data Science & Analysis (3 credit hours)

MGMT 502—Financial Accounting & Analysis (3 credit hours)

MGMT 504—Managerial Economics (3 credit hours)

MGMT 506—Managing People in Organizations (3 credit hours)

MGMT 508—Business and Society (3 credit hours)

MGMT 511—Technology, Commercialization, & Global Environment (3 credit hours)

MGMT 520—Operations Design and Decision Making (3 credit hours)

MGMT 522—Managerial Marketing (3 credit hours)

MGMT 526—Financial Decision Making, (3 credit hours)

MGMT 598—The Strategic Management Process (3 credit hours)

## The MBA without a Concentration

Six (6) hours of management electives are required to satisfy the requirements for the no concentration Accelerated MBA degree. Management electives consist of any 501+ level MGMT coursework and 400 level courses noted with an asterisk (\*), which denotes graduate credit available. Students may select courses from any of the 11 concentrations Anderson offers at the graduate level.

Students who pursue the No Concentration accelerated track option should also meet with the Anderson

Career Development Facilitator to ensure course selection meets career goals.

### **The MBA with Concentration/Focused**

The MBA with concentration requires completion of the 31 hours of core courses listed in the MBA Core, plus the required hours for a particular concentration. **Every concentration has a Faculty Advisor and it is recommended that students make an appointment to review course selections in order to meet graduation requirements.**

### **Areas of Concentration**

Students at the Anderson Graduate School of Management have the opportunity to select an area of concentration to meet their career goals and interests. Students desiring to achieve competence in a particular area should plan their course of study so as to satisfy the requirements for each concentration. Courses listed on the concentration sheets define the minimum requirements. Students must have concentrations approved for graduation. Once you have determined which concentration you wish to pursue, you must meet with the faculty advisor for that concentration. ***Because of the dynamics within the concentration areas, students should consult with their faculty concentration advisors to ensure that their coursework will meet the specific requirements.*** **Concentration sheets are available online at: <http://mba.mgt.unm.edu/curriculum/concentration-information.asp>**

### **Requirements for Obtaining an MBA Degree**

There are **four (4) important requirements** for completing each track of the MBA degree at the Anderson Graduate School of Management:

#### **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 Concentration Requirements**

Students must either complete two electives (non-core courses) for a no concentration accelerated MBA or complete the four courses for a concentration.

#### **Requirement 3: Minimum Graduate Credit Hours**

All students admitted after Fall 2014 need to complete a minimum of 37 graduate credit hours of which only twelve (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: <https://mba.mgt.unm.edu/concentrations/mba-core.asp>

## **MASTER OF SCIENCE IN INFORMATION SYSTEMS AND ASSURANCE**

### **Description of the Program**

The Master of Science in Information Systems and Assurance degree (MSISA) is a new degree program targeted at students with an undergraduate degree in one of the following fields:

- Accounting

- Computer science (CS) or computer-related engineering
- Information systems (IS) or information technology (IT)

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)
- Database Management and Data Warehousing
- Fraud, White Collar Crime and Digital & Financial Forensics
- Information System Acquisition, Development, and Management
- System & Network Administration and Security offers four concentrations (All concentrations are 33 credit hour programs of study).

### **Requirements for Obtaining a MSISA Degree**

There are **two (2) important requirements** for completing each track of the MSISA degree at the Anderson Graduate School of Management:

#### **Requirement 1: Minimum Graduate Credit Hours**

All students must complete a minimum of 32 graduate credit hours of which only twelve (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 - <http://registrar.unm.edu/>  
Class Schedule - <http://schedule.unm.edu/>  
Financial Aid - <http://financialaid.unm.edu/>  
Libraries - <http://www.unm.edu/libraries/>  
Scholarship Office - <http://scholarship.unm.edu/>  
Scholarships at Anderson: <https://www.mgt.unm.edu/students/scholarships.asp>  
Accessibility Resource Center - <http://as2.unm.edu/>  
Student Health and Counseling - <https://shac.unm.edu/>  
Student Union - <http://sub.unm.edu/>  
Veterans Resource Center - <http://vrc.unm.edu/>

## Resource guide

Academic Affairs - <http://www.unm.edu/~acadaffr/>  
African American Student Services - <http://afro.unm.edu/>  
American Indian Student Services - <http://aiss.unm.edu/>  
CAPS: Center for Academic Program Support - <http://caps.unm.edu/>  
College Enrichment and Outreach Programs - <http://ceop.unm.edu/>  
Dean of Student Office - <http://dos.unm.edu/>  
Dining - <https://www.dineoncampus.com/unm/>  
El Centro de la Raza - <http://elcentro.unm.edu/>  
Extended Learning - <http://online.unm.edu/>  
Housing - <http://housing.unm.edu/>  
IT: Information Technologies - <http://it.unm.edu/>  
Language Learning Center - <http://llc.unm.edu/>  
Latin American Institute - <http://lail.unm.edu/>  
Placement Testing Center - <http://test.unm.edu/>  
Recreational Services - <http://recsvcs.unm.edu/>  
STEM Collaborative Center - <http://stem.unm.edu/>  
Student Services - <http://studentservices.unm.edu/>  
UNM Children's Campus - <http://childcare.unm.edu/>  
Vice President for Student Affairs - <http://studentaffairs.unm.edu/>  
Women Resources Center - <http://women.unm.edu/>

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