



## International & Border Programs

MSC 3567  
P.O. Box 30001  
Las Cruces, NM 88003-8001  
575-646-7041/Fax: 575-646-1517  
cip-adm@nmsu.edu

### New Mexico State University Language Credit via Distance Education Guide and Application for CPI – Costa Rica

**Purpose:** Provide non-NMSU students opportunities to enroll in pre-approved language institutes under NMSU supervision to study languages for graded NMSU credit. Students complete CANVAS on-line assignments and exams and receive intensive language instruction at approved language institutes. **Students must have earned a high school degree or its equivalent to be admitted for a non-degree at NMSU; Courses taken in non-degree status may not be used to meet university degree admission requirements and students are not qualified for NMSU administered financial aid.**

❑ **Step 1.** Contact Professor Longwell (jelongwe@nmsu.edu) to discuss what language credit you would like to earn as well as the program you have selected. Credit is earned based on the level completed at your Home University.

❑ **Step 2.** Send your completed Distance Education Application and Official Transcripts to:  
[apalumbo@nmsu.edu](mailto:apalumbo@nmsu.edu)

or

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

❑ **Step 3.** Receive Notification of Admission from the Office of Education Abroad. The office will arrange your admission and send you your acceptance letter with course information and instructions.

❑ **Step 4.** The office will enroll you in the courses that were approved by Prof. Longwell and your NMSU student account will be billed. You are responsible for making payments to your NMSU student account. You can access all this information through your Banner Log-in in your acceptance packet at my.nmsu.edu.

❑ **Step 5.** Travel to the selected language institute and engage in the experience of learning the language and culture in the intensive program. Keep in touch with the course instructor, who will be your academic advisor and the assigned instructor of record for the language you are studying. Forty percent of your grade is based on your e-mail reports and quizzes. Sixty percent is based on evaluations of course performance provided by the overseas host institution.

❑ **Step 6.** Request, prior to departing, that your host institution send (or fax to 575-646-3482) your transcripts (official institutional evaluation) directly to the Office of Education Abroad at New Mexico State University. Grades for the courses are not issued until the official institutional evaluation (or a copy by fax) has been submitted.

❑ **Step 7.** Receive an NMSU transcript once language institute's transcript has been received, and the instructor has reviewed your performance and submitted grades. As soon as transcripts are ready after the end of the NMSU semester, we will mail a copy to you and one to the university you designated. NMSU transcripts may only be released when all program costs are paid to NMSU via your student account and to the host language institute. The Office provides only two transcripts at no cost; all others must be requested from the Office of the Registrar (575-646-3411). NMSU issues only letter grades (A - F) and does not provide numerical grades. For conversion purposes the NMSU point value is A (4.0, or 90-100), B (3.0, or 80-89), C (2.0, or 70-79), D (1.0, or 60- 69), F (0.0, or less than 60). A plus or minus does not change the point value in NMSU's GPA calculation.

**Guidelines on How Credit is Obtained and Calculated**

To receive credit at the beginning levels, which are 4-credit courses at NMSU (111-112), students must complete 100 recordable instructional contact hours\* at the language institute per 4- credit course. If you want credit for both 111 and 112, you would complete 200 recordable instructional contact hours in class.

**NOTE:** \*An instructional contact hour is 60 minutes of organized and supervised educational activities, including in-class teaching and organized out-of-class activities that enhance language acquisition.

To receive credit for 3-credit courses (all 200, 300, 400, 500 level courses), students must complete 50 recordable instructional contact hours at the language institute per 3-credit course. This means that if you are earning 6 credits, you would need a total of 100 recordable instructional contact hours. It is possible to complete only 50 hours and receive 3 credits, then apply for more credits and stay longer—this is entirely up to you to plan with the instructor of record. Credit and grades are assigned only after the instructor has received and reviewed at least a copy of the evaluation forms/transcripts produced by the host language Institute, and the student has completed all exams. It is the responsibility of the student to ensure that the evaluation from the language Institute is forwarded directly from them to the Office of Study Abroad at NMSU for proper processing. If we do not receive the evaluation forms/transcripts, no credit or grades will be awarded. Students may email a copy of the institute’s evaluation to the instructor.

**Cost Summary (Fees paid to NMSU)**

Study Abroad application and processing fee (non-refundable) . . . . . \$ 350.00

(Includes the cost of the non-degree application fee and two official transcripts)

Tuition per credit all students (effective beginning Spring 2014). . . . . \$ 85.00

HTH Insurance (mandatory-price effective beginning August 2013). . . . . \$ 55/ month

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

**Financial Aid**

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

**Courses Currently Available and Their Requirements**

4 Credit Beginning Level Courses: Spanish 111 & Spanish 112

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

3 Credit Intermediate Level Courses: Spanish 211 & Spanish 212

Each 3-credit course requires 50 hours of intermediate level study at institution abroad, including both grammar review and conversation practice. Requires 50 hours of study at language institute with a focus on developing conversational skills.

3 Credit Advanced Courses:

Spanish 325: This course requires 50 hours of study at language institute with a focus on developing conversational skills.

Spanish 305: This course requires 50 hours of study at language institute with a focus on culture and civilization.

Spanish 590 – Special Topics (may be repeated with instructor permission) This course requires 50 hours of study in Spanish at institution abroad. Student and instructor will work out individual study plan to meet student needs and instructor expectations. Topics may range from culture to language acquisition. A formal written proposal will be prepared by the student for instructor’s approval; limited to graduate students.

**Application for:**  Admission  Readmission **Credit Status:**  Undergraduate  Post Baccalaureate

Program to start (Specify date): \_\_\_\_/\_\_\_\_/\_\_\_\_ Program to end (Specify date): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Admission to start:**  Fall 20 \_\_\_\_  Spring 20 \_\_\_\_  Summer I 20 \_\_\_\_  Summer II 20 \_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Social Security

Mailing Address: \_\_\_\_\_  
Street/ PO Box City

State/ Province Country Postal Code  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female

Residency: State of Legal Residence \_\_\_\_\_

Length of time, preceding date of this application, that applicant has resided CONTINUOUSLY in New Mexico: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

**INSTITUTION:**

Costa Rica

Centro Pan Americano de Idiomas (CPI)

**COURSES IN, WHICH YOU WISH TO ENROLL:** Please circle (This will be verified by Prof. Longwell).

SPAN 111 SPAN 112 SPAN 590

SPAN 211 SPAN 212

SPAN 325 SPAN 305

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

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

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

**ENROLLMENT STATUS** (check one):

(HS) U.S. high school graduate applying to college first time.

(TW) Transferring to NMSU from another college or university IN New Mexico

(TO) Transferring to NMSU from a college or university OUTSIDE the State of New Mexico

(RA) Readmission-returning after absence from NMSU or one of the NMSU branch colleges.

Name of campus attended: \_\_\_\_\_

Dates attended: \_\_\_\_\_

(--) Previously applied for admission to NMSU but did not attend. What year? \_\_\_\_\_

(CI) Change of status-IN school.

(CR) Change of status-Readmission

High School Degree Required: Name of high school last attended \_\_\_\_\_ and location (City and State) \_\_\_\_\_  
Date Graduated from high school: Month \_\_\_\_\_ Year \_\_\_\_\_ If last name at time of attendance at high school and/or previous college(s) is different from the last name given above, please indicate name(s) under which you were registered:  
\_\_\_\_\_

LIST ALL COLLEGE AND UNIVERSITIES YOU HAVE ATTENDED OR ARE NOW ATTENDING:  
\_\_\_\_\_

If more than FOUR, attach a sheet with the information needed. Academic regulations require that students who have registered at other colleges or universities may not disregard their records at such institutions when making application for admission to this university. Students concealing attendance at another college or university and not submitting a transcript from that college or university will be SUBJECT TO SUSPENSION. COMPLETE NAME OF INSTITUTION LOCATION (S) From (Mo/Yr)—To (Mo/Yr) ADM. ONLY ARE YOU ELIGIBLE TO RETURN TO THE LAST COLLEGE OR UNIVERSITY  
ATTENDED:  YES  NO  NOT APPLICABLE

Have you been awarded a university degree?  Yes  No

IF YES, specify the degree received \_\_\_\_\_

Granting Institution \_\_\_\_\_

**ADDRESS TO WHICH TO SEND FINAL OFFICIAL NMSU TRANSCRIPT**

Mailing Address: \_\_\_\_\_

Street/ PO Box City \_\_\_\_\_

State/ Province Country Postal Code \_\_\_\_\_

**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street/ PO Box City \_\_\_\_\_

State/ Province Country Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Applicant's Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

**Terms of Agreement for Language Via Distance Education Program**

1. I agree to return the Non-degree Form and Distance Education Program Master Application fully completed along with proof of academic records.
2. I understand that the Department of Languages and Linguistics at New Mexico State University is responsible for making decisions concerning placement in the correct language course based on information provided (transcripts, placement exams, and/or phone or personal interview). The awarding of credit and issuing grades is determined by the Department of Languages and Linguistics after reviewing all evaluations provided by the language institute abroad and the appropriate language exams.
3. I understand that, to ensure acceptance to the program and enrollment in the proper courses prior to departure abroad, I need to send all required documents at least four (4) weeks prior to the planned beginning date of studying abroad. Materials sent later than this may cause a delay in processing the application and securing enrollment.
4. I will verify with my home university that credits will transfer from New Mexico State University to my institution. I understand that NMSU makes no guarantee of credit transfer but does provide the vehicle for this to take place.
5. I request that an official NMSU transcript that records the title of courses taken, amount of credit granted, and the grade earned be sent to the address listed on the non-degree application form.
6. I am the student named on the Application for the Language Credit via Distance Education at New Mexico State University and of legal age (18 or above). I agree to enter into this agreement by and between the Regents of New Mexico State University, because I desire to participate in a study abroad language program under the terms and conditions hereafter set forth and agree to abide by the NMSU student code of conduct and the host institution's regulations. (Must initial each item below to signify you read and understand all terms.)

**Office Authorization & Notification**

\_\_\_\_I hereby authorize the duly designated delegate in the Office of Study Abroad to have full authority to insure my enrollment in or withdrawal from said university approved program for its duration and until official completion. I agree to notify the Office in writing if I want to withdraw after starting to apply to a program to establish the official date of withdrawal, which determines the application withdrawal policy for study abroad. I understand that an email message only to [stdyabrd@nmsu.edu](mailto:stdyabrd@nmsu.edu) or [jelongwe@nmsu.edu](mailto:jelongwe@nmsu.edu) is acceptable in lieu of a written letter.

**Travel Risk**

\_\_\_\_I understand the safety/health risks inherent in performing this activity and I assume responsibility for these risks. I am aware that I can read about travel advisories and warnings by accessing the U.S. State Department's Student Travel section at <http://studentsabroad.state.gov/>.

**Student Account Billing**

\_\_\_\_My NMSU student account will be charged for all NMSU tuition, insurance, and any other appropriate expense I am expected to pay to participate in this program. NMSU reserves the right to submit to collections any outstanding debt owed.

**Tuition & Insurance Refund**

\_\_\_\_I understand that should I withdraw from a course after I have been register in the course, I will not receive a refund of the tuition fee or insurance fee and that I am obligated to pay the full amount billed.

**Transcript Hold**

\_\_\_\_I understand that I will be subject to a transcript hold for outstanding debts due to NMSU or a host institution/organization implementing this program for NMSU.

**Liability Waiver**

\_\_\_\_In and for the consideration of participating in the off-campus study abroad program designated on this form, I agree and promise that I will not hold responsible the University, its employees, its agents, or others who are assisting in the supervision and operation of the program I choose for any claims, injuries, damages, losses, illnesses, causes of action or as a result of transportation to and from the program site.

**Medical Expenses and Health Insurance**

\_\_\_\_I understand that the Office will bill my student account for HTH or BETA insurance unless my participation in these insurance programs is waived. In the event I require medical treatment or transportation to obtain treatment while abroad, I understand that I have obtained the required NMSU or program sponsor's insurance, and that all costs associated or incurred that are not covered by this insurance are my responsibility.

**Credit**

\_\_\_\_I will fulfill all course and post-program requirements to receive graded credit.

**Release of Information Permission**

\_\_\_\_I -authorize -do not authorize the Office of Study Abroad, the Office of Accounts Receivables, and/or the assigned academic instructor to discuss financial and academic aspects of this program with my parents, legal guardians, or other designated persons as specified below:

Name/relationship to student:

- (1) \_\_\_\_\_ (3) \_\_\_\_\_
- (2) \_\_\_\_\_ (4) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_