The Digital Arts course catalog may provide answers to many of your questions.
To request a comprehensive Digital Arts course catalog, contact Caroline Orcutt, Program Supervisor, at 505-277-6037 or digitalarts@dce.unm.edu. Or pick one up at our campus, or download a pdf version from our website at digitalarts.unm.edu.

Q: Do I have to take the prerequisite?
A: If you have equivalent experience, you do not need to take the prerequisite. Otherwise, it is important to take the prerequisite to be adequately prepared for the class. For the basic computer prerequisites (51101/54101/11), see the Course Skills Assessments in the Digital Arts catalog or on our website at digitalarts.unm.edu.

Q: I missed a class. Can I make it up?
A: Although it’s best not to miss a class, if you must miss a class due to illness or emergency and would like to make it up, contact the program supervisor within two weeks of your missed class. The program supervisor will advise you on available options. View our Attendance and Make-Up Policy for Certificate Programs on our website at ce.unm.edu under the Student Services/Policy menu.

Q: Can I customize a certificate?
A: If you have previous experience or you have specific career goals, you can customize your certificate with approval from the program supervisor. Make an appointment to review your previous coursework, experience, work samples and/or portfolio and to determine the best path to meet your goals.

Q: If I work toward a certificate, will my credits from another school transfer?
A: Because our programs are non-credit, we cannot accept credits from other schools, but we will not ask you to repeat a class on a topic you already know. Contact the program supervisor to request to customize your certificate curriculum.

Q: Are the classes offered online?
A: Many topics similar to those we teach in the classroom are offered online. See our website for current online offerings. The online classes are not exact equivalents to the on-site public classes and may not qualify for certificate requirements.

Q: Do you offer financial aid?
A: Because we are a non-credit division, we do not qualify for academic financial aid such as the Pell Grant, FAFSA or Stafford loans. We recommend the Wells Fargo or Sallie Mae training loans. In addition, many of our programs qualify for specific state and federal grant funding sources for those who qualify. You’ll find more information on Loans and Financial Aid on our website at ce.unm.edu under the Student Services/Policy menu.

Q: Do you have any discounts?
A: Yes. For the Digital Arts program, the most popular discount is the Digital Arts six-pack, a discount of $210 when you purchase six classes at one time. We also offer a ten percent...
discount with the purchase of three or more classes, if you are a senior 65 or over, or if you are a full-time UNM student enrolled in credit classes. Osher members (age 50+) are also eligible for a discount on select classes. Check with the Registration office for any additional discounts that may be available.

Q: How do I get my discount?
A: Call the Registration office at 505-277-0077, extension 1, or come in to register for classes and packages that have discounts. Discounts are not available online.

Q: How many classes are considered full time?
A: The Digital Arts program considers 12 classes per semester to be full time. Because our classes are short, students who are not working can easily manage 12 classes in a semester. Six classes are usually manageable for students who are working while attending school. Third party vendors may have different criteria for full time status. Check with us or with your funding source for complete details.

Q: Do you sell academic software?
A: Check with the software company for an educational discount. Save your class receipts to verify that you are a student in the current semester.

Q: I’m a Mac user. Do the Digital Arts classes use Macs?
A: The Digital Arts computer classes are taught in our dual platform labs using both Mac and Windows operating systems. In most cases, you may choose either platform for your class. If a class is taught using Windows or Mac only, it will be noted with the class.

Q: Can I register for a class that uses only the Mac operating system if I have never used a Mac, but I have used Windows?
A: It is important to have some Mac experience before taking a Mac-only Digital Arts class. If the class is an Apple Authorized Training Center topic, such as Final Cut Pro or Logic Pro, you must have Mac experience to take the class. 54101/11 Mac Operating System: Basics will fulfill the Mac prerequisite.

Q: How do I register for and schedule an Apple exam?
A: You may register for an Apple exam with the Registration office. The cost is $150. If you have completed one of our Apple Authorized Training Center classes that includes a free exam session, contact the program supervisor to request your exam session.

Q: Do you provide job placement?
A: We have a job book accessible to all UNM Continuing Education students pursing a certificate, located in the South Building lobby. We also have a job networking process accessible to students who have completed the Projects in Digital Arts class for their advanced master certificate.

Q: I still have questions. Who do I talk to?
A: Contact the program supervisor, listed above, for advisement. The following items may be helpful at your first meeting: your portfolio or examples of your work, Digital Arts class certificates, and unofficial transcripts or a list of classes you’ve taken at other schools. It is also a good idea to review the Digital Arts catalog before your meeting.