

FAQs for Digital Arts Students

The Digital Arts catalog may provide answers to many of your questions.

To request a comprehensive Digital Arts catalog, contact Caroline Orcutt, program supervisor, at 505-277-6037 or digitalarts@dce.unm.edu. Or download a pdf from our website at dce.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.

To determine if you need the basic computer prerequisite (51101/11/54101/11), see the Course Skills Assessments in the UNMCE main catalog, in the Digital Arts catalog or on our website. If you are already a computer user, you don't need to take the basic computer prerequisite unless you are changing platforms or you are not confident in your basic computer ability.

For other course prerequisites, read the course description of the prerequisite to see if you are familiar with all of the topics listed. You may place yourself in the appropriate class. If you need additional assistance, contact the program supervisor.

Q: *I missed a class. Can I make it up?*

A: If you missed a class and would like to make it up, contact the program supervisor within two weeks of your missed class. You and the program supervisor will discuss available options.

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 that presents information you already know. Contact the program supervisor to customize your curriculum.

Q: *Are the classes offered online?*

A: Many topics similar to those we teach in the classroom are offered online. See our website or contact the program supervisor for details about online offerings. The online classes are not exact equivalents to the on-site public classes and may not qualify for certificate requirements unless approved by the program supervisor.

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, FASFA or Stafford loans. Instead, we recommend the Wells Fargo or

Sallie Mae training loans. In addition, many of our programs do qualify for specific state and federal grant funding sources for those who qualify. See our website or call us for more information.

Q: *Do you have any discounts?*

A: Yes. For the Digital Arts program, the best price break is the Digital Arts Six-Pack Discount of \$210, applicable when you purchase six classes at one time. The next best price break is a 10 percent discount with the purchase of three or more classes at one time. Check with the Registration office for additional discount options.

Q: *How do I get my discount?*

A: Call the Registration office at 505-277-0077 or come in to register for classes or 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 to be full time. Because our classes are short, students who are not working can easily manage 12 classes. If all 12 classes are purchased at once or in two groups of six, two Digital Arts discounts will apply. Six classes are usually manageable for students who are working while attending school.

Q: *Do you sell academic software?*

A: Contact the software company (Adobe, for example) to inquire about purchasing educationally priced software during the semester you are enrolled in classes. You may be asked to provide copies of your class receipts to verify that you are a student in the current semester. The software company may have restrictions regarding your purchase. Please note that we do not provide written letters regarding your student status for your purchase.

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 Macintosh and Windows. You may choose either platform for your class. If a class is taught using Windows or Macintosh only, it will be noted with the class section information.

Q: *Can I register for a class that uses only the Macintosh operating system if I have never used a Mac, but I have used Windows?*

A: It is good idea to have some Macintosh experience before taking a Macintosh-based Digital Arts class. If the class is an Apple Authorized Training Center topic, such as Final Cut Pro or Logic Pro, you *must* have Macintosh experience to take the class. 54101/11 Macintosh: Operating System Basics will fulfill the prerequisite requirement for any class that uses the Macintosh platform.

Q: *How do I register for and schedule an Apple exam?*

A: You may register for the exam with the Registration office. The cost is \$150. You will be notified about exam procedures. If you have completed one of our Apple Authorized Training Center classes which includes a free exam session, contact the program supervisor to request your exam session.

Q: *Do you provide job placement?*

A: We have an effective job networking process accessible to students who have completed their Level II Independent Study. We also have an active job book available to all UNM Continuing Education students pursuing a certificate. We have a very high job placement rate for Level II graduates.

Q: *I still have questions. Who do I talk to?*

A: Contact Caroline Orcutt, program supervisor, at (505) 277-6037 or digitalarts@dce.unm.edu. Caroline is happy to answer your shorter questions over the phone or by email. If you need additional time to discuss your goals and curriculum options, you may want to make an appointment for advisement.

Q: *What do I bring to my first advisement session?*

The following items may be helpful at your first meeting: examples of your work or your portfolio, Digital Arts class certificates, and your transcripts or a list of related classes you've taken at other schools. It is also a good idea to review the Digital Arts catalog before your meeting.