GENERAL INFORMATION ABOUT THE PROGRAM

CDIS programs are part of the Health and Human Service Department in the College of Liberal Arts and Sciences at Eastern New Mexico University. The Health and Human Services Department houses several programs:

- Bachelor of Science in CDIS
- Master of Science in CDIS
- Bachelor of Science in Nursing
- Bachelor of Social Work
- Bachelor of Applied Arts and Science in Emergency Medical Services Management
- Bachelor of Applied Arts and Science in Emergency Management

Currently, CDIS is authorized to grant Bachelor of Science and Master of Science degrees in Communicative Disorders with emphasis in Speech-Language Pathology.

The Communicative Disorders program (CDIS) at Eastern New Mexico University (ENMU) was established in the late 1950’s. The first Master of Science degree was awarded in 1965. The program originally offered a Master of Science degree in Speech Science.

The CDIS Program received our most recent re-accreditation by the Educational Standards Board (now the Council on Academic Accreditation) of the American Speech-Language-Hearing Association (ASHA) in 2007. The Program has maintained accreditation by the Council on Academic Accreditation (CAA), and is currently accredited through February 2012.
UNIVERSITY DIRECTORY

ENMU President
Dr. Steven Gamble
ADM 102; Station 1
575.562.2121

Vice President of Academic Affairs
Dr. Jamie Laurenz
ADM 204; Station 2
575.562.2311

Dean of the Graduate School
Dr. Linda Weems
ADM 216; Station 24
575.562.2147

Dean of the College of Liberal Arts and Sciences
Dr. Mary Ayala
JWLA 114; Station 19
575.562.2421
DEPARTMENT DIRECTORY
FOR ENMU CDIS GRADUATE PROGRAM

Dr. Suzanne Swift, Ed.D., CCC-SLP
Department Chair
Graduate Coordinator/ASHA Program Director
Professor of SLP
Room 225  562-2724

Dr. Claudia J. Bird, SLP.D., CCC-SLP
Instructor of SLP
Clinical Supervisor
Room 209  562-2157

Ms. Nicole Bougie, M.S., CCC-SLP
Clinical Director for Speech Language Pathology
Clinical Instructor of SLP
(through September 30)
Room 203  562-4232

Ms. Linda Valenti, M.S., CCC-SLP
Clinical Director for Speech Language Pathology
Clinical Instructor of SLP
(beginning September 26)
Room 203  562-4232

Dr. Phillip C. Million, Ph.D., CCC-A
Clinical Director for Audiology
Professor of Audiology
Room 222  562-2158

Ms. Kimberly Villar
Clinical Instructor of SLP
Room 207  562-2700

Mr. Dwayne Wilkerson, M.S., CCC-SLP
Undergraduate Program Director
Clinical Instructor of SLP
Room 208  562-2159

Dr. Linda J. Weems, Ph.D., CCC-SLP
Graduate Dean
Professor of SLP
Admin Rm 216  562-2147

Dr. D’Jaris Coles White, Ph.D., CCC-SLP
Adjunct Instructor

Ms. Wendy Turner
Department Secretary
Room 205  562-2156

CDIS Library
Room 206  562-2160

Learning Lab
Room 226

Audiology Suite
Room 224

Therapy Rooms
Rooms 210, 214, 218, 223
FEES/Computerized Speech Lab  
Room 212

Mailing Address:  
Department of Communicative Disorders  
Station 3  
Portales, NM  88130

FAX number:          562-2380

Email addresses are:  first name.last name@enmu.edu

When dialing from a campus phone to another campus number, dial only the last 4 numbers.

When dialing from a campus phone to an off-campus number, dial 6 + the 7 digit number.
EMERGENCY PROCEDURES

Emergency procedures have been established by ENMU and can be found in the Eastern New Mexico University Emergency Procedures document. This document is available in the Clinic Office and the clinicians’ workroom.

In the event of an emergency while a student is with a client, the procedures outlined on the following page should be followed.

Emergency phone numbers are listed below.

EMERGENCY TELEPHONE NUMBER

911

If you need the police:
   ENMU Campus Police Department
   8:00 a.m. - 5:00 p.m. .........................................................562-2392
   5:00 p.m. - 8:00 a.m. .......................................................6-356-4404
   Portales Police Department ..............................................6-356-4404
   New Mexico State Police ..................................................6-356-5139

In case of fire:
   Portales Fire Department ...................................................911

For a medical emergency:
   Ambulance .................................................................911
   University Health Services .............................................562-2321
BUILDING EVACUATION PROCEDURES

EVACUATION OCCURS WHEN

- Building alarm sounds
- Notification by Campus Police
- Notification by Building Safety Representative.

Anyone remaining in the building after any of the above occurs, or returning to the building prior to clearance is subject to a fine.

HOW TO EVACUATE

- Leave by the nearest marked exit.
  - Move away from fire and smoke.
  - Touch closed doors; do not open if they are hot.
  - If you become trapped in the building, place an article of clothing outside the window as a marker for rescue.

- Alert others to do the same
- Assist clinic visitors in exiting. Ensure the exit of disabled individuals and minor clients.
- If you are with a client, assist your client in leaving. Take your client to the parking lot across from the building. If you have a client who is in a wheelchair or using other assistive technology for mobility, discuss emergency procedures with your supervisor at the beginning of the semester.

  Inform the family members of your clients of these emergency procedures at the start of each semester. Family members should not remain in the building or attempt to find the client. They should proceed to the parking lot and meet you and the client there.

FIRE

The fire alarm is a red “station” located near an exit on each floor of every building. On the second floor of Lea Hall, fire alarms are located by each staircase.

In the event of fire, activate the alarm nearest you by pulling down the lever on the alarm station. If you are with a client, ensure the safety of your client immediately. You should telephone 911 as soon as possible.

Always locate fire extinguishers when entering a building. Please note that we do not expect you to fight a fire. If you do have occasion to safely use a fire extinguisher, remember to PASS: Pull, Aim, Squeeze, and Sweep.

PERSONAL INJURY OR ILLNESS

If a client is ill or injured, attempt to obtain assistance without leaving the client alone. Yell for help, and have the respondent telephone for assistance and notify a faculty member. If no one responds to your call within a short period of time, leave your client
to obtain assistance. If it is necessary to leave your client, return to him/her or send someone else as soon as possible.

If a client is injured:
- Telephone 911 for assistance.
- Describe the exact location of the injured person and the type of injury.
- The Campus Police will respond to the scene as soon as possible.

If your client reports feeling ill:
- Telephone 911 for assistance, if needed.
- Contact your supervisor. If your supervisor is not present, notify the Clinic Director, any faculty member, or the Clinic Secretary.
- Notify a family member if one is in the building.
EASTERN NEW MEXICO UNIVERSITY
MISSION AND GOALS

THE MISSION

Eastern New Mexico University combines a traditional learning environment with twenty-first century technology to provide a rich educational experience. Eastern emphasizes liberal learning, freedom of inquiry, cultural diversity, and whole student life. Excellent teaching and active learning define campus relationships. Scholarship, both primary and applied, cultural enrichment, and professional service are also important contributions of the University community.

Eastern, a state institution offering bachelor and master degrees, serves students from New Mexico, other states, and other nations. Educational programs are offered at the Portales campus, through interactive distance education, and also at branch/satellite campus settings in other state areas.

Note: Not all CDIS courses are available using distance technology.

EASTERN’S FOCUS:

- Prepare students for careers and advanced study,
- Impart citizenship and leadership skills and values,
- Support and expand the role of education and excellent teaching at all levels, and
- Enable citizens to respond to a rapidly changing world.

VISION STATEMENT

Eastern New Mexico University has been a respected center of learning for its region and the state since 1934 and continues to build on its rich heritage. The following is the Vision Statement of the University, which conveys what the institution desires to become.

The Eastern New Mexico University community envisions the following for the future:

The University mission is based on the concept of student success, and the people of the University provide student-centered academic and extracurricular programs to fulfill this mission. The institution recognizes the global nature of society and is committed to educating students to be productive citizens with successful careers and fulfilling lives.

ENMU students pursue challenging academic goals and engage in stimulating classroom experiences, and the University emphasizes individual academic advising and career counseling. Students, faculty, and staff engage in intellectual dialogue and debate in a collegial environment. The University continues to produce alumni that can compete with graduates of other institutions and are good citizens and contributors to society.
The Eastern community envisions a university where each faculty and staff member instills in one another and in the students a sense of social and cultural awareness and responsibility. The University accomplishes this by embracing ethnic, racial, and cultural diversity as a core value and by actively building greater diversity among students, faculty, and staff. This environment facilitates personal and social growth for all members of the University community.

The students are mentored by well-qualified and caring faculty and staff who treat one another with respect and work together to accomplish institutional goals. The faculty and staff pursue professional development opportunities to enhance their skills and knowledge to improve the classroom environment and to create greater efficiencies and productivity within the University.

Members of the Eastern New Mexico University community understand that education is a dynamic process and requires strategic planning, meaningful assessment, and thoughtful strategic decision-making. This process has the input of all of the University members in order to facilitate continuous improvement.

The Eastern New Mexico University Foundation provides exceptional funding for scholarships and program enhancements, and the Alumni Association actively supports the institutional goals. Additionally, the University has a synergistic relationship with the communities it serves.

By realizing this vision of excellence, Eastern New Mexico University continues to serve the region as a center of higher education and life-long learning, providing educational opportunities for an expanding spectrum of learners.
MISSION OF THE ENMU GRADUATE SCHOOL

The Graduate School at ENMU exists to provide a quality higher education in selected liberal arts, and pre-professional programs. These diverse programs are offered to help develop the knowledge and competency of the student in her or his field of study, to foster a spirit of inquiry by encouraging independent, original thought, to acquaint the student with the techniques of research, and to promote intellectual growth. In seeking to serve all qualified students, the Graduate School begins with the belief that education is a life-long process that demonstrates the importance of independent inquiry, objectivity and judgment. The programs offered through the Graduate School strive to provide the student with experiences which will help prepare her or him for life and livelihood in a changing world.

MISSION OF THE COLLEGE OF LIBERAL ARTS AND SCIENCES

The Mission of the College of Liberal Arts and Sciences is to play a central role in maintaining, developing, and teaching content traditionally associated with liberal arts knowledge by presenting a broad range of courses in the arts and sciences, and by upholding excellent teaching practice and a student-centered educational focus. The College further strives to maintain and enhance the intellectual climate on campus, to contribute to students’ awareness and understanding of diversity, to contribute through research and scholarship to the advancement of knowledge in the disciplines of the college, and to utilize the knowledge and talents of the faculty to serve the larger community by preparing students for meaningful employment in various fields and for professional and graduate study. Ultimately, the Mission of the College is to prepare students for leadership roles in the changing economic, political, social, and technological world community.

MISSION OF THE DEPARTMENT OF COMMUNICATIVE DISORDERS

Program Mission:
The mission of the Communicative Disorders Program is:

1) To meet the needs of the community and to better serve those having communicative impairments by providing high quality but affordable diagnostic and rehabilitative services
2) To increase the number of competent therapy providers by increasing the number of Bachelor’s and Master’s graduates in speech language pathology each year, and….
3) To provide a comprehensive outcome-based education supplemented by active learning experiences, both on and off campus to CDIS students at ENMU.

Students obtaining a baccalaureate in CDIS should be academically capable and show proficiency with pre-professional competencies (graduate program pre-requisite skills) in
CDIS content areas, basic research, introductory clinical practice, and verbal/written presentation abilities. The comprehensive nature of the undergraduate program, with its emphasis on a broad theoretical foundation in normal and disordered human communication, is to prepare students for graduate study in speech/language pathology and/or audiology. Graduate students in CDIS must demonstrate entry-level competence as defined by ASHA accreditation policy and as specified by Knowledge and Skills Acquisition (KASA) learning outcomes. The overall mission of the Graduate program in CDIS is to prepare students for national certification and licensure as practicing speech-language pathologists.

The teaching mission of the Communicative Disorders Program thus involves undergraduate training, graduate training, clinical services, and research. The undergraduate degree is pre-professional in nature, providing students with both a general liberal arts education and a basic foundation in normal and disordered communication development. Students receive basic training in the understanding of, assessment of, and treatment of speech, language, and hearing disorders. Additionally, non-majoring undergraduate students are offered introductory courses in normal and disordered communication development. The graduate degree in communicative disorders is designed to produce skilled, certification eligible speech and language pathologists. The graduate curriculum provides for advanced training in assessment and treatment of speech, language, and hearing disorders, with course work and practicum experiences that currently meet or exceed the national certification requirements as set forth by the American Speech-Language-Hearing Association. Practicum experiences are provided in various treatment settings, such as public and private schools, hospitals, and rehabilitation centers.

The mission of the Communicative Disorders Program relates directly to that of the College and University. Teaching, service, and scholarly productivity are incorporated into the CDIS Program, and the program emphasizes a liberal arts education and student-oriented instruction. To address the needs of students outside of Portales, the program has developed a sequence of courses offered via distance education. This allows students to complete much of our course work via digital streaming synchronous video at locations off campus.

Students, staff and clients of the Communicative Disorders Program are treated equitably without regard to gender, sexual orientation, age, race, creed, national origin or disability. The institution and program comply with all applicable laws, regulations, and executive orders. Our department's strategic and assessment plans are available for public review at http://liberal-arts.enmu.edu/health/cdis/Program%20Documents%20CDIS.shtml.
ACADEMIC GOALS

The undergraduate program has the following academic goals:

a. Provide students with a general liberal arts education  
b. Provide a basic foundation in normal communication processes  
c. Provide a basic foundation in disordered communication  
d. Provide students with fundamental training in the understanding, assessment, and treatment of speech, language, and hearing disorders

The graduate program builds upon the undergraduate program with the following academic goals:

a. Produce skilled, certification eligible, speech-language pathologists  
b. Provide advanced training in communication development  
c. Provide advanced training in disordered communication  
d. Provide advanced training in assessment and treatment of speech, language, and hearing disorders (including swallowing disorders).  
e. Provide students with the knowledge and skills required by the New Mexico Speech-Language Pathology, Audiology, and Hearing Aid Dispensing Practices Board, and the American Speech-Language-Hearing Association for the Certificate of Clinical Competence in Speech-Language Pathology

CLINICAL EDUCATION GOALS

The graduate program has the following clinical goals:

a. Provide students with opportunities for clinical observation  
b. Provide students clinical practicum opportunities  
c. Provide students with sufficient classroom and clinical experiences to achieve all knowledge and skills outcomes as developed by the Program and in accordance with Standards for the Certificate of Clinical Competence.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Appropriate accommodations will be made to allow students with disabilities full access to ENMU and our graduate programs. Students must discuss needed accommodations with their instructor as soon as possible. Any student requesting academic accommodations due to a disability must provide verification of this disability to the Office of Students with Disabilities prior to requesting accommodations from the instructor. This needs to be completed prior to the first day of classes. Please keep in mind that modifications must be determined for each class individually and so students are required to meet with Disability Services and their instructors at the beginning
of each semester. Appropriate accommodations will be determined by the instructor after consideration of the student’s disability documentation and student requests.
DEPARTMENTAL OPERATIONAL POLICIES

CLINIC OFFICE AND WAITING ROOM
The Communicative Disorders Program and the ENMU Speech-Language-Hearing Rehabilitation Outreach Center are located in Lea Hall. The department/clinic office is in room 205, with the waiting room directly across the hall in room 204. The Clinical Director for Speech and Language is located in Room 203. Dr. Suzanne Swift, the Department Chair, is located in room 225.

Students must keep in mind that clients and their families are frequently in the waiting area. Conversations regarding personal or departmental matters should be conducted elsewhere. As the waiting room lacks privacy, it should not be used for conferences or conversations regarding clinical matters. In addition, it should be noted that the department office also lacks privacy. Discretion should be used when discussing clinical or personal matters at the window outside the department office. **A violation of confidentiality will result in immediate disciplinary/corrective action and will initiate a remediation plan.**

Student clinicians should wait for their clients in the therapy room or learning lab until it is time for the session to begin.

SMOKING
Smoking is prohibited on campus except in designated smoking areas. These are marked across campus.

STUDENT FILES
Current student files (paper items) are located in the department office. Electronic student files are located on a secured, password protected ENMU server and can only be accessed with an authorized password. Each student has an academic file containing information relevant to degree requirements, certification requirements, and assistantships. They also contain clinical information such as proof of professional liability insurance, records of inoculations, clock hour summaries, and clock hour logs. Remediation plans, disciplinary action reports, and relevant emails may also be saved as documentation.

Each student has free access to his/her own files. Files may be obtained by making a request in writing to the Department Secretary, Graduate Coordinator, Department Chair, or any department faculty member. In order to ensure security and confidentiality of files, students may not retrieve files directly. Students may photocopy any information contained in their files at their own expense. An exception to this policy is for recommendation letters for which the student has signed a waiver for access; students may neither view nor photocopy these letters. **Student files may never be removed from the office or released directly to a student without a program representative present.**
As mentioned previously, electronic files pertaining to certification standards and correspondence with program personnel are maintained by the Program Director/Graduate Coordinator. These files contain information relevant to ASHA Certification Standards. Electronic files will be emailed to students at their ENMU email accounts upon request.

Students should allow a minimum of 7 working days for all requests to be processed.

**COMPUTERS**
Computers for CDIS graduate student use are located in Room 226. These computers are Internet accessible and may be used for clinic paperwork, research, and GA assignments. These computers are networked to both a high speech black and white laser printer and a color ink jet high capacity printer. Printouts made from these computers can be retrieved from the clinic office. **Printing and copies made for academic purposes must be purchased by the students. Only clinical materials will be printed without charge to the student.**

Additional computers are located in several locations across campus. Some labs are designated as open access, others are restricted. Open computer labs can be found at the following locations:

- **For all students** -
  - University Computer Center - Room 109
  - College of Business - Room 126
  - Golden Library
  - Campus Union (no printer)
  - Ground Zero coffee shop

- **For Residents** –
  - Bernalillo Hall
  - Eddy Hall,
  - Curry Hal
  - San Juan Village

Other technology resources (computers, stats programs) may be located at the University Computer Center (UCC). These computers are for all ENMU students. These computers are Internet accessible and may be used for class assignments. **Clinical paperwork should not be completed on UCC computers or any computer outside of the Lea Hall computer lab. This is a violation of FERPA regulations and violators will be subject to disciplinary action and remediation plans.**

Students should further be aware that the university has a policy in place which prohibits students from sharing their password with others ([http://www.enmu.edu/services/its/policies/index.shtml](http://www.enmu.edu/services/its/policies/index.shtml); ENMU AGP&P 60-1). A student who registers for a distance education course or program must be the same student who participates in and completes the course or program and receives the
academic credit. Students will face disciplinary action if fraudulent representation is found to occur.

LIBRARY SERVICES
ENMU Golden Library maintains excellent holdings for the CDIS Program which are added to annually. Electronic holdings are available and documents and articles may be obtained from other Universities through the interlibrary loan system. Specific Library service descriptions can be found at http://www.enmu.edu/academics/library/. Additional information you may find helpful is at http://www.enmu.edu/academics/library/distance-ed/index.shtml and http://www.enmu.edu/academics/library/distance-ed/things-to-know.shtml.

TELEPHONES
The telephone in the department/clinic office is not for personal use. Students may give the department/clinic number (562-2156) to family members, baby-sitters, etc. so they may be contacted in the event of an emergency or urgent situation.

Calls related to clinic operations may be made from the office phone. Students should obtain the permission of the secretary prior to using the office phone. If it is necessary to make long-distance calls, students should seek the assistance of the supervisor.

Cell phones should be turned OFF during clinical practicum and class. If you have an emergency situation and need to keep your cell phone on during class, it should be set to vibrate or a similar setting. In addition, students should notify the instructor prior to the beginning of class. If you receive a call, leave the classroom immediately.

Cell phones should never be on while students are with clients or their parents. Students should not make or receive voice calls or text messages during practicum at any site. If you have an emergency situation, you may leave your cell phone with your supervisor or provide the clinic number to those who may need to contact you.

Telephone messages will be placed in the student’s mailbox. The secretary will not attempt to locate the student to deliver messages except in emergency situations.

COPIER
A copier is located upstairs by the elevator for the CDIS Program. Copies that are being made for use with clients are at no cost to the student. Students should present written permission from the supervisor to the secretary in order to avoid copy charges.

Students may use the copier for personal use, by requesting from the department secretary for copies to be made. Students will be charged for those copies at the rate of 10 cents per page. The clinic has very little change so students should bring correct change when requesting personal copies. Payment must be received at the time copies are made. The department cannot extend credit or “run a tab” for copying.
EQUIPMENT LAB
Room 212 has been designated as a speech/voice/swallowing lab. Students may use equipment in that room only with the authorization of a faculty member. The speech/voice/swallowing equipment is used for instructional and clinical purposes and is delicate and expensive. Students should never use the equipment prior to having training by one of the faculty/staff.

CLINICAL MATERIALS
The CDIS Program has a special library containing a comprehensive test library and high end therapy materials. Using the library is a privilege for students enrolled in the graduate program. The library is located in room 206 and is staffed by designated clinic librarians. Items may be checked out when the librarian is working only. The hours available to check out items will be posted on the door of the library. When clinic assignments have been made, a permanent schedule will be posted and emailed on the list serve.

There are several things to keep in mind when using the clinic library
- It is a privilege to use the library
- All items are to be scanned in and out by using your student ID
- In accordance with your mandatory behaviors all items MUST be turned in on time
- Approval from the clinic director must be obtained for extended check out times
- The clinic director is notified weekly of any materials that are overdue or turned in late
- All items checked out are due back by 9 am the following day

All assessment materials used by speech/language clinic are checked out through the GA librarians or department secretary with your student ID.

Materials may only be removed from the building with the written consent of a faculty/staff member. Students should be aware that they may often be required to develop or obtain their own therapy materials.

The librarian may be reached at 575-562-2160. Messages cannot be left at this number.

PROFESSIONALISM
All students in the Communicative Disorders Program are embarking on a professional career. It is the position of the Department that this professional career begins at the onset of the graduate program, if not before. This carries the expectation that students will present themselves as professionals and will treat others in a professional manner at all times.

In a professional career, it is necessary to follow appropriate lines of communication. The Program requires that this “chain of command” be observed. This applies to complaints or concerns regarding a course, a client, a policy, and/or the behavior of a
faculty member, staff member, or student. Any problem issues should be addressed first with the subject of the complaint (unless this is a client), followed by conversation with the responsible faculty or staff member. If the problem continues or if the student is not satisfied with the response, the student should make an appointment with the Department Chair to further address the issue. If the student remains unsatisfied with the response, the matter should be taken to the Dean of the Graduate School. If issues continue to be unresolved, students may appeal to the Vice President for Academic Affairs for intercession.

Course-specific issues should begin with the faculty member
Clinical/practicum issues should begin with Ms. Bougie/Ms. Valenti (4232)
Department Chair: Dr. Suzanne Swift 2158
Graduate Dean: Dr. Linda Weems 2417
CLAS Dean: Dr. Mary Ayala 2421 (if graduate Dean unavailable)
VPAA: Dr. Jamie Laurenz 2312

Students should address concerns and/or complaints regarding the degree plan/requirements or certification/licensure standards with the Graduate Coordinator/Program Director (Dr. Swift). If concerns are not satisfactorily addressed at this level, students should address their concerns to the Department Chair (Dr. Swift) and/or the Graduate Dean (Dr. Weems). Students will always be afforded due process.

The Council on Academic Accreditation is an additional level at which complaints may be addressed. Students who are unsatisfied with the response to complaints after completing the above process may contact the CAA through the ASHA Action Center (800 498-2071).

MAILBOXES
Instructors/Faculty/Staff have mailboxes located in the clinic office. All graduate students will be assigned mailboxes located in the clinic library. Students are encouraged to check their boxes regularly as supervisors and faculty will leave memos, feedback sheets, and client reports in these boxes. The clinic secretary will also leave messages concerning clients in the students’ mailboxes.

Those students who are not on campus on a regular basis should inform the department secretary so that a notation with a forwarding address can be made on your box.

TECHNOLOGY EXPECTATIONS
Email
All faculty, staff, and students are assigned an e-mail address through the UCC. Instructors frequently use e-mail in classes and it is an excellent way to contact faculty and staff members as well as other students. Most addresses assigned by UCC are in the following form: firstname.lastname@enmu.edu.

All official email communications between faculty and students will use the student’s ENMU email account. If students email faculty members from a different email account
they may be instructed to email through their ENMU accounts, depending on the content of the message.

**Blackboard**
Many courses offered through the program contain an online component delivered through Blackboard. Students should obtain information and training about the access and use of Blackboard. Blackboard can be accessed through the ENMU homepage. Instructions and tutorials are available on line.

**All students should make arrangements to have regular access to email and Blackboard. This is particularly important for students who take courses via webstreaming (Mediasite) and/or who are rarely on campus. Distance education will only be successful if students have the appropriate technology to make it so.**

**COMMUNICATION OUTSIDE THE CLASSROOM**
It is often necessary for faculty and students to be in contact regarding issues other than coursework. This communication can be accomplished through emails to individual students as necessary and as described above. In addition, it is often necessary to communicate information to groups of students or all students within the program. This is accomplished primarily through the CDIS webpages and list serve, both of which are described below.

**WEB PAGE**
The CDIS program has a web page at the following address: [www.enmu.edu/cdis](http://liberal-arts.enmu.edu/health/cdis/). This page contains information about degree requirements, classes, and much more. The Course Updates and Announcements and Meetings link contains current information and should be checked regularly. Questions regarding the webpages or requests for postings may be directed to the list serve administrator, Dr. Suzanne Swift.

**LIST SERVE**
All CDIS graduate students should subscribe to the CDIS list serve. You should subscribe to the list serve by going to the Resources section of the program’s web page [http://liberal-arts.enmu.edu/health/cdis/CDIS%20resources.shtml](http://liberal-arts.enmu.edu/health/cdis/CDIS%20resources.shtml). Many program announcements will be posted to the list serve and it is essential that student’s maintain their subscription to this list at all times. Students are able to post to the list serve, though lengthy posts will be held for authorization and oversize attachments may be scrubbed by the server. Questions regarding the list serve may be directed to the list serve administrator, Dr. Suzanne Swift.