



2010-2011
 student handbook
 and planner



NEW MEXICO
 HIGHLANDS UNIVERSITY
Established 1893



NEW MEXICO HIGHLANDS UNIVERSITY

TABLE OF CONTENTS

Message from the President	2
Important Campus Numbers	3
Academic Calendar	5
First Day of Class	6
Student Organizations	8
Here to Help	15
Inclement Weather	44
NMHU Alcohol, Tobacco, and Other Drug Policies	45
Annual Campus Crime Report: Safety and Security Information	52
Campus Violence Prevention and Personal Safety	53
Student Code of Conduct	56
Equal Educational Opportunities	65
Resolution to Student Concerns	66
College Policies	68
Student Grievance Procedure	73
Student Educational Records	79
Planner	80



Message from the President

Institutions do not make things happen, people do; and here at Highlands, that includes you. Thank you for deciding to be a part of New Mexico Highlands University, Northern New Mexico's oldest and most distinguished public institution of higher education. Working together, we can make this a very special, exciting, and productive year for all of us.

Our primary goal is to provide you with the challenges and support necessary to ensure our mutual investment of time and money in your education is successful. I suspect that your college years will be an opportunity for more personal freedom, more socializing, more questioning of everything around you, and more exposure to ideas, concepts, theories, facts, and people of all backgrounds than you may experience at any other time in your life. It will likely be an experience that will nurture you for the rest of your life. We want it to be so.

Clearly, your first priority must be to attend class and pursue your studies to achieve the intellectual growth and the bachelor's or master's degree that brought you to Highlands in the first place. But I also encourage you to get involved beyond the classroom and the laboratory. Be a leader, join a student organization, participate on one of our intramural or intercollegiate athletic teams, be part of a fine arts production or group, write for *La Mecha*, help run KEDP 91.1, or form your own interest group if the right one doesn't exist. This is your campus and getting involved will likely enhance your classroom experience as well as introduce you to new friends.

Please take the time to read this handbook; it is your guide to the programs and services that are available for you. And remember, our faculty and staff are dedicated to helping you develop to your fullest potential. Contact them if needed.

On behalf of the Highlands family, I offer you our sincere wishes for a productive and safe year.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Fries'.

James Fries, Ph.D.
President

Student Services	Facility	Phone
Academic Advising	Student Support Services	454-3236
Academic Advising	Academic Support	454-3188
Academic Grievances	VP for Academic Affairs	454-3311
Accessibility Services	Academic Support	454-3252
Books Store	Bookstore	454-3598
Campus/Conferences	Campus Life	454-3590
Campus Events	Campus Life	454-3590
Campus Security	Campus Police	454-3278
Campus Security (On Campus)	Campus Police	5555
Campus Violence Program	Purchasing Building	454-3445
Career Decision Making	Academic Support	454-3251
Commuter Student Concerns	Student Affairs	454-3020
Computer & Phone Assistance	Information Technology Services	454-3496
Cooperative Education	Academic Support	454-3188
Dual Credit	Educational Outreach Services	426-2270
Employment	Human Resources	454-3393
Facilities Scheduling	Campus Life	454-3590
Financial Concerns	Financial Assistance	454-3318
Health-Related Concerns	Health Centers	454-3218
Help Desk	Educational Outreach Services	426-2074
Housing Concerns	Housing/Student Conduct	454-3193
Identification Cards	Campus Life	454-3590
Intercollegiate Athletics	Athletics	454-3368
International Student, Scholar & Advising	International Ed. Center	454-3372
Intramurals	Exercise & Sports Science	454-3287
ITS Help Desk	Information Technology Services	454-3496
Job Search Information	Academic Support	454-3251
KEDP 91.1 FM	Media Arts West	454-3238
Leadership / Involvement Opportunities	Campus Life	454-3590
Reference Information Desk / Library	Donnelly Library	454-3401
Non-Academic Grievances	VP of Student Affairs	454-3020
Off Campus Support	Educational Outreach Services	426-2275

Peer Mentoring	Student Support Services	454-3236
Post Office	Campus Life	454-3358
Proficiency Testing	Academic Testing	454-3252
Publicity	University Relations	454-3387
Purple Pub Computer Lab	Campus Life	426-2005
Student Clubs / Organizations / Honoraries	Campus Life	454-3590
Study Groups & Study Skills	Student Support Services	454-3236
Theater Performances	Ilfeld Auditorium	454-3385
Title V Student Support	Educational Outreach Services	426-2270
Transcripts	Registrar's Office	454-3455
Tutoring	Student Support Services	454-3236
Veteran's Concerns	Registrar's Office	454-3233

Campus Switchboard
1-877-850-9064

ACADEMIC CALENDAR

Academic Year 2010 - 2011

Fall Semester

Early Registration

Classes Begin

Last Day to Register

Last Day to Drop

Labor Day Holiday

Mid-Term Exams

Fall Break

Last Day to Withdraw

Fall Recess

Final Exams

Semester Ends

Spring Semester

Early Registration

MLK Holiday

Classes Begin

Last Day to Register

Last Day to Drop

Mid-Term Exam

Spring Break

Last Day to Withdraw

Spring Recess

Final Exams

Commencement

Semester Ends

Summer Semester

Early Registration

Classes Begin

Last Day to Register

Last Day to Drop

Last Day to Withdraw

Independence Day Holiday

Final Exams

Semester Ends

2010

April 5 - August 22

August 23

August 30

September 3

September 6

October 13 - 15

October 18 - 19

October 29

November 24 - 26

December 13 - 17

December 20

November 8 - January 16

January 17

January 18

January 24

January 28

March 9 - 11

March 14 - 18

March 25

April 22

May 9 - 13

May 14

May 16

March 7 - June 5

June 6

June 10

June 10

July 24

July 4

July 21 - 22

July 25

FIRST DAY OF CLASS / COLLEGE LIFE

On your first day of class, you'll get some introductory information, but then it's down to business. If you have any questions about the structure of the course, the grading systems, when papers are due, when tests will be given or anything else, this is the time to ask! Your instructors should cover the following topics on the first day of class. If they don't, ask them about

- required textbooks
- other required class materials
- the syllabus (an outline of the material covered in the course)
- the schedule of test, papers and/or projects
- supplementary reading lists
- their grading system
- their office hours
- their policy on attendance and class participation
- check Blackboard to see if there are supplementary materials for any of your classes

If you get ahead of the game on the first day, chances are you'll stay ahead – and finish ahead!

Think of the student-professor relationship as a partnership with a common goal – your success! Here are a few tips to keep your relationship with the instructor on track:

- Introduce yourself to your professor. The first day of class is sometimes as awkward for teachers as well as students.
- Be on time for your class, and give your professor your full attention. Show you're serious about your studies.
- Participate in class discussions and volunteer answers to questions. Show you're interested and willing to work.
- Accept corrections and criticism as part of the learning process. We often learn more from our failures than we do from our successes.
- Ask questions. Instructors aren't mind readers – they need to know if something isn't clear.
- Make an appointment to talk to your professor if you're having trouble with the coursework. Don't wait until you're completely lost to ask for help.

Life in college is a little different than it was in high school. College courses nearly always require more reading, more homework and more of your time than your high school courses did.

It doesn't mean you're an alien from outer space if you:

- can't decide on a major.

- change your major (even several times).
- want to have more than one major.

But if you're having trouble clarifying your goals, see an adviser in Academic Support or Student Support Services.

Find out what's beyond the classroom. NMHU offers a lot of support services that are yours, free, just for the asking. It's your life. Look to professors, advisers and college staff for support, but not for decisions. Decisions are your responsibility.

Major in what you like, and success will come. Don't study something because your mother, father or friend thinks you should. Put your heart into it!

Here are some hints on asking for help

- Talk to your professor right away if you're having trouble in class.
- Make an appointment with an adviser in the Academic Support Office or Student Support Services if stress is getting in the way of success.
- Call the Childhood Development Center for advice if you're having trouble finding day care for your child or children.
- Access the Student Assistant Program.

Learning is lifelong. You're never too old, too young, too nervous, or too inexperienced for college.

NMHU CHARTERED STUDENT CLUBS/ORGANIZATIONS

ACTIVITIES BOARD

Type: Activities

Purpose: To promote activities on NMHU Campus.

Adviser: Margaret Gonzales (454-3495)

Department: Campus Life

ALPFA

Type: Business

Purpose: To develop professional and leadership skills for NMHU business students

Adviser: Mary V. Romero (454-3580)

Department: School of Business

ANTHROPOLOGY CLUB

Type: Educational club

Purpose: Foster Interest in the subject of Anthropology Including club meetings; field trips, and scholarly pursuits through the anthropology book club and discussion groups.

Adviser: Warren Lail (454-3542)

Department: School of Business

ASL CLUB

Type: Academic/Social

Purpose: Promote the study of American Sign Language and awareness of deaf culture through interaction with the local and larger deaf community and students of ASL and deaf culture from other colleges/universities.

Adviser: Carol Litherland (454-2141)

Department: Language Learning Center

ASSOCIATION OF SOCIOLOGY

Type: Academic

Purpose: Present research at Conferences

Adviser: Erika Derkas (454-3432)

Department: Sociology

BILINGUAL GRADUATE SOCIAL WORK ASSOCIATION

Type: Social Work

Purpose: Maintain an association of persons involved in Bilingual Bicultural Social Work.

Adviser: Dolores Ortega, PhD. (454-3567)

Department: School of Social Work

COUNSELING STUDENT ASSOCIATION (COSA)

Type: Special Interest

Purpose: To support, inform, and meet the needs of the students In the Graduate Counseling Program, and community.

Adviser: Paige Dunlap (891-6941)

Department: Counseling

CROSSROADS ART CLUB

Type: Art

Purpose: Promote art on campus and support student activities

Adviser: David Lobdell (454-3570)

Department: Visual and Performing Art

DISC GOLF CLUB

Type: Social

Purpose: To develop great character by participating in a fun, competitive, and friendly sport.

Adviser: Jordan Grimm (454-3260)

Department: Facilities Services

EXERCISE AND SPORT SCIENCES CLUB

Type: Departmental

Purpose: To promote healthier lifestyles through exercise, nutrition, and education.

Adviser: Kathy Jenkins (454-3479)

Department: Exercise and Sport Sciences

FIRE ESCAPE CHRISTIAN CLUB

Type: Bible Study

Purpose: To give NMHU Students an opportunity to have a personal relationship with Jesus Christ

Adviser: Tiffany Darling (454-3217)

Department: Women's Basketball

GRADUATE SOCIAL WORK ASSOCIATION

Type: Professional/Academic

Purpose: To provide social justice on campus and within the community.

Adviser: Lawrence M. Montano (454-3310)

Department: School of Social Work

HIGHLANDS UNIVERSITY GEOLOGICAL SOCIETY (HUGS)

Type: Academic/Social

Purpose: To further the education and fellowship of students interested in Geology at NMHU.

Adviser: Michael Petrouis (454-3513)

Department: Environmental Geology

HU SUSTAINABILITY CLUB

Type: Going green, recycle, etc.

Purpose: to encourage sustainable life styles, energy, efficiency, and ecological awareness on campus and in the community.

Adviser: Ken Bentson (454-3501)

Department: Natural Resources Management

INTERNATIONAL CLUB

Type: Social

Purpose: To promote various cultures that exist on the Highlands campus.

Adviser: Tina Clayton (454-3327)

Department: International Educational Center

LAMBDA KAPPA PSI SORORITY

Type: Greek / Sorority

Purpose: To promote education while having a sisterhood for a support system.

Adviser: Debra Olivas (454-3426)

Department: Financial Aid Office

LIVING IN FAITH TOGETHER (LIFT)

Type: Religious

Purpose: Formed to encourage spiritual development of undergraduate and graduate students at NMHU.

Adviser: Carol C. Linder (454-3267)

Department: Biology

MEDIA ARTS CLUB – MAC

Type: Academic & Social

Purpose: To create and enhance a professional production environment and to explore new methods of media production.

Adviser: Kerry Loewen (454-3312)

Department: Media Arts

NMHU BADMINTON ASSOCIATION

Type: Social

Purpose: Promote community development of badminton skills and appreciation.

Adviser: Joanne Spring (454-0413)

Department: ESS

NMHU BATON TWIRLING CLUB

Type: Baton Twirling

Purpose: To present students the opportunity to learn the skill/technique and joy of the sport of baton twirling.

Adviser: Ed Harrington (454-3569)

Department: Music/Band

NMHU BLACK STUDENT ASSOCIATION

Type: Social

Purpose: To create awareness of African American culture on campus and community.

Adviser: Yvette D. Wilkes (454-3193)

Department: Housing / Student Conduct

NMHU CHEERLEADERS

Type: Social

Purpose: To promote pride and tradition throughout the school year.

Adviser: Dennis Marquez (454-3007)

Department: ITS

NMHU CHESS CLUB

Type: Strategic Game Playing

Purpose: To promote critical thinking and strategic value while enjoying the benefits that Chess brings.

Adviser: Helen Boudreau (454-3553)

Department: Student Support Services

NMHU COWGIRL RUGBY “JILLEROOS” CLUB

Type: Rugby

Purpose: To encourage fitness, teamwork, and overall have fun learning the sport of Rugby.

Adviser: Mary Shaw (454-3407)

Department: Biology

NMHU ICE SKATING CLUB

Type: Athletic

Purpose: To promote enjoyment of figure skating at NMHU and the community.

Adviser: Gil R. Gallegos (454-3076)

Department: Math Department

NMHU NATIVE AMERICAN CLUB

Type: Social Club

Purpose: To provide social activities through which club members can meet and connect with others, and plan, present, and participate in social activities that celebrate the Native American cultures of NMHU.

Adviser: Rochelle Yazzie (426-2049)

Department: Native American Student Services

NMHU NEWMAN CLUB

Type: Religious

Purpose: Support religious education.

Adviser: LouAnn Romero (454-3087)

Department: Social Work

NMHU PERFORMING ARTS CLUB

Type: Theatre

Purpose: To educate and allow students and community members to practice their art forms.

Adviser: Andre Garcia-Nuthmann (454-3573)

Department: Music Department / Theater

NMHU RUGBY CLUB “VATOS”

Type: Athletic

Purpose: To promote physical fitness and sportsmanship.

Adviser: ER Dick Greene (454-3365)

Department: Biology

NMHU STUDENT AMBASSADORS

Type: Honorary

Purpose: Assist within the office of recruitment to recruit prospective students.

Adviser: Julia Andrada (454-3323)

Department: Recruitment Office

NMHU WOMEN FOR A CHANGE

Type: Academic

Purpose: Organize events / educational outreach, present at conferences.

Adviser: Erika Derkas (454-3432)

Department: Sociology/Women's Studies

NU ETA

Type: Sorority

Purpose: To promote sisterhood.

Adviser: Thomasinia Ortiz Gallegos (454-3127)

Department: Office of Academic Support

PHI ETA SIGMA

Type: Honorary

Purpose: To promote academic excellence among freshmen.

Adviser: Margaret Gonzales (454-3495)

Department: Office of Campus Life

PHI KAPPA PHI

Type: Honorary

Purpose: To promote academic excellence among upper division students.

Adviser: Carolyn Newman (454-3383)

Department: School of Education

PICAYUNE LITERARY MAGAZINE

Type: Publication / Literacy

Purpose: To promote literacy / reading, publication.

Adviser: Daniel Martinez (426-2073)

Department: English & Philosophy

PINK CLUB

Type: Social

Purpose: To promote breast cancer awareness and recognize local breast cancer survivors.

Adviser: Kacy Cochran (454-3355)

Department: Athletics

PSI CHI

Type: Honorary

Purpose: To promote further education outside of the classroom in the field of Psychology.

Adviser: Maura Pilotti (454-3209)

Department: Psychology

SCIENCE CLUB

Type: Academic

Purpose: To promote careers in Biomedical Science including research, medical, dental veterinary science.

Adviser: Carol Linder (454-3263)

Department: Biology

SEXY GREEN

Type: Environmental

Purpose: To help recycle and promote a cleaner Las Vegas and world.

Adviser: Donna Martinez (454-3238)

Department: KEDP Radio Station / Ilfeld Auditorium

SIGMA TAU DELTA

Type: Honors

Purpose: Promote English studies

Adviser: Daniel R. Martinez (426-2073)

Department: English

SOCIETY OF AMERICAN FORESTERS

Type: Career / Science

Purpose: To help future foresters interact with community and current foresters for networking, etc.

Adviser: W. David Hacker (454-3263)

Department: Natural Resources

STUDENT CAMPUS FELLOWSHIP

Type: Religious

Purpose: Evangelizing the gospel and encouraging one another in Christianity

Adviser: Eldora Morris

Department: Academic Support (505-310-2351)

TIMBAVEGA SALSA CLUB

Type: Salsa Club

Purpose: To promote a positive activity @ Highlands.

Adviser: Carlos Mora

Department: Physical Education (505-429-9282)

TKE FRATERNITY

Type: Social Fraternity

Purpose: To provide a better understanding of fellow young men, and aid in social, personal and educational development.

Adviser: James Mandarino (454-3199)

Department: Foundation Office

WALK THE WALK BIBLE STUDY

Type: Faith (Religious)

Purpose: To promote faith within an individual.

Adviser: Andy Martinez (454-3124)

Department: Exercise and Sports Sciences

HERE TO HELP ACADEMIC AFFAIRS

The Division of Academic Affairs is responsible for academic matters, such as the curriculum, classroom learning, grade grievances, academic dishonesty, and faculty matters. This division includes a vice president, associate vice president, academic deans, department heads, and faculty members. Students may contact one or more of these individuals for concerns specific to NMHU's instructional programs.

Office of Academic Affairs

Dr. Gilbert Rivera, Vice President for Academic Affairs
105 Rodgers Administration Building, 454-3311

Office of Graduate Studies

Dr. Linda LaGrange, Associate Vice President for Academic Affairs
239 Sininger Hall, 454-3266

School of Business

Dr. Margaret Young, Dean
208 Sininger Hall, 454-3522

School of Social Work

Dr. Alfredo Garcia, Dean
213 Lora Shields Science Annex, 454-3448
Dr. Andrew Israel, Associate Dean
211 Lora Shields Science Annex, 454-3220

College Arts and Sciences

Dr. Roy Lujan, Dean
136 Douglas Hall, 454-3080

Dr. Barbara Risch, Department Chair of the English and Philosophy
140 Douglas Hall, 454-3451

Dr. Peter Linder, Department Chair, History, Political Science and Languages and Culture
241 Douglas Hall, 454-3423

Dr. Miriam Langer, Department Chair, Visual and Performing Arts
104 Media Arts West, 454-3390

Dr. Mary Shaw, Department Chair, Biology and Chemistry Department
325 Ivan Hilton Science Technology Bldg, 454-3407

Dr. David Olivas, Department Chair, Computer and Mathematical Science
226 Ivan Hilton Science Technology Bldg, 454-3165

Dr. Susan Williams, Director, Nursing
101 Engineering Bldg, 454-3210

Dr. Ken Bentson, Department Chair, Natural Resources
334 Ivan Hilton Science Technology Bldg, 454-3366

Dr. Ian Williamson, Department Chair, Social & Behavioral Sciences
205 Hewett Hall, 454-3342

Dr. Kathy Jenkins, Department Chair, Exercise and Sport Sciences
PE227 Wilson complex, 454-3479

School of Education

Dr. Michael Anderson, Dean
114B Teachers Education Center, 454-3213

Dr. James Burns, Co-Dept Chair, Advanced Programs Educational Leadership
106 Teacher Education Center, 454-3521

Dr. Stella Helvie, Department Chair, Special Education
112 Teacher Education Center, 454-3516

Dr. Alice Menzor, Co-Dept Chair, Advanced Programs Curriculum & Instruction
129 Teachers Education Center, 454-2204

Dr. George Leone, Department Chair, Counseling and Special Education
128 Teachers Education Center, 454-3211

Dr. Carolyn Newman, Department Chair, Teacher Education
103 Teachers Education Center, 454-3383

ACADEMIC SUPPORT

Felix Martinez Building, 454-3188

The Office of Academic Support offers an array of services with special emphasis on academic advisement. The Staff of Academic Support are available to ensure you receive assistance in assessing your interests, skills and abilities and point you in the right direction that will help get you through college. Our department provides assistance with peer advising, academic and social workshops, accessibility (physical, mental, and emotional disability related issues) and testing services, retention and intervention, academic advisement and new student orientation.

ADMISSIONS OFFICE

Felix Martinez Building, 454-3439

The Admissions Office serves as a source of information for prospective students about the university's academic programs and support services. It is on the second floor of the Rodgers Administration Building.

AFFIRMATIVE ACTION HUMAN RESOURCES

108 Rodgers Hall, Administration Building, 454-3242

Concerns related to possible employee discrimination and sexual harassment should be directed to this office.

ACCESSIBILITY SERVICES

Felix Martinez Building, 454-3252, Disabilities@nmhu.edu

The Office of Accessibility Services is responsible for coordinating services to students with physical, learning, and psychological disabilities under the auspices of Title II of the

Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act. At the university level, the student bears primary responsibility for registering his or her disability, following procedures, and following through on the implementation of their accommodations. Students requesting reasonable accommodations must provide written documentation of their specific disability and follow all the policies and procedures outlined in the Accessibility Service's Handbook, available separately at the above address. Official accommodations cannot be provided to disabled students without prior approval from the Office of Accessibility Services. As a consequence, students are strongly encouraged to contact this office as soon as possible about their disability.

ASSOCIATION OF GRADUATE STUDENTS - AGS

218 Student Center, 454-3370

The Associated Graduate Students of New Mexico Highlands University (AGSNMHU) is an organization dedicated to the needs, concerns, and ideas of the graduate population. The AGSNMHU consists of 12 senators, two executives, and two administrative positions, who serve one academic year terms. The AGSNMHU hosts a variety of events and activities dedicated to the specific needs of graduate students such as hosting guest speakers, career specific fairs, as well as social events. AGSNMHU can also aid students in career and educational endeavors by providing funds to individuals or clubs consisting of graduate students that would like to attend conferences or events. The AGSNMHU is the voice of the graduate students, and members sit on various boards and committees around campus that are geared to help graduate and future graduate students. Students, staff, faculty, and potential graduate students are always welcome to attend meetings and events hosted by the AGSNMHU. If you are interested in becoming a senator, feel free to contact us through our NMHU Webb page or stop by our office located on the second floor of the student center.

ARMAS IN EDUCATION

Engineering Building, 426-2009 or 426-2010

The center provides comprehensive support to STEM (Science, Technology Engineering and Math) students as they work toward their academic and professional goals. Services include tutoring, peer mentoring, advising, career counseling, workshops, and connections to internships and job opportunities. All students taking in STEM disciplines are welcome to participate in the services and programs offered by the center. Students do NOT have to be majors to access ARMAS services. Students are invited to drop in at the center during opening hours to meet our staff and learn more about the resources ARMAS offers.

BOOKSTORE

113 Student Center, 454-3598, Bookstore@nmhu.edu

Students will make the NMHU Bookstore their first stop each semester, as the

bookstore stocks the required course textbooks. The bookstore also offers supplies, gifts, NMHU novelty items and access to a fax machine. The NMHU Bookstore is located in the Student Center (Ninth and Baca). Regular business hours are 8 a.m. to 5 p.m., Monday through Friday. Hours of operation are extended during early semester rush periods. The toll-free number for off-site center is 1-877-248-9856.

BUSINESS OFFICE

Rodger Hall Administration Building, 454-3444

Located on the second floor of Rodgers Hall, this office handles student payroll checks, check cashing (with NMHU identification), and student payments to the university.

CAMPUS LIFE AND CONFERENCES

204 Student Center, 454-3590, Campuslife@nmhu.edu

The Office of Campus Life is located on the second floor of the Student Center (Ninth and Baca). Campus Life members assist in making student life fun, lively and educational. The office provides a number of services including coordination of university events such as the Welcome Week festivities, club fairs, performing arts series, the Student Leadership Recognition Dinner, dances, Family Fun Day, homecoming events, and the Family Holiday Party. Service to student organizations includes charters, a handbook, mailboxes, leadership training programs and scheduling of university facilities. This office also provides student identification card services for university students, staff and faculty. The director of campus life welcomes volunteers to assist with events, or join campus organizations or the Activities Board.

CAMPUS POLICE

Ninth Street and Baca, Routine Calls, 454-3278/3274 or on-campus phones, 5555

Emergency Calls, 9-911

The campus police are responsible for enforcing university regulations, city ordinances and state and federal laws. Police are trained in first aid and other emergency procedures. The department maintains the campus parking system, lost and found, and weapons safekeeping. Police are available 24 hours a day, 7 days a week, at the Police and Information Center at Eleventh and Baca. During nonbusiness hours and on holidays, police answer telephone calls made to the university.

FINANCIAL AID

New Mexico Highlands University is committed to helping all students attain an affordable education. The philosophy of the Financial Aid Office is to award funding to as many qualified students as possible. The office tries to distribute resources equitably and make sure every student in need has the necessary resources to go to school. Using a combination of family support, grants, loans, work programs, and scholarships, the Financial Aid Office works so that each student has a personalized financial aid package. Students apply for federal and state student aid programs, including Pell

grants, Academic Competitiveness Grant, SMART Grant, TEACH Grant, federal and state supplemental grants, Perkins loans, and Stafford loans by completing a Free Application for Federal Student Aid, commonly referred to as the FAFSA. The Financial Aid Office also awards the New Mexico Legislative Lottery Scholarship for all recent graduates of New Mexico high schools and GED recipients as applicable, as well as other state, NMHU Foundation and university scholarships.

A financial aid package is prepared for you after all components of your application are reviewed by a financial aid adviser. Your package might be different from another's as the financial aid process is individualized based on your particular living and financial circumstances. The Financial Aid Office will ensure you have a financial aid package that best fits your situation. Once the semester is underway and you are registered for all your classes, the awards in your financial aid package will be credited to your student account in the Business Office to offset the charges of tuition, fees, on-campus housing, and other charges (i.e. bookstore charges). Amounts that exceed your charges will be reimbursed to you. Use these funds wisely, as they are intended to help you for the duration of the semester. Plan a budget ahead of time.

Applying for financial aid is simply a matter of accurately completing forms and getting paperwork submitted. You can get help with the process, so do not let the application forms scare you away. Remember, the process is largely created through paperwork; therefore, you should keep copies of everything you send or deliver and records of the relevant dates. Do not give the Financial Aid Office the originals of income tax forms or other important documents. Make copies and have the copies dated by the Financial Aid Office for additional assurances that materials have been received.

Survival Tips

An education is a privilege and your responsibility. Therefore, you are expected to contribute toward your education to the best of your abilities and with the help of your family. Financial aid is only a supplement to help meet some of the costs associated with your education.

- Financial aid representatives are here to help; utilize this great resource!
- Read and be aware of financial aid programs and processes.
- Understand your rights, responsibilities, and the implications of all form your sign.
- Keep copies of all documents submitted to the Financial Aid Office and note the dates submitted.
- Take responsibility for your part in the financial aid process, and ensure yourself of the most aid possible by being prompt, organized and alert.
- Read the university catalog and course schedule thoroughly. Know and understand policies regarding registration, tuition and fee charges, refunds, course changes and financial aid disbursements.

Your Rights

You have the right to know...

- what financial aid programs are available at NMHU
- the deadlines for submitting applications for each of the programs
- how financial aid is distributed, how decisions on distributions are made, and the bases for these decisions
- how your financial need was determined
- how your cost of attendance was determined (i.e. tuition and fees, room and board, books and supplies, transportation, personal, and miscellaneous expenses)
- what resources (current assets, family contribution, other financial aid, etc.) are considered in the calculation of your need
- how much of your financial need, as determined by NMHU, has been met
- the details of the various programs in your student aid package
- NMHU's refund policy
- what portion of the financial aid you receive must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the pay back procedures, the length of time you have to repay the loan, and when repayment is to begin
- how NMHU determines if you are making satisfactory academic progress and what happens if you are not
- policies and sanctions related to copyright infringement
- NMHU's Drug and Alcohol Policy
- NMHU's Crime Awareness Policy and access to the Campus Security report
- NMHU's default rate (FY08 6.6%)
- NMHU's retention rates and graduation rates
- Job placement information
- NMHU's statistics regarding student body diversity

Many of the above statistics regarding the University can be found on the college portrait website at <http://www.collegeportraits.org/NM/NMHU/>

Your Responsibilities

In accepting your responsibilities, you must...

- complete all application forms accurately and submit them on time to the proper place
- provide correct information, misreporting information on financial aid applications could result in indictment under the U.S. Criminal Code
- return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application
- be responsible for reading and understanding and keeping copies of all forms you sign
- live up to all agreements you sign
- perform the work agreed upon when accepting work-study assignments
- be aware of and comply with University policies and procedures

- report all changes in name, address, telephone number, and enrollment status to the Financial Aid Office and Registrar's Office

Grants

Federal Pell Grant

Qualification: Undergraduate student only. Annual amount: up to \$5,550 (increase effective July 1, 2010)

Deadlines & application: Free Application for Federal Student Aid (FAFSA)

Description: Pell Grants are given to both in-state and out-of-state undergraduates with financial need. To qualify, you must also have a high school diploma or GED and be enrolled at the university in a degree-seeking program. Check for other specific qualifications in The Student Guide, Financial Aid, from the U.S. Department of Education. The Financial Aid Office has hard copies available.

Federal Pell Grants do not have to be paid back. Students with the greatest need receive Pell Grants. The maximum amount depends on what the U.S. Department of Education authorized for the year, the cost of tuition, fees and other expenses at Highlands, the number of hours you take, and whether you attend one or two semesters. Recently (2010-11AY), the annual maximum amount has been increased to \$5,550 for full-time students (12 or more credit hours) with a zero expected family contribution and enrolled full-time in both regular semesters. To continue to receive Pell Grants, recipients must demonstrate satisfactory academic performance (SAP), with a minimum grade point average of 1.75 for freshmen and 2.0 for sophomores, juniors, and seniors.

Academic Competitiveness Grant (ACG)

An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to at least half-time students who are, receiving a federal Pell Grant in the same academic year, and who had successfully completed a rigorous high school program as determined by the state or local education agency and recognized by the secretary of education. Second-year students must also have maintained a cumulative GPA of at least 3.0. The program was available for the first time for the 2006-07 school year for first-year students who graduated from high school after January 1, 2006 and for second-year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award. 2010-11 will be the last year for this federal program.

National Smart (Science and Mathematics Access to Retain Talent) Grant

A National SMART Grant will provide up to \$4,000 for each of the third and fourth years of undergraduate study to full-time students who are receiving a federal Pell Grant in the same academic year and majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a language determined critical to national security. The student must also have maintained a cumulative GPA of at least 3.0 at the end of the

second academic year and must continue to maintain a 3.0 GPA. The National SMART Grant is in addition to the student's Pell Grant award. 2010-11 will be the last year for this federal program.

Teach Education Assistance for College and Higher Education (TEACH) Grant Program

Qualification: Undergraduate and graduate students. Non-need based (cannot exceed cost of attendance). U.S. Citizen or eligible non-citizen. Cumulative GPA of 3.25 or 75th percentile on college admission test. Must be enrolled in a high-need field as identified by the Federal Dept of Education and the State of NM. Funding up to \$4,000 per academic year.

Deadlines and Application: FAFSA. NMHU TEACH Form.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Qualification: Undergraduate students only (must be Pell Grant recipient) Annual amount: Up to \$2,000

Deadlines & application: March 1st Free Application for Federal student Aid (FAFSA); April 15 complete file

Description: Similar to Pell Grants, FSEOG are given to students with high financial need who qualify for Pell Grants. No application is necessary other than the early completion of the FAFSA. This award is a grant and does not have to be repaid.

Unlike Pell Grants, the university is given a set amount for FSEOGs, and all qualified applicants are not guaranteed funding. They are given on a first-come, first-serve basis to those who have qualified for Pell Grants and, by preference, to out-of-state students. This preference is because the State Student Incentive Grants (SSIG), funded by both federal and state sources are identical to the FSEOGs in amount, but are reserved for New Mexico residents only. FSEOG maximum is \$2,000 for single parents with zero EFC and pro-rated thereafter based on your EFC and availability of funding.

State Student Incentive Grant (SSIG)

Qualifications: Undergraduate students only (must be Pell Grant recipient). New Mexico resident. Annual amount: Up to \$2,000.

Deadlines & application: March 1 Free Application for Federal student Aid (FAFSA); April 15 complete file

Description: Similar to Pell Grants, SSIGs are given to students with high financial need who qualify for Pell Grants. This award is a grant and does not have to be repaid.

Unlike the Pell Grant, the university is given a set amount by the state for SSIGs, and all qualified applicants are not guaranteed to receive one. They are given on a first-come, first-serve basis to those who have qualified for Pell Grants and, by law, to state residents. They are identical to the FSEOGs in amount, with a \$2,000 maximum for single parents with zero EFC and prorated thereafter based on your EFC and availability of funding.

College Affordability Grant

The purpose of the College Affordability Grant is to encourage New Mexico students with financial need, who do not qualify for other state grants or scholarships, to attend and complete educational programs at a public New Mexico college or university.

Amount: Maximum of \$1,000 per semester (prorated for those enrolled less than full time). Renewable if student maintains satisfactory progress.

What are the eligibility requirements? New Mexico residents, undergraduate, must demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA). You may not be receiving any other state or federal grants (other than federal Pell Grant) and scholarships. You must enroll at least half time (6 credit hours).

Deadlines & application: March 1 Free Application for Federal Student Aid (FAFSA) and April 15 complete file.

Loans

Federal Perkins Loan

Qualifications: Undergraduate and graduate students; need based. Annual amount: Up to \$3,000 undergraduates; Up to \$5,000 graduates.

Deadlines & Application: March 1 Free Application for Federal Student Aid (FAFSA) and April 15 complete file.

Description: Perkins Loans are given to undergraduates and graduates, in-state and out-of-state students, with financial need.

Students pursuing a second bachelor's degree or educational/professional licensure are also eligible for Perkins Loans at the undergraduate loan limit.

Funds for Perkins Loans come from previous borrowers in repayment and are limited. Make sure your FAFSA is submitted by March 1 and file is completed by April 15 for award consideration.

Perkins Loans are repaid to the university through a third party servicer, New Mexico Student Loan. Interest of 5 percent and payments are deferred until nine months after graduation, after you leave school, or drop below six credit hours (called a grace period). The repayments of previous loan recipients create the money for current ones. The university, thus, has a revolving account of loan repayments that are then re-awarded to current eligible students.

In certain circumstances, your Perkins Loan repayments may be deferred, postponed, or cancelled. Some of these circumstances include becoming a teacher, nurse or health care professional, law enforcement officer, Peace Corps volunteer, or member of the armed forces. For more information on these options, go online to www.ed.gov/offices/OSFAP/Students/repayment/teachers/.

A Perkins Loan is part of your financial aid package. Each academic year, you will sign a promissory note. Funds will be posted to your student account receivable on the second Friday of the semester.

Each year you must complete an Entrance counseling session on-line before funds will be disbursed. Go to www.mappingyourfuture.org select Perkins Loans.

Stafford Loan

Student loans, unlike grants, are borrowed money that must be repaid, with interest. Loans are legal obligations, so before you borrow a student loan, think about the amount you'll have to repay over the years as well as the kind of job you will be pursuing to be able to afford this repayment of your student loans.

Effective Summer 2010, as a result of the Health Care and Education Reconciliation Act of 2010 (HR 4872), all Stafford loans will be processed under the William D. Ford Federal Direct Loan Program.

Expect that loans may take up to eight weeks to fully process and this process largely depends on you. Once the loan data form is submitted to the FA Office (your FAFSA must be complete and reviewed); then your loan is certified in our office, you must complete an entrance counseling session on-line and sign your master promissory note before loan money will be released to NMHU. It is best to turn in your Loan Data Form when you submit your FAFSA. Otherwise, you can choose to wait for your award letter in late May or early June to determine how much, in addition to your current awards, you might require. The maximum amount of what you may borrow using a Stafford Loan depends on other aid you may have in your financial aid package. It also depends on your student classification, expected family contribution and the cost of attendance established for the academic year or term requested. Loans based on financial need and dependency status are subsidized, which means that interest will not be charged until you graduate or leave school and begin repayment.

Interest on Stafford loans will not exceed 8.25% and will vary according to economic conditions.

Note: You do not want to borrow anymore than you need. Remember this is a loan that must be repaid with interest. For example, you may have \$3,500 available to you; however, you may choose to borrow only \$200, based on the amount that you need. Also, remember the maximum annual loan amount is the total available to you in an academic ear: summer through the spring semester. You will need to budget yourself a certain amount from this total to cover each semester.

A financial aid adviser can help you understand the details of a Stafford Loan.

Borrowers at NMHU must complete an online loan entrance counseling session every academic year before their loan will be processed. Go to Direct Loans at www.dl.ed.gov after your loan is certified by the university, approved and guaranteed, you will sign a master promissory note. The website for students to complete MPN is www.dlenote.ed.gov. One master promissory note will allow you to continue to borrow direct loans through your undergraduate and/or graduate education if you borrow continuously for a maximum of 10 years (after a period of 10 years, the note will expire).

You will receive Stafford loans in two disbursements. For a two-semester loan, you will

receive the first credit to your student account receivable (SAR) on the second Friday of the fall semester and the second disbursement on the second Friday of the spring semester. Loan amounts that exceed your charges will be reimbursed to you on the second Friday after classes begin each semester. For a one-semester loan, you will be credited with the first disbursement on the second Friday of the term, and the second disbursement at mid-term. Freshmen and first-time borrowers will not receive their first disbursement until 30 days after classes have begun.

Federal Subsidized Stafford Loan

Qualifications: Undergraduate and graduate students; need based. Annual Amount: \$3,500 to \$8,500, depending on grade level.

Deadlines & applications: Free Application for Federal Student Aid (FAFSA) & Loan Data Form. Deadline: No later than two weeks prior to the end of semester. Otherwise, release will be subject to satisfactory academic progress for late disbursement.

Description: To be eligible for Stafford Loans as well as other federal financial aid, fill out the FAFSA. Also complete a Loan Data Form at the Office of Financial Aid or online (download & print).

You may only apply for summer loans if you are also enrolled to attend the fall semester and must be enrolled for a minimum of 6 credit hours in each.

Federal Unsubsidized Stafford Loan

Qualifications: Undergraduate and graduate students. Non-need based.

Annual amount: \$3,500 to \$20,500, depending on grade level.

Deadlines & application: Free application for Federal Student Aid (FAFSA); Loan Data Form. Deadline: No later than two weeks prior to the end of semester. Otherwise, release will be subject to satisfactory academic progress for late disbursement.

Description: To be eligible for Stafford Loans as well as other federal financial aid, fill out the FAFSA. Also complete a Loan Data Form at the Office of Financial Aid or online (download & print).

You may only apply for summer loans if you are enrolled to attend the fall semester and must be enrolled a minimum of 6 credit hours in each.

Federal Plus Loans

Qualifications: Available to parents of dependent undergraduate and graduate students. Non-need based.

Annual amount: Cost of attendance minus any other financial aid received. Cannot exceed cost of attendance.

Deadline & applications: Free Application for Federal Student Aid (FAFSA). PLUS Loan Application prescreening form.

Deadline: No later than two weeks prior to the end of semester. Otherwise, release will be subject to satisfactory academic progress for late disbursement.

Description: This is a parent loan. Eligibility is based on credit worthiness and approval from the Federal Department of Education. Repayment is required.

Scholarships

Undergraduate students with grade point averages of 2.5 and above should apply for state, university, and NMHU Foundation scholarships by completing the NMHU Scholarship Application by application priority consideration timelines (March 1 for freshmen; May 1 for continuing and transfer students).

Graduate students with a grade point average of 3.0 and above are encouraged to apply for the Graduate Presidential Scholarship. Complete the NMHU Scholarship Application by May 1.

Graduate assistantships are processed through the Office of Graduate Studies and in the academic units that offer graduate degrees.

Regardless of funding variables, if you are an academic high achiever, it is always worth your while to apply for scholarships at the university. The Financial Aid Office also keeps information regarding scholarship listings that are available outside of the university. External scholarships require a separate application and have different (earlier and later) deadlines than the university. Be sure to examine these listings and also to investigate other resources.

To apply for external scholarships, we recommend using the scholarship search engine at www.fastweb.com to help facilitate the scholarship search process. *Note: these scholarships are external to NMHU's scholarships and NMHU has no jurisdiction over the awarding of these scholarships. If you do receive outside scholarship support, it must be reported to NMHU's Financial Aid Office to be included as part of your financial aid package.*

Scholarship guidance: Scholarships are awarded first in the completion of a financial aid package. If you receive financial aid, your scholarship aid will be awarded before you are considered for grants, loans, or a work-study program. If you receive scholarships from other sources than the university or state, those awards will also be considered in your total financial aid package. You may not receive more aid than the total cost of attendance at NMHU during a year. This amount is calculated by adding tuition and fees to an estimated average for room and board, books, personal items, and transportation.

Many state scholarship awards are based on academic achievement and on state residency. Private scholarship awards are given by the contributions of individuals. Donors may designate awards for students from certain schools or areas in New Mexico, with certain majors, or with financial need. In addition, there may be particular specifications for the personal essays and letters of recommendation submitted. If you are interested in a specific scholarship, be sure to check the scholarship's qualifications for application.

Students who earn relatively high GED scores are eligible for certain scholarships.

Nontraditional students returning to school may also qualify for certain scholarships.

Recent ACT or SAT test scores will help establish a comparable status to other students. In these cases, personal statements and references will be especially important.

The number of scholarships available varies with changes in state and private funding and the economy. Endowed scholarships are funded through the interest paid by investments, and that amount is always changing. The amount of individual scholarships awards may also vary given increases in tuition and fees and other variables.

Work-Study

Process

NMHU participates in the federal and state work-study programs. Federal work-study is dependent upon your need as determined by the FAFSA and your request to be considered for work-study on the FAFSA form. The state work-study program allows students with and without need to be hired by NMHU employers, but you must still have a completed FAFSA on file in the Financial Aid Office. Students with need cannot earn more than their calculated cost of attendance (tuition, feeds, books, room and board, etc.), and all students cannot earn more than the maximum limits set under the federal and state work-study program.

March 1 is the deadline for submitting the FAFSA that determines work-study and other available financial aid. The amount that you are eligible to earn for either state or federal work-study programs is determined after March 1 for the earliest applicants. Work-study awards will continue to be allotted to students if funds are available, but work-study funds are generally completely allotted for the next academic year in the spring. Funds only become available again as students drop out of the program and funds are returned to the work-study budget.

Work-study positions are only available if funds still exist in the federal or state programs. Even if funds are allotted to qualified students, jobs might not be available. In this case, you may request that your financial aid package be reevaluated, and loan monies may be available to you.

The work-study hiring process is one in the employer usually posts a job opening with the Human Resources Office. Students must pursue the jobs and be hired by employers to receive work-study award. Students can check for postings or may hear of a potential job and can call or visit the individual who is the work-study hiring contact. The student interviews for the job, and the employer chooses the best applicant. The student picks up a Student Hire Form from the hiring supervisor or off the NMHU Web site or from the Human Resource Office.

Students then arrange their working hours with their employers, considering the number of hours they are allowed to work in order to earn the maximum wages available through their financial aid package and the work-study program. Students complete

timesheets every two weeks and are evaluated by their employer at the end of each semester. Remember, the department has the authority not to rehire you based on poor performance. This may be one of your first opportunities to develop good work ethics, so take your work-study position seriously. This employment can also be used in building your resume for future professional employment.

For details regarding pay schedules, see the Human Resource Office.

Federal Work-Study

Qualifications: Undergraduate and graduate students; need based

Annual amount: Wage and grade scales apply. Recipients may only work 20 hours per week maximum during regular semesters.

Deadlines & application: March 1 Free Application for Federal Student Aid (FAFSA); April 15 complete file.

Description: Work-study programs allow students with need to pay for some of their college expenses by working. The obvious advantage is that students finish their education owing less in loans. There is also a financial advantage for the university in that these earnings are federally or state subsidized, with the university paying a percentage of the total earnings of students under this program.

State Work-Study

Qualifications: Undergraduate and graduate students; both need and non-need based.

Annual amount: Wage and grade scaled apply. Recipients may only work 20 hours per week maximum during regular semesters.

Deadlines & application: March 1 Free Application for Federal Student Aid (FAFSA); April 15 complete file.

Description: Work-study programs allow students with need to pay for some of their college expenses by working. The advantage is that students finish their education owing less in loans. There is also a financial advantage for the university in that these earnings are federally or state subsidized, with the University paying a percentage of the total earnings of students under this program.

The work-study hiring process is one in which the employer usually posts a job opening with the Human Resources Department. Students must pursue jobs and be hired by employers to receive work-study. The student checks for postings, or hears of a potential job and calls the individual who is the work-study contact. The student interviews for the job, and the employer chooses the best applicant. The employer will submit a student employment form to Human Resources.

Work-study paychecks are on a one-week lag period. This means your first paycheck is ready one week after your timesheet is submitted. Pick up a pay schedule at the Human Resources Department. Your checks will be available at the Cashier's Office. Be sure to bring your I.D.!

Financial Aid Reimbursements

Financial aid reimbursements will be available starting the second Friday of the semester. Reimbursements are determined after financial aid credits are posted to offset student charges on your student account receivable (i.e. tuition and fees; on-campus room and board; bookstore charges, etc.). If your financial aid exceeds your charges, you will be issued a reimbursement check. If you wish to have your reimbursement check mailed to you, please email SAR@nmhu.edu with your request.

CAMPUS VIOLENCE PREVENTION PROGRAM

5, Purchasing Building, 454-3445

The Campus Violence Prevention Program (CVPP) provides collaborative services and support to students who are victim/survivors of domestic violence, dating violence, sexual assault, and stalking. Services include counseling, advocacy, and referrals to community service providers and partners. CVPP also provides educational outreach and prevention, and coordinates trainings for students, faculty, and staff.

CHILD DEVELOPMENT CENTER

Guadalupita Building, 454-3510 or 3250

The NMHU Child Development Center provides day care services for the children of NMHU students. This state-licensed center provides supervised play and educational activities. The Child Development Center is located directly behind the Teacher Education Center on Eleventh Street.

CAREER SERVICES

Felix Martinez Building, 454-3048

The Office of Career and Placement Services offers career and job related services that meet the needs of current students, alumni, employers, and other university personnel. Examples include job search skills, resume preparation, interview skills, career and educator fairs for students, alumni and employers, full and part-time job listings, internships, and co-ops.

COOPERATIVE EDUCATION AND INTERNSHIPS

Felix Martinez Building, 454-3048

The New Mexico Highlands University Career Services Program for Cooperative Education and Internships Program links employers who wish to recruit university students for cooperative education (co-op) positions, and internships with the students who seek these opportunities. These undergraduate employment programs often give employers early access to top candidates for full-time positions.

COUNSELING - INDIVIDUAL AND GROUP

Teacher Education Building (TEC), 454-3564

NMHU offers free counseling for children, adolescents, adults, couples, and families to

help with problems related to abuse, addictions, self-esteem, relationships, anger, and other areas of life. The services are confidential and private and are conducted by graduate interns of NMHU's Counseling and Guidance Program and supervised by a licensed professional counselor on the faculty.

COUNSELING SERVICES

Felix Martinez Building, 454-3048

The NMHU Office of Counseling Services has licensed professional counselors provide individual and group counseling services; to assist students with educational, personal and relationship issues.

DINING SERVICES

Archuleta Hall, 454-8799/8803

Dining Services makes meals and snacks available to both commuting and resident students. Commuting students eating in the Student Center's Cantina may choose to purchase *a la carte* meals with cash, or sign up for a meal plan. Resident students are required to purchase a meal plan and may eat in the Cantina or the Archuleta Cafeteria. Meal plans are available in the Office of Housing and Student conduct, 505-454-3193.

EDUCATIONAL OUTREACH SERVICES (EOS)

FH-1, 505-426-2058, Toll Free 1-877-248-9854

EOS provides regional telecommunications access and educational opportunities to all students and communities. EOS provides off campus instruction, televised instruction (ITV) and Web-based instruction. Help desk business hours are Monday through Friday from 8 a.m. to 9 p.m. and Saturdays from 9 a.m. to 2 p.m.

FINANCIAL AID AND SCHOLARSHIPS

Felix Martinez Building, 454-3318, financialaid@nmhu.edu

Toll-free 1-800-379-4038. Calls made on this number cannot be transferred or forwarded. This office offers financial assistance to eligible NMHU students. This financial assistance will come in the form of grants, student loans, scholarships and student employment. It is important that students interested in financial aid maintain an acceptable grade point average and apply for aid early.

FOUNDATION AND ALUMNI AFFAIRS

505-454-3199, jfmandarino@nmhu.edu

NMHU Alumni Association, Box 9000, Las Vegas, NM 87701

Highlands Foundation is responsible for raising private-sector funds for student scholarships and assisting the university administration with special projects. The foundation also acts as fiduciary agent for the funds of university departments and student organizations. The Alumni Affairs Office maintains correspondence and contact with Highlands graduates. It maintains the alumni database, publishes the alumni

newsletter and sponsors alumni events such as homecoming and regional gatherings. The Alumni Office is charged with promoting goodwill between the university and its alumni.

GOLF COURSE

425-7711

The NMHU Golf Course is located on the north side of Mills Avenue between Seventh Street and Grand Avenue. The course is open to the public year round as weather permits. Information on current fees may be obtained by dialing the phone number shown above.

HEALTH CENTER

Student Center, 454-3218, Healthcenter@nmhu.edu

The Student Health Center provides primary medical care to NMHU students and their dependents. The Health Center is located at the east end of the Student Center (Ninth and Baca). The center posts a regular schedule with reduced hours during the summer semester. NMHU students will want to take advantage of the many services provided by the Health Center, which include prescription discounts and a small per-visit fee for dependents of eligible students. The Health Center accommodates walk-ins, but scheduled appointments are preferred.

HOUSING AND STUDENT CONDUCT

207 Student Center, 454-3193, Housing@nmhu.edu

Life in the residence halls is often an important part of the total college experience. Students interested in making new friends and having fun are encouraged to live in the residence halls. Depending upon availability, students may choose between halls and a private or double room. Apartments are available to students with families and, on a limited basis, to graduate and nontraditional students. Each apartment and hall room is equipped with a phone, and a cable TV outlet, and most residence hall rooms have Internet connection. Laundry facilities, lounge space and gaming areas are also a part of the residential life at NMHU today.

The university also offers a number of meal plans to students living in the residence halls. (A meal plan is required as a part of the residence hall contract.) A schedule of room, apartment, and meal plan rates may be obtained from the office of Housing and Student Conduct.

Students interested in living on campus must be familiar with the residence hall contract, the residence hall handbooks and the NMHU Code of Student Conduct. A signature on the residence hall contract indicates an agreement to live in the halls for the entire academic year unless the student is no longer enrolled at NMHU or chooses to utilize the purchase option and pay 25 percent of the remaining room and board charges for the academic year. Apartment contracts require a 30-day notice. Students interested in living on campus should write the office of Housing and Student Conduct at

HU WELLNESS PROGRAM

131 Wilson Complex, 454-3122

Students interested in assessing and improving their health and fitness can call the HU Wellness Program or stop by the program office located in the Wilson Physical Education Complex.

IDENTIFICATION CARDS

204 Student Center, 454-3590

Photo identification cards are made on the second floor of the Student Center and are required for admittance to university events. There is no charge for the first identification card, but a fee of \$25 is assessed to replace a stolen or lost card. Hours are scheduled at the beginning of the semester.

INFORMATION TECHNOLOGY SERVICES

Donnelly Library Ground Floor, 454-3496

ITS is Information Technology Services, which is responsible for the acquisition, maintenance, and security of computers, software, telephones, and the network on campus. ITS maintains a helpdesk to address problems with access to university computer resources or to report problems with university computers. ITS can be contacted at 505-454-3496. The university provides student e-mail and accounts for students so they can access university computers or log on to university resources. General computer help or getting your username is available at www.nmhu.edu > CURRENT STUDENTS > Technical Help or by typing help (no password) on any university computer. To have full wireless access on campus, computers require a certificate that can be obtained by taking the computer to ITS. Computers used in the residence halls must be registered with ITS. The ITS office is on the ground floor of the Donnelly Library building.

Use of University Computers and access to online resources requires a username and password

Student Online Resources: Student e-mail and Self-Service Banner are available through "CURRENT STUDENTS" on the NMHU homepage: www.nmhu.edu.

BLACKBOARD is a link on the top navigation of the page.

Username & Password Help: If you do not know your username or have forgotten your password or need to change your password, go to ITS Self-Help by following the instructions below.

ON-CAMPUS STUDENTS: On any University computer, press Ctrl+Alt+Delete to logon, type HELP as the username (no password) and press Enter.

OFF-CAMPUS STUDENTS: Go to www.nmhu.edu, click on "CURRENT STUDENTS" and select "Technical Help"

- You will be able to Reset a Forgotten Password, Change your Password, or Look up your Username and Banner ID Number.
- Your temporary password is your date-of-birth, in the format MMDDYY
- When you log in the first time, you will be required to change your temporary password.
- Your new password must be at least 6 characters and should be easy for you to remember but difficult for others to guess.
- Do NOT share your password with anyone.
- Exit “ITS Self-Help” when you are finished.

Login Instructions:

If you do not know your username or have forgotten your password, follow the instructions on this document under “Username & Password Help” above.

ON-CAMPUS LOGIN: Accessing NMHU resources from a university computer (including the Rio Rancho Campus) requires you to login with your assigned username. If this is your first login, your temporary password will be your date-of-birth in the format MMDDYY. “Log On To:” domain is STUDENTS.

OFF-CAMPUS: Go to the NMHU homepage www.nmhu.edu to access online resources and click on “CURRENT STUDENTS”. If you are logging into NMHU resources for the first time, you are required to change your temporary password. You can change your password through the “Technical Help” (see “Username & Password Help” above).

You must change your temporary password before you can log into Self-Service Banner, Blackboard or the Remote Library Access.

Your Username is: _____

Your Banner ID is: _____

NMHU ITS Technical Self-Help for Students (continued)

Self-Service Banner (SSB): On the NMHU homepage, click “CURRENT STUDENTS” and select “Self-Service Banner”. Click “Enter Secure Area” and enter your Username and Password.

Note: For first time access, you cannot login until you change your temporary password.

See “Username & Password Help” on the previous page for instructions.

- On your first use of SSB you will need to:
 - o Accept the “Terms of Usage” by clicking continue.
 - o Enter your “Security Question and Answer”

(Your pin should be your date of birth – MMDDYY, unless you changed it)

- o Sign up for Mobile Phone Emergency Text Messages
- Self-Service Banner (SSB) makes it possible to:
 - o Register for classes or Add / Drop classes
 - o View class schedule
 - o View midterm and final grades
 - o View unofficial transcripts
 - o View amount due and make On-Line Payments
 - o View status of your Financial Aid awards
 - o View and update mailing addresses
 - o And much more ...

Student E-mail: On the NMHU homepage, click “CURRENT STUDENTS” and select “Student E-mail”.

- ***Sign in with your Username and Password.***
- ***NMHU E-mail is the official method of communication between professors, HU departments and offices, and students. You are responsible for reading E-mail and deleting old messages. See FAQ by clicking on “CURRENT STUDENTS” and select “Technical Help”.***
- ***Reminder: You have limited space, empty “Deleted Items” folder***

Note: Your username does not include the “@student.nmhu.edu”.

Your E-mail address is: your username@student.nmhu.edu

Donnelly Library Remote Access: On the NMHU homepage, click “LIBRARY & VENUES” and select “LIBRARY” to get to the Library online resources.

- Access to some library resources from off campus may require you to enter your Username and Password.

Note: For first time access, you cannot login until you change your temporary password.

See “Username & Password Help” on the previous page for instructions.

Blackboard: On the NMHU homepage, click “BLACKBOARD” on the top navigation of the page. Click “LOGIN TO BLACKBOARD”, select “Log In” and enter your Username and Password.

- Blackboard Help Desk number: 505-426-2074

Note: For first time access, you cannot login until you change your temporary password.

See “Username & Password Help” on the previous page for instructions.

We recommend accessing online resources through the Highlands home page, however, if it is unavailable, use

- Self Service Banner: <http://banweb.nmhu.edu/>
- Student E-mail: <http://orion.nmhu.edu/exchange>
- Blackboard: <http://bb.nmhu.edu>

For more details: on www.nmhu.edu click “CURRENT STUDENTS” and select “Technical Help”

Confused? Still have questions? Contact: IT Services Help Desk, Donnelly Library ground floor room G26 - (505) 454-3496

INTERCOLLEGIATE ATHLETICS

101 Field House, 454-3368

NMHU is a member of the NCAA Division II and the Rocky Mountain Athletic Conference. The following programs are available at NMHU:

Men – Football, Cross Country, Basketball & Wrestling, and Baseball

Women – Volleyball, Cross Country, Basketball, Soccer, Softball, Women’s Outdoor Track & Field.

INTERNATIONAL OFFICE

Engineering Building, 454-3372

The International Education Center provides the following services:

- Advises international students and scholars on immigration matters;
- Acts as a liaison with federal agencies with matters related to Immigration;
- Provides International student orientations;
- Advises the NMHU International Club;
- Coordinates study and research exchange programs.

The International Education Center Is concerned with the general welfare of international students at NMHU. We are here to answer your questions and assist you with any problems that you may have.

Below is a general information sheet regarding the U.S. immigration laws you must adhere to as an F-1 or J-1 student, while studying in the United States.

INTERNATIONAL STUDENT RESPONSIBILITIES CONTRACT

RULES F-1 AND J-1 STUDENTS MUST FOLLOW TO REMAIN LEGALLY IN THE US I. EXPLANATION

International students are required by United States law to abide by immigration regulations throughout their stay in the US and are admitted to the US for the sole purpose of being a full-time student. Participation by students in any other activity in the US, from employment to vacation, is considered to be a privilege and is only allowable in accordance with strict Department of Homeland Security (DHS) rules. Penalties for violations of immigration law can be severe and can include deportation and 10-year bars from reentry to the US, so it is essential for students to understand their responsibilities. This handout lists rules students **MUST** follow to maintain legal student status and the documents they must have to enter the US and remain here legally. **It is**

the STUDENT and not the university who is responsible for knowing and abiding by all immigration rules and for maintaining legal student status. The university must report updated information and violations of student status to the government via an electronic tracking system (SEVIS) within 21 days of the violation, SO KNOWING THESE RULES IS ABSOLUTELY VITAL TO YOUR ABILITY TO REMAIN IN THE US AND TO COMPLETE YOUR ACADEMIC PROGRAM! Changes in student requirements are expected in the next two years so please continue to read information sent to your account from the International Education Center which can include emails from Tina, Jessica or Frances.

II. DOCUMENTATION OF LEGAL STUDENT STATUS IN THE US

International students are normally admitted to the US for "Duration of Status" (D/S). This means that they are allowed to remain in the US for as long as they "maintain legal student status", NOT for the length of time listed on their visa or I-20/DS-2019 form. **If you fail to follow all the rules of legal student status, your stay expires on the day the violation occurs.** The information below lists the documents that students MUST have while they are residing in the US to remain legally present. You should make copies of each of these documents and keep them in a safe place separate from the originals in case they are lost or stolen.

Passport

The passport is the legal document issued by your country of citizenship; it must be valid for 6 months into the future upon your entry into the US and remain valid at all times during your stay. The passport can usually be renewed through your embassy or one of your consulates in the United States. If you have been issued a *Travel Document in Lieu of a Passport* by the government of the country of which you are a resident, the information above, regarding passports, applies to Travel Documents.

I-20 & DS-2019 - "Certificate of Eligibility"

The I-20 (for those with F-1 status) or DS-2019 (for those with J-1 status) is the document which you must present to the US Embassy or Consulate abroad to obtain a visa and which you present to immigration officials to enter the US each time you travel abroad and return; for most NMHU students, the I-20 or DS-2019 is issued by the university through the NMHU International Education Center (IEC). Some J-1 students have documents issued by an outside agency. You should keep all of these and any other immigration documents for your records even if you get new ones in the future. The I-20 and DS-2019 are issued via the SEVIS government tracking system and have a bar code and ID number in the top right corner. **If any of the information on these documents changes, you MUST come to the IEC immediately to apply for a new document. Once again, the expiration date on the I-20 or DS-2019 is just an estimate. For F-1 students, your permission to stay in the US ends 60 days from the date you complete the last requirement for your degree. For J-1 students your permission to stay ends within 30 days of completion of the last requirement. If you fail to follow all the rules of legal student status, your stay expires on the day the violation of status occurs.**

I-94 Departure Record

The I-94 is the white card that you complete before passing US immigration officials upon entrance into the US. The I-94 is typically stapled into your passport. This is the document that authorizes you to be in the US as a student (F-1 or J-1) for a specified period of time, for the specified program of study, at the institution specified on the I-

20/DS-2019. Two dates appear on the I-94, the date of entrance into the US and the date of expiration of your permission to stay. For F-1 and J-1 visa holders, the expiration date should be written as D/S (duration of status), which implies the date of program completion (not always the same date as graduation). The I-94, like the passport, must be valid at all times. The I-94 should be kept in the passport. It will be surrendered to officials when you travel outside the US and a new I-94 card will be issued upon re-entry into the US. The number at the top of the I-94 card that you receive upon your initial entry, is called your "Admission Number" or "I-94 Number." **Once again, if you fail to follow all the rules of legal student status, your stay expires on the day the violation occurs.**

Entry visa

The entry visa is a sticker with photograph on a page of your passport that permits you to enter the US. Only Canadian citizens do not need a visa to enter the US. Individuals entering as students will have either an F-1 or J-1 entry visa. The visa may expire while you are in the US; you cannot and need not renew it while you are here, however a new entry visa will be required if the original expires and you travel out of the US and then wish to re-enter. You must present a valid SEVIS form I-20 (F-1) or DS-2019 (J-1) from the school you will attend to the US Consular officer to obtain your entry visa. You may be able to travel to and return from Canada, Mexico, and adjacent islands (except Cuba) without a valid visa if you will be staying less than 30 days (check with an adviser for current regulations). Remember, **the visa does not indicate how long you are permitted to stay in the US. Your permission to stay ends once you complete your program of study (plus grace period) or when you fail to "maintain legal student status"**.

III. REQUIREMENTS FOR "MAINTAINING LEGAL STUDENT STATUS"

YOU MUST ALWAYS:

1. Attend the school you are authorized to attend by DHS (you are authorized to attend the school whose name appears on your I-20 or DS-2019 - in some cases, the DS-2019 may be from a different sponsor.)
2. Provide proof of an updated local address within 10 days of any change. You must notify the International Education Center in person and we notify DHS. (Accepted forms for proof of physical residence are: Lease agreement, NMHU housing contract).
3. Maintain registration as a full-time student throughout every Fall and Spring semester (undergraduate students: 12 credit hours, graduate students: 9 credits (or 6 credits with an assistantship)). **NO STUDENT may drop below the required number of credits in Fall and Spring except under extremely limited circumstances that are allowed by the U.S. Government. An international student adviser must authorize any such schedule changes in advance! Getting a grade of W is considered a drop (i.e., does not count toward your full-time minimum) even if you completed all course requirements! Classes that are taken as "Audit" also do NOT count toward the full-time credit requirement.** Summer is considered your annual vacation unless you are beginning your studies in summer. In addition, only three credit hours of on-line or distance education courses can be counted toward the minimum full-time requirement. While students are permitted to take more online courses, only three credits can be counted toward full-time. If you have questions about these requirements ask an international adviser.

4. Keep your "certificate of eligibility" (I-20 or DS-2019 form) correct and valid at all times and apply for extensions of stay at least one month before the document expires; see an adviser for a new I-20/DS-2019 if any information changes.
5. Maintain a valid passport throughout your stay in the US. Your passport must be valid for six months into the future to enter the US, and you must bring updated passports to the International Education Center immediately so that we can report the new information when required.
6. Complete necessary "immigration transfer procedures" if changing from one school to another in the US (even if you completed the program at the prior school), contact an international adviser for details.
7. **Observe the "grace period" upon completion of studies. This means that if you are F-1, you have 60 days and if you are J-1 you have 30 days from the end of your program to do one of the following things:**
 - a. Leave the US
 - b. Get a new "certificate of eligibility" (I-20 or DS-2019 form) for a new program or school and enroll in the next possible semester (consult an international adviser for details)
 - c. Apply for off-campus work authorization following completion of your program (OPT for F-1, Academic training for J-1). Because of application deadlines and other restrictions, you must speak with an adviser **before** completing your program in order to get this benefit.
 - d. Apply for a change to another immigration status.

If you leave before completing your program, you do NOT have this "grace period" – please speak with an adviser for details.

YOU MUST NEVER:

1. WORK OFF CAMPUS unless you have written authorization from the international adviser in advance (consult the international adviser for details – for F-1 students the work authorization must be written on page 3 of your I-20).
2. WORK ON CAMPUS more than 20 hours per week while school is in session.
3. Take a leave of absence, withdraw from classes, or drop below the required number of credits without FIRST checking with an international adviser in OIPS; students who terminate their program or otherwise fall out of legal status before completing do not have a grace period to leave the US, they must leave immediately!

IV. OTHER LEGAL REQUIREMENTS FOR STUDENTS:

- Once you have completed or terminated your program, or have failed to "maintain legal student status," you can no longer legally enter the US with your I-20 or DS-2019 form and the staff of the International Education Center can no longer sign those forms (this means that you should NOT plan to travel out of and return to the US with your current I-20/DS-2019 after you have finished your program).
- All international students are required to complete and submit U.S. tax forms to the federal government every year regardless of whether or not they earned any money in the US.
- All F-1 and J1 students are required by New Mexico Highlands University to have health insurance coverage that meets specific requirements (NMHU has secured a health insurance plan that will meet this requirement).

- Some foreign visitors may be subjected to a national registry upon entry to the United States known as “special registration.” While males from **Iran, Iraq, Libya, Sudan, and Syria** are most likely to be selected for Special Registration, any visitor to the US may be selected to register under NSEERS. If you are subject to Special Registration, you must comply with special registration procedures every time you enter or leave the US. You know you have been registered if a Fingerprint Identification Number (FIN#) has been written on your passport, visa or I-94 or if you were given “walk away materials” at the Port of Entry to the US. Ask an adviser if you are not sure if you have this requirement.

INTRAMURAL SPORTS

454-3287

Students interested in intramural competition should contact the Exercise and Sports Science Office. NMHU intramural competition is available in softball, basketball, volleyball, football, golf, ping-pong, pool and billiards and racquetball. University resources for both intramural and intercollegiate athletics include an indoor swimming pool, basketball courts, athletic fields, tennis courts, weight-training rooms, a nine-hole golf course, and racquetball courts. The NMHU rugby team, a club sport, has won the Rio Grande Intercollegiate Rugby Union championship four consecutive years.

LIBRARY

Reference Desk, 454-3401. Administrative Office, 454-3332

Circulation Desk, 454-3403. Government Documents, 454-3411

The Thomas C. Donnelly Library offers the following informational services to NMHU students, staff and faculty Access to computers, e-mail and Internet, Ray Drew Gallery, loan of books and other materials, interlibrary lending and borrowing, microfilm copying and printing, photocopying / copy card vending, public access catalog, reference services, special collections, study facilities, The library is located on National Avenue, (just off of 8th Street and National Avenue). A valid NMHU ID is required to check out materials.

NATIVE AMERICAN SERVICES

Felix Martinez Building, 426-2049

Provides targeted support services for Native American students including academic and financial aid advisement, collaboration with tribal educational offices, and sponsorship of the NMHU Native American Club (NAC) and American Indian Science and Engineering Society (AISES).

NEWSPAPER - LA MECHA

139 and 140 Student Center, 454-3463

The NMHU student newspaper is *La Mecha*. Students interested in submitting information to *La Mecha* or working on the *La Mecha* staff should contact the paper.

OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS

Felix Martinez Building, 454-3020

The Office of the Vice President of Student Affairs typically answers questions or concerns related to academic advising, athletics, career services, disability services, financial aid, health services, housing, registration, etc., but should be addressed first to the office responsible for the particular service. However, if the initial contact fails to bring about a satisfactory response or resolution, a student may want to present the concern to the vice president of student affairs. A written statement of the concern and an indication of the expected outcome are desirable. The vice president of student affairs or a designee will address the student's concern within 30 days.

In addition to handling student concerns, the vice president of student affairs works to improve campus and community life by (1) serving as a student advocate, (2) assisting in campus emergencies, (3) distributing and enforcing the NMHU Code of Student Conduct; and (4) supervising the student affairs staff. To schedule an appointment with the vice president of student affairs, call 454-3020.

POST OFFICE

116 Student Center, 454-3358

Services offered by the NMHU Post Office include mailbox rental and a drop-off for all on- and off-campus mail. Residence hall students have mailboxes assigned as part of their contracts. The post office is located in the Student Center (Ninth and Baca).

PURPLE PUB COMPUTER LAB

Student Center, 2nd Floor, 426-2225

The Purple Pub Computer Lab is a student-only lab located on the second floor of the Student Center. Fifty-three computers are available and equipped with Windows NT Workstation 4.0. Additionally, the lab offers laptops to students. Internet access is also provided. Four computers are designed and equipped for use by individuals with disabilities. The lab is open year round and offers extended, and evening and weekend hours. Hours may vary from semester to semester. Call the lab or Campus Life for information. Valid NMHU IDs are required.

REGISTRAR'S OFFICE

Felix Martinez Building, 454-3233

The Registrar's Office assists with the following academic procedures: Catalogs, checks on academic progress, degree application, evaluation of transfer credits, grade reports, graduation audits, registration for classes – in-person, and online, commencement, VA students, class schedules, degree checks, student waivers, name/address/social security number changes, grade changes and mailers, class schedules/agendum, scheduling of classrooms, sending of transcripts, student records, verification of enrollment in class. The Registrar's Office is located on the second floor

of Rodgers Hall Administration Bldg.

STUDENT SENATE - ASNMHU

217 Student Center, 454-3594

New Mexico Highlands University student senate's formal name is The Associated Students of New Mexico Highlands University (ASNMHU). Twenty senators and four executives are elected at large in the spring semester for one-year terms. ASNMHU is the organization that truly serves as the voice of the student body. ASNMHU members serve on a variety of decision-making committees on the NMHU campus. ASNMHU is responsible for managing a budget that funds student-organized activities. If you are interested in becoming part of ASNMHU, we invite you to call us, attend a meeting or stop by our ASNMHU offices.

STUDENT SUPPORT SERVICES

Felix Martinez Building, 454-3236

The Student Support Services Office provides the following services to eligible program participants: Academic advisement, tutoring, peer mentoring, assistance with completing financial aid forms, major and career exploration and selection, computer access with Internet and computer assisted learning programs, study skills workshops, adaptive needs services, educational, social and cultural events and field trips and supplemental grant aid. The Student Support Services Office is located at the Felix Martinez Bldg 8th Street. For an application and further information call (505) 454-3236.

SWIMMING POOL

Ninth Street and Baca, 454-3073

The swimming pool hours are posted each semester. However, these hours may be modified for special events, such as swim competitions, and water shows. The swimming pool is located on Baca and Eleventh Streets.

TESTING SERVICES

Felix Martinez Building, 454-3252, TestingServices@nmhu.edu

The Office of Testing Services is responsible for overseeing the COMPASS placement exam and a few departmental exams. Other tests offered include the ACT, LSAT, and GED. Some other exams may be offered on an ad-hoc basis. Please contact the office for listing of scheduled exams.

TITLE V (EOS)

NMHU, in collaboration with Northern New Mexico College, is a recipient of a Department of Education Title V grant. Funding provides numerous outreach activities including;

- Expanding distance education infrastructure

- Expansion of student services to off-site centers and other statewide educational sites
- Professional development for staff and faculty

TITLE V HELP DESK

FH-4, 505-426-2074, Toll Free 1-877-248-9854

Title V assists students, faculty and staff with Blackboard/WebCT and Elluminate issues. Also, we are able to assist student and faculty with Banner access, e-mail access, and Blackboard/WebCT access. Our help desk business hours are Monday through Friday from 8 a.m. to 2 p.m.

UNIVERSITY RELATIONS

454-3387

The Office of University Relations serves as the official voice of the university administration and acts as a liaison between NMHU and the public, NMHU and the media, and NMHU and the surrounding community. It also assists in facilitation communications on campus, helps promote university-sponsored and hosted services and events, and coordinates marketing and advertising for the university. University Relations also oversees the NMHU Reprographic Services and NMHU's Web site. The Office of University Relations reviews all university-related materials produced for distribution to the public. University Relations produces an employee newsletter, a campus calendar, and other NMHU-related publications and media projects.

UPWARD BOUND FOR HIGH SCHOOL STUDENTS

Engineering Bldg, 454-3468, Upwardbound@nmhu.edu

NMHU's Upward Bound Program offers its participants additional college prep including course work, academic and career planning. Its aim is to motivate low-income, first-generation college students to complete high school and to experience success upon entering college. This coeducational program serves 14 area high schools including Clayton, Coronado, Escalante, Robertson, Mora, Peñasco, Pecos, Questa, Santa Rosa, Springer, Taos, Tohatchi, Wagon Mound and West Las Vegas. Interested students are recruited in the 9th and 10th grades of the two-program components (1) 18 school year Saturdays; and (2) a six-week on-campus, residential program during the summer.

WEB SITE www.nmhu.edu

NMHU has its own Web site, which contains helpful information to the campus community and the public (campus directory, campus calendar, and online document for forms and information). To receive help with using computers or setting passwords go to www.nmhu.edu > CURRENT STUDENTS > Technical Help. NMHU's home page can be accessed on the campus network or at www.nmhu.edu. You can also view your class schedule and as upper classmen you can add or drop classes, change your address and other things in Self Service Banner. As students, you can also access

your student e-mail, which is used for official communications mechanism. The Web manager at University Relations maintains the university's official Web pages.

WRITING CENTER

Douglas Hall, 454-3537

The NMHU Writing Center welcomes all students, freshman through graduate, who want help with papers in any field. Come to us at the beginning, in the middle, or near the completion of your writing. We can help you explore your own ideas and develop a thesis. We can teach you how to organize materials effectively, how to summarize, paraphrase, and quote; and how to cite sources accurately. We can help you understand and apply your instructor's suggestions for revision. We can help you strengthen your grammar and punctuation skills.

Our tutors are experienced writers, often with professional publications. They are professors, instructors, and English graduate students, skilled in advanced tutoring techniques and dedicated to the empowerment of independent thinkers and writers.

WHAT'S HERE FOR YOU?

- Tutoring in writing, reading, and Internet research
- A library of resources on writing and research documentation (MLA, APA, Chicago, etc.)
- Computers for word processing and research (available to students participating in our tutoring)
- A welcoming place to craft your writing

Open weekdays all day long with evening and Sunday hours

MAKE AN APPOINTMENT OR JUST DROP IN FOR TUTORING!

Find us in Room 115, main floor of Douglas Hall, across the street from the Felix Martinez parking lot. NMHU is an EEO/AA institution. For disabled access or services, call (505) 454-3188 or TDD 454-3003.

INCLEMENT WEATHER

The Weather Hotline and the NMHU Web site may be used by current students, faculty, and staff to access information regarding weather-related delays and closings for on-site and distance education classes at all locations, and for the NMHU Donnelly Library in Las Vegas all days of the week. Weather-related closings and delays are also broadcast on TV channels 4, 7, and 13 and some radio stations.

In the event of inclement weather, a decision on closing of offices and/or cancellation of classes or postponement of starting times may be made. Decisions to delay or cancel daytime operations should be available by 6 a.m. Decisions to delay or cancel evening operations should be available by 4 p.m.

The university will convey one of the following messages:

1. "The University will be closed" which means all classes have been canceled and all offices are closed for the designed amount of time. This will not include the previously noted offices.
2. "Classes will be canceled" which means all classes are canceled, but offices will remain open. All faculty and staff are to report to campus when this announcement is made.
3. "The university will open at ____." The time provided denotes the time that classes will begin and offices are to open.
4. "Classes will begin at ____." The designated time is the time that classes will start for the day, but offices are to open and faculty reports as normally scheduled.

Any students, faculty or staff members who believe that weather conditions prevent their safe travel to the university- even though the university is officially open - may choose to remain at home. Students are required to contact their professors for missed lectures, labs, assignments, etc.

In the event of a decision to close offices and cancel classes, the following services will remain operational: The Campus Police Department, the Facility Services, Dining Services, and other services as deemed necessary by the president or a designee.

NMHU Weather Hotline

Las Vegas area, 426-2297

Outside the Las Vegas area, Toll-free 1-866-231-2366

Web – www.nmhu.edu

NMHU ALCOHOL, TOBACCO, AND OTHER DRUG POLICIES

Alcohol Policy

The university is committed to establishing and maintaining an environment that fosters mutually beneficial Interpersonal relations and a shared responsibility for the welfare and safety of others.

1. The Acquisition, distribution, possession, or consumption of alcohol by members of the NMHU community must be in compliance with all local state, and federal laws.
2. Non-alcoholic beverages must be provided at events where alcoholic beverages are served.

Alcohol & Illegal Drugs

The NMHU is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol.

The University has in place a policy to assist those with substance abuse, and a list of agencies available to support faculty, staff, and students.

The Drug-Free schools and Communities ACT Amendments of 1989 require that the University of NMHU, as a recipient of federal funds including federally provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on University property is prohibited.

In compliance with the requirements of the Drug Free Schools and communities Act Amendments of 1989, all students and employees of NMHU are notified of the following:

1. The unlawful possession, use, and distribution of illicit drugs and alcohol on the University campus or during University-sponsored activities are prohibited.
2. Students and employees who are found to be in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Mexico, or the United States. Conviction can result in sanctions including probation, fine and imprisonment.
3. Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with the procedures of the Student Conduct System. Discipline may include disciplinary probation or dismissal from University.

In addition to the above requirements, and in accordance with the requirements of the Drug-Free Workplace Act of 1988, all employees are notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by University employees on University premises or off our premises while conducting University business is prohibited. Violation of this policy will result in disciplinary action, up to and including termination and may have further legal consequences.

New Mexico State Laws

The legal drinking age in New Mexico is 21. If you are under 21, it is illegal to:

1. have in your personal possession any alcoholic beverages,

2. misrepresent you're age for purpose of obtaining alcoholic beverages,
3. drive in a car having alcoholic beverages except when accompanied by a parent, guardian, or spouse 21 years of age,
4. be in an area where alcoholic beverages are served unless accompanied by person 21 years of age,
5. be intoxicated by consumption of an alcoholic beverage (alcohol concentration of .02 or more is evidence of intoxication).

Penalty: fine and/or time in jail.

It is illegal for anyone to:

1. sell, give away or procure alcoholic beverage to a minor or individual who is intoxicated
2. charge for alcoholic beverages without a license
3. manufacture, sell, possess or use a falsified ID
4. to lend a driver's license to be used for unlawful purpose.

Penalty: fine and/or jail sentences.

Driving While Intoxicated (DWI) and Driving Under the Influence (DUI)

If you have been charged with refusal to submit to a breath or blood test, or if you provided a breath sample with a B.A.C. of .08 or higher if over 21 year of age, or .04 or higher of driving a commercial vehicle, or .02 or higher if under 21 years of age, your driver's license or privilege to drive will be revoked twenty (20) days after your arrest, unless you make a written request for a hearing within ten (10) days of your arrest.

Unlawful Possession

An alcohol offense that applies specifically to individuals age 18-21 is the prohibition in the Liquor Control Act commonly known as "minor in possession." 60-7B-1. As used in the Liquor control Act, "minor" means a person under age 21. Section 60-7B-1(C) makes it illegal for minors to buy, attempt to buy, receive, possess or permit themselves to be served with alcoholic beverages. This offense is a misdemeanor.

Penalties:

- 1st offense - Fine up to \$1,000 and 30 hours of community service related to reducing the incidence of DWI.
- 2nd offense - Fine up to \$1,000 and 40 hours of community service related to reducing the incidence of DWI and suspension of offender's driver's license for 90 days.
- 3rd or subsequent offense - Fine up to \$1,000, 60 hours of community service related to reducing the incidence of DWI and suspension of offender's driver's license for 6 years or until age 21 whichever is greater. 60-7B-1(B)(3)

Description of Health Risks

Serious health and personal risks are associated with the use of illegal drugs and abuse of alcohol. They may include temporary or permanent physical or mental impairment, and injury or death. Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or non-consensual sex, unwanted pregnancy, and may cause defects, injury or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities.

Drugs and the Body - Narcotics (ex. Heroin, OxyContin)

There are legal and illegal narcotics. Narcotics are effective in pain control and for other medical purposes when prescribed by a physician and used as directed. Use is often diverted however, which can produce multiple problems, as narcotics are highly addictive and often associated in drug overdoses.

Effects: The user may experience initial euphoria, followed by drowsiness and nausea. Someone under the influence may have constricted pupils, watery eyes and a "dazed" look.

Risks: There is a risk of overdose with narcotics and users may develop slow, shallow breathing, clammy skin, loss of appetite and weight. Overdose can lead to possible death without intervention. Narcotics are highly addictive and may require inpatient treatment to safely detoxify the body.

Depressants (Barbiturates, Benzodiazepines)

Depressants can also be legal and illegal. The most popular legal depressant is alcohol (see below). Depressants slow the central nervous system and may be prescribed by a physician to induce sleep, reduce stress, or help control anxiety. There is a danger of overdosing with depressants.

Effects: The user may experience some relaxation, calmness, drowsiness and even euphoria. In high levels the user may experience confusion, disorientation and impaired motor coordination, including slurred speech and loss of balance.

Risks: Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma and possible death. Risk of overdose is increased when the person combines depressant drugs (intentionally or accidentally).

Stimulants (Cocaine, Methamphetamine)

Stimulants speed up the mental and physical processes of the body. Historically they have been used both in their legal (nicotine and caffeine) and illegal forms, to help keep people awake, provide more energy, and suppress appetite. They have also been prescribed by physicians to increase alertness. These drugs can be addictive and can produce withdrawal symptoms if stopped.

Effects: The user may experience an increased heart rate, increased energy and

increased alertness. Users may also find they have an increased blood pressure, excessive talkativeness, and increased anxiety. In large doses, users find loss of coordination, dizziness, anxiety, cardiac and respiratory distress, and seizures, among other concerns.

Risks: Increase in body temperature, hallucinations, convulsions and possible death.

Hallucinogens (Mushrooms, LSD, PCP)

These are drugs that alter a person's state of mind and mood. Some types produce hallucinations, causing the person to hear, see, and smell things that are not real. Dissociative drugs do not cause hallucinations, but can cause the person to feel disassociated with their body, or feel detached from his/her surroundings.

Effects: Users may experience illusions or hallucinations. They may become confused, experience panic, anxiety, depression, and poor perception of time and distance.

Risks: Users may experience respiratory failure or death due to careless or accidental behaviors.

Cannabis (Marijuana, Hashish)

These drugs are illegal though conversations for legalization or decriminalization occur throughout the country regularly.

Effects: Users may experience euphoria, relaxation and/or drowsiness and in increased appetite, short-term effects may include impaired short-term memory, impaired concentration, and attention. Long-term effects may include addiction (both psychological and physical), anxiety and memory loss. Users also report lack of motivation or difficulty setting and reaching goals.

Risks: There is little risk of overdose however there is a risk of an increasing tolerance, which can lead to increased use. There are also medical complications such as: increased risk of respiratory Infections, emphysema, certain cancers, and fertility issues.

Alcohol and the Body

The Food and Drug Administration defines low-risk drinking as:

- No more than 1 drink per day per women (if daily)
- No more than 2 drinks per day for men (if daily)
- Nor more than 3 drinks for women, 4 drinks for men on any given day

Alcohol is a depressant drug that is legal in the United States for those over the age of 21 years. Small quantities of alcohol (low-risk) have for a legal aged user has not been linked to any increased health risks, and in some cases, has been credited with some health benefits.

However, higher quantities (high-risk use) have been associated with increased risk for breast and colon cancer and in heart disease, as well as with a variety of unintentional consequences.

Alcohol and Other Drug Interactions

- Allergy Symptoms, Colds, Flu (Examples: Allegra, Benadryl, Tylenol Cold, etc.): Some possible reactions with alcohol: Drowsiness, dizziness; Increased risk for alcohol overdose
- Attention Deficit (Examples: Adderall, Ritalin, etc.): Some possible reactions with alcohol: Diminished drowsiness from alcohol. May lead to over consumption of alcohol, increased intoxication
- Anxiety and Epilepsy (Examples: Ativan, Valium Paxil) Herbal: Kava Kava: Some possible reactions with alcohol: Drowsiness, dizziness, increased risk for overdose; slowed or difficulty breathing. Impaired motor skills, unusual behavior, memory problems, liver damage, drowsiness
- Arthritis (Example: Celebrex): Some possible reactions with alcohol: Ulcers, stomach bleeding, liver problems
- Blood Clots (Example: Coumadin): Some possible reactions with alcohol: Occasional drinking may lead to internal bleeding, heavier drinking also may cause blood clots, strokes, or heart attacks.
- Cough medicines (Examples: Delsym, Robitussin A-C): Some possible reactions with alcohol: Drowsiness, dizziness, increased risk for overdose
- Depression (Examples; Lexapro, Celexa, Prozac, Zoloft) Herbal: St. John's Wort): Some possible reactions with alcohol: Drowsiness, dizziness, increased risk for overdose; increased feelings of depression or hopelessness in adolescents (suicide)
- Diabetes (Example: Glucophage): Some possible reactions with alcohol: Abnormally low blood sugar levels, flushing reaction; nausea, vomiting, headache, rapid heartbeat, sudden changes in blood pressure
- Heartburn, indigestions, sour stomach (Examples: Zantac, Tagamet): Some possible reactions with alcohol: Rapid heartbeat, sudden changes in blood; increased alcohol effect
- High blood pressure (Examples: Accupril, Cardura, Hytril, Lopressor HCT): Some possible reactions with alcohol: Dizziness; heart problems such as changes in the heart's regular heartbeat.
- High cholesterol (Examples: Lipitor, Crestor): Some possible reactions with alcohol: Liver damage (all medications); Increased flushing and itching, increased stomach bleeding
- Infections (Example: Flagyl, Nizoral, Tindamax): Some possible reactions with alcohol: Fast heartbeat, sudden changes in blood pressure; stomach pain, upset stomach, vomiting, headache, or flushing, or redness of the face; some medications can cause liver damage
- Muscle pain (Example: Flexeril, Soma): Some possible reactions with alcohol: drowsiness, dizziness, increased risk for overdose, increased risk for seizures,

slowed or difficulty breathing, impaired motor control, unusual behavior, memory problems.

- Nausea, motion sickness (Examples; Antivert, Atarax): Some possible reactions with alcohol: Drowsiness, dizziness, increased risk for overdose
- Pain (headache, muscle, minor arthritis) fever (Examples: Ibuprofen, Naproxen, Aspirin, Acetaminophen): Some possible reactions with alcohol: Stomach upset, bleeding and ulcers; liver damage (acetaminophen); rapid heartbeats, possible risk for increased intoxication.
- Seizures (Examples: Klonopin, Dilantin): Some possible reactions with alcohol: Drowsiness, dizziness; increased risk of seizures
- Severe Pain (Examples: Percocet, Vicodin, Demerol) Some possible reactions with alcohol: Drowsiness, dizziness; increased risk for overdose; slowed or difficulty breathing; Impaired motor control; unusual behavior, memory problems
- Sleep Problems (Examples: Ambien, Restoril) Herbal remedies for sleep problems (Examples: Valerian, SAME): Some possible reactions with alcohol: Drowsiness, sleepiness, dizziness, slowed or difficulty breathing; impaired motor control; unusual behavior, memory problems

Higher risk quantities may result in the user having greater impairment in judgment, alertness and coordination.

Risks: high-risk amounts can increase risk for:

- Risk taking behaviors (example: sexual, driving)
- Alcohol poisoning which can include; passing out (coma or becoming unconscious) nausea/vomiting and memory loss (black outs)
- Hostility or other behavior changes
- Dependence and/or addiction
- Uncharacteristic family, school, work and/or legal problems
- Health problems such as cancers, health disease and cirrhosis of the liver
- Unintentional injuries and death
- Birth and developmental defects If exposed during pregnancy

OFF-CAMPUS RESOURCES:

- Emergency Medical Services: 911
- Poison Control: 1-800-222-1222
- Alcohol & Drug Treatment Help & Referral Network: 1-800-996-DRUG (1-800-996-3784)
- Narcotics Anonymous (1-800-777-1515)
- National Cocaine Hotline (1-800-COCAINE) – 1-800-262-2463

- National Institute on Drug Abuse/Treatment Hotline (1-800-662-4357)
- AIDS Information Hotline (1-800-342-AIDS) – 1-800-342-2437
- National STD Hotline (1-800-227-8922)
- Federal Drug, Alcohol and Crime Clearinghouse Network (1-800-788-2800).
- AGORA Crisis Center (505) 277-3013

Las Vegas

- Alcoholics Anonymous: 425-3577
- San Miguel County DWI Council: 425-7998
- Tri-County family Justice Center of Northern New Mexico: (575) 718-7300
- Crisis Lines: 1-866-575-7233
- San Miguel/Mora Community Based Services: 454-5100
- Crisis Line: 425-1048
- Alta Vista Regional Hospital: 426-3500 ER: 426-3502
- Las Vegas STAT Care (Urgent Care Center – after hours): 425-6283
- Las Vegas Quick Care (Urgent Care Center): 454-1109

Farmington

- Alcoholics Anonymous: (505)-266-1900
- Presbyterian Medical Services (505) 564-4804
- Community Counseling Center (325-0238)
- Davis, Rosalie LPCC (505) 881-0404

Santa Fe

- Alcoholics Anonymous: (505) 982-8932
- The Life Link (505) 438-7705
- The Santa Fe Recovery Center (505) 471-4475

Raton

- Alcoholics Anonymous
- Taos County Community Services (575) 445-2754

Rio Rancho

- Alcoholics Anonymous: (505) 292-1067
- Sunrise Counseling Services (505) 891-1001
- Realistic Counseling Services (505) 220-0325

Alcohol and Drug Abuse Survey

Have you ever.....

	Yes	No
1. Done poorly on a test or important project because of your use?	___	___
2. Been in trouble with parents, RA or authorities because of your use?	___	___
3. Damaged property, pulled a fire alarm etc. when under the influence?	___	___
4. Had a hangover?	___	___
5. Got into an argument or fight when under the influence?	___	___
6. Missed a class because of your use?	___	___
7. Been taken advantage of sexually?	___	___
8. Taken advantage of another when under the influence?	___	___
9. Tried unsuccessfully to stop using?	___	___
10. Seriously hurt someone or been hurt when under the influence?	___	___
11. Thought about suicide?	___	___

If you can answer yes to three or more questions for yourself or someone you know, it would be good to seek professional help

ANNUAL CAMPUS CRIME REPORT: SAFETY AND SECURITY INFORMATION

University Police and Campus Safety

The University Police Department is within the Office & Finance & Administration. The Chief of Police is responsible for the management of the University Police Department and reports to the Vice President to Finance & Administration. However, all public safety services are coordinated with other key university, state and local officials.

The University Police Department, consisting of Patrol, Support, and Campus Safety Services, provides continuous year round Campus Safety and law enforcement to the university community. Twenty-four hour patrol and dispatch services are provided with access to State and Municipal emergency services. University Police Officers are certified by the New Mexico Police Standards and Training Council and are sworn with full police powers.

In addition to the Police personnel of the department, Campus Safety officers patrol the campus and residential halls on a regular, daily basis.

New Mexico Highlands University Campus Police Department is staffed by professional emergency dispatchers, operates on a twenty-four hour basis and receives all calls for emergency and routine service. Communications specialists instantly dispatch the appropriate response and have the ability to communicate with local, county, state and federal agencies when required.

All Emergency calls should be made to 911. Regular business calls of a non-emergency nature can be made to the University Police Department 454-3278, Campus Security (On Campus) 5555, and Escort Services 454-3278.

If you call the University Police Department, please provide the following information:

- Your name
- Location of the incident you are reporting
- A description of the scene and suspects
- A description of any vehicles involved in the incident, especially a license plate number

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call the University Police Department immediately.

CAMPUS VIOLENCE PREVENTION & PERSONAL SAFETY

5, Purchasing Building, 454-3445

The Campus Violence Prevention Program (CVPP) provides collaborative services and support to students who are victim/survivors of domestic violence, dating violence, sexual assault, and stalking. Services include counseling, advocacy, and referrals to community service providers and partners. CVPP also provides educational outreach and prevention, and coordinates trainings for students, faculty, and staff.

What is stalking?

Stalkers often are trying to intimidate, harass, and control their victims. They may do this in a number of ways. The behavior may start slowly and escalate. For instance, a stalker may begin by calling once or twice a day and progress to calling several times a day, following you, and waiting for you outside of classes or work.

Who is affected by stalking?

Anyone can stalk or be stalked, regardless of race, ethnicity, sexual orientation, gender, ability, or income level. Stalking may involve family members, friends, intimate partners, classmates, coworkers, casual acquaintances, or even total strangers.

Most often, stalkers know their victims. Intimate partners stalk most female victims and many male victims. Stalking is most dangerous when it occurs as part of an abusive relationship. An attempt to end an abusive relationship often causes the abuser to become more possessive. Sometimes this leads to stalking.

Online Stalking

Cyber stalking is the use of the Internet, email, or other telecommunication technologies to harass, threaten, or intimidate another person. It is an extension of stalking from physical space to cyberspace.

A cyber stalker is someone who methodically, deliberately, and persistently sends unwanted communications that do not stop even after you have requested that he or she end all contact with you. Cyber stalking may take many different forms. A cyber stalker may:

- use the Internet to identify and track you
- send unsolicited email, including hate mail or obscene or threatening messages
- post messages about you or spread rumors about you through newsgroups

- create websites that provide real or false personal information about you
- assume your identity online (i.e., in chat rooms, instant messages, or email) to embarrass you, to pry into your personal life, or for other negative purposes.

For more information about stalking please contact the Campus Violence Prevention Program at 454-3445, the Office of Student Affairs at 454-3020, or the National Victims of Crime at 1-800-FYI-CALL (394-2255).

Dating and Domestic Violence Information

Dating or domestic violence is a form of abuse that occurs in intimate relationships when one person uses fear and intimidation tactics to establish power and control over another person. Examples of dating or domestic violence include threatening a partner or their family, coercing them into doing something they don't want to do, constantly belittling them, controlling what they can and cannot do, deciding who they can go out with and when, isolating them from friends and family, controlling their finances and access to resources, or physically hitting, kicking, punching, slapping, or scratching. Dating and domestic violence can also include sexual violence or stalking.

Domestic violence can happen to people of all ages, races, ethnicities, and religions. It occurs in both heterosexual and homosexual relationships. While it is important to remember that we all have different cultural practices, beliefs, and experiences that shape our view of what intimate relationships look like, everyone deserves to feel safe and respected.

No one deserves to be abused. Abuse is never the victim's fault! If you have been the victim of dating or domestic violence, you are not alone. Help is available. For information about dating and domestic violence, please contact the Campus Violence Prevention Program at 454-3445, the Office of Student Affairs at 454-3020, or the National Domestic Violence Hotline at 1-800-799-SAFE (7233).

Sexual Assault Information

Sexual assault is any sexual contact made without consent. Consent must be freely given with overt words or actions that clearly communicate an individual's desire to engage in sexual activities. Consent is a clear yes, not the absence of no. Consent cannot legally be given if an individual is under the age of 18, is incapacitated due to alcohol or other drugs, is unconscious or asleep, or has limited mental capacity.

Examples of sexual assault include unwanted touching, kissing, fondling, or penetration of the mouth, vagina, or anus with a finger, penis or object.

While a stranger can perpetrate sexual assault, someone the victim knows, such as a friend, boyfriend/girlfriend/partner, or acquaintance more commonly commits it.

Alcohol is the most popular "date rape" drug used by perpetrators.

Sexual assault is always the fault of the perpetrator and not the fault of the victim! Whether or not the victim has been drinking is irrelevant. The victim's previous sexual activities, behaviors, actions, and/or dress are irrelevant. No one deserves to be the victim of sexual assault.

If you have been victimized, you are not alone. There are resources available to help you.

For more information on sexual assault, please contact the Campus Violence Prevention Program at 454-3445, the Office of Student Affairs at 454-3020, or the National Sexual Assault Hotline at 1-800-656-HOPE (4673).

STUDENT CODE OF CONDUCT

1. Coverage

The Code of Student Conduct is the university's policy related to nonacademic misconduct by students. Academic misconduct by students is not covered by this code, but rather falls on the responsibility of the vice president of academic and student affairs.

2. Rationale

New Mexico Highlands University has the right and obligation to support its educational function and to provide the equal opportunity of all students to pursue an education. Therefore, it is the university's responsibility to establish standards of conduct that uphold appropriate classroom decorum, safety and orderliness in campus life, and the rights and privileges of all members of the university community. The code should be read broadly. It does not define nonacademic misconduct in exhaustive terms. The purposes of the University's Code of Student Conduct is to inform NMHU students of prohibited nonacademic conduct; to protect and preserve a quality educational environment at NMHU; to outline the due process procedures that will be followed in cases of student misconduct.

3. Violations of the Law and of the Code

Students may be accountable to both civil authorities and to the university for acts that constitute violations of the law and of this code. Those accused of violations are subject to university disciplinary proceedings as outlined in this code despite any pending civil or criminal proceedings or any other university proceedings regarding the same conduct. Accused students may not challenge the university disciplinary proceedings on the grounds that criminal charges, civil actions or other university proceedings regarding the same incident are pending or have been terminated, dismissed, reduced or not yet adjudicated. The university will refer matters to federal and/or state authorities for prosecution when appropriate.

4. Nonacademic Misconduct

The following actions/behaviors occurring on university property or at university-sponsored events constitute violations of the NMHU Code of Student Conduct. Any student committing a violation may be subject to disciplinary action including expulsion or any lesser sanction authorized by the code. Students must take action to ensure that University regulations are observed. Individual students are responsible for their own conduct and the conduct of their guests. Failure to do so may result in disciplinary and/or legal action against any student.

A. Violation of University Regulations. Violating any university or Board of Regents policies, rules and regulations including, but not limited to housing regulations, regulations of university departments and offices, the university policies on sexual harassment or assault, smoking regulations, regulations related to entry (opening and closing hours), traffic and parking regulations, and misuse of

identification cards.

B. Violation of Federal, State or Local Laws. Violating federal, state or local laws on university premises or while in attendance at any university-sponsored or supervised events or committing off-campus violations of federal, state, or local law that seriously threatens the educational mission of the University or the health and safety of any member of the University community.

C. Alcohol, Drugs and Other Substances. New Mexico Highlands University prohibits the illegal or irresponsible use of alcohol and other drugs. This includes the consumption, possession or distribution of any form of alcoholic beverages, marijuana, narcotics, other drugs or any drug paraphernalia at any university sanctioned or related, on or off campus, business, activity or event.

Students receiving federal loans and grants do so on the condition that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by the federal funding. Students in violation of student code of conduct could lose grants and other financial aid.

Possession is defined as, but is not limited to alcohol controlled substances or drug paraphernalia found on a person, in his or her clothing, in or around a vehicle on university property or at a university-sanctioned event. Additionally, this includes any individual appearing on university premises or at a university-sponsored activity clearly under the influence of a controlled or intoxicating substance to the degree that there is danger to self, others or property. The University will enforce federal, state, and local laws, as well as its own alcohol and drug policies, and procedures that support these laws.

D. Damage to Property. Participating in acts of unauthorized use, removal, defacing, tampering, damage or destruction of student, staff, faculty, visitor or university owned or leased property, equipment, programs, on university premises, at university-sponsored activities, or from university organization(s), group(s) or individual(s).

E. Disorderly Conduct. Engaging in loud behavior, physical fights or disruptive behavior. For purposes of this code, disorderly conduct is defined to include, but not limited to, acts that breach the peace, disrupt others or interrupt the university operations.

F. Disruption of University Operations. Interrupting, disturbing or interfering with normal university functions, university-sponsored activities, or any function or activity on university premises including, but not limited to, studying, teaching, public speaking, research, university administration, judicial proceedings, or fire, police or emergency services or committing intentional acts that obstruct, disrupt, or physically interfere with the use of university premises, buildings or passages.

G. Explosives and Weapons. Possessing, using, storing or distributing dangerous weapons, explosives, firearms, noxious devices or other hazardous objects, materials

or substances. These items are strictly forbidden on university premises including, but not limited to, the rooms of resident students, classrooms, at university-sponsored or supervised events, in or around any vehicle, and in or on any person's clothing.

H. False Complaints. Intentionally filing a false complaint under this code.

I. False Reports. Initiating, making or causing any false report, threat of fire, explosion or other emergency or dangerous condition on university premises or at a university-sponsored activity; failing to report a fire, or interfering with the response of university or municipal officials to emergency calls.

J. Hazing. Planning, directing or committing acts of hazing, defined as any activity which willfully or recklessly endangers the mental or physical health of an individual(s) or subjects a person(s) to forced consumption of alcohol or drugs, ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

K. Indecent Behavior. Lewd, indecent or obscene behavior or remarks, intentionally exposing buttocks, breasts or genitals in a public place on university premises or at university-sponsored activities.

L. Failure to Obey. Refusal or failure to comply with the directions of university officials or representatives, including campus police officers and residence hall staff members, acting in performance of their duties and/or failing to positively identify one's self to a university official when requested to do so. (The preferred form of identification shall be a current, valid university identification card.)

M. False Information. Misrepresenting information or furnishing false information to the university.

N. Forgery. Forgery, fraudulence, alteration, misrepresentation, counterfeiting, or misuse of any university and/or other documents, instruments of identification or access devices.

O. Physical Harm or Threatening Remarks. Taking any action, making threatening remarks or creating any situation on university premises or at university-sponsored activities that intentionally or recklessly endangers mental or physical health.

P. Misuse of University Computer Privileges. Please reference to the policy section by going to www.nmhu.edu > CURRENT STUDENTS > Technical Help > ITS Policies on Computer > Network > and E-mail. Engaging in acts of theft of computers or abuse of computer privileges, including but not limited to

- improper and/or unauthorized access to university computer files and systems; unauthorized alteration, disclosure or destruction of university computer systems or material; unauthorized entry into a file to use, read or change its contents;
- unauthorized transfers of a file or files,
- unauthorized use of another person's identification or password,
- use of computing facilities to interfere with the work of another student, staff or

faculty member,

- use of computing facilities to view or send threatening or obscene messages,
- intentional disruption of university computer systems,
- violation of copyright or proprietary material restrictions connected with university computer systems, programs or materials.

Q. *Misuse of the Judicial System.* Engaging or participating in abuse of the university judicial system, including but not limited to

- filing a false complaint or claim under this code,
- falsifying or misrepresenting information before a judicial body,
- disrupting or interfering with the orderly conduct of a judicial proceeding,
- instituting a judicial complaint without cause,
- attempting to discourage an individual's participation in, or use of, the judicial system,
- attempting to influence a member of the judicial body prior to, during, and/or after a judicial proceeding,
- harassing (verbal or physical) and/or intimidating a member of a judicial body, prior to, during and/or after a judicial proceeding,
- failing to comply with the sanction(s) imposed under the Code of Student Conduct,
- influencing or attempting to influence another person to commit an abuse of the judicial system.

R. *Noncompliance with Disciplinary Sanctions.* Lack of adherence to the terms of any disciplinary sanction imposed in accordance with this code.

S. *Stalking, Harassment or Persistent Torment.* Engaging in conduct directed at specific person(s) on university premises or at university-sponsored activities that seriously alarms or intimidates such person(s), and which serves no legitimate purpose. Such conduct may include, but is not limited to explicit or implicit threats, including gestures that place a person in unreasonable fear of unwelcome physical contact, harm or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person(s) that are in common usage lewd, obscene or expose a person(s) to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person(s) to whom the remark is addressed; or communicating anonymously by voice or graphic means or making a telephone call anonymously whether or not a conversation ensues. Torment or intimidation based on ability, age, ethnic heritage, gender, lifestyle, race, religion, socioeconomic status, affectional preference, political, social, or other affiliation or disaffiliation is forbidden.

T. *Tampering with Safety Devices.* Committing acts that endanger the university community or university property including but not limited to altering, misusing or

damaging any firefighting equipment, safety equipment alarms or emergency device.

U. Theft. Unauthorized use or removal of property, materials or services from the university, at university-sponsored activities, from university organization(s), group(s), student(s) or any university community member, guest, visitor, vendor or contractor on university premises; or knowing of possession of stolen property or use of stolen services on university premises, at university-sponsored activities, or from university organization(s), group(s) or individual(s).

V. Unauthorized Entry or Use of Keys. Possessing, duplicating or using keys to any university building or facility without authorization by appropriate university officials or committing an act of unauthorized entry into or use of university buildings or facilities.

W. Unauthorized Use of Facilities or Property. Unauthorized presence on or use of university premises, facilities or property including camping, building a fire or use of an unauthorized heating, cooking or electrical device without advanced approval from designated university personnel.

X. Academic Integrity. A violation of the NMHU Academic Integrity Policy constitutes a violation of this policy. Please see the NMHU Academic Integrity Policy for more information.

Y. Classroom Conduct. While each individual faculty member is responsible for establishing standards for his or her class, there is a generally accepted standard of classroom conduct that must be adhered to in all classes. Students are members of a community devoted to learning and are expected to behave responsibly and respectfully towards other students and other members of the university community. Any behavior that disrupts others from learning or interferes with the efforts of a faculty member to instruct a class is prohibited. Unless a faculty member makes an exception, the following rules will apply:

- Students are required to attend all classes and be prepared for class.
- Guests, including children, are not permitted in class.
- Food and drink may not be consumed in classrooms.
- Cell phones may not be used in class and students should ensure they are turned off or to silent mode.
- Other electronic devices such as, iPods and MP3 players, Game Boys, Palm Pilots, Blackberries and portable CD players are also prohibited.
- Laptops may be used for note taking and other academic related activities. Faculty may establish limitations on the use of computers in the classroom.

Faculty may establish additional rules and responsibilities to maintain appropriate conditions for learning in their classrooms.

Z. Skateboards. Skateboards are permitted as a mode of transportation. However, skateboarders must be respectful of pedestrians at all times. Recreational

skateboarding is not permitted on campus.

AA. Cell Phones. Students are expected to use their cell phones in a manner that is not disruptive to others in common areas, computer labs, the library and classrooms. Students must turn off cell phones or turn them to silent mode during all classes and laboratories. The use of cell phones during examinations is prohibited. Faculty may modify this policy as required for individual circumstances.

5. Reporting an incident of nonacademic misconduct

Anyone wishing to report an alleged incident of prohibited nonacademic conduct may make a report in writing to the vice president of student affairs (Office of Student Affairs) or the Office of Housing and Student Conduct. (Report forms are available in both offices.) The vice president of student affairs and/or designee will determine whether any action should be taken in response to the report.

6. Disciplinary measures or sanctions

Disciplinary Reprimand. A written warning to the student that the cited behavior is not acceptable by university standards. The student is warned that further misconduct may result in more severe disciplinary action.

Disciplinary Restrictions. Limiting certain privileges or practices of the individual(s) involved in the offense for a specified period of time. The student may be restricted from certain areas of the campus, privileges or practices including being prohibited from a university event or extracurricular activity.

Restitution. The student is required to make payment for the loss or damage to the university or to an individual(s), group(s) or organization(s).

Disciplinary Probation. A specified period of time during which the student is expected to comply with university regulations. If the student violates university policy within the given time frame, more severe disciplinary action may occur.

Disciplinary Suspension. Temporary exclusion from the university for a specified period of time.

Disciplinary Expulsion. Permanent separation from the university.

Expulsion from University Housing Facilities. Removal from university housing.

Emergency Suspension and/or Restrictions. To protect the safety of the university community, it may be necessary to suspend a student(s) from class, campus facilities, university premises or university-sponsored functions, etc. The vice president of student affairs shall have the authority to immediately suspend and have removed from campus students who presents an immediate threat to the health, safety or security of other students, faculty and employees of New Mexico Highlands University or to university property. Emergency removal may not exceed ten days, during which time the student must be given a disciplinary conference, as described below. An emergency suspension may only extend beyond ten days if the university president determines an extension is necessary to protect the health, safety of the university

community. In such circumstances, unless waived by the student, the Office of Student Affairs shall develop a timetable for the procedures as described below in Section 7 below, so that the entire process is completed within thirty (30) calendar days of the disciplinary conference.

Other Disciplinary Measures. Other sanctions may be imposed instead of or in addition to those outlined above, including but not limited to the following educational assignments or research projects; letter of apology to those involved; mandated counseling or therapy (to be paid for by the student if off-campus services are desired or required); relocation to another university living area; restriction from specified campus facilities; loss of specified university privileges; fines; community service; or the loss of institutional financial aid. Disciplinary sanctions will be related to the nature of the violation.

7. Procedural Guideline

The essential safeguards for fair treatment will be provided for students charged with violating university regulations. The following shall serve as procedural guidelines.

A. Written Notification. The Office of Student Affairs will inform the student with a written Notice of Charge that she or he is accused of a violation of a university regulation(s). Such written notice will be sent to the student's most recent address of record. The Notice will include the alleged violation, the Code of Student Conduct regulation(s) allegedly violated; and the possible consequences for not responding to the Notice. Included with the Notice will be a Response to Charge form and copy of the NMHU Code of Student Conduct, which includes rights, responsibilities, disciplinary conference and administrative hearing procedures.

B. Student Response. Within five (5) working days of receipt of the Notice of Charge, the student must reply to the Office of Student Affairs using a copy of the Response to the Charge form. A "working day" is any day that the University is open. If the student chooses not to complete the form by the given deadline, this failure to respond will be deemed an admission of guilt. A ruling will then be made based on that admission. On the Response to Charge form, the student should indicate whether she or he requests a disciplinary conference on the charges.

C. Disciplinary Conference. Within five (5) working days of receipt of the Response to Charge, the vice president of student affairs shall schedule a disciplinary conference, if requested by the student. A disciplinary conference is a private meeting between the vice president of student affairs and/or a designee and the student at which the student has an opportunity to respond to the charges against her or him.

D. Imposition of Discipline. Within five (5) working days of the disciplinary conference, or if not disciplinary conference was requested, within five (5) working days of receipt of the Response to Charge, the vice president of student affairs shall provide the student with a written Notice of Disciplinary Action. If the disciplinary action taken is restitution, an emergency suspension, suspension, expulsion, or

expulsion from student housing, the student has a right to a hearing prior to the discipline being imposed. If not, unless otherwise stated in the Notice of Disciplinary Action, the discipline takes effect immediately, is final and not appealable.

E. Hearing.

1. If the vice president of student affairs imposes a discipline of suspension or expulsion, the student may request, within five (5) working days of receipt of the Notice of Disciplinary Action, that a hearing be held before the disciplinary action is imposed. The request must be in writing and submitted to the vice president of student affairs.
2. Within five (5) working days of receipt of the request to the vice president of student affairs, the hearing shall take place within 30 calendar days of receipt of the request for a hearing, unless the vice president of student affairs, in his or her sole discretion, extends the time for the hearing.
3. When a hearing is held, the accused student(s) and the vice president of student affairs shall be given a minimum of five (5) working day's written notice prior to the hearing.
4. Two (2) working days prior to the hearing, the student and vice president of student affairs shall submit to the hearing committee chairperson and to the other party, a list of witnesses, and copies of any documents submitted as evidence at the hearing. Statements of absent witnesses may be submitted in lieu of testimony at the hearing, so long as the other party is notified at least three (3) working days prior to the hearing of the name of the witness and that witness makes himself or herself available for an interview by the other party and additional statement, if requested.
5. If two or more students are charged in the same incident and two or more requests a hearing as a result of the discipline imposed, the Hearing Committee may hold a joint hearing in the matter.
6. The hearing will be closed. The student and the vice president of student affairs may attend the hearing. Witnesses will attend only for the purposes of their testimony.
7. The hearing will be informal in nature; strict rules of evidence do not apply. However, the hearing chairperson may exclude evidence that is irrelevant or duplicative.
8. The vice president of student affairs has the burden of proof at the hearing to demonstrate that the violation of the student code occurred and that the discipline imposed was reasonable.
9. The accused student(s) and the vice president of student affairs have the right to the following:
 - Be present at the hearing; however, if either or both the student and vice president of student affairs fail to appear at the hearing, the hearing will be held

in either or both of their absences.

- Present evidence by their own testimony, by witness, or by official written statement from a witness, if that witness is unable to attend the hearing, under conditions stated above. It is the responsibility of the accused student and the vice president of student affairs to notify their witnesses of the date, time and place of the hearing. If witnesses fail to appear, the hearing will be held in their absence. Bring one adviser to the hearing. The adviser, however, may only participate in providing advice. The adviser may not participate in the hearing itself, examinations or the presentation of information or materials to the hearing committee, unless asked to do so by the hearing committee. It is the responsibility of the accused student and the vice president of student affairs to notify the adviser of the date, time and place of the hearing. If an adviser fails to appear, the hearing shall take place in his or her absence.
- Question all witnesses

10. The following procedures shall be followed in administrative hearings:

- Welcome by the hearing committee chairperson
- Recognition of the parties present
- Reading of allegations
- Opening statement by the vice president of student affairs
- Opening statement by the accused student
- Testimony of the vice president of student affairs witnesses, including cross-examination by the student and question by hearing committee members.
- Testimony of the student witnesses, including cross-examination by the student and questions by hearing committee members.
- Rebuttal evidence presented by the vice president of student affairs, if any, to address issues raised by the student's witnesses.
- Rebuttal evidence presented by the student, if any, to address issues raised by the vice president's rebuttal evidence.
- Closing remarks from the vice president of student affairs – Closing remarks from the accused student.
- Closing statements by the Hearing Committee chairperson
- Adjournment of the hearing

A verbatim record (either by written transcript or tape recording) shall be made of all evidence introduced at the hearing. This verbatim record shall be maintained for a period of one year after hearing.

11. The hearing committee shall deliberate following the hearing. Unless there is reasonable cause for delay, a written copy of the committee's recommendation and

the record will be sent to the university president within five (5) working days. The recommendation shall be copied to the student and the vice president of student affairs. The student may request a copy of the record, which will be provided at the student's expense.

The university president shall receive the recommendation of the hearing committee and may either accept it, modify it or reject it. He or she shall notify the student, the vice president of student affairs and the hearing committee chairperson of his decision in writing. If the discipline imposed by the president is a suspension or expulsion, he or she shall also copy of the registrar on his or her decision.

8. Disciplinary measures for NMHU student organizations

The director of campus life shall be responsible for monitoring the actions of members of NMHU student organizations. Members representing such organizations or groups are accountable for their actions and may be charged with violations to the Code as individuals, as an organization or as a student group.

9. Disciplinary records

The vice president of student affairs (and/or designee) shall maintain disciplinary records and shall not release them unless required to do by the law. Student disciplinary records are retained for five years after the most recent university disciplinary action has been completed with the exception of cases of expulsion. Records of students expelled from the university are maintained permanently and are posted on the academic transcripts.

••In addition to adhering to the NMHU Student Code of Conduct, students attending classes on other college or university campus are required to follow the Student Code of Conduct for the respective campus.

EQUAL EDUCATIONAL OPPORTUNITY

EQUAL EDUCATIONAL OPPORTUNITY POLICY STATEMENT

New Mexico Highlands University (NMHU) strives to maintain diversity in its student body and provides equal educational opportunities to all students. This policy is intended to further New Mexico Highlands University's efforts, as well as comply with its obligations under state and federal law.

Equal Educational Opportunity

It is the policy of NMHU to prohibit unlawful discrimination and harassment against applicants for admission and students on the basis of race, color, religion, national origin, sex, age, ancestry, physical or mental disability, serious medical condition, spousal affiliation, sexual orientation, gender identity, veterans status or any other basis prohibited by applicable law.

This policy applies to all aspects of the educational process, including admissions, recruitment, extracurricular activities, financial assistance, housing, counseling, guidance, course offerings and housing.

Any student who feels that he or she has been discriminated against or harassed should report the incident to the affirmative action/equal employment opportunity officer, a department chair, a student adviser, a director, a dean, or campus police.

The current AA/EEO Officer is:

Donna Castro, director, Office of Human Resources, 454-3308, PO Box 9000, Las Vegas, NM 87701.

The mailing address for the AA/EEO Officer is: PO Box 9000, Las Vegas, NM 87701.

Policies for Reporting and Resolving Complaints of Discrimination and Harassment
NMHU has policies in place for reporting and resolving complaints of unlawful discrimination and harassment.

Students are encouraged to read:

1. Sexual Harassment Policy Statement;
2. Student Grievance Policy.

Students can access these policies from the Office of Student Services or the AA/EEO officer.

RESOLUTION TO STUDENT CONCERNS

There might be times when there is a misunderstanding, disagreement or conflict among students, or between a student and a staff member or faculty member. When this occurs, the student is encouraged to follow the steps outlined below to seek informal resolution of his or her concern.

However, if the misunderstanding, disagreement or conflict is as a result of a violation of University policy or procedure, the student has the option of pursuing the steps outlined below, or following the Student Grievance Procedure. If a student believes that he or she has been discriminated against or harassed, or if he or she believes that a fellow student has been discriminated against or harassed, he or she should report that discrimination or harassment to the affirmative action/EEO officer, a department chair, a student adviser, a director, a dean, or campus police.

To resolve a concern, students are encouraged to:

1. Write out the problem to help clarify the issue.
2. Check with resource people or materials to help clarify the issue.
3. Approach the person involved and politely describe your concern(s).
4. If the conflict or concern cannot be resolved after talking with the person, take the following steps.
 - A. For conflicts and concerns related to coursework, the student should:
 - Step 1. Approach the faculty member involved in the issue and discuss the concern using the necessary documents (i.e. assignments, syllabi, assessments, etc.). If the concern cannot be resolved after discussing the issue with the faculty

member, the student may decide to take Step 2.

Step 2. Write a letter to the head of the department. In the letter, carefully describe the concern or conflict. Also, include appropriate documentation and an explanation of the preferred outcome. If the department head does not respond within a week, schedule a meeting with the department head. If the issue cannot be resolved after discussing it with the department head, consider using Step 3.

Step 3. Write a letter to the school or college dean. Carefully explain the conflict or concern. Include documentation with the letter and a description of the preferred outcome. If the school or college dean does not respond within a week, schedule an appointment to discuss concerns with the school or college dean. If the issue cannot be resolved by talking with the school or college dean, the student may choose to pursue Step 4.

Step 4. Write a letter to the vice president for academic affairs. Carefully outline the conflict or concern; include the necessary documentation. If the vice president for academic affairs does not respond within a week, schedule an appointment to see the vice president. The decision of the vice president for academic affairs will be final.

Students who are not satisfied with a grade received should use a Student Grade Appeal Form available in the Office of the Vice President for Academic Affairs and in the school and college dean's offices.

B. For conflicts or concerns that are not academic in nature, the student should:

Step 1. Approach the student, staff or faculty member involved and discuss the concern using any needed documents. If the issue cannot be resolved after talking with the person involved, consider taking the next step.

Step 2. Write a letter to the direct supervisor of the person(s) involved in the dispute. In the letter, carefully describe the situation and include appropriate documentation. If the supervisor does not respond within a week, schedule an appointment with the supervisor to discuss the matter. If the conflict or concern cannot be resolved by discussing it with a supervisor, consider taking the next step.

Step 3. Write a letter to the vice president for student affairs. Carefully explain the conflict or concern and include appropriate documentation. The dean may refer the issue to an advisory group. Nonetheless, the decision of the vice president for student affairs will be final.

C. For concerns related to campus clubs:

Step 1. Meet with the student group involved with the issue. Discuss the concern and support it with related documentation. If the conflict cannot be resolved by talking it over with the group members, consider Step 2.

Step 2. Write a letter to the director of the Office of Campus Life and carefully

describe the conflict or concern. Include appropriate documentation with your letter. The director of the Office of Campus Life may consult with the Campus Life Advisory Board and make recommendations or impose sanctions on the registered student group.

Step 3. If the concern is not resolved using the first two steps, write a letter to the vice president for student affairs. If the vice president for student affairs does not respond within a week, schedule an appointment. The decision of the vice president for student affairs will be final.

COLLEGE POLICIES

New Mexico Highlands University is committed to taking swift and appropriate action against any of its official, employees, or students who violate any portion of this policy. The information obtained as a result of this policy is confidential and will not be disclosed except to personnel with a legitimate need to know or by order of a court. Students experiencing sexual or other forms of harassment should report incidents to the office of Student Affairs, Felix Martinez Building, 505-454-3020.

NMHU Academic Integrity Policy

Because academic dishonesty in any form compromises the university's reputation and thus devalues the NMHU degree, it will not be tolerated. Academic dishonesty means any behavior that misrepresents or falsifies the student's knowledge, skills or ability and includes cheating, plagiarism and falsification of records. Students who engage in academic dishonesty will be subject to disciplinary action. Depending upon the severity of the infraction, disciplinary sanctions may include, but are not limited to:

- a failing grade on academic exercises,
- dismissal from the class,
- a failing grade in class,
- suspension or expulsion.

Procedures

An instructor who suspects a student of violating this policy is required to discuss the charge with the student before imposing a sanction. Instructors may impose failing grades on academic exercises without further process. More severe discipline, such as a failing grade in class, dismissal from class, suspension or expulsion, may only be imposed pursuant to the procedures set forth in the Student Code of Conduct.

Definitions

Cheating includes using or attempting to use unauthorized materials such as notes, texts, visuals, electronic devices, copies of test materials and presenting the work of others to misrepresent the student's knowledge, skills or ability. Unauthorized collaboration also constitutes cheating.

Facilitation of academic dishonesty means assisting another student in cheating,

plagiarism and falsification of records is also academic dishonesty.

Plagiarism is using another person's intellectual work as if it were one's own. This includes quoting or paraphrasing without proper acknowledgment of the original author or creator of the work.

NMHU Policy on Emergency Contact

If university staff members have reasonable cause to believe a student is in danger to himself or herself or others, contact may be made with the person(s) designated by the student as the emergency contact. This information may be taken from the housing application or any other university document requiring the student to list an emergency contact person.

NMHU Policy on Self-Destructive Behavior

Self-destructive behavior shall be understood to mean and include attempts or threats on the part of an individual to end his/her life, or to inflict serious bodily harm on himself/herself by any means capable of producing such results.

The university, typically, through personal counseling, the Campus Police Department and/or the vice president of student affairs will respond to such incidents quickly and through referral to local care facilities. If the behavior warrants, local law enforcement will be contacted.

NMHU Sexual Harassment Policy

1. Introduction

It is the policy of New Mexico Highlands University to maintain a community in which students, faculty, staff and administration are free to work, study and reside without being subjected to sexual harassment. Such behavior subverts the mission of all involved.

Sexual harassment is a form of discrimination on the basis of sex and is, therefore, prohibited on campus and in programs and activities sponsored by New Mexico Highlands University.

Sexual harassment constitutes an unacceptable and punishable offense at NMHU, which may include disciplinary action up to and including dismissal.

2. Sexual Harassment Defined

Sexual harassment may take many forms, including unwelcome conduct of a sexual nature and conduct that is not necessarily sexual in nature, but which is unwelcome and directed at a person because of his or her gender.

- A. Sexual harassment involving unwelcome conduct of a sexual nature can include sexual advances, requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting the employee; or

Such conduct is so severe or pervasive that it affects an individual's work performance or creates an intimidating, threatening or abusive working environment.

Sexual harassment is distinguished from voluntary sexual relationships when the conduct directed towards you is unwelcome. Conduct of a sexual nature is unwelcome when you did not request or invite the conduct and view the conduct as offensive and undesirable.

Conduct of a sexual nature can include, but is not limited to:

Verbal, non-verbal or physical sexual advances,
Pressure for sexual favors,
Touching of a sexual nature,
Sexual assault,
Sexual gestures,
Sexual or "dirty" jokes,
Offensive personal jokes and comments of a sexual nature,
Displaying or distributing sexually explicit drawings, pictures and written materials.

B. Sexual harassment can also involve acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, but not involving conduct of a sexual nature, when such conduct is so severe or pervasive that it affects a student's/employee's ability to work, participate in or benefit from an education program or activity or creates an intimidating, threatening or abusive educational environment. Such conduct can include, but is not limited to:

Offensive jokes or comments, not necessarily sexual in nature, but directed at a person because of his or her gender or sexual orientation,

Threats or insinuations that lack of sexual favors will result in reprisals, withholding support for promotions or transfers, change of assignments, or poor performance reviews,

Sexual harassment against an employee/student can involve any member of the New Mexico Highlands University community, including faculty, staff, employees, students, guest speaker, visiting student or contractor.

3. Reporting Sexual Harassment

Employees/Students shall report sexual misconduct or harassment to their immediate supervisor, the next-in-line supervisor, the Dean or Director, campus police, or to the Director of Human Resources. If an employee or student is not certain whether sexual harassment is taking place, he or she should report his or her concerns.

A. Supervisors and managers who have knowledge of sexual misconduct or harassment within New Mexico Highlands University or one of its off campus facilities shall immediately report it to the Human Resources Director and to a

person above them in their chain of command.

B. Under no circumstances, during an investigation, shall a supervisor withhold any information about reported or observed sexual misconduct or harassment.

C. Supervisors shall report allegations of sexual misconduct or harassment even if the employee/student reporting such misconduct has asked that no action be taken. Supervisors shall explain this obligation to employees who report sexual misconduct or harassment.

4. Time Frame for Reporting Sexual Harassment

In order to allow for a prompt and timely investigation, the complaint should be made as soon as possible, but no later than 90 days following the latest alleged incident of sexual harassment. Even if this time frame has passed, the University encourages the reporting of sexual harassment.

5. Retaliation is Prohibited

Retaliation against any person who makes a complaint of sexual harassment, reports that another person is being sexually harassed, or who cooperates in an investigation of a complaint of sexual harassment is strictly prohibited.

If you believe you have been retaliated against or that someone else has been retaliated against for reporting sexual harassment, you should follow the same reporting requirements for reporting Incidents of sexual harassment set forth in Section 4 above, Reporting Sexual Harassment.

6. Investigation and Resolution of Reports of Sexual Harassment.

The University reserves the right to investigate any reports of sexual harassment, as the University deems appropriate.

All employees/students shall cooperate with investigations of sexual misconduct and sexual harassment complaints.

Appropriate disciplinary action will be taken against any employee, including Staff Members, Faculty members and Administrators, who are found to have engaged in sexual harassment or retaliation up to and including dismissal.

New Mexico Highlands University will also take appropriate action, to the extent possible, against non-employees, such as contractors and guest lecturers, who are found to have engaged in sexual harassment or retaliation.

7. Confidentiality

A. Allegations of sexual misconduct shall be investigated by the Human Resource Department in a manner that is as confidential as possible and appropriate under the circumstances.

B. Absolute guarantees of confidentiality or anonymity cannot be given. Every effort will be made to maintain confidentiality or anonymity of the employee.

C. Employees/students who are interviewed during investigations of sexual

misconduct allegations shall maintain the confidentiality of what was discussed during their interviews.

The Director of Human Resources has been designated responsibility for coordinating New Mexico Highlands University's efforts to comply with and carry out its responsibilities under applicable laws prohibiting discrimination and harassment, including Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act of 1964.

The current Human Resources Director is: Donna Castro, Rodgers Administration Building Room 108, Telephone number is 505-426-2240.

The mailing address for Director is: New Mexico Highlands University, Box 9000 Las Vegas, NM 87701.

NMHU Sexual Assault Policy

1. Introduction

New Mexico Highlands University's Code of Student Conduct and Sexual Harassment Policy prohibit the commission of sexual assault, including rape.

2. If You Have Been Sexually Assaulted

Get to a safe place.

Don't shower, bathe, douche, change clothes or straighten up the area because doing so might destroy evidence.

Call 911, a friend, family member or the police for transportation to the hospital.

Go to a hospital for treatment of any injuries, appropriate testing, evidence collection and support services.

Report the incident to the police.

Call a rape crisis hotline for support and information.

See a counselor with expertise in working with those who have been sexually assaulted

3. Reporting a Sexual Assault to New Mexico Highlands University

A sexual assault should be reported to the campus police, affirmative action/equal employment opportunity officer, the human resource director, a dean, a department chair or a student adviser.

To the extent possible under law, New Mexico Highlands University will not release the name of any student who is reported to have been sexually assaulted without the consent of the student.

The University will assist the student in contacting counseling services, medical services and other available resources.

4. Investigating Reports of Sexual Assault

If the sexual assault is alleged to have been committed by a member of the New Mexico Highlands University community, such as a faculty, staff, another student, or a guest

speaker, visiting student or contractor, the University will conduct an investigation into the matter and appropriate action will be taken based on the outcome of the investigation.

The student may also file a grievance, utilizing the Student Grievance Procedure.

NMHU Tobacco Use Policy

In compliance with the New Mexico Clean Indoor Act, as amended, smoking of tobacco products is prohibited in university buildings, facilities and vehicles. Smoking is allowed only in designated areas.

The Smoking Policy stipulates:

- Smoking is prohibited except in designated areas. Those areas will be well posted and will not be near air conditioning or other ventilation systems, which can carry the smoke to other sites.
- Ashtrays are provided in smoking sites
- Smoking is prohibited in university vehicles
- Smoking is prohibited within 25 feet of any building
- Smoking is prohibited near windows or air intakes

Smokeless tobacco is prohibited in university buildings, facilities and vehicles.

This policy applies to all University visitors, students, and employees. It is the responsibility of every member of the university community to conduct himself or herself in compliance with this policy.

Enforcement is the shared responsibility of the entire campus. The success of this policy depends upon the courtesy, respect and cooperation of smokers and non-smokers of the NMHU community.

STUDENT GRIEVANCE PROCEDURE

Objective: To provide the timely review of student complaints of a violation of University policy or procedure, including claims of discrimination or harassment on the basis of sex, race, color, religion, national origin, age, ancestry, physical or mental disability, serious medical condition, spousal affiliation, sexual orientation, gender identity, veterans status, or any other basis prohibited by applicable law.

1. General Provisions

1.1 The University's Office of Student Affairs will advise students using this Grievance Procedure by explaining policies and procedures, providing objectivity to the process, assisting in preventing delays in the process and resolving grievances between the parties, if possible. Where a grievance is based on a claim of discrimination, the affirmative action/EEO officer shall provide such assistance to the grievant.

1.2 Except as provided in Paragraph 2 below, a grievance filed pursuant to this

Grievance Procedure shall be in writing and contain a precise statement of the conduct giving rise to the grievance, the policy or procedure that the grievant alleges has been violated, and the specific remedy that the grievant is seeking. The Office of Student Affairs shall only permit the amendment of such written grievance if it determines that the amendment will not prejudice the respondent's ability to respond to the grievance.

For purposes of this procedure the following definitions will apply:

- 1.3 The term "grievance" means an allegation that the grievant has been directly affected by a violation of University policy or procedure. If a student has a concern or conflict that does not rise to a violation of University policy or procedure, the student should use the Resolution of Concerns procedure. A grade appeal is not a "grievance" for the purposes of this Grievance Procedure. Grade appeals are covered under The Resolution Student Concerns Section A.
 - 1.3.1 The term "grievant" means a person who was a student at the time the conduct giving rise to the grievance took place. A student employee whose complaint arises from conduct taking place during the student's employment, is not a "grievant" for the purposes of this Grievance Procedure.
 - 1.3.2 The term "respondent" means another student, a faculty member, a staff member, or the University's administrative unit against whom a grievance is filed.
 - 1.3.3 The number of "working days" indicated shall mean those days when those administrative offices of the university are open.
 - 1.3.4 Grievances will be handled with reasonable promptness in both the submission and the processing. If the grievant fails to act within the time limits provided herein, the University shall be deem the grievance withdrawn. Time lines may be waived or otherwise established by mutual agreement of the parties or for other justifiable reasons, in the sole discretion of the Office of Student Affairs.
 - 1.3.5 If a grievance is filed against an employee in the Office of Student Affairs; the president shall designate another employee to fulfill the role of the Office of Student Affairs in paragraphs 3 and 4 below.

2. Reporting Discrimination or Harassment

University policy prohibits discrimination or harassment on the basis of a person's sex, race, color, religion, national origin, age, ancestry, physical or mental disability, serious medical condition, spousal affiliation, sexual orientation, gender identity, veteran's status or any other basis prohibited by applicable law.

2.1 Persons Who Should Make a Report of Discrimination or Harassment

- 2.1.1 A student who believes that he or she is being subjected to discrimination or harassment should report the discrimination or harassment.
- 2.1.2 A report should also be made by any person, including staff, faculty or another student, if that person believes that a student is being subjected to discrimination or

harassment.

2.2 Persons to Whom Discrimination or Harassment Should Be Reported

2.2.1 Reports of discrimination or harassment should be reported to the University's affirmative action/EEO (AA/EEO) officer, a department chair, a student adviser, a director, a dean, or campus police.

2.2.2 Any department chair, student adviser, director, dean, campus police officer or other employee who receives a complaint of discrimination or harassment must report the complaint to the AA/EEO officer as soon as possible. The AA/EEO officer is responsible for coordinating the university's response to reports of discrimination or harassment.

The current AA/EEO Officer is: Donna Castro, Director of Human Resources, 454-3308, PO Box 9000, Las Vegas, NM 87701

The timeframe for reporting discrimination or harassment shall be ninety (90) calendar days from the date of the discrimination or harassment, not fifteen (15) working days as described in Subparagraph 4.2.1 below. Even if this timeframe has passed, the University encourages reports of discrimination or harassment, even if they are no longer eligible to be processed as grievances under this Grievance Procedure. In addition, the time frames for filing a grievance on the basis of discrimination or harassment may be waived by the AA/EEO Officer for good cause.

The University, in its discretion, reserves the right to conduct an investigation into a report of discrimination or harassment, even when the student being discriminated against or harassed requests that the University take no action or refuses to cooperate in the investigation. However, the University's ability to deal with a report in such circumstances may be limited. In addition, the University may waive the requirements of this Grievance Procedure or portions of the procedure in cases of discrimination and harassment, including by accepting oral grievances based on discrimination or harassment, and to take immediate and appropriate corrective action, as deemed appropriate or necessary. In processing a grievance based on discrimination or harassment, the AA/EEO officer shall fulfill the role of the Office of Student Affairs in the procedures outlined in Paragraph 4 below.

The University will keep its investigation into the report of discrimination or harassment as confidential as possible. The student who may have been discriminated against or harassed, the respondent and individuals interviewed, as part of any investigation will be told that they are to keep the matter confidential.

A student who might have been discriminated against or harassed may request that his or her name not be disclosed to the respondent. A request of this type may limit the University's ability to respond to the report. However, the University will do its best to honor the request, to the extent possible.

3. Retaliation prohibited

It is a violation of University policy for any person to retaliate in any way against a

student for filing a grievance pursuant to this Grievance Procedure. Any such retaliatory action should be reported to the Office of Student Affairs immediately. Appropriate disciplinary action will be taken against any person found to have retaliated against a student for filing a grievance pursuant to this Grievance Procedure.

4. Process

4.1 Consultation

Prior to the initiation of the grievance process, a student may wish to discuss the conduct giving rise to the grievance on an informal basis. The student may use the process outlined in the Resolution of Student Concerns for this purpose, or consult with the Office of Student Affairs regarding informal conflict resolution.

4.2 Filing a Grievance

4.2.1 Time for Filing. A grievance must be filed in writing on a form provided by the Office of Student Affairs. The grievance should be submitted to the Office of Student Affairs within fifteen (15) working days of the date on which the grievant knew or should have known of the conduct giving rise to the grievance.

4.2.2 Content of Grievance. The grievance shall be in writing and contain a precise statement of the conduct giving rise to the grievance, the University policy or procedure that the grievant alleges has been violated, and the specific remedy that the grievant is seeking. Documentation, in the form of facts, circumstances, and the names and addresses of witnesses having information pertinent to the grievance must also be a part of the written grievance.

4.2.3 Response to Grievance. The respondent will submit a written response to the grievance, which addresses each allegation in it and will include any pertinent information supporting his or her response. The respondent's written response will be submitted to the Office of Student Affairs within ten (10) working days of receipt of the grievance. If the respondent does not submit a written response, the matter will proceed to the investigation stage.

4.2.4 Investigation. The Office of Student Affairs will conduct an investigation into the grievance, or appoint a committee to do so. The investigation will include a review of the materials submitted by parties, witness interviews, if appropriate, and review of any additional materials, either gathered by the investigator or requested from the parties. The grievant and respondent may have an adviser present during any interviews. The adviser may be an attorney. The adviser may not participate in the interview, but may advise the grievant or respondent.

4.2.5 Findings and Recommendations. Upon completion of the investigation, a report will be prepared by the Office of Student Affairs or the committee, that should contain a summary of the information and documents considered during the investigation, findings and recommended actions, if any. The report will be prepared as quickly as possible, preferably within thirty (30) working days after notice is given to the respondent that a complaint has been filed.

4.2.6 Final Decision. The report will be forwarded to the appropriate vice president or his or her designee for a final decision.

1. When the respondent is a student, the report will be forwarded to the vice president for student affairs or his or her designee,

2. When the respondent is a staff member, the report will be forwarded to the vice president of finance or his or her designee; and,

3. When the respondent is a faculty member, the report will be forwarded to the vice president for academic affairs or his or her designee.

The vice president or his or her designee may accept, modify or reject any findings or recommendations in the report.

If the vice president decides that disciplinary action against the respondent may be appropriate, the disciplinary action shall be imposed pursuant to the discipline procedures applicable to the respondent.

4.2.7 The grievant and the respondent will be advised of the outcome of the investigation into the grievance after the decision is made by the vice president or his or her designee.

4.2.8 The timelines in this policy may be extended by the Office of Student Affairs in its sole discretion.

4.2.9 The Office of Student Affairs will maintain the records of the investigation. Other than as required by law, no records, documents or other materials gathered or created during the investigatory process will be released to anyone, including the grievant or respondent.

5. Appeal

The decision of the appropriate vice president is final regarding the merits of the grievance. A respondent may appeal disciplinary action taken against the respondent only as provided for in policies applicable to the respondent.

STUDENT GRIEVANCE FORM

(Please pick up form in the Student Affairs Office)

Student Name:

Address:

Telephone #: HM: _____ WK: _____

Name of person whose conduct gives rise to this grievance

Address/Building:

Telephone #: HM: _____ WK: _____

University policy or procedure that was violated:

Date violation took place:

Earliest:

Latest:

Describe in detail the conduct giving rise to the grievance, including the facts, circumstances, and any other pertinent information:

Explain why you believe that the conduct violated University policy or procedure:

Identify any witnesses having information pertinent to your grievance, including the name, address and work/home telephone number of each witness, if possible:

State the action requested to resolve grievance:

Signature of Student

Date

Date Received:

Office of Student Affairs Representative:

Grievance fits within the scope of this procedure: Yes No

Date:

Respondent(s) Identified:

STUDENT EDUCATIONAL RECORDS

Under the Family Rights and Privacy Act of 1974 (FERPA), New Mexico Highlands University students have the following rights in regards to your educational records:

The right to inspect and review their education records within a reasonable time, not to exceed 45 days, upon making an official request and obtaining an appointment to do so.

The student may challenge inaccuracies or misleading statements contained in their educational records. Challenges must be made in writing and forwarded to the registrar.

The right to consent to disclosure of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes exceptions without consent. Exceptions are a school official with a legitimate educational interest; compliance with a judicial order or a lawfully issued subpoena; official audit or evaluation purposes; and emergency involving the health or safety of a student or other person; and directory information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Complaints may be forwarded to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605

Directory information at New Mexico Highlands is student's name, field of study, class standing, dates of attendance, honors and degrees awarded, full-time or part-time status, date and place of birth, home town, previous school attended, participation in officially recognized activities and sports, and height and weight of athletic team members. Directory information may be published or released unless the student has requested in writing that directory information be withheld. Written requests from student to have directory information withheld must be forwarded to the registrar's office by the last of registration and will be maintained for the remainder of the academic year.

August 2010

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday 1

August 2010

Monday 2

Early Registration

Tuesday 3

Early Registration

Wednesday 4

Early Registration

Thursday 5

Early Registration

Friday 6

Early Registration

Saturday 7

Sunday 8

August 2010

Monday 9

Early Registration

Tuesday 10

Early Registration

Wednesday 11

Early Registration

Thursday 12

Early Registration

Friday 13

Early Registration

Saturday 14

Sunday 15

August 2010

Monday 16

Early Registration

Tuesday 17

Early Registration

Wednesday 18

Early Registration

Thursday 19

Early Registration

Friday 20

Early Registration

Saturday 21

Sunday 22

August 2010

Monday 23

Classes Begin

Tuesday 24

Wednesday 25

Thursday 26

Friday 27

Saturday 28

Sunday 29

August / September 2010

Monday 30

Last Day to Register

Tuesday 31

Wednesday 1

Thursday 2

Football

Midwestern State Univ.

Las Vegas, NM

7:00 pm

Friday 3

Last Day to Drop

Saturday 4

Sunday 5

September 2010

Monday 6

Labor Day Holiday

Tuesday 7

Wednesday 8

Thursday 9

Friday 10

Saturday 11

Football

Okla. Panhandle St. Univ.

Goodwell, Ok

7:00 pm

Sunday 12

September 2010

Monday 13

Tuesday 14

Wednesday 15

Thursday 16

Friday 17

Saturday 18

Football

Colorado School of Mines

Las Vegas, NM

1:00 pm

Sunday 19

September 2010

Monday 20

Tuesday 21

Wednesday 22

Thursday 23

Friday 24

Saturday 25

Football

Mesa State

Grand Junction, CO

1:00 pm

Sunday 26

September / October 2010

Monday 27

Tuesday 28

Wednesday 29

Thursday 30

Friday 1

Saturday 2

Football

Western State

Las Vegas, NM

1:00 pm

Sunday 3

October 2010

Monday 4

Tuesday 5

Wednesday 6

Thursday 7

Friday 8

Saturday 9

Football

Adams State

Alamosa, CO

1:00 pm

Sunday 10

October 2010

Monday 11

Tuesday 12

Wednesday 13

Mid-Term Exams

Thursday 14

Mid-Term Exams

Friday 15

Mid-Term Exams

Saturday 16

Football

Chadron State

Las Vegas, NM

1:00 pm

Sunday 17

October 2010

Monday 18

Fall Break

Tuesday 19

Fall Break

Wednesday 20

Thursday 21

Friday 22

Saturday 23

Football

University of Kearney

Kearney, NE

12:00

Sunday 24

October 2010

Monday 25

Tuesday 26

Wednesday 27

Thursday 28

Friday 29

Last day to Withdraw

Saturday 30

Football

Colorado State University

Pueblo, CO

1:00 pm

Sunday 31

November 2010

Monday 1

Tuesday 2

Wednesday 3

Thursday 4

Friday 5

Saturday 6

Football

Western New Mexico Univ.

Las Vegas, NM

1:00 pm

Sunday 7

November 2010

Monday 8

Early Registration for Spring Session

Tuesday 9

Early Registration for Spring Session

Wednesday 10

Early Registration for Spring Session

Thursday 11

Early Registration for Spring Session

Friday 12

Early Registration for Spring Session

Saturday 13

Football

Fort Lewis

Durango, CO

1:00 pm

Sunday 14

November 2010

Monday 15

Early Registration for Spring Session

Tuesday 16

Early Registration for Spring Session

Wednesday 17

Early Registration for Spring Session

Thursday 18

Early Registration for Spring Session

Friday 19

Early Registration for Spring Session

Saturday 20

Sunday 21

November 2010

Monday 22

Early Registration for Spring Session

Tuesday 23

Early Registration for Spring Session

Wednesday 24

Fall Recess

Early Registration for Spring Session

Thursday 25

Fall Recess

Early Registration for Spring Session

Friday 26

Fall Recess

Early Registration for Spring Session

Saturday 27

Sunday 28

November / December 2010

Monday 29

Early Registration for Spring Session

Tuesday 30

Early Registration for Spring Session

Wednesday 1

Early Registration for Spring Session

Thursday 2

Early Registration for Spring Session

Friday 3

Early Registration for Spring Session

Saturday 4

Sunday 5

December 2010

Monday 6

Early Registration for Spring Session

Tuesday 7

Early Registration for Spring Session

Wednesday 8

Early Registration for Spring Session

Thursday 9

Early Registration for Spring Session

Friday 10

Early Registration for Spring Session

Saturday 11

Sunday 12

December 2010

Monday 13

Final Exams

Early Registration for Spring Session

Tuesday 14

Final Exams

Early Registration for Spring Session

Wednesday 15

Final Exams

Early Registration for Spring Session

Thursday 16

Final Exams

Early Registration for Spring Session

Friday 17

Final Exams

Early Registration for Spring Session

Saturday 18

Sunday 19

December 2010

Monday 20

Semester Ends

Early Registration for Spring Session

Tuesday 21

Early Registration for Spring Session

Wednesday 22

Early Registration for Spring Session

Thursday 23

Early Registration for Spring Session

Friday 24

Early Registration for Spring Session

Saturday 25

Sunday 26

December 2010 / January 2011

Monday 27

Early Registration for Spring Session

Tuesday 28

Early Registration for Spring Session

Wednesday 29

Early Registration for Spring Session

Thursday 30

Early Registration for Spring Session

Friday 31

Early Registration for Spring Session

Saturday 1

Sunday 2

January 2011

Monday 3

Early Registration for Spring Session

Tuesday 4

Early Registration for Spring Session

Wednesday 5

Early Registration for Spring Session

Thursday 6

Early Registration for Spring Session

Friday 7

Early Registration for Spring Session

Saturday 8

Sunday 9

January 2011

Monday 10

Early Registration for Spring Session

Tuesday 11

Early Registration for Spring Session

Wednesday 12

Early Registration for Spring Session

Thursday 13

Early Registration for Spring Session

Friday 14

Early Registration for Spring Session

Saturday 15

Sunday 16

January 2011

Monday 17

MLK Holiday

Tuesday 18

Classes Begin

Wednesday 19

Thursday 20

Friday 21

Saturday 22

Sunday 23

January 2011

Monday 24

Last Day to Register

Tuesday 25

Wednesday 26

Thursday 27

Friday 28

Last Day to Drop

Saturday 29

Sunday 30

January / February 2011

Monday 31

Tuesday 1

Wednesday 2

Thursday 3

Friday 4

Saturday 5

Sunday 6

February 2011

Monday 7

Tuesday 8

Wednesday 9

Thursday 10

Friday 11

Saturday 12

Sunday 13

February 2011

Monday 14

Tuesday 15

Wednesday 16

Thursday 17

Friday 18

Saturday 19

Sunday 20

February 2011

Monday 21

Tuesday 22

Wednesday 23

Thursday 24

Friday 25

Saturday 26

Sunday 27

February / March 2010

Monday 28

Tuesday 1

Wednesday 2

Thursday 3

Friday 4

Saturday 5

Sunday 6

March 2011

Monday 7

Early Registration for Summer Session

Tuesday 8

Early Registration for Summer Session

Wednesday 9

Mid-Term Exam

Early Registration for Summer Session

Thursday 10

Mid-Term Exam

Early Registration for Summer Session

Friday 11

Mid-Term Exam

Early Registration for Summer Session

Saturday 12

Sunday 13

March 2011

Monday 14

Spring Break

Early Registration for Summer Session

Tuesday 15

Spring Break

Early Registration for Summer Session

Wednesday 16

Spring Break

Early Registration for Summer Session

Thursday 17

Spring Break

Early Registration for Summer Session

Friday 18

Spring Break

Early Registration for Summer Session

Saturday 19

Sunday 20

March 2011

Monday 21

Early Registration for Summer Session

Tuesday 22

Early Registration for Summer Session

Wednesday 23

Early Registration for Summer Session

Thursday 24

Early Registration for Summer Session

Friday 25

Last Day to Withdraw

Early Registration for Summer Session

Saturday 26

Sunday 27

March / April 2011

Monday 28

Early Registration for Summer Session

Tuesday 29

Early Registration for Summer Session

Wednesday 30

Early Registration for Summer Session

Thursday 31

Early Registration for Summer Session

Friday 1

Early Registration for Summer Session

Saturday 2

Sunday 3

April 2011

Monday 4

Early Registration for Summer Session

Tuesday 5

Early Registration for Summer Session

Wednesday 6

Early Registration for Summer Session

Thursday 7

Early Registration for Summer Session

Friday 8

Early Registration for Summer Session

Saturday 9

Sunday 10

April 2011

Monday 11

Early Registration for Summer Session

Tuesday 12

Early Registration for Summer Session

Wednesday 13

Early Registration for Summer Session

Thursday 14

Early Registration for Summer Session

Friday 15

Early Registration for Summer Session

Saturday 16

Sunday 17

April 2011

Monday 18

Early Registration for Summer Session

Tuesday 19

Early Registration for Summer Session

Wednesday 20

Early Registration for Summer Session

Thursday 21

Early Registration for Summer Session

Friday 22

Spring Recess

Early Registration for Summer Session

Saturday 23

Sunday 24

April / May 2011

Monday 25

Early Registration for Summer Session

Tuesday 26

Early Registration for Summer Session

Wednesday 27

Early Registration for Summer Session

Thursday 28

Early Registration for Summer Session

Friday 29

Early Registration for Summer Session

Saturday 30

Sunday 1

Monday 2

Early Registration for Summer Session

Tuesday 3

Early Registration for Summer Session

Wednesday 4

Early Registration for Summer Session

Thursday 5

Early Registration for Summer Session

Friday 6

Early Registration for Summer Session

Saturday 7**Sunday 8**

Monday 9

Final Exams

Early Registration for Summer Session

Tuesday 10

Final Exams

Early Registration for Summer Session

Wednesday 11

Final Exams

Early Registration for Summer Session

Thursday 12

Final Exams

Early Registration for Summer Session

Friday 13

Final Exams

Early Registration for Summer Session

Saturday 14

Commencement

Sunday 15

May 2011

Monday 16

Early Registration for Summer Session

Tuesday 17

Early Registration for Summer Session

Wednesday 18

Early Registration for Summer Session

Thursday 19

Early Registration for Summer Session

Friday 20

Early Registration for Summer Session

Saturday 21

Sunday 22

May 2011

Monday 23

Early Registration for Summer Session

Tuesday 24

Early Registration for Summer Session

Wednesday 25

Early Registration for Summer Session

Thursday 26

Early Registration for Summer Session

Friday 27

Early Registration for Summer Session

Saturday 28

Sunday 29

Monday 30

Early Registration for Summer Session

Tuesday 31

Early Registration for Summer Session

Wednesday 1

Early Registration for Summer Session

Thursday 2

Early Registration for Summer Session

Friday 3

Early Registration for Summer Session

Saturday 4**Sunday 5**

June 2011

Monday 6

Classes Begin

Tuesday 7

Wednesday 8

Thursday 9

Friday 10

Last Day to Register

Last Day to Drop

Saturday 11

Sunday 12

June 2011

Monday 13

Tuesday 14

Wednesday 15

Thursday 16

Friday 17

Saturday 18

Sunday 19

June 2011

Monday 20

Tuesday 21

Wednesday 22

Thursday 23

Friday 24

Last Day to Withdraw

Saturday 25

Sunday 26

June / July 2011

Monday 27

Tuesday 28

Wednesday 29

Thursday 30

Friday 1

Saturday 2

Sunday 3

July 2011

Monday 4

Independence Day Holiday

Tuesday 5

Wednesday 6

Thursday 7

Friday 8

Saturday 9

Sunday 10

July 2011

Monday 11

Tuesday 12

Wednesday 13

Thursday 14

Friday 15

Saturday 16

Sunday 17

July 2011

Monday 18

Tuesday 19

Wednesday 20

Thursday 21

Final Exams

Friday 22

Final Exams

Saturday 23

Sunday 24

July 2011

Monday 25

Tuesday 26

Wednesday 27

Thursday 28

Friday 29

Saturday 30

Sunday 31