

HOUSING & STUDENT CONDUCT POLICIES & PROCEDURES

This handbook is provided to help you maximize your residence hall experience at NMHU. This is provided to help:

- Enable you to become more familiar with our residence hall system, its services, programs, facilities, staff responsibilities, policies and procedures.
- Familiarize you with the mission and goals of the Housing & Student Conduct Department at NMHU.
- Inform you of your rights and responsibilities as a residence hall community member.
- Serve as a reference guide throughout the year.

It is important that you have an overall understanding of the NMHU residence hall program. This handbook can answer many of your questions. Please take time to thoroughly read this information and get to know your campus home.

In addition, residence hall staff members are valuable resources who can provide clarification and information about residence hall and campus communities. Please feel free to address any questions to hall staff.

DORM vs. RESIDENCE HALL

It has been a long, long time since the days of “dorm” mothers and 10 p.m. curfews. For the next nine months, your residence hall will be your home and should be treated as such. It will be a place in which you will learn much about yourself, grow, and have fun!

Dorm (dorm) n. 1. place for sleeping 2. building or part of one with sleeping rooms.

Residence Hall (rez idenz hol) n. 1. where college students develop personally or mature 2. a college building in which experiences and programs result in positive growth.

COMMUNITY LIVING AGREEMENT

To encourage students who live in the residence halls to take ownership and responsibility for their living community, the Housing & Student Conduct Department has incorporated Community Living Agreements as a part of the foundation for residence hall policies. A Community Living Agreement (CLA) is a document that community members draw up together at the beginning of each year which enables them to become actively involved in developing the behavioral standards they will invest in, live by, and be held accountable for.

Students, within the first few days of their arrival, will sit down with the members of their community and develop a set of value-based criteria that each person on the wing or floor will agree to live by. Additionally, the CLA will be revisited at the beginning of each semester to allow for adjustments and changes. As each member of the community will sign the CLA, each member will be held accountable for the contents of the document that they had a part in developing.

The CLAs will include, but not be limited to, expectations of academic honesty, the creation of gracious space for students to express their feelings, opinions and ideas, abiding by University and State policies surrounding alcohol and drug use, safety, personal property, respect and trust.

LIFE IN YOUR RESIDENCE HALL

In your new home you will find:

RESIDENCE HALL DIRECTORS (RDs):

- Responsible for managing your residence hall.
- Supervise the RA & desk staff in the hall.
- Work with the RA staff to develop programs.
- Prior experience as an RA.
- Assist residence hall coordinator with hall administration.

RESIDENT ASSISTANTS (RAs):

- Are students just like you.
- Answer your questions.
- Help you with your academic, social or personal concerns.
- Plan programs and enhance policies and procedures.

- Help develop Community Living Agreements.
- Are a valuable resource. Get to know your RA!

RESIDENTIAL PEER MENTOR (RPMs):

- Are students just like you.
- Knowledgeable of campus resources and residence hall policies.
- Help maintain Community Living Agreements.
- Provide RAs with programming ideas based on the communities needs.

CUSTODIAL STAFF:

- Work diligently to clean your lobbies, bathrooms, and other public areas of the hall!
- Will clean your hallway, but not your room!

MAINTENANCE PERSONNEL:

- Respond to your maintenance needs.

All of these specially trained staff are here for you and are to be treated with respect at all times!

PLANNED PROGRAMS (ACTIVITIES!)

What are the programs?

A program is an event designed to enhance your learning and development. You'll learn something and have fun at the same time. Sometimes these activities happen spontaneously on your floor, but most of the time your RA will plan an activity for all to participate in. Check the bulletin boards, bedroom doors, laundry rooms, lobbies and other areas in your hall where information is shared to find out what is happening in your hall.

Why should I attend programs?

You'll spend 70 percent of your time in your residence hall/complex. By attending programs, you will get to know other students in your hall and enjoy a wealth of information.

There will also be additional special programming for freshman during the Spring semester. Look for information in your residence hall.

TUTORING SERVICES

Student Support Services offers free tutoring at the Felix Martinez Building. Look for postings with specific time information.

STATEMENT OF COMMUNITY

Living in a residence hall at New Mexico Highlands University means living in a community of students. This community is a dynamic place, composed of various people with different values, cultures, lifestyles, and attitudes. As members of the community, we must strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. We must possess a genuine desire to learn from those around us as well as give others the respect and tolerance we desire. Each person has a role to play in our residence hall community and should be allowed to do so.

NEW MEXICO HIGHLANDS

RESIDENCE HALL COMMUNITIES

INCORPORATE THE FOLLOWING:

- Education: to ensure that teaching and learning take place outside the classroom
- Integrity: adhering to and promoting high standards in self, others and community
- Respect: to ensure that the individual accepts obligations to the community and is held accountable for individual actions
- Thoughtfulness: to ensure that the individual's well being is supported and that community engagement is encouraged
- Connection: so all individuals have a voice in decisions concerning their communities
- Ownership: to ensure that all individuals care for their building facilities and adjacent property
- Inclusion: so that all cultures, and individual accomplishments are recognized and celebrated and so ideas and thoughts can be discussed freely

YOUR RIGHTS IN THE COMMUNITY INCLUDE:

To socialize in your room; to sleep and study without disturbance; to live in a supportive and stimulating community; to live in a safe, secure, healthy, and clean environment; to enjoy access to a variety of programs, services, and facilities; and to involve yourself and others in promoting an educational, respectful, thoughtful, connected, and inclusive community of students with integrity.

YOUR RESPONSIBILITIES WITHIN THE COMMUNITY INCLUDE:

To consider the needs of the other students in the community and balance them with your own needs; to promote care of the physical facilities, equipment, and services; to communicate with other residents and staff members to let others know when they are disturbing you; to demonstrate a commitment to the community by getting involved; to promote campus and individual safety; and to demonstrate dignity and respect for all individuals.

Living on campus affords you many opportunities to face challenges head on, achieve in a variety of areas and grow as an individual. However, these things only happen when you actively participate and support the community ideas stated here.

Adapted from In Search of Community, Ernest Boyer, Carnegie Foundation for the Advancement of Teaching.

YOU AND YOUR ROOMMATE

This section was prepared to assist roommates in learning about one another so they may be able to live together harmoniously. The variety of topics attempts to provide a broad cross-section of the potential encounters you will have when sharing living space. Your roommate needs to know your general personal background, your attitude and emotions, your values (feelings, attitudes, opinions), and personal preferences.

The term “sharing” is most important here because residence hall living requires a concept of cooperation, whether it is with your roommate or with other residents on your floor. You can begin with a willingness to share some of yourself with your roommate. Open and honest communication usually ensures a satisfactory roommate relationship.

PERSONAL BACKGROUND

You should start by using the questions below to give your roommate some basic information about yourself – the place where you have grown up, information about your schooling, your family, your hobbies, your interests, etc. Try to offer more than “I’m from Austin and I’m interested in the outdoors.”

Members of my family include:

I am glad to be away from home because:

I was not glad to leave home because

I chose Highlands University because:

PERSONAL VALUES:

In this section, you are being challenged to communicate – try and share ideas, issues, and values. Learn what you should know about each other. This is the most crucial portion of the, you and your roommate section, because it will help establish the basis for your living arrangements.

How do I want our room to be utilized?

I expect our room to be...

Who will clean what and when?

How about friends and visitors in our room?

My feelings about my personal belongings are...

My feelings about smoking are...

Grades and studying are...

I prefer to study...

ATTITUDES AND EMOTIONS:

Attitudes and emotions (our feelings and how we express them) are an important part of us. We convey feelings both verbally and non-verbally. This portion of you and your roommate encourages you to clarify the emotions and attitudes that you express.

I am generally (reserved, outgoing, etc.)...

My pet peeves are...

When I am:

- ...angry, I generally...
- ...frustrated, I generally...
- ...sad, I generally...
- ...concerned, I generally...
- ...excited, I generally...
- ...happy, I generally...

It is (easy, hard) to talk about my feelings.
Why?

OUR REACTIONS TO EACH OTHER:

Last but not least, you are at the point of drawing some conclusions and identifying positive and negative factors in your living situation with your roommate.

Some things that I have learned from this discussion are...

An important difference between us is...

And we will work on this by...

My roommate and I agree that we will do the following, if conflict occurs between us...

ROOMMATE AGREEMENT

Successful roommates stick things out by helping one another through the good times and the bad times. Don't quit on your roommate.

We, the residents of room _____ in _____ Hall agree to the following on this _____ day in the month of _____ in 20 _____.

1. We have completed the You and Your Roommate section and discussed each item with one another.
2. The You and Your Roommate section is a tool to assist us in being responsible and courteous roommates.
3. We expect one another to:
4. We will do the following, if conflict occurs between us:

Roommate #1

Roommate #2

FINANCES

Handling finances is an educational experience. Avoid your expenses exceeding your income. Establish a budget. Know what's coming in and what's going out.

INCOMING

Money from home
Possible work study stipend
Part-time job
Possible scholarship
Financial Aid

OUTGOING

Tuition
Books
Room and board
Laundry
Snacks
Supplies
Possible travel
Shopping
Entertainment

Spend your money wisely. Buy used books when possible. Use student discounts. Limit or avoid credit card use. Investigate banks for good interest rates.

LEADERSHIP OPPORTUNITIES

RESIDENCE HALL ASSOCIATION (RHA)

RHA is a student-elected body that serves as representatives of the students living in the residence halls. RHA deals with residents' issues and concerns, promotes positive change and offers a variety of educational and social activities based on student needs and interests. RHA elections will occur in the Fall semester. The following positions are:

President Vice President

Secretary Treasurer

Your residence hall staff will provide you with information during your first two weeks of school. Elections will be held approximately the fourth week of school. The Residence Hall Coordinator advises RHA.

ASSOCIATED STUDENTS OF

NEW MEXICO HIGHLANDS UNIVERSITY (ASNMHU)

Elected student representatives on the student senate govern the ASNMHU. Under the ASNMHU constitution, student government leadership is committed to representing the broad spectrum of student needs relative to university activity. ASNMHU meets at designated times and can be reached through its office at the Student Center, Room 217, or by calling 454-3495.

RESIDENCE HALL ENVIRONMENTS

QUIET LIVING

East/West Kennedy halls are designated as a quiet area. This residence hall is established solely for students requesting a controlled, quiet living environment. Quiet hours are in effect 24 hours per day, with particular emphasis from 7 p.m. to 10 a.m. If a quiet hall is requested, the resident must accept, comply with, and support the special conditions of the hall.

ALCOHOL FREE COMMUNITY

Archuleta, Connor & Melody Halls are designated as communities free of alcohol presence or use, and are intolerant of disruptive persons under the influence of alcohol. Residents will also take responsibility for their guests and will not allow guests in violation of this policy to enter the residence hall.

21-AND-OLDER

East & West Kennedy Halls provide furnished single rooms for student's 21-years old or older. Located on University Avenue, near historic Ilfeld Auditorium, the halls are co-ed by random room.

SOPHOMORE AND OVER

Archuleta, North and South Kennedy Halls are for sophomore, junior or senior students. Archuleta Hall provides a suite with 4 private bedrooms and a shared bathroom. North Kennedy Hall is a traditional hall with approximately 10 rooms per floor and a common bathroom on each floor. Sophomore students applying for residence in North Kennedy Hall must have an 3.00 G.P.A. to qualify. South Kennedy Hall is double occupancy with a private bathroom.

FRESHMAN HALLS

Connor and Melody Halls are our designated freshman residence halls. Connor Hall is an all male traditional hall with approximately 10 rooms per floor and a shared common bathroom. Melody Hall is an all female hall with each pair of rooms (4 or fewer women) sharing a semi-private bathroom.

**Both names must appear on document*

RESIDENCE HALL POLICIES

Why are policies necessary?

Residence Hall policies exist to help create an environment that is conducive to your needs for safety, studying, socializing and sleeping. Let's face it – you will spend more time in your residence hall than any place else on campus. We want to ensure that your residence hall experience promotes your success in NMHU.

AUTOMOBILES

Vehicles are to be parked only in designated areas and must not be driven on lawns at any time. Vehicles must be attended at all times they are running. Maintenance work on vehicles is not permitted. Vehicles that are not operable may not be left in a parking lot.

ALCOHOL, DRUGS AND OTHER SUBSTANCES

(PLEASE READ CODE OF STUDENT CONDUCT: 5A)

NMHU's policy regarding the possession and consumption of alcohol and other drugs on campus was developed in keeping with New Mexico State Law. It is important to note that a majority of disciplinary problems and a large number of academic problems faced by students are alcohol related. Following is a list of points that summarize enforcement of the alcohol and drug policy in the residence halls:

- Alcohol is only allowed in Kennedy Complex for those students 21 years of age or older.
- No one under the age of 21 will possess or consume alcohol in the residence halls.
- Resident's age 21 and older may possess and consume alcohol in the privacy of their Kennedy Hall room with the door closed.
- Residents may not possess or consume alcohol in a substance-free residence hall.
- Resident's age 21 and older may not furnish alcohol to minors (under legal drinking age).
- Residents residing in a roommate who is under 21 may not possess alcohol in that room at any time.
- Kegs or large quantities of alcoholic beverages are not permitted in the residence halls.
- Residents, who come back to the residence halls in an intoxicated state and/or violate hall policy, will be held accountable for violating those policies and all alcohol policies that apply.

PARENTAL NOTIFICATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Section 952 of H.R.6, the Higher Education Amendments, allows institutions of higher education to disclose to parents violations of local, state, and federal laws as well as institutional policies and rules governing use or possession of alcohol or controlled substances.

APPLIANCES

Avoid overloading outlets with too many cords and do not use extension cords at all. **THEY ARE NOT PERMITTED.** The only appliances permitted in the residence halls are one microwave oven per room and one 2.5 cubic foot refrigerator per room. The wiring system is **NOT** intended for items that place a heavy load on the system. It is also recommended that surge protectors be used within the residence halls for all of your appliances, computers, stereo's etc. Additionally, residents are **NOT ALLOWED** to use hot plates, smokeless grills, or appliances with exposed heating elements. If these items are found in your room, they will be **CONFISCATED.**

BICYCLES

We encourage residents to register their bicycles with the Las Vegas Police and lock them at all times. When not in use, bicycles should be parked (preferably locked) in bicycle racks or stored in the room. Bicycles should never be chained to fences, stairwells, etc. or stored in common areas where they impede safe travel or create other safety hazards.

BUILDING SECURITY AND PERSONAL SAFETY

Each resident has the responsibility for respecting building security.

Buildings are locked 24 hours a day. Propping doors, including fire exit doors, is not permitted. To ensure maximum security, please observe the following guidelines

- Make every effort **NOT** to lose your room and entry keys!
- Your cost is \$70.00 per key to replace a lost or stolen room or entry key. (Connor Hall only)
- **LOCK** room when sleeping or away (including going to the bathroom).
- **DO NOT** open building doors to strangers.
- When walking around campus at night, students are encouraged to walk with friends and to be aware of your surroundings.

CARE OF ROOMS AND FACILITIES

University property is inventoried according to location and is not to be moved without the expressed written permission of the Director of Housing and Student Conduct. Vandalism of and graffiti on University property/facilities is prohibited, and students will be held responsible for such damage.

Residents are prohibited from painting rooms. The stacking of beds, or other furniture, on tops of desks and dressers is prohibited.

Students may not alter or add attachments to their rooms. These items include, but are not limited to, locks, outside radio and television antennae, additional wiring, window shades, or awnings. Students are responsible for damaged or missing property and will be billed accordingly.

COMBUSTIBLE MATERIALS

Combustible materials such as propane, gasoline, kerosene and items containing combustible materials (i.e., lanterns) are not permitted in residence halls.

COMMUNITY SPACE

All residence halls provide community living space for the purposes of socializing, studying, recreation and programming. Each resident shares in the responsibility for maintaining the cleanliness and function of these areas, as well as using the space in appropriate ways. Never is a pornographic-theme activity appropriate. Please see statement on sexual harassment.

COMPLIANCE WITH UNIVERSITY OFFICIALS

Residents are required to comply with the requests of University officials at all times. These officials include professional and student staff members of the Housing & Student Conduct Department, Campus Police/Security, Student Affairs representatives, and facilities' staff members.

DAMAGES TO ROOMS

Residents are accountable for damages, which occur as a result of personal negligence or vandalism. When found to be responsible, a resident may be charged for damages occurring in public areas, as well as in their room. All damage charges are billed to the student's account.

DAMAGES TO PUBLIC AREAS

There are specific acts of damage or vandalism that occur in the residence halls for which the responsible party cannot be identified. The Housing and Student Conduct department has a community billing policy for assessing vandalism and other damage charges. If the responsible party is not established within a specified period of time, the cost for repair or replacement of the area or item vandalized will be divided equally among all residents of the affected area. A charge will be assessed for damage to common areas or to the room. The student will be notified of the charge, and payment must be made within the specified period to the Business Office. Failure to pay damage fees will result in loss of housing and other penalties may apply. Prior to assessment of damage fees, every effort will be made to identify the parties responsible for the damage, including hall, floor, or unit meetings and announcements on the bulletin boards. Excessive damage may also result in the loss of housing.

DROPPING OR THROWING SUBSTANCES OR OBJECTS FROM WINDOWS

For the safety of everyone, residents are not allowed to drop or throw objects from or at residence hall windows, balconies, and or ledges. This includes bodily fluids, snow, or substances of any kind. Residents must also refrain from throwing objects through windows from outside. This policy includes throwing keys to friends outside.) Violations of this policy will result in disciplinary action.

ENTERING BUILDINGS

Residents and their guests may enter buildings only through doors designated for entry. Entry through windows or unauthorized fire exit doors is prohibited.

FACILITIES USE/ACCESS

Residence hall buildings use approval is solely a designated responsibility of the Housing & Student Conduct department. Common areas in residence halls (lounges and lobbies) are for the use of the building's residents and their guests. Only groups or individuals invited by residents or staff may make informative or educational presentations to hall residents in the hall lounge. The residence hall staff will monitor and schedule such presentations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended and the right to have some control over the disclosure of information from the records.

Education records are those records, which are 1) directly related to a student and 2) maintained by an institution or a party acting for the institution. FERPA

Gives students who reach the age of 18 or who attend a post-secondary institution the right to inspect and review their own records. An institution is not required to disclose information from a student's education records to the parents of dependent students but may exercise its discretion to do so.

Section 952 of H.R.6, the Higher Education Amendments, allows institutions of higher education to disclose to parents violations of local, state and federal laws as well as institutional policies and rules governing use or possession of alcohol or controlled substances.

FIRE ALARMS

Legitimate fire alarms save lives. When activated, the alarm sounds in the entire building and EVERYONE must evacuate immediately. After activating an alarm, go to the nearest safe telephone (outside the building) and dial 911 to report the fire and 454-3278 to notify Campus Police. Individuals falsely activating an alarm will face disciplinary action, possible criminal prosecution and may be fined. False alarms may leave the local fire department shorthanded in the event of a real fire.

FIRE DRILLS

Every residence hall is required to conduct a fire drill each semester for the safety of staff and residents. All residents are required to exit the building within 60 seconds (1 minute). Hall staff is required to time the drill in each building. Failure to evacuate will result in disciplinary action.

FIRE SAFETY EQUIPMENT

Damaging or tampering with fire alarm equipment is prohibited. FIRE EXTINGUISHERS are strategically located throughout each residence hall and campus apartment. Carefully follow the instructions on the extinguisher and use them ONLY in the event of a fire. EXIT SIGNS are considered fire equipment and are placed to guide residents to exit routes in emergency situations. SMOKE DETECTORS also are sensitive pieces of fire equipment. Actions that result in the activation of a smoke detector, tampering with fire alarm apparatus and equipment (including removing batteries from smoke detectors) or false alarms may result in criminal penalties, as well as disciplinary action.

FIREARMS

No person shall have in his or her possession any gun, pistol, firearm, explosive, dangerous chemical or other dangerous weapon or instrument (including paintball guns, swords, knives, etc.) on University property. Violators will be subject to appropriate legal and disciplinary action, including the possible termination of the violator's housing contract and suspension or expulsion from NMHU.

FURNITURE

The Housing & Student Conduct department supplies each room with basic furniture, which differs depending on the residence hall. Students may bring other items to supplement what is provided. However, University owned furniture moved from a room or common use area without authorization from the Housing & Student Conduct department or designee, may result in a charge for the missing items (even if placed in the hallway) and a police report for theft.

GAMBLING

Gambling is not permitted on University premises.

GUEST POLICY

Only residents and their guests are permitted in the residence halls living areas. Students from another residence hall are considered guests as well. You are expected to accompany guests at all times while they are in the building. You will be held responsible for the behavior of your guests. As a result of the unique nature of a residence hall community, resident students have a high responsibility to other residents. Students who bring guests into this living environment must be willing to assume responsibility for the behavior of their guests. Residents are allowed only two guests per visit.

While you cannot absolutely control another person's behavior, you can control whom you choose to have as a guest. The fact that you are responsible for those you allow to visit should foster more judicious decision-making on your part. It is your responsibility to inform guests of residence hall and University policies and to require compliance.

Residents may have overnight guests of the same gender with the prior knowledge and consent of all roommates and the approval of the Resident Director/Residence Hall Coordinator. Overnight guests are to be occasional and therefore guests may stay no more than two nights consecutively in one month. Opposite gender guests are not permitted to stay overnight.

HEALTH CODE

All residents shall comply with city, county and state codes regarding health and safety. Upon notification, students shall comply with all Housing & Student Conduct requests pertaining to correction of health and safety violations in and around their assigned room. This may include, but is not limited to, pest control, cleanliness, garbage removal, etc.

INCENSE AND OPEN FLAME

Because of the risk of burning incense or an open flame left unattended, the use of such is prohibited in residence halls. Candles or lanterns may not be used even in the event of a power outage. Residents are encouraged to have flashlights or similar devices to provide emergency

lighting.

LEDGES AND ROOFTOPS

For student's safety and to protect against building damage, residents and their guests are never permitted on rooftops or ledges. Violation of this policy may result in disciplinary action.

LOCK OUTS

Students who lock themselves out of their rooms should attempt to contact a resident assistant to admit them to their room. If they are not available between 8 a.m. and 5 p.m., go to the Housing and Student Conduct office and a key will be temporarily issued. The key must be returned to the office in the time designated or you will be charged \$70.00 for the key. Students will be asked to provide identification.

LOST KEYS

For the safety of all residents, lost keys should be reported to hall staff immediately. Stolen keys should be reported to Campus Police.

PARKING

You may park in designated parking areas in lots and on the street.

PAYMENT

Room and board fees are due the first day of the semester. For installment payments, please contact the NMHU Business Office to make arrangements.

PERSONALIZING SPACE

Student may decorate their rooms with lamps, rugs, bedspreads, posters and other personalized items as long as it does not damage the room. Keep in mind that when the room is vacated, it must be returned to its original condition. Residents in violation of the outlined policies will be subject to disciplinary action, and damage charges.

PETS

Students are not allowed to have animals in the residence halls. Violators of this policy will be subject to disciplinary action and charges for damage.

PUBLICITY AND LITERATURE

The distribution of free literature or commercial advertising is prohibited in residence halls and campus apartments without prior authorization.

QUIET HOURS

Residents are responsible for maintaining a noise level satisfactory to other community members. During "quiet hours", the level or volume of noise must be contained within the confines of the room. If noise is heard beyond the room walls and door, residents are responsible. A neighbor, staff member and/or Campus Police may address the situation. As in all situations, cooperation is expected in resolving the matter. The Housing & Student Conduct department asks that students always observe "courtesy hours" when quiet hours are not in effect. Specifically, the needs of a student who wants to study will generally be given precedence over a student who wants to play their stereo or produce other types of noise.

RESIDENCE HALL MEETINGS

Resident Directors and Residence Hall Coordinators are responsible for holding residence hall meetings on a monthly basis. These meetings are designed to keep the residents informed of any policy changes as well as to talk about programs and activities for the hall. These meetings are mandatory and it is the responsibility of every resident to be aware of what takes place at these meetings. The mandatory meetings will be posted in advance. There will, however, be certain meetings throughout the semester that are not mandatory for all residents to attend.

ROOMMATES

Although the Housing & Student Conduct department does its best in matching roommates, sometimes they are not compatible. Residence hall staff will provide support and assistance to roommates in resolving conflicts. You will find a Roommate Agreement in this handbook. If roommates are unable to resolve conflicts, a room transfer can be requested from the residence hall director or residence hall coordinator. If space is available, the transfer will be granted.

ROOMMATE SPACE

There are times when a student has a double occupancy contract, but may live alone in a double room. It is a requirement for students to be prepared to have a student move into that space at any time. This means the bed is not being used, the closets are empty and available, and the room is generally available for occupancy at any time. If space is not available upon entry for a student, you will be required to make that space available for a student to be assigned into that space. If you fail to comply within the designated time frame, you will be charged for a private room.

SECURITY

NMHU campus is comparatively safe. With a daily population of more than 3000, and a resident population of more than 400, crime statistics at NMHU are small compared to other universities and cities of similar size.

However, that does not mean burglary and thefts do not occur here. Quite the contrary, but many times some of these incidents could have been prevented by the victims themselves.

1. Lock up all of your valuables and do not leave them unattended.
2. Lock your room door every time you leave. Yes! Even when you go to the bathroom.
3. Do not let people you do not know into the residence hall. This may sound harsh, but you could be directly responsible for someone being the victim of burglary or rape. **THINK ABOUT IT! DO YOU LET STRANGERS IN TO YOUR HOUSE JUST BECAUSE THEY ASK NICELY!**

SCREENS AND WINDOW STOPS

Screens and window stops are safety equipment. Removal of or damage to these items may result in disciplinary action, and/or eviction, and a charge for damage.

SEXUAL HARRASMENT

Consistent with NMHU's policy on sexual harassment, the residence hall communities maintain a living environment that is free from sexual harassment. An individual found in violation of this policy will be subject to disciplinary action.

SMOKING

Smoking is not permitted in any residence hall.

SOLICITATION AND POSTING

Organizations may not solicit in the halls unless directly related to residence living and approved by the Director of Housing & Student Conduct or a designee. Organizations not related to university housing, may have material posted provided they have been approved. Once approved, materials need to be delivered to the Housing and Student Conduct Office for distribution.

SPORTS IN THE HALLWAYS

In consideration of building residents and safety, residents may not play sport related games in the hallway. This includes, but is not limited to wrestling, rollerblading, skateboarding, riding bicycles, basketball and the tossing, throwing or kicking of any items.

TRESPASSING

Individuals with no connection to the residents in a building will be asked to leave the building. Guests of residents, whose behavior is not appropriate for the community, may also, be asked to leave by hall staff and/or Campus Police. Residents are responsible for the behavior of their guests. NMHU and the Housing & Student Conduct Department reserve the right to deny access to residence hall buildings to non-residents at any time.

WATERBEDS

Waterbeds are not allowed in Residence Halls.

Campus Apartments

CAMPUS APARTMENTS

FAMILY HOUSING OCCUPANCY

Arrott and Gregg House Apartments afford our families the opportunity to live on campus. These 2 bedroom unfurnished apartments are an economical alternative for the student with a family. Married couples (with or without children, single parents, siblings or grandparents in guardianship of dependent minors, are all encouraged to apply. A student and spouse having more than two children cannot be accommodated. Official documentation of all relationships is required.

FURNISHINGS

You are responsible for the care of the apartment and of all furniture and equipment inside or attached to the unit. Upon occupancy, the Apartment Manager and resident will make the initial inspection of the apartment and its furnishings by completing the Student Apartment

Inventory and Condition Check. Any changes of the inventory occurring during occupancy should be immediately noted and initialed by you and the Apartment Manager. The inventory will be the basis for determining damage, loss or cleaning charges during occupancy or when the apartment is vacated.

DECORATIONS

Repairs, alterations or installations of any kind are not permitted without the written consent of the Director of Housing & Student Conduct. Contact paper and mirrors with adhesive backing may not be affixed to surfaces within the apartment. University-owned furniture, fixtures and equipment may not be removed from the apartment.

REFRIGERATORS

Some older models are not frost free and require you to manually defrost them. Do not use sharp objects to defrost refrigerators. This may cause damage to the freezer unit, which may then require replacement of the refrigerator at a cost to you of approximately \$400.00. It is recommended that you defrost your refrigerator regularly to prevent an ice build-up that can break the freezer door and prevent the refrigerator from operating properly. To defrost the freezer, turn the unit off after removing any food (store the food in a cooler or wrap it in several layers of towels). Placing a pan of hot water in the freezer will speed the process. As the ice melts, transfer it to the sink. Wipe the freezer dry before replacing your food and turning the unit on.

MAINTENANCE

If you are need of a repair in your apartment, contact your Apartment Manager or the Housing Office as soon as possible, because delaying a repair can actually cause further damage.

Items for which charges are usually assessed include, but are not limited to, labor cost for cleaning apartments, nail or other holes that have not been properly patched with spackling compound, tape or putty that needs to be removed or has damaged any surfaces, coloring or marks on the surface within the apartment, and excessive damage to walls, wood, metal surfaces, sinks, counters tops, etc.

**Please see the maintenance section of the handbook for detailed instructions.*

INSPECTIONS

Inspection of the apartment may be made if there is reasonable cause to check for damage to University property, fire violations, safety violation and/or health conditions. The University can make such inspections at all reasonable times when conditions exist which warrant such action.

RENTAL PAYMENTS

The Business Office will bill the resident's account at the beginning of each term for the amount due:

- Fall (August – December)
- Spring (January – May)
- Summer (June – July)

If you want to make several payments instead of paying the charges all at once, please contact the Business Office as soon as possible.

You must furnish your own light bulbs (with the exception of the overhead florescent bulbs which are provided and installed by Facilities Management via work order), shower curtains, T.V. cable wires and extensions, telephone instruments and extension cords.

RATES

All rental rates are subject to change. However, a minimum of 30 days written notice of the impending change will be given to all current residents and those who have received assignments, but who have not yet taken occupancy.

CONTRACT TERMINATION

You may terminate the contract by completing a Notice of Intent to Vacate at least thirty (30) days before the actual date of departure. The Notice of Intent to Vacate should be given to the Apartment Manager or the Housing Office. Failure to give thirty (30) days notice will result in rental charges covering the thirty days following the date on which you move out. The thirty (30) day notice also applies to those students who are graduating. The apartment must be vacated no later than the end of the month, unless you have been accepted into another NMHU academic program.

The University may terminate the contract for violations of the contract and/or Code of Student Conduct, including failure to make payments. Should this occur, you will be given 72 hours in which to vacate the apartment. Failure to vacate the apartment within this time period may result in removal of your possessions and storage of them at your expense and your removal from the premises. Should the University be forced to go to court to seek eviction, you will be responsible for all cost and reasonable attorney fees incurred by the University.

ACADEMIC ELIGIBILITY

Students living in the Family Housing Apartments MUST meet all eligibility requirements. All students are required to be registered for a minimum of 6 credit hours, and all credit hours must be applicable toward their declared major(s) (area of study).

**If all apartments are occupied and someone moves in to your vacated apartment within thirty days of your check-out, an adjustment will be made in your charges.*

**If you need to change your departure date, please contact the Housing Office as soon as possible. Although, we need changes in writing, we will try to work with you.*

CHECKOUT PROCEDURES

The apartment must be thoroughly cleaned (including walls, refrigerators, stove, bathroom, etc.) and all personal possessions removed before the Apartment Manager can do the final inspection and inventory. When the Notice of Intent to Vacate is submitted, be sure to request a copy of the Vacating Information and Procedures sheet for cleaning and checking out information.

The Apartment Manager will inspect the apartment for lost items, damage and cleanliness. The apartment must meet or exceed the same standards originally noted on the Student Apartment Inventory and Condition Check form. Charges will be assessed for any damage beyond normal wear, any cleaning that must be done and for any missing University property. In addition, all windows must be locked, all lights turned off and the refrigerator turned off with the door propped open.

- Keys: All issued keys must be returned to the Apartment Manager at the time of the final apartment inventory. If we do not receive all keys at the time of check out or within one week thereafter, a lock change will be ordered and the cost charged to your account.

ALCOHOL POLICY

The Family Housing Apartments are designated as alcohol permitted only for residents of legal age (21) in the State of New Mexico. At no time may an apartment resident serve alcohol to individuals not of legal age. This is a violation of the Code of Student Conduct and New Mexico State Law and will result in disciplinary sanctions and/or police action. All Campus Police reports dealing with alcohol and drug violations are routinely provided to the State Police, who have the option of filing legal charges.

No alcoholic beverages are to be consumed in public areas (e.g., lounges, lobby areas, foyers, and hallways). That state law establishing a legal age for alcohol consumption must be observed at all times.

**Drunk and/or disorderly behavior will not be tolerated by anyone residing in Family Housing or their guests.*

Family Housing Guidelines

1. Persons of legal age may consume alcoholic beverages in their individual apartments. Open containers are specifically prohibited outside of the apartment. Thus, containers being carried to or from apartments must be factory sealed. Empty containers must be properly disposed of in trash receptacles and may not be used as decoration.
2. The consumption of alcohol by persons of legal age must not result in a disturbance to the educational environment in or around the complex. The rights of other occupants in the complex must be respected.
3. Individuals possessing alcoholic beverages within the unit may be required, at any time, to provide proof of their legal right to possess those alcoholic beverages by providing a valid form of identification to a Housing staff member, NMHU police or other University official. Should individuals fail to provide valid proof of legal age, appropriate disciplinary action will be taken.
4. Front doors (i.e. screen doors) to individual apartments shall be closed while legal-age residents consume alcoholic beverages. Individuals not of legal age (other than dependant minors in the legal care of a parent or custodial adult) may not be present in the apartment when alcohol is being consumed.
5. The number of individuals visiting an apartment at any given time shall not exceed the limits of reasonableness (taking into consideration the possibility of noise disturbance as well as problems related to parking, limited restroom facilities, weather and the relative physical comfort of the occupants and guests).
6. Kegs of any kind are not allowed.
7. Selling, either directly or indirectly (such as through donations or solicitations), of alcoholic beverages is prohibited. This restriction shall include the exchange of tickets for alcoholic beverages, or any other means by which alcoholic beverages are provided for a consideration of cash or otherwise.
8. Apartment residents are charged with full responsibility for the conduct of their guests and must take actions to ensure that guests observe the relevant law and University regulations.
9. Advertisements of any kind soliciting attendance at a function or party in individuals' rooms where alcoholic beverages are to be consumed are not permitted.

Alcohol Permitted Apartment Units: Arrott & Gregg House

FAMILY HOUSING POLICIES & SERVICES

AUTOMOBILES

Vehicles are to be parked only in designated areas and may not be driven on the lawns at any time. Vehicles must be attended at all times while they are running. Because of limited space on walkways, vehicles may not be backed into parking spaces. Maintenance work on vehicles is not permitted nor may vehicles that are not operable be parked in University parking areas.

BALCONIES AND PORCH

You are responsible for the general upkeep and condition of the area directly in front of your apartment. Objects may not be hung on railings nor thrown from the balconies. Walkways should be kept free of obstructions. Indoor furniture (e.g. couches, chairs, tables) are not permitted in these areas.

BARBECUE GRILLS

Personal barbeque grills are not permitted. When the University-provided barbeque grills are in use, they must be tended at all times. Coals must be extinguished immediately after use to prevent injury to children. Do not put live barbeque residues in dumpsters for safety reasons. Charcoal lighter fluids may not be stored in the apartment. Please be aware that restrictions on use of grills may be imposed in dry seasons by the City of Las Vegas and/or by the State of New Mexico. In such cases, appropriate notices will be posted.

CANDLES AND INCENSE

Halogen lamps, candles, incense, and other open flame items are prohibited for safety reasons.

CHILDREN

Children of all ages must be supervised at all times. Parents will be held accountable for the behavior of their children. The University will refer cases of neglect and other problems involving children to the campus police and/or other appropriate authorities. You are responsible for having your children observe the established quiet hours (see also Quiet Hours).

FIREWORKS

Fireworks of any kind may not be stored or used in the apartment or on University grounds.

GAMBLING

Gambling on University premises is not permitted.

GUESTS

Guests are permitted for short-term visits only (no more than fourteen days per calendar year). We encourage residents to inform the Apartment Manager of any guests for safety and security reasons. You are responsible for the conduct of your guests, who are held to the same regulations and policies as residents.

LAUNDRY

Laundry facilities are available in both Arrott and Gregg House for the exclusive use of apartment residents. Policies and instructions for operating the machines are posted in each laundry room.

LAWN & YARD

You are expected to help keep the lawn free of trash. You are expected to help keep the yard gates closed at all times to prevent dogs from entering the yard and children from leaving without their parents' knowledge. Parents are responsible for picking up all toys and play equipment used by their children. Staff may dispose of abandoned toys and play equipment. Trees may not be planted by residents due to problems with their root systems maintenance. Planting of flowers and other beautification proposals may be considered but must have the written approval of the Director of Housing and Student Conduct prior to any work due to water limitations.

MAIL

Central mailbox areas are located close to the laundry rooms (in the yard in Gregg and by the parking lot behind Arrott). Each resident must obtain the key for the mailbox from the central Post Office on Douglas Avenue. The mailing addresses for each building are as follows:

Name	Name
#xxx Arrott House	#xxx Gregg House
900 Mora Avenue	1010 San Francisco
Las Vegas, NM	Las Vegas, NM
87701	87701

Packages shipped other than through the US Post Office will be delivered to the University's Central Receiving and then to the Housing Office. We will call you when packages arrive.

MOTORCYCLES & MOPEDS

Motorcycles and mopeds are considered vehicles and must be parked only in designated parking areas and are subject to the same stipulations as described under Automobiles. Motorcycles and mopeds may never be parked inside common areas or apartments.

NEIGHBOR OR ROOMMATE CONFLICTS

Residents are expected to try to resolve conflicts among themselves. If differences cannot be resolved in this manner, the Apartment Manager should be contacted for assistance in finding an appropriate solution.

OPERATION IDENTIFICATION

Conducted by Campus Police, this is a program by which members of the campus community may engrave valuables and record serial and model numbers. Engravers are available and officers frequently can provide instruction. You are encouraged to take advantage of this program.

PETS

Fish are the only pets permitted. Fish tanks are limited to 10 gallons unless prior written approval for a larger capacity tank is obtained from the Director of Housing and Student Conduct. Tanks must be kept clean so as to avoid potential health problems. Visitors may not bring pets into the yard or apartment.

PICTURES AND PLANTS

Pictures may be hung on walls with very small nails. The nails must be removed and holes properly patched when the apartment is vacated. Plant hooks may be used in the ceiling but should be left when the apartment is vacated.

QUIET HOURS

Residents are expected to respect the rights and privacy of others within the community. In support of this, courtesy quiet hours have been established. These are 8:00 p.m. – 7:00 a.m. during fall and spring semesters and 9:00 p.m. – 7:00 a.m. during the summer, all weekends, and University breaks and holidays.

SOLICITATION

University guidelines prohibit solicitation and distribution of literature or other materials at all times by individuals who are not members of the University community. Fund raising activities sponsored by a Residence Hall Association must receive prior written approval by the Director of Housing and Student Conduct and must display that approval upon request. Such activities by registered student groups must have prior approval by the Coordinator of Campus Life.

STORAGE

No storage space outside of the apartment is available. Common entrances, stairways and walkways may not be used for such purposes. Storage vehicles are not permitted in parking areas or on University grounds. The University reserves the right to remove and dispose of items left in such common areas at the resident's cost. Flammable fuels may not be stored within or next to the apartment complex.

TELEPHONE

You are responsible for providing your own telephone instrument. The apartments are on the University telephone system and numbers are assigned to the apartment. You must, however, have a calling card to make long distance calls. Most campus telephones, whatever their prefix, can be accessed using only the last four digits.

THEFTS / PROPERTY DAMAGE

Thefts and property damage should be reported immediately to the Campus Police and to the Apartment Manager. The University assumes no responsibility for residents' personal possessions or for injuries occurring within the apartment. Residents are required to show proof of insurance coverage and are encouraged to register possessions through the Campus Police (see Operation Identification).

TRASH

Trash and garbage are to be disposed of in the dumpsters provided in each parking lot area, not swept onto the walkways, thrown out of windows or off the balcony, left by the front doors, or put in the laundry room. Rugs and dust mops should be shaken out at the end of the buildings, not from the balcony. Materials such as disposable diapers, sanitary napkins and grease should be wrapped and placed in the dumpsters, not disposed of through the sewer system.

WATERBEDS

Waterbeds are permitted only in ground-level units due to potential water damage if a leak occurs. Residents are responsible for any damage caused by a waterbed.

WEAPONS

Firearms, bows, arrows, hunting knives, explosives, and other weapons are not permitted in the apartment at any time. Facilities are provided by Campus Police for the safe storage of recreational firearms.

WILD BIRDS

Wild bird feeders must be located at least fifty feet from the building for health and maintenance reasons.

RIGHTS OF ENTRY

The Housing and Student Conduct Department reserves the right to enter any room or apartment:

- (a) with or without notice for the purpose of inspection, maintenance, or repair;
- (b) without notice to or permission of the resident thereof, for the purpose of
 - (1) inspecting for dangerous drugs or narcotics;
 - (2) inspecting for firearms, fireworks, explosives, weapons; or
 - (3) any other substances, materials or goods the possession of which is a breach of the Housing Contract, the standards and regulations of NMHU. Such entry and inspection, however, should be made only when the University has reasonable cause to believe that such items are present in the room; and
- (c) when there is reason to believe that the occupants of the room are in serious physical or psychological distress.

ROOM INSPECTIONS

Because a University is viewed as an educational community with special behavioral requirements, the courts have upheld the University's right to enter and search student rooms and suites with just cause. However, the entry and search must not be done in an arbitrary and capricious manner, which unnecessarily deprives a student of fundamental constitutional protection.

The NMHU housing staff will also make periodic inspections of students' rooms, suites or apartments for safety and health reasons. Violations observed during routine inspections and/or building evacuations may be referred to the Housing and Student Conduct office. The intent of this policy is to provide protection for the rights of each student while at the same time providing staff members and University officials the means to maintain and protect the educational environment necessary for the University to fulfill its primary purpose.

EMERGENCY ENTRY

A staff member may, without verbal or written authorization from a higher authority, enter a student's room, suite or apartment either forcibly or with a building master key in cases of fire, explosion, bomb threats, attempted or suspected suicide, or other situations which call for the immediate entry in the interest of safety and security both for the residents of the room or suite and the physical plant.

Any unauthorized or illegal items observed in student rooms, suites or apartments during an emergency entry will not be used as a basis for criminal prosecution. However, in the event of suspected vandalism, arson, assault or other violations of Housing and/or NMHU policy, which may have occurred in a room, Campus Police will be called in to conduct an investigation. The results of such an investigation may result in disciplinary action and/or criminal prosecution.

AUTHORIZED ENTRY

In the case of a known violation of a Housing and/or NMHU policy, a staff member may request permission to make an authorized entry into a student's room, suite or apartment. The request will be made to the Director of Housing and Student Conduct who will determine the merits of the request and either approve or disapprove the entry.

The staff will then notify those residing in the room, suite or apartment that authorization has been obtained to enter by use of whatever means necessary. When a room, suite or apartment is entered by means of an authorized entry, the purpose will be to make a visual inspection of the room and observed violations may be referred to the Office of Housing and Student Conduct and to other appropriate University departments as needed. The staff member also may look in the bathroom, in the closet, under the bed and anywhere else deemed necessary to ensure the safety of students and compliance with Housing and/or NMHU policies.

SEARCH AND SEIZURE

The Housing and Student Conduct department reserves the right for appropriate officials to search rooms, suites and apartments without a

written notice whenever there is reasonable suspicion that illegal items are in the room(s), which violate Housing and/or NMHU rules and regulations, local, state and federal laws or in cases of emergencies when there is suspicion of danger or injury to individuals or University property. If such property is discovered, the University may confiscate it until proper disposition of the case has been made.

SEARCH WARRANT ENTRY

In those cases where an individual has personal knowledge or other information of a violation of a criminal nature, such as theft or acts of violence, Campus Police are to be contacted. The campus police officer will then determine whether or not sufficient evidence exists to request a search warrant.

HEALTH AND SAFETY INSPECTION

Living conditions that could adversely affect residents' health and safety are prohibited. Residents are responsible for maintaining reasonable standards of cleanliness and safety in their rooms or apartments, hallways, lounges, bathrooms, and lobby areas including proper garbage/trash disposal and securing of cable, telephone and electrical wiring. The housing staff reserves the right to inspect rooms to ensure that residents comply with health and safety regulations. Upon vacating a room or apartment, the resident must ensure that the space is clean and in condition for the next student to occupy.

The purpose of health and safety inspections is to ensure that each student's room or apartment, all common spaces, and public areas of the residence halls/family housing are in reasonably clean condition, and that all terms associated with the safety regulations and policies of the University are being met. These inspections are conducted at least once per month.

The Housing staff will inspect the general condition of the room, which includes: closets, appliances, extension cords, ceilings and wall hangings. Violations will be noted and called to the attention of the student. Serious violations or failure to remedy the condition may result in loss of housing and other penalties may apply. During the room inspection, housing staff will look for such violations as presence of pets and animals, excessive dirt, open food containers, overloaded outlets and alcohol and drug containers and paraphernalia. However, items seen in the room that are in violations of the Housing policies will be confiscated.

PROCEDURE

These inspections are for the life safety of each of our residents, and are to begin almost immediately.

1. The date and time of inspections for your residence hall does not have to be announced. There may not be notification to building residents regarding the time or date of the inspection.
2. The process involves the inspector accessing all occupied rooms and common-use areas. There are no exceptions.
3. A copy of the Notice of Violations will be completed by the Safety Officer/Resident Director/Residence Hall Coordinator or Apartment Manager and forwarded to the Director of Housing and Student Conduct. The Notice indicates that repairs and/or removal items in violation are necessary. When violations are found, a re-inspection will be conducted approximately seven to ten days after the initial inspection. If a large number of violations have been found, more time (two weeks) may be allowed before the next inspection. However, this allowance is solely at the discretion of the Housing & Student Conduct department and its representatives.

Housing Services & Maintenance

CABLE

Basic cable TV service is included in room and board rates and is accessible through a coaxial-cable connection from a TV to the wall socket supplied in the room or apartment.

INTERNET ACCESS

Each residence hall room and family housing apartment provides Internet access. All first-time students residing in any Housing & Student Conduct facilities must have their computers checked by IT Services for viruses and anything that may cause damage to the University network. Free virus protection software will be provided if you do not currently have this on your computer. To make an appointment with IT Services please call 454-3496. An information sheet about what equipment is needed for you to access the campus network can be obtained from hall staff or the Housing & Student Conduct office.

E-MAIL

Each student is assigned a NMHU e-mail address. This is considered a formal communication tool of the University and should be checked regularly.

KITCHEN

Melody hall has a community kitchen area. Residents who use the kitchen area are responsible for cleaning it after use. The residence hall may have utensils, pots or pans to check out – contact an on-duty RA for assistance. Additionally, microwave ovens are provided in residence

halls.

LAUNDRY ROOMS

Washers and dryers are provided in each residence hall and apartment complex on campus. The laundry facilities within each hall are to be used solely by the residents of the respective hall. There is a nominal charge to use the washers (\$1) and dryers (\$1). NMHU and the Housing & Student Conduct Department are not responsible for lost or stolen items.

MAIL

Each student assigned to a residence hall is also assigned a mailbox at the Campus Post Office. A refundable deposit of \$13.00 is required to activate the mailbox. **YOU ARE REQUIRED TO ACTIVATE THE MAIL BOX.** This mailbox serves as an official communication tool of the department and University and should be checked regularly.

PACKAGE DELIVERY

Delivery services (e.g. UPS, FedEx etc.) deliver packages to Central Receiving, who in turn delivers resident's packages to the Housing & Student Conduct Office. Once a package is delivered to the office, a telephone call is placed to the addressee. Office hours are Monday through Friday, 8 a.m. to 5 p.m. Identification is required.

TELEPHONE

Basic telephone service is included in room and board fees. Long distance calls can be made using a calling card. You must dial 9 to make an off campus call.

Dialing Instructions

- On campus calls – Dial the last four digits of the number (i.e. 454-3193 dial 3193)
- Campus operator – Dial 0
- Emergency Service (e.g. ambulance, local police) – Dial 9 – 911
- Toll-free calling – Dial 9 – 1-800 + the toll free number

HARASSING TELEPHONE CALLS

Harassing telephone calls should be reported to the Campus Police at 454-3278 and housing staff. If the calls are persistent, keep a log of them.

UTILITIES

NMHU provides heat, electricity, local telephone service and basic cable to all residence halls. The campus apartments are provided with heat, local telephone service, and basic cable. All residents of Arrott and Gregg House must make arrangements with PNM for their electric service.

REPORTING MAINTENANCE PROBLEMS

It is the resident's responsibility to immediately report room damages or deficiencies to the resident assistant, resident director or residence hall coordinator. They will report your maintenance problem to the Housing & Student Conduct office, which in turn will file a work order report to Facilities Services. The response time will depend on the nature and severity of the maintenance problem. If you should call to the Housing & Student Conduct office, or leave a message with the hall staff, it is important to give your name, residence hall, room number and telephone number. Please be **VERY SPECIFIC** about the problem and location.

Example #1: My sink is leaking and needs to be fixed.

This example does not provide enough information. Where is it leaking from, the fixture or the pipe?

Example #2: My sink is leaking from the pipe under the basin. It's leaking heavily and there is a puddle of water on the floor underneath it.

This example not only specifically identifies to location of the leak, it also illustrates the severity of the problem.

If a problem occurs after normal business hours or on weekends, call your RA and he/she will determine if the problem is severe enough to call a maintenance person. If you are unable to contact hall staff and believe there is an emergency maintenance problem, call Campus Police at 454-3278 and they will respond and assess the situation. Please use common sense when determining an emergency. If you call Campus Police to report an emergency, and it is determined that it is not an emergency, you will be subject to disciplinary action.

The definition of emergency maintenance is:

- Something that could or will cause physical harm to resident(s).
- Something that could or will cause physical damage to property or structures.

Examples of emergency situation that require maintenance personnel to be called are:

- Gas leaks
- No heat (outside temperature below 50 degrees)
- No electricity (blackout)
- Water leaks or broken water lines
- Frozen water pipes
- Plugged sewer lines and/or toilets

Examples of non-emergency situations that do not require maintenance personnel to be called after normal business hours are:

- No hot water
- No heat when temperature is above 50 degrees
- Removing objects from drains such as contact lenses, rings, etc.
- Plugged sinks or bathtubs

Report all necessary repairs immediately – minor problems can quickly become major ones with major repairs costs to match. If you neglect or abuse causes damage, you are liable for repair/maintenance.

NMHU also reserves the right to enter a room without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, etc., or to make inspections when no one is home. The times between 9 a.m. and 5 p.m. have been designated as reasonable maintenance times.

BATHROOMS

Residents are responsible for cleaning bathrooms in their rooms or suites. Common-use bathrooms are maintained by the custodial staff, but please be respectful of other residents and custodial staff and keep them clean. Notify residence hall staff of any maintenance problems.

MOVING IN

CHECK-IN PROCEDURE

When you arrive on NMHU's campus, report directly to your assigned residence hall. At your residence hall, you will be greeted by your resident assistant's (RAs), resident director (RDs) or residence hall coordinator (RHC). You will go through a formal check-in procedure with one of the above people. At this time you will receive a Room Inventory and Condition Check (RICC) form. Please review the form carefully and inspect each item in your room that corresponds to the form. It is your responsibility to note additional comments or discrepancies listed on the form.

Once your room inspection is completed, the RICC form should be signed and turned in to the RA. Your NMHU ID card is programmed to open the doors to your residence hall and your room. Residence of Connor Hall are issued one traditional key. The replacement cost for a traditional key is \$70. Moreover, if your lock must be changed due to your negligence, you will be charged to replace your lock.

CHANGING ROOMS AND/OR HALLS

Requests for transfers should be made to the residence hall staff. Room transfers are not permitted until the Housing & Student Conduct office has been notified. If the transfer request can be accommodated, a residence hall member will have you fill out the appropriate forms and facilitate the move. If the request cannot be accommodated, then your name will be placed on a waiting list.

CONSOLIDATION OF LIVING SPACE

DOUBLE ROOM CONSOLIDATION

Due to the large request for private rooms, approximately 8 weeks after the beginning of the semester, room consolidations take place. If you are assigned to a double room and your roommate changes rooms or does not check in to the room, you may be asked to consolidate (move into another room or have someone else move into the room you are occupying).

You will receive notice of consolidation via a letter from the Housing & Student Conduct office. Residence hall staff will notify you of which residents are without roommates and you are free to choose a new roommate. However, if you do not make your selection in the time allotted, you will be assigned a new roommate by the Housing & Student Conduct office. If you choose not to accept the consolidation move, you will be charged for a private room.

ACCOMMODATIONS DURING BREAK

Students are asked to vacate their rooms within 24 hours of their last final examination. Accommodations during break periods are not included in the contract. Special arrangements may be made for an additional fee for student's residing in residence halls between semesters.

However, accommodations can only be made if there is space available in another hall that remains open during the break. You will receive written notice from the Housing & Student Conduct office regarding the availability of Break Housing. If no housing is available, you will have to seek accommodations elsewhere.

PERSONAL DAMAGES AND/OR LOSS LIABILITIES

NMHU accepts no responsibility for loss to the student because of earthquakes, fire, theft, or water damage, or the loss of monies, valuables or other personal property.

MOVING OUT

CHECK-OUT PROCEDURE

When you vacate your residence, you must complete a formal check-out procedure with your RA, RD or RHC. Clean the room before checkout time. At checkout time you are required to return all issued keys for your room and hall. Be aware that discrepancies in your check-in and check-out information addressing damages or loss to NMHU property may result in a charge to your account, as well as a cleaning fee when necessary.

IMPROPER CHECK OUT

Failure to be prepared for your scheduled checkout may result in an improper checkout fee of \$100.00. Not surrendering your keys, cleaning your room and/or restoring the room to original check-in condition (except for maintenance problems that were reported during check in or during the semester) will also result in additional charges.

TERMINATION OF CONTRACT

Your room and board contract is for one academic year. If you wish to move out of your residence hall, you are still liable for payment. You must notify hall staff of your decision to move out. You will be formally checked out of the room and all issued keys returned. However, you will remain on the roster and charged for the space.

Should you need to move due to other circumstances, and wish to have the Contract Release Committee review your request. You must fill out a Contract Release Form. This can be obtained through the Housing & Student Conduct office. You must provide, at the time you turn in the form, all related verifiable paperwork supporting your claim for committee review. This process can take two weeks. The committee will convene and a decision will be made. You will be notified in writing of the committee's decision by the Housing & Student Conduct office.

FAQ's

When I move in, what responsibilities do I have for the condition of the room?

Residents are responsible for the care of the room and of all furniture inside as well as sharing responsibility for common areas of the residence hall.

Can I hang a poster in the room?

Repairs and the installation of items requiring attachment to walls or ceilings are not permitted without written consent of the Director of Housing. University-owned furniture may not be removed from the room.

If something is broken or doesn't work, how does it get fixed?

Requests for general maintenance and repairs should be submitted to the Resident Assistant or Resident Director/Residence Hall Coordinator. Maintenance personnel and other authorized employees of the University may enter your room at reasonable times (9 a.m. – 5 p.m.) to make repairs as may be deemed necessary by the University (You may also call the Housing Office to report problems at ext. 3193.)

I have total privacy in my room, right?

Not completely. Inspections of the room will be made monthly by residence hall staff and/or the University Safety Officer to check for damage to University property, fire violations, safety violations and or health conditions or violations of University policies or Code of Student Conduct. In addition, no one other than the student to whom the room is assigned may reside in the room.

What happens at the end of the year?

Residents must check out of their rooms with the residence hall staff at the end of the contract year. An appointment should be scheduled with your Resident Assistant at least 24 hours in advance at which time the condition of your room will be checked using the Room Inventory and Condition Check (RICC) form. Any damages (including items missing and cleaning charges) will be noted; both you and the Resident Assistant will then sign the form and you will get a copy of it. You must also return all keys issued to you at this time. You will be charged \$70 for any traditional keys (Connor Hall only) that are not returned. Failure to formally check out with the residence hall staff will result in an "improper check out" charge of \$100.00 to your account. Items left in the room after check out will be retained by the Housing Office for fifteen (15) days only. At the end of the 15 days, all such items will be disposed of.

My contract is for how long?

The housing contract, including meal plan, is for the entire academic year (or that part of the academic year which remains when the student signs a contract). The contract may be terminated prior to the end of the academic year only with the approval of the Director of Housing, if the student withdraws from the University or if the student exercises the purchase option.

Students must be enrolled for a minimum of six hours per semester in either NMHU or Luna Community College.

Can I get out of my contract before the end of the year?

Yes, but generally only if you are no longer a student. You may also request to be released from the contract by completing the form, "Request for Release from Residence Hall Contract," which is available from the Housing Office. All requests are submitted to the Contract Release Committee. Requests are typically granted only for circumstances which occur after the first day of classes and which are beyond the control of the student. The committee will meet once a month.

Can I just pay off my contract?

Yes, you can exercise the Purchase Option. This option allows you to cancel the contract with the payment of 25% of the room and meal plan balance remaining after the resident checks out of the hall. To exercise this option, you must complete and return the form, "Request for Release from Residence Hall Contract," checking the appropriate box on the form.

Can the University cancel my housing contract?

Yes. The University may terminate the contract for non-enrollment, failure to pay University fees when due, or violation of the contract and/or Code of Student Conduct. Should any of these circumstances occur, the resident will normally be given 48 hours in which to check out of the room. Failure to check out within the given time period may result in removal of your possessions and storage of them for 15 days, at which time they will be disposed of. The University may also implement disciplinary sanctions for violation of the Code of Student Conduct. Should the University be forced to go to court to seek eviction, you would be responsible for all cost and reasonable attorney fees incurred by the University.

I have to be on campus during the Thanksgiving or Spring Break. Is housing available?

Yes, but with some limitations. Most residence halls are closed during Thanksgiving and spring breaks. Residents who must stay on campus at these times will be required to move to another hall for safety reasons at no additional charge. (As space may be limited, residents must sign up for a space at the Housing Office a week in advance.)

What about semester break?

During semester break, most halls are closed. However, limited space at an additional charge is available for residents needing housing. Residents must sign up for a space at the Housing Office at least a week in advance.

I'm going to summer school; what are my options?

All students desiring break housing at the end of spring semester or the summer term or summer school housing must complete a break housing application/agreement at least one week prior to the break housing desired. Application forms will be available at the Housing Office. Residents may be eligible for a waiver of break housing fees. Watch for announcements regarding housing availability and rates.

Where do I eat during the summer? Do I have to have meal plan?

Meal service is not available during break periods. It is available, and required, during the regular, 8-week summer term (June-July).

What if I want to keep my family housing apartment for the summer?

Enrollment during the summer is encouraged but not required as long as you are enrolled for both spring and fall semesters. However, you are responsible for rent during this time, whether or not you reside in the apartment.

To maintain your residence over the summer, you must submit a copy of your schedule of classes from the Registrar's Office of pre-enrollment for the following fall semester must be submitted to the Housing Office in order to maintain residence over the summer.

Housing Staff Policies and Procedure

Mission Statement

The mission of the Department of Housing and Student Conduct is to provide a living environment for students that enhances student learning, personal growth, and academic success. The primary goals in support of this mission are:

- ❑ Development of strong communities that encourage residents to learn more about themselves, the campus and community, and their academic and career choices.
- ❑ Celebration of the contributions and value of individuals and groups of diverse backgrounds and orientations and the interconnections contributing to the success of all.
- ❑ Maintenance and enhancement of the physical facilities in collaboration with Facilities Management, Computer Network Services and others which support residential communities and respond to the needs of students as customers.\

In support of these primary goals, the Department of Housing and Student Conduct has implemented the following policies:

- ❑ Selection of Housing staff in each area who actively support the mission and goals of the Department.
- ❑ Bi-weekly programs and activities presented or coordinated by each Resident Assistant.
- ❑ Accountability for residents and staff.
- ❑ Positive recognition of the activities and successes of residents.
- ❑ Encouragement and support of each Residence Hall Association.
- ❑ Development of a work order tracking system and notification to residents of work orders submitted affecting their room.
- ❑ Enhancement of network access through individual residence hall rooms.
- ❑ Upgrading furnishings and equipment in resident rooms and common areas as the budget permits.
- ❑ Continued exploration of new housing facilities for undergraduates.

Ethical Standards

Ethical principles should guide the behaviors of individuals in everyday practice. Principles are not just guidelines for reaction when something goes wrong or when a complaint is raised. Adhering to ethical principles also calls for action. These principles include the following:

- ❑ **Act to benefit others**

The responsibility of Housing staff is to promote healthy social, physical, academic, moral cognitive, career and personality development of residents; contribute to the effective functioning of the institution; and provide programs and services consistent with this principle.

❑ **Promote justice**

Staff members are committed to assuring fundamental fairness for all residents. In pursuit of this goal, the principles of impartiality, equity and reciprocity (treating others as one would desire to be treated) are basic. A crucial aspect of promoting justice is demonstrating an appreciation for human differences and opposing intolerance and bigotry concerning these differences. Important human differences include, but are not limited to, characteristics such as age, culture, ethnicity, gender, disabling condition, race religion or sexual/affectional orientation.

❑ **Respect autonomy**

Housing staff respect and promote individual autonomy and privacy. Residents' freedom of choice and action are not restricted unless their actions significantly interfere with the welfare of other or the accomplishment of the University's mission or violate the Code of Student Conduct of the Housing contract.

❑ **Be faithful**

Housing staff members are truthful, honor agreements and are trustworthy in the performance of their duties.

❑ **Do no Harm**

Housing staff members do not knowingly engage in activities that cause either physical or psychological damage to others. In addition to their personal actions, Housing staff are vigilant to assure that departmental policies and practices do not hinder residents' opportunities to benefit from the learning experiences available within the residence halls and apartments; threaten residents' self-worth, dignity or safety; or discriminate unjustly or illegally.

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Based on the Statement of Ethical Principles and Standards from the American College Personnel Association and "Ethical principles and decisions in student affairs" by Karen S. Kitchener in H.J. Canon and R.D. Brown (Eds.), Applied Ethics in Student Services .

Expectations

Staff should be aware of all policies affecting themselves and the lives of their student residents. Acceptance of employment and continuation in the job signify that the staff member agrees in general with the University's policies and procedures and carries out job responsibilities accordingly. Some policies are derived from law, and others are established by the University to protect the rights of individuals and/or the University. Any staff member in violation of policies or laws is placing the job in jeopardy and open to immediate dismissal from their position.

It is expected that residence hall staff members will work together as team members. The Residence Hall Coordinator and Resident Director(s) have the overall responsibility for the functioning of the hall and hall programs, including the enforcement of University discipline. Student Staffs are responsible for working with students to develop and maintain an environment that promotes academic, personal, and social growth.

Residence Life Staff as Role Models

As a member of the Housing and Student Conduct staff, your most influential role is that of role model. When you become a staff member, the very fact you hold the Resident Assistant position says to every student that you possess certain characteristics, which the University respects and considers important. To new students, you are looked to as a model for them to emulate.

As a staff member, you model behavior that others will come to assume as appropriate behavior for students in college. If you emulate good study skills, there is an increased chance that new students in your community will also be coming to emulate this pattern of study. Likewise, if you spend most of your time throwing a Frisbee up and down the hallway, or continually being occupied by your significant other, you are setting an entirely different model of behavior and communicating your values by your actions.

Living By The Rules

As a staff member, you are expected, as part of the role model responsibility, to live by the rules, regulations, and policies, which the University has set. When you accept responsibility as a staff member, you also make a commitment to the position as it is defined. If you disagree with the institution's policies or regulations, try to change them through the appropriate supervisory channels. If you cannot change them and still cannot live with them, then the RA job is not for you. Step down from the position so that you do not do a disservice to yourself, the University, or your residents by not enforcing the rules or by pretending that the policies and regulations do not exist.

Sexual Harassment

It is important that you realize the amount of authority and influence you have as a Resident Assistant. Your position and personal power can carry over into friendships with residents on your floor and in your building. Some residents see you as an authority figure while others consider you a "safe" peer to whom they can turn for advice. Some residents and some Resident Assistants can become confused with the peer/authority role of the RA. As close relationships develop, Resident Assistants must appropriately use their personal and position power in their role.

Sexual harassment is the misuse of power involving individuals of perceived unequal authority and status in a situation, which has sexual overtones. Sexual harassment refers to unwelcome behavior of a sexual nature directed to an employee or student, which interferes with one's ability to study, work, or live in University residence halls. Sexual harassment threatens one's emotional well-being, impairs academic progress, and inhibits the attainment of career goals.

Housing and Student Conduct does prohibit you from dating or having a sexual relationship with a resident on your floor due to the position power you hold. However, we advise you to seriously consider the impact of developing a relationship with someone in your building because it may put you, the resident, and the University in a compromising position (e.g., you may be required to confront the person you are having a relationship with on a policy violation). We suggest that you enter into a discussion with your supervisor should such a relationship begin to develop. This discussion is not meant to be intrusive, but rather it should be seen as an opportunity to fully explore the ramifications of entering into a relationship with a resident of your building.

Behavior Away From the Residence Halls and/or Campus

Your position as a Resident Assistant extends outside your building and to the campus at large. This does not imply that you enforce random rules and procedures across campus, advise students in other arenas or assert your staff position in places where it is not required. However, your role modeling responsibility carries beyond your floor and hall community. You cannot shed the title of Resident Assistant when you leave your floor or hall community. While on campus, and off campus as well, you are expected to conduct yourself as a staff member of the Housing and Student Conduct Department.

Behavior Concerning Alcohol

A major concern is related to the illegal consumption of alcoholic beverages, the use of illegal drugs, and any other violations of the law, which might reflect upon the University and upon you as its representative. Your role as a model for other students is one of the most important duties you will assume. Handle the responsibility carefully and with the respect it deserves. Following are the Housing and Student Conduct Guidelines for the Use of Alcohol in the residence halls. All staff members should thoroughly read this document before signing. If you feel that you cannot abide by these policies and guidelines, we encourage you to consider stepping down from your position.

*Adapted from Colorado State University Manual

RESIDENCE HALL POLICIES AND GUIDELINES FOR THE USE OF ALCOHOL AND OTHER DRUGS

Drug use and underage alcohol consumption remain disruptive and illegal forces in student life, as played out in disciplinary incidents, academic dismissals, and community disturbances. Illegal and irresponsible alcohol and other drug use interfere with the ability to create safe and welcoming communities for ALL students. Staff role modeling of healthy decisions and behaviors is essential to helping students make responsible choices around their alcohol and other drug use. The following guidelines have been developed to provide structure for staff as they look at their own decisions concerning alcohol and other drugs.

- All residence hall staff of legal drinking age, who reside in a hall that permits alcohol, who choose to drink alcohol either on or off campus must do so responsibly and role model appropriate use and behavior.
- Alcohol may not be present at Residence Hall sponsored events (i.e. programs, events, meetings, floor activities, etc.).
- Staff members must consider the implications if they are present when alcohol and/or drugs are being consumed illegally, especially if the staff member's residents are present.
- Staff members must remain alcohol and/or drug free when on duty, working desk, performing job-related duties, or responding to campus emergencies.
- Staff may not exhibit disruptive behavior in the residence hall community due to alcohol and/or drugs.
- Staff members may not host or be in attendance at functions involving alcohol and/or drugs in residence hall rooms.
- Staff members must consider the implications and/or consequences if they choose to consume alcoholic beverages with staff members they supervise.
- Staff members must consider the implications if they choose to drink alcohol with residents who are of age from their floor community.
- Staff members cited for alcohol and/or drug violations will jeopardize their status as a Housing and Student Conduct staff member and/or New Mexico Highlands University student.

Failure to abide by these policies and guidelines will result in disciplinary action, including possible termination of employment.

Printed Name: _____

Date: _____

Signature: _____

*Adapted from Colorado State University Manual

Emergency Procedures and Guidelines

Fire

- Set off fire alarm
- Notify the Resident Director/Residence Hall Coordinator, who will call the Fire Department at 9-911
- Assist in building evacuation
- Use fire extinguisher only if necessary and can be done safely

Psychological/Suicide Threat

- Notify the Resident Director/Residence Hall Coordinator
- The Resident Director/Residence Hall Coordinator should notify Campus Police (if student acting out) at 3278 and then the Director of Housing & Student Conduct at 3193 or 425-8979 (home)

Medical

- Notify the Resident Director/Residence Hall Coordinator
- Do not move the individual unless authorized by a medical authority or it is obvious that delay in movement would be detrimental to the individual
- The Resident Director/Residence Hall Coordinator should call the ambulance at 911

Maintenance/Physical Facilities

- Notify the Resident Director/Residence Hall Coordinator
- The Resident Director/Residence Hall Coordinator should notify Housing & Student Conduct at 3193 (Monday-Friday, 8:00 a.m. - 5:00 p.m.) or Campus Police at 3278 (all other times)

Elevators

- Notify the Resident Director/Residence Hall Coordinator
- Call NMHU Police if individuals are trapped
- Do not attempt to remove trapped individuals unless authorized by Facilities Staff or NMHU Police.
- The Resident Director/Residence Hall Coordinator should post an “out of order” sign

Threatening Messages or Telephone Calls

- Record accurately the contents of the message and the time and date it was received
- Notify the Resident Director/Residence Hall Coordinator, giving complete information as to who, what, and where

In all situations, the Resident Director/Residence Hall Coordinator/Apartment Manager should:

- Notify the Director of Housing & Student Conduct at 3193 or 425-8979 (home)
- Submit Incident Report as soon as possible

- **Note: If a Resident Assistant is unable to contact the Resident Director/Residence Hall Coordinator, she/he should make the calls normally initiated by the Resident Director/Residence Hall Coordinator.**

Resident Assistant Duty Procedures

Active Duty Hours: 7:00 pm to 11:00 pm (Sunday – Thursday)

8:00 pm to 12:00 pm (Friday – Saturday)

Inactive Duty Hours: 11:00 pm to 7:00 am (Sunday – Thursday)

12:00 am to 8:00 am (Friday – Saturday)

ALL resident assistants are expected to remain in the building during duty hours. Because active duty ends at a designated time, does not mean you are off-duty. Any RA found to leave the building during their designated duty schedule **WILL BE TERMINATED!** Also, **duty hours are for working, not socializing.** You are expected to be available. You are not giving your full attention to the job if you are on the phone for long periods of time or socializing with friends. **REMEMBER: THIS IS A JOB!**

Rounds

- ✓ 7:00pm, 9:00pm & 11:00pm (Sunday – Thursday)
- ✓ 8:00pm, 10:00pm, & 12:00am (Friday and Saturday)
 - ❖ **These times are approximations: Each RD/RHC will direct their staff as to how often rounds should be conducted and the time range in which they should take place.**
- ✓ Bring a pen & paper (i.e. note book) on rounds
- ✓ Do rounds on **ALL floors**
- ✓ Check each perimeter door to make sure they are locked and not propped open
- ✓ Pick up any trash or old flyers from floors and bulletin boards
- ✓ Write in the duty log after each round
- ✓ Document any policy violations that you witness

Front Desk/Lobby Phone Numbers

Connor Ext. 3325

KennedyExt. 3192

Melody Ext. 3291

Resident Director Weekend Duty Procedures– Pager 505-425-2038

- ✓ Each weekend an RD will be assessable via their home phone or cell phone to respond to emergencies or questions.
- ✓ RD are on duty during the following hours: Friday, 5:00 pm – Sunday, 7:00pm.
- ✓ Call the RD on duty only if you cannot contact your building Resident Director.

Sub-Master and Master Keys

Housing staff are issued or have access to floor sub-masters and building master keys for the convenience in carrying out their duties. The sub-master opens all student rooms in a specific area; the master key enables the staff members to open all student rooms in the building and, in most cases, numerous other areas in the building.

Please be reminded that these keys should be used only for securing the hall or for emergency access to student rooms (see “Entry of Student Rooms”). **It is imperative that only authorized personnel have access and/or use this key. The key must not be lent to other persons at any time.**

When a sub-master or master key has been lost or stolen, it is typical that **the floors affected will be re-keyed**. Therefore, staff should follow the following steps when this occurs.

- The Resident Assistant will notify the Resident Director or Residence Hall Coordinator immediately.
- An immediate and thorough search, as well as a review of the loss circumstances, should be instituted within the hour. It is assumed the Resident Assistant will have already initiated this process. The Resident Director or Residence Hall Coordinator should notify the Director of Housing & Student Conduct immediately upon becoming aware of the loss and then Campus Police.
- The Director of Housing & Student Conduct will consult with Facilities Management staff to ascertain the appropriate time to re-key the floor(s), which will be as soon as feasibly possible.
- The Director of Housing & Student Conduct, with the assistance of the Resident Director, Residence Hall Coordinator or Apartment Manager, will notify residents of the re-keying process.
- In the event a sub-master or master key is lost or stolen, the employee responsible for the key may be requested to share in the cost of re-keying the area(s) impacted in the amount of \$500.00 or 25% of the employee's annual compensation (whichever is lower). In addition, the employee's employment status would be reviewed with both the seriousness of the current situation as well as past performance taken into consideration with possible sanctions, including but not limited to, probation and dismissal.

After following all proceeding steps, the Director of Housing & Student Conduct will notify the Resident Assistant in writing of the charges to be assessed to them from the total cost of the re-keying project. This letter will also include the total cost of the re-keying project as an educational measure to ensure that staff fully understands the consequences and expense associated with this type of project. This letter will be placed in the staff member's folder maintained in the Housing Office

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Residence Hall Policies

STAFF ROLE AND RESPONSIBILITY FOR THE ENFORCEMENT OF RESIDENCE HALL POLICIES

One of the most difficult tasks you will face as a residence hall staff member is learning how to incorporate your responsibility for policy enforcement into the other aspects of your staff role. It is more enjoyable to think about being a friend, a helper or being one who can provide assistance in a crisis or emergency. It is seldom enjoyable to think about confronting people for not abiding by the rules. The experience of many staff members, however, suggests that the degree to which you learn to effectively enforce residence hall policy will contribute directly to your total effectiveness as a staff member. If you begin by clearly and confidently teaching your students residence hall policies and expectations and respond to them in a firm, consistent and fair manner, you will earn their respect. If you are overly authoritarian or apologetic, if you are unreasonably strict or lenient, if you show favoritism and are inconsistent, the opposite end result will often occur. If you do not invest the time and effort initially, you will suffer the consequences all year long.

Residence hall policies are established to protect the rights, needs and interests of both the students and the university. Some policies are based on law, others are derived from general university guidelines, the residence hall contract, or housing regulations, which are **necessary in a residence group living situation**. The students must understand that living in a residence hall involves observing a few extra limits, which would not be necessary if they were living by themselves. As staff we must:

1. Be aware of all policies that affect students living in our residence halls.
2. Be able to support, understand and explain the rationale supporting each policy.

3. Be an appropriate role model by reflecting compliance with all residence hall policies in our own behavior.
4. Be able to work for necessary change through appropriate staff channels to revise, modify and improve residence hall policies.

All staff from Resident Assistants to the Director of the Office of Housing and Student Conduct shares the responsibility for establishing and enforcing residence hall policies. It is recognized, however, that Resident Assistants by virtue of their particular position play a key role in accomplishing the following specific responsibilities.

1. Residence hall staffs are expected to teach students the residence hall policies, which they are expected to observe. This includes communicating both policy and the rationale.
2. Residence hall staffs are expected to show by the example of their own behavior an understanding of and adherence to all residence hall policies.
3. Residence hall staffs are expected to contact and educate students who are in violation of residence hall policy and insure that appropriate counseling assistance and/or disciplinary action is taken.

***Adapted from Colorado State University Manual**

Alcohol Use in the Residence Halls

The first priority in the New Mexico Highlands University Residence Halls is to provide an environment in which students may study and sleep. Social activities are encouraged and supported, but take second priority to the rights of students to live in an atmosphere that supports their academic progress and personal well being. Student use of alcohol can have a major influence on the environment that is created in a residence hall setting. For this reason the following guidelines have been established regarding the use of alcohol.

Alcohol Policy Within NMHU Residence Halls and Apartment Complexes

1. The state law establishing a legal age for alcohol consumption must be observed at all times. Students possessing alcoholic beverages within the residence hall may be required, at any time, to provide proof of their legal right to possess alcohol.
2. No alcoholic beverages are to be consumed in public areas (e.g., lounges, lobby areas, foyers, hallways).
3. Alcohol may be consumed by persons of legal age only in the confines of their residence hall room/suite located in "alcohol allowed" halls only if all students assigned to the room/suite are of legal age.
4. The consumption of alcohol by persons of legal age must not result in a disturbance to the educational environment in or around the residence hall.
5. Doors to individual rooms/suites shall be closed while legal-age residents consume alcoholic beverages.
6. It is the resident's responsibility to determine that all guests who consume alcohol are of legal age.

7. Students of legal age who choose to live in or are assigned to buildings designated as “alcohol prohibited” may not possess or consume alcoholic beverages within the building.
8. No open containers of alcohol are permitted in or around the residence halls in places other than student rooms. A container is considered open once the manufacturer’s seal has been broken.
9. No kegs of any size are permitted in student rooms. Kegs are defined as any container requiring the use of a tap, including “party balls.”

Violations of the Student Code of Conduct related to possession and/or consumption of alcoholic beverages will result in disciplinary sanctions. Serious or repeated violations may result in suspension of this privilege in addition to other disciplinary sanctions. In addition, a copy of all Campus Police reports dealing with alcohol and drug violations are routinely provided to the State Police, who have the option of filing legal charges.

Alcohol Allowed Hall for Residents 21 and over: Kennedy Hall, Arrott House, Gregg House

Alcohol Prohibited Halls: Archuleta, Connor, Melody and New Residence Hall

Staff may not drink illegally either on or off campus and may be subject to immediate dismissal from staff positions for doing so. Because of the problems that alcohol consumption causes for individuals and communities, it is essential that our staff role model abstinence from alcohol if they are underage, or role model responsible drinking if they are of age and reside in an “alcohol allowed residence hall.

"Trophy" or "Decorative" Bottles

Decorative display and/or collection of empty alcoholic beverage containers **are not permitted in the residence halls.** Most residents are under the age of 21 and should not possess alcoholic beverage containers, including empty containers.

Being An Active Presence in the Residence Hall

Resident Assistants must be willing to commit a significant portion of time to the position responsibilities and academics. It is important for Resident Assistants to be available to the students on their floor and in the hall during evening hours and appropriate weekend times. All outside commitments are subject to approval by the Resident Director(s) and the Residence Hall Coordinator.

Outside Employment

Resident Assistant staff must forego all other employment unless approved in advance by the Director of Housing and Student Conduct. Approval of such employment is subject to review if the outside commitment has a detrimental effect on the RAs job performance.

Job Benefits

- **Compensation:** Each RA earns \$5.15 per hour at 20 hours per week.
- **Room:** Each of you receives a private room.
- **Training and Transferable Skills:** You will receive a great deal of training in the form of staff in-services as well as Fall Training and Spring Training. This training will cover topics from assertiveness (conduct system) to motivating others (programming). The skills gained through this training and developed through the practice of the job are transferable into most other jobs.
- **Support:** The relationships, which develop among staff teams, can be tremendous assets to the staff position. This support can come in the form of meetings with your Resident Director/Residence Hall Coordinator, staff meetings, or simply sharing common experience with other Resident Assistants.

- **A NOTE ABOUT SUPPORT:** Teamwork is an essential component in this position. Therefore, it is very important that each of us not let outside relationships interfere with how we work with each other. If we are not respectful of each other – **THEN WE CANNOT GET THE JOB DONE!**

Staff Disciplinary Procedures

Staff members obligate themselves to the Department of Housing and Student Conduct for the academic year, from training responsibilities in August through the closing of the buildings after Spring Semester. Except in cases of unsatisfactory performance, medical reasons, or prearranged agreements, this obligation must be honored.

Reasons for terminating **with cause** shall include but not be limited to: elimination of the job, repeated avoidable or unavoidable absences, unsatisfactory work, failure to meet expectations regarding community development/programming requirements, lack of participation in training, inability to carry out work assignments, lack of cooperation with co-workers and/or supervisor, repeated tardiness, inappropriate conduct or behavior, or gross misconduct.

When a problem exists regarding a Resident Assistant's job performance, it is the supervisor's responsibility to discuss the problem with the Resident Assistant and establish specific expectations as well as outline consequences. If attempts to change the unacceptable performance or behavior fail, then the supervisor should consult with the Director of Housing and Student Conduct prior to giving written notification of termination to the Resident Assistant. A Resident Assistant who feels aggrieved of any staff disciplinary decisions should contact the Director of Housing and Student Conduct.

*Adapted from Colorado State University Manual