

Application Procedures and Acceptance Policy

The university reserves the right to refuse to give a housing assignment to any student. Examples of reasons for refusal include, but are not limited to, individuals who have criminal histories, individuals who have behavioral problems which may, in the opinion of the university, negatively impact the group-living environment, individuals who have been previously evicted from campus housing, or individuals who have poor rental histories.

The university will assign accommodations subject to the space available. The university will not guarantee assignments to a particular building, nor will it guarantee types of accommodations, specific rooms or apartments, roommates, or single rooms.

The university reserves the right to change or cancel assignments in the interest of order, health, safety, or discipline with appropriate written notice.

Completed applications for housing and dining services* should be submitted as early as possible, preferably one regular semester in advance. Single student housing and meal plan applications require a prepayment at the time of application. Submission of a housing and dining application indicates acceptance of the terms and conditions of the applicable agreement. The Director of Housing and Residential Life is responsible for administration of the housing agreement. The ID Card manager is responsible for the administration of the Dining Contract.

All housing areas require at least part-time enrollment during the regular academic year. Continuing housing residents are not required to enroll during summer sessions.

Completed applications for Student Family Housing** should be submitted at least 6 to 8 months in advance. Family Housing occupants are assigned based on the date of application. Family Housing occupancy is month-to-month, with thirty (30) days' notice required to vacate.

*Application procedures for current on-campus residents may differ from those stated above.

**Certain qualifications apply for single student apartment and family housing occupancy. Consult the main Housing Office for details.

The Money\$Card

The NMSU Money\$Card, a feature of your I.D. card, is a prepaid declining balance account. It is available for students, faculty, and staff who wish to avoid carrying cash for food, vending, laundry at residence halls, convenience stores, copies at the Corbett Center Copy Center, and bookstore purchases. This program is available through the I.D. Card Office and can be purchased in varying amounts over \$25.

NMSU ID Card

The NMSU I.D. card serves as the primary source of student identification for the campus. The I.D. card, with an appropriate activity sticker, serves to admit students to athletic functions of NMSU. It also provides for use of certain student services and allows for check cashing privileges. The I.D. card serves as a membership card for meals, the Money\$Card, and as a key in some residential buildings.

Student Special Care Policy

To ensure the safety and well-being of our students, NMSU may, on occasion, require that students receive a particular type of care or treatment (i.e., emergency medical attention, live-in attendants, or vaccinations) as a condition of continued enrollment or eligibility to reside in university-operated housing. When this care or treatment is required by the cognizant university administrator, the student will be obligated to assume any financial responsibility associated with the treatment.

Furthermore, the university may, on occasion, contact a student's parents, legal guardian, or spouse in cases of extreme emergency, or where a possibility of imminent harm exists. This will occur only when, in the judgment of the appropriate official, the best interests of the student and the university will be served.

When practical, the university will notify the student, in writing, of the university's intention to undertake the steps authorized by this policy. This decision may be appealed by the student to the Vice President for Student Services within 24 hours of notification. The appeal should be in writing and clearly state the reasons why the student objects to the proposed action. The vice president will review the facts in the case and convey the decision to all parties within 48 hours. The vice president's decision shall be final.

STUDENT SERVICES

Campus Activities

The Department of Campus Activities promotes student leadership development opportunities through its various programs which include student organizations, the Union Program Council, Greek Life, and National Student Exchange. Additional opportunities include the Leader Certification Program and the Co-curricular Transcript Program. This office also coordinates activities and events through the Activity Request Form process, administers the University Sales and Solicitation Policy, is responsible for the *Student Handbook*, and serves as liaison to the InterFaith Council.

Corbett Center Student Union

Corbett Center Student Union (CCSU) serves as the center for campus life providing programs and services for students and other members of the University community. A place to study, relax, meet with student groups, work or play, CCSU offers students, faculty, and staff a variety of services and activities. The union is the home to several administrative offices, student programming/activities, ASNMSU, the student radio station and student newspaper.

Services offered by CCSU include meeting rooms, auditorium, multiple dining facilities (both retail and residential), bookstore, a café with game room and computer lab, study areas, copy center, post office and a convenience store. For more information call (505) 646-4805 or visit the web site at <http://ccsu.nmsu.edu/>.

Counseling Center

The Counseling Center provides students and the campus with a variety of services including individual and group counseling, career exploration, outreach programs, and consultation. We assist students with issues such as relationship conflicts, depression, anxiety, stress management, and self-esteem concerns. All services are strictly confidential and are free. The Counseling Center is located in Garcia Annex Room 100, and is open Monday through Friday, 8:00 a.m. - 5:00 p.m. and other times as needed. The Counseling Center is staffed by professional counselors and psychologists and is accredited by the International Association of Counseling Services, Inc.

The Career Exploration Center, located on the northeast corner of Garcia Annex adjacent to the Counseling Center, provides students with assistance in career choice and selecting an appropriate area of study. An excellent library is available for reference use and check out. For more information check our web site at www.nmsu.edu/~counsel/.

WAVE: Wellness, Alcohol, and Violence Education is comprised of the Choices program that provides campus organizations, classes and other groups with information concerning the decisions that surround drinking alcohol and the VIP (Violence Intervention Program) that delivers presentations on sexual assault and violence prevention.

New Student Programs

New Student Registration programs are offered in April, June, and January. Aggie Welcome Week, a program that acquaints incoming students with campus life at NMSU, is scheduled for the week before the fall semester begins. For information on our programs for new students, please contact the Office of Enrollment Management at (505) 646-1055 or nsinfo@nmsu.edu.

DISTANCE EDUCATION

Distance Education (DE) at NMSU is defined as the formal education process of delivering instruction so that students physically remote from the campus of program origin and/or instructor may participate. Students who live a significant distance away from the main campus or have scheduling conflicts due to family or work obligations often find distance education as the best solution to educational advancement. The NMSU Office of Distance Education is here to serve these students.

Distance Education Delivery

Distance education undergraduate degree programs at NMSU are delivered using both technology and face-to-face instruction at off-site locations such as NMSU branch campuses. Degrees are listed below according to their primary delivery method. For complete information, please visit the Office of Distance Education web site at <http://distance.nmsu.edu/>.

Bachelor's Degree Completion Programs

All undergraduate degree programs offered through NMSU Distance Education are Bachelor degree completion programs. These programs require that students have all lower-division (100 and 200 level) credits completed before admittance into the program. DE Bachelor degree completion programs normally require two years of 300 and 400 level upper-division coursework to finish.

Technology-Based Programs

Distance education programs listed under this category are delivered primarily using distance learning technologies. In some cases, programs may require brief residencies on the main campus for orientations, assessment, etc. Technologies used to deliver distance education at NMSU include:

- WebCT (Web Course Tools): Enables an instructor to integrate the Internet into delivery of a course.
- Centra: A synchronous web delivery solution for conducting virtual or "live" classroom events through the Web.
- NMSU Media Services: Provides course delivery through cable television, satellite, teleconferencing, and more.

Courses may use a "blended approach" to instruction integrating two or more types of technologies above to promote engaging and effective learning.

Bachelor's Degree Completion Programs

- Bachelor of Arts (BA) in Sociology
- Bachelor of Business Administration (BBA)
- Bachelor of Human and Community Services (BHCS)
- Bachelor of Information and Communication Technology
- Bachelor of Science in Hotel, Restaurant, and Tourism Management

Off-Site/Extension Programs

Distance education programs listed under this category are delivered primarily face-to-face at off-site/extension locations. Often, these courses will enhance instruction and learning with technology. Programs are located at NMSU two-year and Albuquerque Center campuses, as well as other locations throughout the state. The degree completion programs below are available at one or more off-site/extension locations.

Bachelor's Degree Completion Programs

- Bachelor of Science (BS) in Elementary Education
- Bachelor of Science in Nursing (BSN)

Outcomes Assessment

As part of its continuing effort to maintain quality academic programs and to provide strong support services, NMSU routinely conducts outcomes assessment activities. Students may be required to participate in one or more of these activities (for example: capstone courses or exams, exit interviews, and standardized tests). The data resulting from these assessments will be published only in aggregate form.

Parking Office

Individuals may obtain an NMSU parking permit from the Parking Office.

All students, faculty, staff, NMSU retirees, and commercial vendors who park in restricted areas on campus or on campus streets must obtain and display an NMSU parking permit or pay at a parking meter or park in one of the free parking lots/areas. The individual in whose name a permit is issued or who owns the vehicle(s) will be responsible for any violations of the Parking and Traffic Regulations. Additionally, all motor vehicle statutes of the State of New Mexico apply.

Parking permits are required 24 hours a day. After 4:30 p.m., any permit may be used to park in the faculty/staff and commuter student parking lots. All zones (e.g., disabled, service, emergency/fire, no parking, postal parking, etc.) and signed areas are enforced 24 hours a day.

For more details, visit the Parking Office located at 725 College Drive, call (505) 646-1839, or email parking@nmsu.edu.

Placement and Career Services

The mission of Placement and Career Services is to offer programs, services, and resources that will contribute to students' life-long career-planning efforts. Staff members work closely with deans, department heads, faculty, and employers to assist students and alumni in developing suitable career opportunities based on their education, experiences, and interests. Additionally, Placement and Career Services arranges interviews between prospective employers and graduating students and alumni. The staff advises students on the career-planning process and successful job-search strate-

gies. Current information on employment trends and a comprehensive library of career literature help students make informed decisions.

Excellent experiential opportunities, through the following programs, contribute to forming students' career goals, to developing a positive work ethic, and to providing financial support:

On-Campus Employment—Regardless of financial need, any currently enrolled, full-time student in good standing may apply for a part-time job with an employer in the academic community. Many jobs are preprofessional in nature and offer academically related experience.

Off-Campus Employment—Part- and full-time jobs in Las Cruces, as well as White Sands Missile Range, and the NASA Johnson Space Center, requiring general or very specific qualifications, are listed and referrals are made for students and their spouses.

Internships—Information is available on internship opportunities offered by government, nonprofit organizations, and business/industry. During the summer months and throughout the academic year, interns may arrange for academic credit for internships.

For comprehensive information on all programs and services offered by Placement and Career Services, please visit www.nmsu.edu/pment or send email to pment@nmsu.edu.

Services for Students with Disabilities

Services for Students with Disabilities (SSD) assists individuals with documented disabilities to obtain appropriate academic accommodations. Students with sensory, mobility, learning, or other recognized impairments are encouraged to apply for services through this office. Among services available are note taking, test accommodations, interpreters, and others. Students are encouraged to provide documentation and request services well in advance of the start of school to allow adequate time to make the needed arrangements. The university is committed to ensuring that the campus is accessible to all individuals. For more information, please come by our offices in Corbett Center 244 or call (505) 646-6840 (voice), (505) 646-1918 (TDD/text telephone).

Speech and Hearing Center

Combining instruction, practical experience, and service, the center provides training for students in communication disorders and provides service to the community. Students have opportunities to participate in diagnostic evaluations and to provide therapy in the areas of speech, language, and hearing for clients across the lifespan.

Referrals are accepted from all sources (self, medical, school, nonprofessionals). The Speech and Hearing Center is a fee-for-service clinic where university students receive a reduced rate. All services are supervised by professional personnel licensed in New Mexico and holding the Certificate of Clinical Competence in Speech-Language Pathology or Audiology of the American Speech-Language-Hearing Association. Services are provided in English and/or Spanish. For further information, contact Speech and Hearing Center, MSC 3SPE, New Mexico State University, P. O. Box 30001, Las Cruces, New Mexico 88003-8001, (505) 646-3906; (TDD)-(505) 646-4130).

Student Health Center

The university maintains a well-equipped health clinic on campus, including laboratory, pharmacy and x-ray services. Hospitalization and emergency care is available in the community.

The health fee is included in tuition for all full-time students. Part-time undergraduate students taking 6 credits or more per semester may pay the health fee during registration periods only. Graduate students should refer to the Graduate Catalog.

Part-time foreign students must pay the health fee for Student Health Center services.

Tuberculosis (TB) skin testing is required for all international students from high incidence areas admitted to NMSU. Payment of any costs related to compliance with this requirement remain the obligation of the student. Any newly admitted international student, whose country of origin is identified as a high incidence of tuberculosis, and who has not received a TB skin test, including the interpretation, will have his or her registration blocked for any subsequent enrollment period(s) until this requirement is completed. Additional information on policies surrounding the tuberculosis skin testing is available from the Student Health Center.

For more information on supplemental health insurance contact the SHC Insurance office at (505) 646-5706. Foreign students should contact International Programs at (505) 646-3199.

Testing Services

Testing Services (505) 646-1921 provides test information and registration materials for the following tests: American College Testing Assessment (ACT); College Level Examination Program (CLEP); General Education Development (GED); Graduate Management Admission Test (GMAT); Graduate Record Exam (GRE); Medical College Admission Test (MCAT); Miller Analogies Test (MAT); PRAXIS Series: National Teacher Exam (NTE); Pre-Professional Skills Test (PPST); and New Mexico Teacher Assessments, and others.

Veterans' Programs

NMSU degree programs are approved by the appropriate State Department of Veterans' Affairs (State Approving Agency) for enrollment of persons eligible to receive education benefits from the Department of Veterans' Affairs (DVA).

For further information concerning approved programs and application process, eligible persons should contact the Veterans' Programs Office at Jacobs Hall, Room 214 or at (505) 646-4524 or through email at va@nmsu.edu.

Students must be pursuing a degree in a specific program to be eligible to receive benefits. Admission procedures for veterans and other eligible persons are the same as those for other students. Students who do not satisfy all requirements for full admission may be certified for two terms; however, they may be required to repay the DVA for some or all benefits received if they do not achieve full admission status during that time.

Title 38, United States Code, requires that education assistance to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of the training objective. The DVA will be appropriately notified of the unsatisfactory progress. A specific request must be submitted by the student to reinstate benefits. The DVA will determine eligibility for reinstatement of benefits.

Students are responsible for notifying our office of any change in their enrollment or any change in personal information affecting their eligibility. Students also must remain in compliance with university and DVA requirements. Students may receive education benefits only for courses that are required for their designated degree program. Students who receive DVA benefits are subject to strict academic regulations and should be aware of how auditing courses, repeating a course, failing courses, changing degree programs or enrollment status, and other actions may affect their eligibility to receive benefits.

WAVE: Wellness, Alcohol, and Violence Education

See information under Counseling Center.

International Student and Scholar Services—IP serves more than 750 students from approximately 70 countries and coordinates the exchange visitor program for scholars. It provides admission coordination and processing, orientation, personal counseling, support for student associations and community volunteers, and special services for sponsors. Appropriate immigration documents and advice on non-immigrant visa regulations affecting international students are provided through this area. Organizations or agencies sponsoring foreign students who receive special services are expected to pay additional administrative fees not to exceed \$500 annually.

Study Abroad—IP coordinates study abroad programs and services for NMSU students and provides services for in-bound exchange students.

International Development and Cooperation and Management—IP facilitates the interests of faculty who wish to participate in international interdisciplinary projects requiring technical assistance, training or public outreach. This includes project identification, proposal development, and project management. This area is also responsible for developing and maintaining international cooperative agreements with foreign entities or institutions.

Outreach and Public Service—IP adheres to the land-grant philosophy by providing programs and services to the local and campus communities to increase international understanding and awareness. Regionally this includes southern New Mexico and the state of Chihuahua.

US-Mexico Border Programs—IP has the major responsibility for coordinating NMSU's involvement along the US-Mexico Border. In addition, IP facilitates and furthers all aspects of cooperation between NMSU and Mexican institutions and individuals including academic research, economic development, and outreach.

Center for Learning Assistance and Retention

The Center provides study skills assistance in such areas as time management, memory, concentration, note taking, study reading, test preparation, test taking, math/science study skills, speed reading, critical thinking, and graduate school and professional skills test preparation. The services are available to students in the following formats:

- 1) Individualized assistance is provided to any student who drops in at the center. This is a no-fee service.
- 2) Degree credit is offered under UNIV 110, Personal Learning Skills; UNIV 112, Academic and Personal Effectiveness; UNIV113, Speed Reading; UNIV150, The Freshman Year Experience; UNIV 300, Preparing for the GRE; UNIV 350, Peer Education; and UNIV 395, Independent Study.
- 3) Learning-strategies and study-skills workshops provide quick assistance in one-hour presentations offered throughout the semester.
- 4) Professional and graduate school workshops provide development in such areas as speed reading, getting into graduate school, preparing for the GRE, GMAT, LSAT, MCAT, or NMTA.
- 5) Project success workshops assist nontraditional and re-entry students in making the study-skills and personal adjustment back into academic life.
- 6) CLA staff provide outreach presentations on learning and study-skills topics to classes, programs, and organizations on campus.

Cooperative Education Program

NMSU enjoys a national reputation for its Cooperative Education Program, which contributes to students' total educational experience and realization of career goals by integrating academic theory and practical application. Co-op assignments provide varied work experiences with employers from business, industry, government, and nonprofit organizations. Students may also develop specially tailored co-op assignments.

Students can register for the alternating plan, usually working a minimum of two work phases throughout the U.S. or abroad; each phase may last up to eight months. Work phases are separated by semesters of on-campus classroom instruction. Note: While on alternating work phase, students are afforded full-time status with the university, whether or not they are enrolled for credit.

Continuous enrollment can be maintained through the parallel plan, working 20-30 hours per week concurrent with classroom instruction. Employers are generally located within commuting distance of the university.

In addition to gaining academically related work experience, co-op students establish positive work ethics, receive remuneration for their educational experiences, and also may arrange for course credit through an academic department. In some instances, where co-op work assignments are either not available or are not appropriate for specific students' needs, information is available on internship opportunities offered by government, nonprofit organizations, and business/industry. During the summer months and throughout the

ACADEMIC SERVICES

New Mexico State University Library

The NMSU Library consists of two libraries, Zuhl Library and Branson Library. The library's research collection has over 1.6 million volumes, and the library budget exceeds \$6.6 million.

The library's collections are accessible through its on-line catalog and through electronic databases via the library's web site. The Reference and Research Services staff provides assistance in using the library's resources including a multifaceted instruction program designed to promote the information literacy skills that facilitate learning for all library users.

The Archives and Special Collections Department includes Special Collections, University Archives, the Rio Grande Historical Collections (RGHC), and the Borderlands historical Collection. These unique research collections preserve and provide access to New Mexico's history and border culture.

On exhibit in Zuhl Library are geologic artifacts owned by Herbert and Joan Zuhl. The Zuhl Collection includes pieces consisting of petrified wood, invertebrate and vertebrate fossils, and minerals and rocks.

For more information, visit the library's web site at <http://lib.nmsu.edu/>.

Office of International Programs

The Office of International Programs (IP) represents the university with U.S. government agencies, foreign governments, and the private sector concerning international activities. IP serves as the university's representative for the U.S. Citizenship and Immigration Services and the U.S. State Department's Exchange Visitor Program. IP also advocates for effective practices, policies, and procedures to internationalize the university. The major program areas of the Office of International Programs are: