

Student Services and Activities

Business Affairs

The Office of Business Affairs, located in the Administration Building, serves as the financial focal point of the University by providing various services to faculty, staff and students. All tuition, fees, student accounts and University services such as payroll, purchasing and accounting are the responsibility of this office. The Post Office, Physical Plant, University Police and Human Resources are also administered through the Office of Business Affairs.

Student Affairs

The Office of Student Affairs houses the vice president for the division and serves as the coordination point for the development of the departments and services in Student Affairs. The primary goal of the division is to create excellence in all of the programs and services that contribute to the comprehensive student development program at ENMU. Over 90 professional and support staff contribute to this student development program. The primary focus of the Student Affairs staff is to establish for students an environment that enhances personal growth and development. The Office of Student Affairs is located in the Student Academic Services Building (SAS), Room 194, 575-562-2221.

Counseling and Career Services

The Office of Counseling and Career Services (CCS) provides free personal and career choice and placement services to all enrolled students. Licensed professional counselors help students address personal problems on a short-term basis and refer students who may require long-term counseling or treatment to local agencies. Career counseling services include career evaluation and placement assistance. Students can find part-time on and off campus job openings at the Career Employment Opportunities link on the CCS web page. Absence reports are processed through CCS. Contact CCS so that instructors can be notified of an emergency absence. The Office of Counseling and Career Services is located in SAS 232, 575-562-2211.

Tutoring Services

Tutoring is available in many disciplines such as math, sciences, English and business, free of charge. Students have access to one-on-one tutoring sessions on a drop-in basis or by appointment. Tutoring is also available in the evenings, on weekends and online. Tutoring is located in the Student Success Center (The Alley) in the Campus Union basement, 575-562-2286.

Disabilities Services and Testing

The Office of Disability Services (DSO) helps students make a smooth and successful transition to collegiate life. The office offers a variety of accommodations based on the individual's documentation of a disability. These may include taped textbooks, examination accommodations, typing and other services. Orientation for services, programs and mobility are available in addition to adaptive equipment such as a text enlarger, Kurzweil Reader, reading software and dictation software. Disabilities services coordinates with the Commission for the Blind, Vocational Rehabilitation and other agencies. The DSO office is located in SAS 186, 575-562-2280.

Testing Center

The Testing Center coordinates computer-based CLEP and paper-based Law School Admission tests (LSAT), ACT, SAT, Graduate Records (GRE) Subject, Praxis Series, Miller Analogy tests and the California Critical Thinking Skills Test (CCTAST) for Nursing. Information about national standardized tests is available in the Testing Center in SAS 186.

Multicultural Affairs Programs

Multicultural Affairs is the home of the offices of African-American Affairs, Hispanic Affairs, International Affairs and Native American Affairs. The Office of Multicultural Affairs promotes academic success, retention, graduation and the celebration of the ENMU community's diverse cultural heritage. The office is located in The Alley in the Campus Union Building basement. Information is also available online at www.enmu.edu/multiculturalaffairs or by calling 575-562-4914.

TRiO Programs

Educational Talent Search, Upward Bound and Student Support Services are federal programs funded through the U.S. Department of Education. These programs work to assist eligible students in pursuing a postsecondary education. Educational Talent Search offers counseling and assistance in educational opportunities, admission requirements and financial aid to sixth- through twelfth-grade students. Educational Talent Search is located in Quay Hall, Room 117B, 575-562-2447. Upward Bound is a college-based program of rigorous academic instruction, individual tutoring and counseling for eligible high school students, most of whom are the first generation of their families to consider post-secondary education. Upward Bound is located in Quay Hall, Room 214, 575-562-2452. Student Support Services assists students already enrolled, or accepted for enrollment, through counseling, tutorial and other educational services. This program helps to remedy academic deficiencies, to provide career guidance and placement and to encourage students to continue or re-enter higher education. Student Support Services also assists students with disabilities to function at full potential in an academic environment. Student Support Services is located in The Alley in the Campus Union basement, 575-562-2455.

Housing and Residence Life

The Office of Housing and Residence Life provides living accommodations for students in well-equipped, safe and comfortable residence halls. These University living areas are staffed by both professional and student staff whose job it is to see that the living environment is conducive to student success. Three basic types of student living environments are available. They are:

1. traditional halls, mostly double occupancy rooms;
2. suites and conjoined suites; or
3. university apartments ranging from one to four bedrooms.

All students residing in the halls are required to have an approved meal plan for residents. Students living in residence halls sign a room and board contract for an academic year. Preferences of residence hall, room and roommates are honored when possible. Private rooms are not guaranteed to any student. Apartments are available for students, including married students and those with families, with priority given to order of application. The San Juan Village apartment complex is the most recently constructed residence and features apartment living for upperclassmen and a community hall with all the amenities.

Room and board rates and other information may be obtained from the Office of Housing and Residence Life located in the Campus Union, 575-562-2632, or from the housing Web site at www.enmu.edu/housing. For questions about facilities or becoming a Housing and Residence Life staff member contact the housing office at 575-562-5632.

Campus Residency Policy

ENMU is committed to the education of the whole student. Students' living arrangements are one of the key factors in the successful college experience. Compared to those who commute, students living on campus are able to be more involved, have better access to faculty, tend to perform better academically, are more likely to persist to graduation and report a higher degree of satisfaction with their experience. Although living on campus does not guarantee success, ENMU believes it does remove some of the barriers. The residential experience also provides the opportunity to learn the rights and responsibilities that accompany participation in a community of learners.

Therefore: All students who have earned fewer than 30 semester hours after high school graduation or who have been in attendance fewer than two semesters; who are under 21 years of age on the first day of class fall semester; and who are enrolled in 12 or more semester hours must live in the University residence halls and purchase a meal plan.

Exemptions to the residential requirement may be granted to students living with parents, married and/or having dependent children. Meal plan waivers may be granted to students with medical needs. All exemptions to the University residence and meal plan requirements must be documented and be approved by the Housing and Residence Life Office. Any student who is required to live on campus and is enrolled in 12 or more hours will be held financially responsible for room and board fees unless an approved waiver is on file with the Housing and Residence Hall Life Office. In no case should arrangements be made to live off campus until approval from the Office of Housing and Residence Life has been issued.

Students must seek approval each academic year while subject to the requirement. Any changes to the initial request during the year must be reported and approved. For further information, please call 575-562-2632. Exemption forms are available online at www.enmu.edu/services/housing/forms/residential_living_waiver.pdf. Review of requests will require at least two working weeks. Failure to provide complete documentation may delay this review further. All information provided must be accurate. Students should submit requests as early as possible to avoid time delays due to a large number of last-minute requests.

Guide to Campus Living

The Guide to Campus Living contains all of the information, rules and regulations regarding University housing. Briefly, it will cover the furnishings you may expect in each type of residence, electronic equipment and food storage equipment that are legal to bring, and some of the amenities, such as laundry facilities, found in the halls and apartments. Please read this document carefully. A printed copy will be furnished to all students checking into University residences. A copy is posted on the Web at enmu.edu/services/housing/forms/campus-living-guide.pdf. Please note that possession of dangerous weapons is strictly prohibited. This includes possession in the building and in the parking lots. Do not bring these items to campus. The intent to use them or display them is not considered. If they are in a student's possession, a violation has occurred. Due to fire safety and cleanliness issues, students are not permitted to cook or prepare meals in residence hall rooms. For similar health reasons pets, other than fish in tanks of smaller than 25 gallons, are not allowed. Use and possession of alcohol and other illegal drugs are strictly prohibited in the residence halls. The University has a three-strike policy but has the option to exercise

suspension on the first offense. Parents are informed of the violation in the majority of cases. Information concerning University-owned apartment policies and facilities may be obtained from the Office of Housing and Residence Life, 575-562-2632 or the housing Web site at www.enmu.edu/housing. The Guide to Campus Living contains a complete listing of all rules and regulations as well as a copy of the Student Code of Conduct. Please read both documents carefully before checking into the residences.

Residence Hall Security

The security of the facility is very important to the staff as well as the University. Staff members make every effort to create a safe and comfortable environment, but they cannot do it alone. Residents are responsible for helping to ensure the security of the hall by abiding by policies and taking an active role in the hall.

Campus Dining

ENMU offers a "Carte Blanche" meal plan that gives students unlimited meals at the Campus Union Dining Hall from 7:30 a.m. to 7:30 p.m. during the week and limited hours on weekends. Three other venues, located in the Jack Williamson Liberal Arts Building, the Golden Library and the CUB, offer a variety of beverages and snacks for students on the go. In addition, a Commuter meal plan is also offered. The director of Sodexo at ENMU will meet with any student who has special dietary needs and make a reasonable accommodation for those needs. Flex dollars purchased with the Carte Blanche plan and the Commuter Plan give the flexibility to eat at locations other than the Campus Union Dining Room. The goal of dining at ENMU is to provide healthy, balanced and tasty choices for every meal. For more information and questions, call 575-562-2190.

Student Health Services Center

The Student Health Services (SHS) provides care and treatment for acute and minor illnesses. SHS also offers health clinics for men and women, as well as nutritional counseling for students who request it. Limited prescription medication are available in the office. As with any medical clinic, confidentiality is assured. Many services are provided free for most students. A small fee will be charged for prescriptions. SHS is located on the west end, ground floor of Curry Hall, 575-562-2321. Office hours are Monday–Friday, 8 a.m.–5 p.m. Except in the event of an emergency, students are encouraged to make appointments. Appointments will reduce waiting time. Walk-in hours are also listed at SHS.

Student Health Insurance

ENMU is not responsible for costs arising from injury and sickness. Students are encouraged to purchase their own health insurance and to carry their insurance card with them at all times. International students are required to document proof of insurance each semester. ENMU does not endorse a particular student health insurance company; however, the SHS webpage has a link to a page listing several companies. Students may choose from these groups or arrange their own insurance coverage.

University Bookstore

The mission of the ENMU Campus Bookstore is to enhance and support the educational processes of Eastern New Mexico University. In pursuit of this mission, the Campus Bookstore, as an auxiliary organization, is a partner in the university community whose role is to provide appropriate goods and services at a reasonable and competitive price, to help develop and maintain an effective learning environment, to reflect an institutional image of competence and quality, to encourage cooperative relations within the University community, to provide advice on services and resources appropriate to educational needs and to generate income to augment University resources. In executing this role the Campus Bookstore is committed to high quality, innovation and service.

The Campus Bookstore is located next to the Campus Union (CUB). The following policies will prevail:

Purchases — Purchases of books and supplies can be paid with cash, check or major credit card. Students using financial aid will need to see the Office of Student Accounts first. The Office of Student Accounts will enter financial aid monies into student accounts that allow students to charge necessary purchases. This must be done at the beginning of each semester. The ENMU Campus Bookstore will reserve textbooks for students at the beginning of each semester. A student must sign up to have textbooks reserved by coming into the store or going to the store Web site.

Refund Policy — It is recommended that students not purchase textbooks until after the first class meeting. The last day for exchange or refunds is one day beyond the last day for late registration and adding classes. Students are asked not to write or mark in books or remove covering or price stickers. A drop slip and the cash register receipt(s) are needed for all refunds.

Gross Receipts Tax — As mandated by the state legislature, the Campus Bookstore is required to charge a five percent governmental gross receipt tax on all transactions.

For a four-week period, beginning with the week prior to the first day of class through the end of the third week of classes, the bookstore will become a closed facility, open only to members of the University community. By doing this, the bookstore will be able to sell those items needed for classes without charging tax. All bookstore patrons, including students, staff, faculty and those on campus for educational research or public service activities, will be asked to provide proper identification.

Store Hours — Mon.–Fri.: 8:00 a.m. to 5 p.m. Extended hours during the first week of each semester. Please check website for details. The Bookstore is open on Saturdays for special events or on request from groups or organizations.

Contact us — Locally at 575-562-2718 or toll-free at 877-499-2665 or visit the Website at www.enmu.bncollege.com.

University Police Department

The University Police Department is located at 229 South Avenue K on the northeast corner of West 3rd Street and South Avenue K. The University Police Department is a full-service law enforcement agency which operates 24 hours per day, seven days per week, including holidays. The department is comprised of eight (8) New Mexico certified and sworn law enforcement officers, as well as security and office staff. The University Police Department can be contacted at 575-562-2392 during regular business hours. One can also reach a University Police Officer directly after hours, on weekends and on holidays by dialing 575-760-2945. The University Police Department provides police services to all members and visitors of ENMU. All students, faculty and staff at ENMU who

operate motor vehicles on University property are required to register their vehicle(s) with the University Police Department per University policy. The University Police Department also provides on-demand training programs upon request including R.A.D. Self-Defense (Self-Defense For Women), General Self-Defense, and Narcotic and Alcohol Awareness Programs. The general services and activities of the University Police Department include handling calls for service, traffic control, parking enforcement, generation of police reports, building checks, serving writs of the court, dignitary protection and protection of attendants and property at social and athletic events. The department maintains a positive relationship with all local, state and federal law enforcement agencies and actively cooperates with them to assure University interests are protected. Students, faculty and staff are subject to all local, state and federal laws as well as University regulations.

Student Conduct

The Student Code of Conduct is printed in its entirety in the Student Handbook and can be found on the Web at www.enmu.edu/services/student-affairs/student_handbook. A printed copy of the Code is available in the Guide to Campus Living printed and distributed to each new residence hall or University apartment resident at check in. The Student Code of Conduct covers all expectations for student conduct, sanctions, adjudication processes and the student rights and responsibilities. Both graduate and undergraduate students should read this document, as they will be held responsible for abiding by the Student Code of Conduct while at ENMU.

Student Government

The Associated Students of ENMU (ASENMU) provides students a voice in University governance and helps provide services for students. The executive branch is comprised of a president. The legislative branch is the Student Senate consisting of representatives from the colleges and major groups on campus. The elected Senate distributes student fees and makes recommendations to the administration on University policy. The judicial branch consists of an attorney general and a supreme court. Most student elections are held in the spring semester, and appointments to standing committees are made in the fall semester. There are many opportunities to get involved in all areas of ASENMU. For information, contact ASENMU in the Campus Union Building.

Student Publications

The student newspaper, *The Chase*, is produced and managed by ENMU students. For more information about *The Chase*, in print or online, call 575-562-2130.

HoundBytes.com is the student online magazine, which offers students the opportunity to publish opinion and editorial analysis of local, regional and world events.

Student Activities and Organizations

The Office of Student Activities and Organizations sponsors a wide variety of activities throughout the year, including talent shows, comedians, performing artists, recreational activities, spirit events, leadership programs, community service opportunities and multicultural events. The Associated Students Activities Board (ASAB) takes an active role in organizing and publicizing many of these events. Students are encouraged to join ASAB to enhance leadership skills, build peer networks and fully settle into their new campus community. The Office of Student Activities and Organizations also serves as the focal point for more than 60 registered student organizations on campus. For more information about student activities, ASAB, or registered student organizations, please contact the Office of Student Activities and Organizations, located in the Campus Union Building.

Veterans and Non-Traditional Student Organization

This organization serves a variety of students: veterans, students above the age of 23, single and married parents of all ages, adults re-entering school after many years' absence and others who have not made an immediate transition from high school to college. The primary goal is to reacquaint non-traditional students with the college atmosphere and to provide support and information.

Fraternities and Sororities

ENMU encourages the development of social fraternities and sororities on campus. Fraternities represented are Kappa Sigma, Phi Mu Alpha, Omega Delta Phi and Sigma Chi. The sororities represented are Chi Omega and Zeta Tau Alpha. Information may be obtained from the Office of Campus Life, 575-562-2631.

Intramural and Recreational Sports

Intramural and recreational sports programs are provided for all ENMU students, faculty and staff. Intramural and recreational sports programs at ENMU seek to provide broad opportunities for participation in wholesome physical activities for fun, to promote optimum physical and mental health and to provide a change-of-pace program for the busy University student. For a great way to stay active and meet other students, faculty and staff, stop by the office in Greyhound Arena, Room 14, or visit the Website at www.enmu.edu/current-students/intramurals/. A long-standing recreational sports motto at ENMU is "Fitness for Life!!"

Dawg Days

Dawg Days are the traditional early-arrival orientation program for new students. New entering freshmen are required to attend, and transfers are encouraged to attend. It is four days of activities that begin with meeting new people and getting familiar with the campus and end with some intensive preparation for classes and academic life. For more information, contact the Student Activities Office at 575-562-2632.

Parents Web Page

Every month the Office of Student Affairs publishes a web page for parents of ENMU students. Updates on what is happening on campus, a calendar of events and issues pertinent to the time of year are included at www.enmu.edu/services/student-affairs/parents-update.

Intercollegiate Athletics

Eastern New Mexico University is a member of the NCAA, Division II and the Lone Star Conference. Men and Women's rodeo is offered through the National Intercollegiate Rodeo Association. Intercollegiate sports include the women's sports of basketball, volleyball, track and field, cross country, soccer and softball. Men's sports include basketball, football, track and field, cross country, baseball and soccer. Intercollegiate athletic contests are announced in advance on the athletics home page. Student athletes appreciate the support of the entire University.

Visual and Performing Arts

Numerous dramatic, musical and artistic events are produced each year by students and faculty through the College of Fine Arts. Participation in many of these events is open to all students regardless of major. In addition, the College of Fine Arts offers classes and lessons to all students for developing their artistic talents, for enriching their University educational experience and for their fun and relaxation.