

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 Campus Bookstore, Post Office and Physical Plant 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 assist students in establishing an environment that enhances their personal growth and development. The Office of Student Affairs is located in the Student Academic Services Building (SAS), Room 194, (505) 562-2221.

Counseling and Career Services/ Student Employment

Personal and career counseling are available free of charge in the Office of Counseling and Career Services located in the Student Academic Services Building, Room 214, (505) 562-2211.

The Office of Counseling and Career Services coordinates contacts with prospective employers and graduating students and alumni. Students are urged to establish credentials two semesters prior to graduation since many employers conduct on-campus interviews only once each year. Credentials include a resume, a transcript of course work and letters of recommendation. Counseling and Career Services posts current job openings on local, state and national levels online at www.enmu.edu/careerservices. Counseling and Career Services is located in the Student Academic Services Building (SAS), Room 214, (505) 562-2211.

Cooperative Education

Cooperative Education is a planned academic program which allows students to blend classroom theory with related work experience. Students are employed by business, industry or government in positions related to their fields of study and career choices. The program provides the student with responsibility on the job commensurate with academic skills through alternating periods of study and work assignments. Academic credit may be earned for individual research projects accomplished during a work phase, under direction of an appropriate faculty member. The research project must be undertaken in addition to the regular job responsibilities and work hours. Cooperative Education is coordinated by the Office of Counseling and Career Services.

Tutoring

Tutoring is available in many disciplines such as math, sciences, English, and business, free of charge. Students may schedule one-on-one tutoring sessions on a drop-in basis or by appointment. Tutoring is also available in the evenings and on weekends. Tutoring is located in The Alley (Campus Union basement), (505) 562-2286.

Disabilities Services and Testing

The Disability Services Program mission is to assist in creating an accessible university community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. The program cooperates through partnerships with students, faculty and staff to promote student independence and to ensure recognition of abilities, not disabilities. Services are available but not limited to: adaptive equipment for the visual and hearing impaired, exam accommodations (extended time, isolated location, alternative format), taped textbooks and alternate format materials.

The Testing Program offers national and institutional standardized tests such as CLEP for college credit, LSAT, MCAT, ACT, SAT and others. Information is available online at www.enmu.edu/disabilityservices or at the Office of Disability Services/Testing located in the Student Academic Services Building, Room 186, (505) 562-2280.

Multicultural Affairs Program

Programs of Multicultural Affairs are designed to aid minority students in their cultural, social and academic development. There are four components: African American Affairs, Hispanic Affairs, Native American Affairs and International Student Affairs. The program works cooperatively with the University and community in increasing an awareness concerning cultural, historical and ideological values of the various ethnic groups. These offices are located in The Alley (Campus Union basement). Information is also available online at www.enmu.edu/multiculturalaffairs.

Multicultural Activities

Eastern New Mexico University and the state of New Mexico are uniquely characterized by the presence of a rich diversity of cultures. In recognition of this cultural diversity, activities for the members of the university community are scheduled which are designed to increase the level of multicultural awareness, enhance classroom instruction, and promote a learning environment through which students are better prepared to function in a culturally pluralistic society. Activities include guest speakers, seminars, forums, workshops, and informal discussion sessions scheduled through the academic year. The Office of Multicultural Affairs is located in The Alley (Campus Union basement), (505) 562-4914.

Adult Re-Entry Program

Adult re-entry is a special program designed to assist adult students with the transition to the college environment. The office, located in the Alley (Campus Union basement), provides academic and student services for the non-traditional student. Additional information may be obtained at (505) 562-2434.

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 disadvantaged students in pursuing a post-secondary 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, (505) 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 the University Annex, (505) 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 (Campus Union basement), (505) 562-2454.

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 area environment is conducive to student success. To this end, a number of programs have been implemented in the halls. These include updated computer labs with Internet connections, classrooms in some halls, Internet connections in all student rooms and special study hours/sessions.

Campus Residence Policy

The Eastern experience involves students in both academic and non-instructional settings, through campus organizations and events, community activities and interactions with faculty, staff and peers. Such experiences are intended to create a true community of learners, and they can significantly improve student success in achieving academic, civic and career goals.

Beginning the college experience presents challenges for most students. Some of these challenges may even become barriers that block student success. Eastern is fully committed to remove those barriers, to maximize student involvement in the collegiate experience and to assist students to achieve success in their college experiences. Considerable research exists that suggests 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 college experience. Although living on campus does not guarantee success, it provides the opportunity to learn the rights and responsibilities that accompany participation in higher education as a member in a community of learners. In order to help accomplish these goals, Eastern New Mexico University has adopted the following policy:

All students who have completed fewer than 60 semester hours, who are under 21 years of age on the first day of class and who are enrolled in 12 or more semester hours will live in the university residence halls. All students residing in the halls will select one of the approved meal plans for residents.

Students living in residence halls sign a contract for an academic year. Preferences of residence hall, room and roommates are honored when possible. Private rooms are not guaranteed to any student, but are assigned on a space available basis with priority given in descending order starting from graduate students. Room rate and other information may be obtained from the Office of Housing and Residence Life located in the Campus Union, (505) 562-2632, or from the housing Web site at www.enmu.edu/housing.

Residence hall rooms are furnished with beds, desks, chests of drawers, local phone service, basic cable service and Internet connections. Students must furnish their own linens. Television lounges, computer labs, cooking areas, various study and recreation spaces, and laundry rooms equipped with coin-operated washers and dryers are provided in all residence halls. Room rates include local telephone service. Due to the tremendous variety in student preferences for phone type and answering machine needs, students are free to choose and bring the telephone equipment of their choice. With Ethernet cards in their computers, students may connect to the University network system which also provides Internet access.

The University prohibits the keeping of firearms or other dangerous weapons in all University housing. 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. A supply of compact refrigerators is available for rent in each hall. Students are free to bring their own refrigerators, provided the specifications are the same as the rental units. Stereos, radios and televisions are permitted in rooms provided their use does not interfere with the study habits of others.

Use and possession of alcohol and other illegal drugs are strictly prohibited in the residence halls. With the first violation, a student is placed on residence hall probation. Upon the second violation, a student is evicted from the residence halls and in some cases withdrawn from the University.

Apartments are available for married students, students with families and students classified as juniors or above, and are leased on an availability basis with priority given to order of application. Information concerning University-owned apartment policies and facilities may be obtained from the Office of Housing and Residence Life, (505) 562-2632 or the housing Web site: www.enmu.edu/housing.

Campus Dining

Sodexo Campus Services, a professional food service company, provides dining services to students, faculty, staff and the public. Emphasis on restaurant style and high quality provides the groundwork for your dining choices. These venues for meal service include the following locations in the Campus Union:

Ultimate Dining is located on the main floor, open Monday through Friday for your convenience;

- Breakfast from 7 a.m. to 9 a.m.
- Lunch from 11 a.m. to 1 p.m.
- Dinner from 5 p.m. to 7 p.m.

Weekends,

- Breakfast from 8:00 a.m. to 9:00 a.m.
- Brunch from 11:00 a.m. to 1:30 p.m.
- Dinner from 5:00 p.m. to 6:30 p.m.

Cafe Fresca offers snacks and beverages for students and staff on the go. Cafe Fresca is located in Jack Williamson Liberal Arts building. Hours of operation are 7:30 a.m. to 1:30 p.m., Monday through Friday.

Sodexo Services also offers catering services and banquet facilities. Please call (505) 562-2190 for any further information.

Student Health Services Center

The Student Health Center is available to all ENMU students enrolled for 12 credit hours or more. This service is brought to students by student activity fees. Students enrolled for less than 12 credit hours can pay an additional fee to obtain these services.

The Student Health Center is open Monday through Friday 8:00 a.m.–5:00 p.m. by appointments and limited walk-in hours. The center is closed Saturdays, Sundays, University holidays and during the summer.

Student Health Center is not an insurance plan; all students are encouraged to carry their own insurance coverage. The Student Health Center cares for acute illness similar to urgent care offices and offers women's medical services, STI testing and birth control through Title X.

Student Health Center is located on the west end, ground floor of Curry Hall, (505) 562-2321.

Medical Insurance

Medical insurance is available to students at a reasonable premium rate. International students are required to have this medical insurance; other students may elect to waive the insurance. Since student health services are limited, students are urged to take this opportunity to secure protection against illness and injury expenses. Information on this program is available through the Office of the Vice President for Student Affairs.

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, to generate income to augment university resources. In executing this role the Campus Bookstore is committed to high quality, innovation and a projection of an image of service.

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

Purchases — Purchases of books and supplies required 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 make 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 which are 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.: 7:30 a.m. to 5 p.m. During the first week of each semester hours are: Mon.–Thurs.: 7:30 a.m. to 7 p.m. Open on Saturdays for special events or on request from groups or organizations.

Contact us — Locally at (505) 562-2721 or toll-free at (877) 499-2665 or visit us on the Web at www.enmubooks.com.

University Police Department

The University Police Department located at 3rd Street and South Avenue K, operates 24 hours per day, seven days per week, including holidays, phone (505) 562-2393. The department is basically a service operation for the benefit of students and other members of the University community. All students and ENMU personnel who operate motor vehicles on university property are required to register their vehicle with the department and obtain parking permits. Regulations concerning parking are provided to each vehicle owner upon registration.

Services and activities of University police include traffic and parking control on campus, emergency transportation for ENMU students and personnel, building checks, handling lost and found items, and protection of attendants and property at social and athletic events. The department cooperates with neighboring police agencies to assure University interests are protected.

Students and ENMU personnel are subject to all local, state and federal laws as well as University regulations.

Student Conduct

Students are subject to all state and federal laws and may receive disciplinary action for violations of University housing and traffic regulations, financial obligations and disruption of or interference with normal activities. It is both illegal and against University policy for any student to have within his/her possession any official university documents, seals or emblems used in authenticating documents or to make or use any fraudulent document. Students must properly identify themselves to University personnel who are in performance of their duties. Students who cannot do so will be treated as non-students.

The responsibility of administering the discipline system at the University is delegated by the president of the University to the vice president for Student Affairs. The vice president for Student Affairs is the Campus Adjudication Officer. The Disciplinary Committee has administrative responsibility to review and process student disciplinary matters as well as when needed.

When a student is suspected of an infraction of University regulations, he/she will be given appropriate due process. If the infraction includes the possibility of suspension from the University, the student will be notified in writing of the specific charges. The following disciplinary procedure will be followed:

The Campus Adjudication Officer shall administratively shall review each case and take appropriate administrative actions

1. by dismissal of the allegation
2. by issuance of a written warning
3. by issuance of a written probation
4. by disciplinary suspension or
5. through referral to the University Discipline Committee.

Students may appeal the decision of the Campus Adjudication Officer. If the student chooses to appeal, said appeal must be in writing and shall be presented to the Campus Adjudication Officer within 72 hours of the decision, excluding weekends and holidays.

The student shall be informed in writing of the charges against him/her within one week. The student shall have the right to be assisted in his/her defense by an advisor of his/her choice from the faculty, staff or student body. The student shall have the right to testify and present witnesses as well as hear and question those witnesses who are testifying against him/her.

Possible sanctions may be imposed for infraction of regulations:

1. Disciplinary Warning. This is a sanction imposed with or without loss of designated privileges for a definite period of time not to exceed one calendar year.
2. Disciplinary Probation. This is a sanction for a specified period of time which shall not be less than three months nor more than one calendar year.
3. Disciplinary Suspension. This sanction is one of involuntary separation of the student from the university for a definite period of time after which the student is eligible to return. Students suspended shall be assigned the grade "W" which would be appropriate if they were withdrawing voluntarily.

Convictions of any misdemeanor or felony under State or Federal law may be considered as a violation of the Student Code, warranting disciplinary action.

Statement of Limitations — No student shall thereafter be subject to disciplinary procedures stemming from an alleged infraction of University regulation unless such procedures are initiated within one year from the time the alleged infraction occurred. No period shall be included in the time of limitation when the party charged with any infraction is not enrolled at the University. No period shall be included in the time of limitation when the University disciplinary procedures cannot function for reasons beyond the control of the University.

Auxiliary Services

Auxiliary Services is located in the Campus Union, Room 108, (505) 562-2631. Other functions of this office include: Housing and Residence Life, Student Activities, Campus Dining Services, Master Calendar and Campus Union.

Associated Students

Associated Students provides students of ENMU a voice in University governance and helps provide services for students. The executive branch is comprised of a president and a vice president, elected by the student body and the chairpersons of executive boards who are appointed by the president and approved by the Senate. The legislative branch is headed by the vice president and consists of representatives from the colleges. The elected Senate distributes allocated student funds and makes recommendations to the administration on university policy. The judicial branch consists of an attorney general and a supreme court.

Student Publications

The Chase is the campus newspaper edited by the students, published weekly and distributed free of charge.

The Silver Pack, the yearbook, is published annually by students. It provides a pictorial and written review of the year's events.

Hound Bytes is the student online magazine.

Student Activities and Organizations

The Office of Student Activities and Organizations sponsors the production of 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. Many of the programs are organized by the Associated Student's Activities Board (ASAB). Students are encouraged to join ASAB to enhance leadership skills, build peer networks and fully settle into their new campus community. One of the first series of events of each academic year is Dawg Days. Dawg Days is scheduled the weekend before classes start in the fall semester and provides students with a chance to meet other students and have fun on campus.

The Office of Student Activities and Organizations also serves as the focal point for over 60 registered student organizations on campus including academic/professional, honorary, international, multicultural, recreational, religious, residence hall, service, special interest, social fraternities and sororities, spirit and graduate. Students interested in starting new groups should contact the Office of Student Activities and Organizations for information on the student organization registration process.

The Office of Student Activities and Organizations provides a Campus and Community Involvement Record (CCIR). The CCIR is a report of student's co-curricular involvement and can be obtained by submitting an application at the Office of Student Activities and Organizations.

For more information about student activities, ASAB, registered student organizations, the CCIR or Dawg Days, please contact the Office of Student Activities and Organizations, located in the Campus Union, Room 104, (505) 562-2242.

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 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.

Fraternities and Sororities

ENMU encourages the development of social fraternities and sororities on campus. Fraternities represented are Kappa Sigma, Phi Kappa Psi, Sigma Alpha Epsilon and Sigma Chi. The sororities represented are Chi Omega and Zeta Tau Alpha. Information may be obtained in the Office of Student Activities and Organizations, (505) 562-2631 or (505) 562-2211.

Intercollegiate Athletics

Eastern New Mexico University is a member of the NCAA, Division II and the Lone Star Conference. Programs for men are offered in football, basketball, baseball, cross country and track and field. Women's programs include volleyball, basketball, cross country, softball, tennis and soccer. Men and women's rodeo is offered through the NIRA.

Having become members of the NCAA and the Lone Star Conference in 1984, both men's and women's teams have proven themselves highly competitive in both organizations. Membership and participation in a conference has given the athletic program a much more intense sense of competition, as well as having offered the athletes a better opportunity to earn individual recognition. The athletic program strives to continue the winning tradition it has had through the years. ENMU is dedicated to recruiting quality student athletes who can contribute to the University community both on and off the field.

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. A great way to stay active and meet other students, faculty and staff, we encourage everyone to stop by our office in Greyhound Arena, Room 14, or visit our website at www.enmu.edu/intramurals. A long-standing recreational sports motto at ENMU is "Fitness for Life!!"

National Student Exchange (NSE)

From the snowy mountains of Maine to the sunny shores of California, the National Student Exchange (NSE) places students in the college or university of their choice, allowing them to experience a refreshing new climate, scenery and culture. The benefits are far-reaching in that students have additional curriculum offerings, travel opportunities, an expansion of cultural awareness, and a widening of the total educational experience. In short, participation in NSE will give students a significant life and educational experience without altering their academic progress. Exchanges can be facilitated for one or two semesters at Eastern's tuition cost.

Students of the sophomore, junior or senior class with a cumulative overall GPA of 2.50 or better are eligible candidates for the program. NSE has over 170 participating institutions.

For additional information contact the Office of Housing and Residence Life located in the Campus Union or phone (505) 562-2632. Application process begins every fall semester with exchanges commencing the following fall and spring semesters.

International Educational Exchange (IEE)

International Educational Exchange (IEE) enables students enrolled at ENMU to complete a semester's or a year's study at a university abroad. The program is recommended for highly self-motivated, mature students. The following institutions have participated in the ENMU program to date: University of Plymouth, Exmouth and Exeter, England; Polytechnic Southwest, Exeter, England; Bristol Polytechnic, Bristol, England; Dartington College of Arts, Devon, England; Kansai Gaidai, Osaka, Japan; Memorial University, Newfoundland, Canada; University of Prince Edward Island, Canada; and La Universidad Autonoma de Guadalajara, Mexico.

IEE makes study possible at a university abroad for a reasonable cost. Students pay academic tuition, fees and, in some cases, housing costs at ENMU, but receive these services, at no additional cost, at a host institution abroad. A student's only added cost is that incurred for travel or for personal expenditures which are optional. Limited financial aid is available to the IEE student.

IEE, under the auspices of the vice president for Academic Affairs, is administered by an International Exchange Advisor (IEE Advisor) with the assistance of an ad hoc International Educational Exchange Committee. All students who are interested in making application for admission to the program must apply during the fall semester of the year preceding the planned period of study abroad. For additional information about the program, contact the IEE Advisor through the Office of Academic Affairs. See EXCH 300 on Page 126.