



Every *Hound*
needs a home
at eastern new mexico university

Your guide to
living on campus

**EASTERN
NEW MEXICO
UNIVERSITY**
www.enmu.edu

Student Success
that's what it's all about!



Welcome to residence life at Eastern New Mexico University! We believe your experience in community living will prove both enjoyable and rewarding. There will be many exciting opportunities to work with you in achieving your educational goals.

Living in a residence hall can contribute significantly to what you learn while in college. You will meet people who will become lifelong friends. You will have the chance to learn new things about yourself, about living and working with others, and about being part of a community. The success of community living, in part, depends on you.

The information in this handbook is intended to help you succeed here as a student and as a member of our residential community. It will be useful to you to read through it and keep it as a reference. Part of being a responsible member of a community is to be aware of your rights and responsibilities.

I encourage you to take advantage of the opportunities to get involved with your Eastern experience beyond the walls of your classes. Explore ideas that are new to you and challenge your way of thinking about life and about learning. The staff and I are here to assist you in your endeavors.

Have a great year!

Steven Estock
Director of Housing and Residence Life

To help you make the most of living on-campus we have prepared “Your Guide to Living on Campus.” In this booklet, we introduce you to residence hall living, explain your rights and responsibilities as a campus resident, tell you about the facilities and services available, and go through the policies and procedures relevant to living on campus at ENMU. Furthermore, we outline our goals and objectives to assist you, the student, in achieving your college education. Our philosophy is centered on you, your education and your development. The Residence Life staff takes the opportunity to be involved with your education seriously, and we will do everything we can to remove obstacles and provide support to help you achieve your educational objectives. We encourage you to keep and use this booklet.

Most organizations have a mission statement to help provide focus and direction concerning its efforts. ENMU’s Residence Life Program is no exception.

Mission for Residence Life at ENMU

ENMU Housing and Residence Life provides a comprehensive residential program designed to meet the diverse needs of resident students. The University’s commitment to whole student life recognizes that students come seeking preparation for a career, as well as growth and development intellectually, socially, emotionally, physically and spiritually. A variety of living options and support structures provide generous opportunities for learning as well as the control necessary to support student academic success. The fundamental base for successful operation of the residence life program consists of students working cooperatively in all areas, with each area contributing to the total growth and development of each student.

University Residency Policy

All students who are under the age of 21 on the first day of class of the fall semester and who have earned fewer than 30 semester hours after graduation and who are enrolled for 12 or more semester hours must live in University residence halls and purchase a meal plan. The Carte Blanche meal plan provides unlimited meals during regular hours in the Campus Crossroads dining facility. Exceptions to the residential/meal plan requirements may be granted to students living with a parent, married and/or having a dependent child.

Residence Hall and Dining

Service Agreement

The Residence Hall and Dining Service Agreement is a legal and binding agreement between you and ENMU. Your signature on the Residence Hall Application indicates your commitment to pay for services for a full academic year (or the remainder of the academic year if you enter into the agreement after the start of the fall semester).

Terms and Conditions

The Residence Hall Agreement form has two purposes: 1) to serve as a source of information for the students who live in ENMU residence halls, and 2) to serve as a binding agreement between the student and University.



I. Period of Agreement

- A. The term of this agreement is the full academic year (fall and spring semesters), or if entered into after the start of the fall semester, for the remainder of the academic year.
- B. The student may occupy an assigned room beginning on the day the halls open until the day the halls officially close. Failure to check into the residence hall by 5 p.m. on the day classes begin will result in the cancellation of the room assignment and the loss of the deposit. Every effort will be made by the housing office to hold the original assignment if the student's arrival is delayed and notification is received by the housing office prior to the delay.
- C. This agreement does not provide for housing during the academic recess between fall and spring semesters which includes Christmas break. The majority of the residence halls will be closed during that time period but will remain open during the Thanksgiving and spring break recesses. The Office of Housing and Residence Life reserves the right to charge, consolidate and/or relocate students to specific halls, which remain open during the time period between semesters. Residents must leave the hall within 24 hours following their last final.

2. Room Assignment Process

- A. Priority of assignments are made to all returning residence hall students who have submitted an application form during the room renewal process. Unused deposit is retained on the student's account. Thereafter, all assignments are made upon receipt of the application form and deposit regardless of classification.
- B. Assignments are based on the information provided on the application form.
- C. Private rooms may be assigned on a space available basis with preference given to graduate students and upperclassmen.
- D. The student will receive a room confirmation sent to the address on the application. The confirmation will include roommate name and address. The confirmation will be mailed two to three weeks after receipt of all housing materials and up to one week prior to the opening of the residence halls.
- E. The Office of Housing and Residence Life reserves the right to relocate or consolidate residents to eliminate non-paying private room/suites. Residents are responsible for finding roommates if unable to pay for a private room or be subject to consolidation. Residents not responding to consolidation instructions will pay the private room rate.
- F. A deposit of \$150 must be paid before a student is allowed to occupy a residence hall. At the conclusion of University housing occupancy, the deposit will be refunded less outstanding housing charges. Full refund of the deposit is made only to students who fulfill the agreement period and have no outstanding charges for damage or fines. The deposit is non-refundable if a student fails to perform a proper checkout procedure.

3. Termination of the Agreement

- A. The University may terminate this agreement and take possession of the room at any time for the violation of provisions listed herein. This agreement is automatically terminated if the student's enrollment is terminated through academic withdrawal or University discipline. In such cases, the student may be eligible for a refund for the remaining portion of the semester. The University may terminate this agreement, if in its sole discretion, the University determines that the health and safety of the student, or of the other students residing in the residence hall so requires.
- B. If an eligible student chooses to terminate this agreement before the end of the contract period, the room deposit is forfeited. Any room charge refund will be subject to the refund schedule.

- C. A student may be released from the agreement during the academic year and/or not forfeit the deposit for the following reasons: 1) graduation, 2) marriage, 3) permanent military duty assignment, 4) student teaching, 5) medical reasons, 6) complete withdrawal from the University/not returning for spring semester. All of the above require the submission of written or photocopied verification and a completed petition for agreement termination to the Office of Housing and Residence Life for approval by the director of housing and residence life. Agreement Termination Petition forms are available in the Office of Housing and Residence Life and must be submitted for approval prior to agreement termination.

4. Refund Schedule

- A. The refund schedule applies only to those students who have been officially released from this agreement by the Office of Housing and Residence Life. Students who move out without official authorization will be held liable for the full academic year cost. If a student cancels the housing agreement in writing prior to Aug. 1 (Jan. 2 for spring only agreement), all room charges including deposit will be refunded. Cancellation for approved reasons between Aug. 1 (Jan. 2 for spring only agreement) and the opening date of the halls will forfeit the deposit but receive full refund on any fees paid. If a student cancels the agreement for approved reasons from the University after opening of the halls, credit/refunds will be made only to those persons who receive approval in accordance with the Housing and Residence Life refund policy. Credits for semester board charges are pro-rated on a weekly basis. Credits for semester room charges are issued according to the University tuition and fee refund schedule published in the class schedule and online.

5. Student Responsibilities

The student shall be knowledgeable of and observe all of the residence hall regulations referenced on the next page and all others listed in the Residence Life and/or the Student Code of Conduct found online at: www.enmu.edu/student-handbook. Violations of any of these regulations may result in 1) residence hall probation; 2) fines; 3) termination of agreement; 4) other University sanctions; or 5) a combination of one through four.

- A. Use or possession of alcoholic beverages and their containers in and around the residence halls.
- B. Use, possession and/or sale of narcotics or other dangerous drugs as defined by local, state and federal laws in and around the residence halls.
- C. Participation in illegal gambling in the residence halls
- D. Possession and/or use of firearms, fireworks, dangerous chemicals or dangerous flammable materials in and around the residence halls.
- E. Possession and/or use of dangerous weapons, knives, bow/arrow, paint ball guns, etc.
- F. Possession of any pets in the hall or room except for tropical fish.
- G. Misuse, abuse or neglect of any residence hall property.
- H. Use of cooking appliances in residence hall rooms. This includes microwaves, hot plates, toasters, toaster ovens, deep fat fryers, electric skillets or any other open coil heating appliance.



- I. Sale, solicitation or advertising unless authorized by the director of Housing and Residence Life.
- J. Unauthorized room change or transfers.
- K. Violation of residence hall guest policy.
- L. Unauthorized guests.
- M. Tampering with any residence hall lock or door and/or duplication of University keys.
- N. Tampering with any residence hall fire alarm, fire hose, fire extinguisher, smoke detector or other safety device.
- O. Unauthorized or illegal use of telephone system.
- P. Unauthorized or illegal use of data system.
- Q. Violation of quiet hours.
- R. Alteration of residence hall room in any way.
- S. Unsanitary room condition.
- T. Throwing any objects out of a residence hall window.
- U. Waterbeds or other water-filled furniture.
- V. Failure to cooperate with University officials in the performance of their duties, including residence life staff members.
- W. Refusal to show University ID to University officials or Residence Life staff.
- X. Violation of Housing and Residence Life smoking policy.
- Y. Self-destructive behavior or actions.
- Z. Use or possession of candles, candle warmers and/or incense.

6. Conduct

Students living in the residence halls are expected to conform to standards of conduct that are consistent with the educational objectives and priorities of ENMU. Respect and consideration for the rights of others and their needs for study and rest must receive priority. Each student is expected to respond appropriately to requests from staff and fellow students concerning behavior that is not conducive to academic success in the residence hall environment.

7. Room Entry

While the University respects the privacy of each student, the University shall at all times during the term of this assignment retain legal ownership and ultimate possession and control of students' rooms and University property in such rooms. The Office of Housing and Residence Life reserves the right to maintain and preserve residence hall accommodations. Student signature on the application form indicates agreement by the student that the residence life staff and University maintenance personnel may enter the student's room at any reasonable time for cleaning, pest control, room inspections, inventory, occupancy verification, and to investigate suspected violations of University rules and regulations, emergencies and/or other general repair needs. Whenever possible, the University will provide prior notice to procedures that provide notice of access. The student also agrees that the University may allow any University or law enforcement official access to the room given proper identification and/or official search or arrest warrant. Hall staff will conduct monthly safety inspections of all rooms.

living in a residence hall

We offer a variety of living options to ensure that you will have a quality living experience that meets your needs as a student. We care about your success and pledge to do all we can to assist

you in continuing your education. Residence halls are more than buildings. The residence halls at Eastern are communities of people gathered for a common goal of completing an education. Our community is filled with good people who are helpful and willing to assist you. The following serves as a resource of information about living in Bernalillo Hall, Curry Hall, Eddy Hall, San Juan Village or West Campus Apartments.

Moving Into the Halls

Move-in day is a very hectic and busy day for both the residents and the residence hall staff. Fortunately, for you, the residence hall staff is well prepared to aid you. They will be the first people you meet upon entering your new home. Here's what you do once you get to ENMU on move-in day:

1. Go directly to the residence hall assigned to you in your confirmation letter. The staff will be waiting for you.
2. Once at the hall, give your name and confirmation information to the staff member at the desk.
3. All housing materials will be verified and a staff member will escort you to your room and give you your keys. A completed room inspection sheet will be given to you to read and confirm.
4. If you arrive before your roommate, please wait to decorate until you both can discuss the arrangements of the room.

Because the majority of the other residents will be moving in on the same day that you are, there are a few things that you can do to make the day go smoother. First and perhaps most importantly, bring a dolly with you. Each residence hall has several hand trucks available for use; however, the hall does not have enough hand trucks for everyone moving in. It will make your day easier if you are able to bring your own dolly with you. In addition, to alleviate congestion in and around each hall, please drop off your belongings and then move your car. Leaving your car parked in front of each hall creates significant traffic congestion and blocks emergency vehicle access. Finally, as directed by your confirmation letter, please talk to your new roommate to ensure that you are not bringing items such as TVs and stereos that your roommate also brings.

Checking Out of the Halls

1. Contact your Resident Assistant (RA) or any other staff member to arrange a time to check out.
2. Clean your portion of the room and remove all your belongings.
3. Have an RA perform a room inventory.
4. Read the inventory and acknowledge any damages by signing. Charges determined at the time of checkout are not final and additional charges may be assessed depending on the necessary time and materials needed for cleaning and/or repairs.
5. Turn in all residence hall keys.

Students who fail to check out will immediately forfeit their \$150 deposit as a failure to check out charge and if keys are not left, will be charged to replace the keys and change the locks.

Student Rights

Residents have specific rights and responsibilities as a member of the ENMU residence hall community. They include:

- The right to read and study free from undue interference in your room, unreasonable noise and distractions inhibit the exercise of this right.
- The right to a clean environment in which to live.
- The right to petition for redress of grievances.
- The right to be free from fear of intimidation, physical and/or emotional harm.

The University considers cultivation of self-discipline to be of paramount importance in your educational process and essential to your development as a responsible citizen. In accordance, Eastern expects you to maintain standards of personal discipline that are in harmony with the educational goals of the institution and to conduct yourself in a manner that reflects credit upon the University.

Students living in the residence hall are expected to conform to standards of conduct that are consistent with the educational objectives of ENMU. It is the student's responsibility to become familiar with all the policies within this booklet and Student Code of Conduct. (www.enmu.edu/student-handbook)

Room Consolidation

Unless you officially request a private room and pay the additional fee, you will be expected to have a roommate. After the first week of school, if you do not have a roommate, you will be asked to consolidate with other residents without roommates. Residence hall staff may move someone into your room or you may be asked to move to another room. Refusal to consolidate or failure to respond to consolidation requests will result in private room costs being charged to your account.

Room Changes

Requests for room changes are made through the Office of Housing and Residence Life. You must receive approval and then proceed with proper checkout procedures before moving. Residents can move once for free during the first five weeks of school. After that time, the resident will be assessed \$25 for each move. Residents moving without authorization will be charged \$50. Failure to check out of your old room is a fine of \$150. No room changes will be allowed after midterm week.

Guests

Rooms are to be occupied only by the student(s) for whom they are reserved. The resident takes full responsibility for any guest(s) that he/she invites to the hall and/or room. Overnight guests may not reside on campus except in designated guest rooms.

Cohabitation is prohibited in all college residence halls and apartments. Disregard for your roommate's rights or repeated violation of this policy will lead to disciplinary action. Guests may be removed at any time for any reason. Guest housing is available at a nominal cost per night for rooms in Bernalillo hall. Abuse of the guest policy may result in disciplinary action.

Vacations

The Office of Housing and Residence Life reserves the right to consolidate and relocate students to specific halls, that will remain open during the winter break. There is also a charge for this time. The residence hall will remain open for Thanksgiving and fall and spring break recesses at no charge but will remain locked 24 hours per day.

Insurance Responsibility

The Office of Housing and Residence Life, its officers, employees or agents will not be responsible for the loss, damage or destruction of a student's personal property. If insurance coverage is desired, it is the student's responsibility to acquire such insurance to cover his/her property.



about your residence life staff

Hall Director

Your residence hall or apartment complex is managed by a residence hall director. The director, a professional housing staff member, is responsible for the overall administrative and programmatic duties necessary for the function of the hall. The director is responsible for the development of community atmosphere and acts as a liaison between the residence hall and all other University departments.

Assistant Hall Director

The assistant director is responsible for assisting the hall director with all the administrative and programmatic areas. The front desk operations are the responsibility of the assistant hall director.

Resident Assistant

Each floor is staffed with a resident assistant (RA), an upper-class or graduate student who is responsible for your floor and its residents. The RA is concerned with the welfare of the students on her/his floor and their success as students. They help enforce the hall and University policies, and disseminate hall and University information. The first person you should meet on your floor is the RA. RAs are there to help and assist you and they are excellent resource people. If they are unable to answer your questions, they will be able to point you in the right direction.

Front Desk Staff

Each hall has a front desk operation. The front desk staff is available to answer questions and check out equipment. In addition, they monitor the security of the outside doors and general security of the halls for the late night hours. If you do not have your key, the desk staff may ask to see your ID to verify you are a hall resident.

Custodians

Each residence hall has a professional custodial staff assigned to attend to the cleaning and sanitary needs of the public areas of the residence hall. You are responsible for cleaning your own room or apartment.

residence hall facilities and services

The stated room fee includes basic cable, local telephone service and Internet access. All residence halls are air-conditioned. Each hall has community bathrooms (Eddy suites have semi-private bathrooms), laundry rooms, kitchen facilities, study lounges, computer labs, recreational space and vending machines.

Activity Fee

A portion of the room charge you pay is designated as an activity fee for the hall in which you live. This fee is not built into the general tuition and fees cost. The activity fee goes toward hall and floor-wide programming and activities. It also helps supply residence halls with equipment, games, supplies, and other residential needs. This fee is non-refundable.

Beds

The beds in Bernalillo are designed to be bunked to provide more floor space in the room. The beds may also be separated and used as two twins. If you would like your beds bunked or unbunked in your room, please let your RA or another staff member know. The staff will arrange to have your bed bunked with approved equipment. Charges will be assessed for disassembled beds. All beds in Eastern's halls are longer than standard twin size, and normal size twin bedding does not fit well. The Office of Housing and Residence Life participates in a program that makes appropriate bedding and other room amenities available at very reasonable prices. You should have received separate information about this program. If you did not, and would like this information, please contact our office.

Cable Television

Each room is provided with basic cable service, which is included in the cost of the room. Report any cable reception problems to your RA.

Computers

Computer labs are located in each hall. These labs are connected to the campus Ethernet system, as well as to the Internet. Residents may use these computers to work on course projects, send and receive e-mail, surf the web and for entertainment. Residents must provide their own paper for use in the printers in the computer labs. In addition, there is access in each room to connect a computer to the Internet and campus Ethernet systems. You will receive a separate informational piece regarding this service when you check in. There is no additional charge for the use of this connection.

Equipment Checkout

The residence hall front desk operation is responsible for checking out hall equipment. Equipment may include: sporting equipment, DVD players, VCR, games, cleaning supplies, vacuum cleaners and other services made available by the hall. A University ID is required to check out equipment. If you have suggestions for items to be kept at the desk for checkout, please share your suggestions with your RA, the front desk staff or residence hall director.

Hall Council

Hall council is your voice in the residence hall, and a fun way to be involved and get better acquainted with your fellow residents. Each floor selects representatives who work with others to provide hall programming and special events. During your residency, information will be available to you on how to get involved in your residence hall council.

Kitchens

All kitchens are equipped with stoves, sinks, microwaves, preparation area and dining area. All cooking performed within the hall should occur in these designated areas. Residents are required to clean the area after use. Vandalism or other forms of misuse may result in closure of a kitchen. Cooking is permitted in West Campus Apartments, Harding Hall and San Juan Village.

Laundry

Every hall has its own coin-operated washers and dryers. They are located in the basement and are for residents' use only. The machines are maintained monthly to ensure proper service.

Light Bulbs

Light bulbs will be provided for all light fixtures in the room. If the bulb burns out, contact your RA, and it will be replaced.

Lounges

Floor lounges, common spaces for all floor residents, are available in each hall. The furniture in the lounges is intended for resident use in the lounges and is not to be removed for private use.

Mail Service

ENMU has a post office on campus and students may reserve a post office box. Mail is delivered and sorted Monday through Friday. There is a replacement fee for lost keys.

Parking

Parking areas for residents are located adjacent to each of the halls. All are well lit and patrolled nightly by the University Police. All student vehicles are required to have an ENMU parking sticker. Parking stickers are available from the University Police at no charge, and are issued at the beginning of each academic year. All regulations, especially those prohibiting alcohol, drugs and weapons, apply to parking areas.

Programs/Activities

Each RA and hall council is responsible for coordinating community building programs and activities for the floors and/or the entire hall. These occur on a regular basis. Types of programming may include social, recreational, cultural and educational activities. Programming

may be shared with other floors in the hall and other halls. There is always some type of activity going on, and it's a fun way to get involved and to get to know people.

Refrigerators

Each hall has a supply of refrigerators that are issued on a first-come first-served basis at the start of the fall semester. Rental arrangements may be made at check in. Cost for the refrigerator will be billed directly to the student account. If you wish you may bring your own refrigerator if it is no larger than 2.7 cubic feet and it requires no more than 120 volts of electricity.

Rodent/Pest Control

Report any rodent and pest control problems to your RA or hall director. They will be attended to by the company contracted by the University at no cost to you.

Security

University Police make nightly building checks and are available to handle any disturbance or concern. For your security, you should keep your room locked and your keys in a safe place. Always lock your door when leaving and carry your keys with you. Residents who are accidentally locked out of their rooms must present ID for reentry. The first two lockouts are free and each additional lockout is \$10.

All exterior residence hall doors are locked at 24/7. If you are locked out of the building, you may be required to show ID to verify that you live in the hall.

All halls have limited access doors that aid in the security of the building. Tampering with any residence hall lock or door will result in immediate University discipline that may include immediate contract termination, University discipline and/or suspension.

Telephone Service

Each room is provided with local telephone service operated by the University. The cost for telephone service and maintenance is included in the cost of the room. The University does not provide telephones; students must bring their own. Any standard desk phone or cordless phone will work with the University student telephone system. Long distance calls may be made utilizing prepaid phone cards, telephone credit cards or cellular phone service. As an added-value service, the University also offers a voice mail option.

Trash Collection

Trash is collected daily from dumpsters located outside each residence hall. Residents are responsible for taking their trash to the dumpsters. Residents will be charged for leaving their trash in bathrooms, hallways or other common areas.

Vending Machines

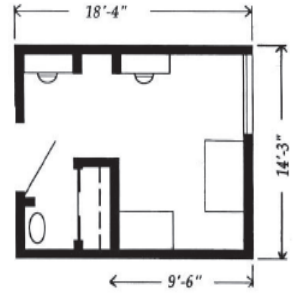
Coin-operated soft drink and candy machines are located in each hall.



choosing your home at college

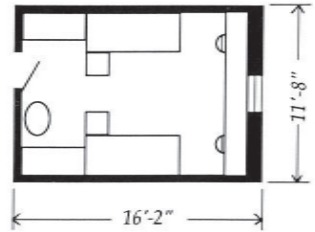
Bernalillo Hall

- coed residence hall
- sinks in rooms
- accommodates freshmen, sophomores, juniors, seniors and commuter women
- seven floors
- suite style living options (honors floor)
- south side of campus



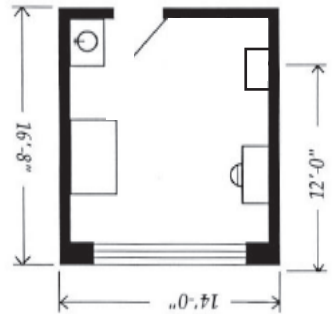
Eddy Hall

- coed residence hall
- sinks in rooms
- single gender and coed floors available
- three floors
- accommodates sophomores, juniors and seniors
- honors floor on third floor
- north side of campus



Curry Hall

- freshmen female dorm
- sinks in rooms
- three floors
- accommodates sophomores, juniors and seniors
- north side of campus



Common Features

Each hall facility offers such amenities as:

- fully furnished rooms
- reception and security desks
- leadership, service and involvement opportunities
- study lounges
- big screen TV lounges
- local telephone service
- kitchens
- cable TV service
- treadmills (Bernalillo)
- professional and student staff
- computer connections for each resident
- social rooms
- computer labs
- laundry machines
- game tables

What to Bring

- study items
- detergent
- laundry bag/basket
- hangers
- sewing kit
- shower shoes
- personal computer
- desk lamp
- alarm clock
- calculator
- iron/small ironing board
- calendar/planner
- washclothes
- hand soap
- personal toiletries
- bathrobe
- dictionary

To Make Life More Pleasant

- small refrigerator (2.7 cubic feet max)
- hot air popcorn popper
- stationery and address book
- telephone
- linens and accessories
- blankets
- camera
- stamps
- answering machine
- twin sheets*
- bedspread/comforter
- posters and pictures
- towels
- small television and games
- stereo
- pillow and pillowcase
- mattress pad

*The beds in all residence halls are extra long. Standard twin sheets will not fit. The Office of Housing and Residence Life participates in a program to help you easily acquire the correct size of bedding.

Planning and creating your “home” while living on campus makes your room more comfortable and a more pleasant place to be. As you plan your decorating, we encourage you to talk with your roommate about what you would each like to have in your room. Some communication on the front end can help with your comfort later.

What Not to Bring

Because of potential fire hazard, the following appliances are prohibited: hot plates, toasters, toaster ovens, sunlamps, halogen lights or any other appliance with an open heating element. Candles, candle warmers and incense are also not allowed. Microwaves are not allowed. Microfridge products are allowed.



Your room should be comfortable for you. However, because it is not the size of a typical home or even an apartment, it is not an appropriate space for a pet. For this reason and for health reasons no pets are allowed in the residence halls, either on a permanent or visitation basis. You may keep tropical fish in an aquarium of 25 gallons or less.

University policy prohibits possession of any type of firearm, dangerous weapon, fireworks, paintball gun, air gun, or the like, explosive device, knives, swords or axes on University premises, including residence halls and parking lots.

it's all about respect

Only by respecting the rights of others can you expect to have your own rights respected. The spirit of the residence community is one of mutual respect and cooperation. Each resident has the right and the obligation not only to be responsible but also to remind fellow residents of their responsibilities should their behavior depart from reasonable standards.

Respect for Your Building Staff

Members of the residence, custodial and maintenance staffs are to be treated with courtesy and respect at all times. Failure to respond or live up to this standard of behavior will result in disciplinary action.

The custodial staff is responsible for general cleaning of common areas. Neatness and cleanliness of the residence is responsibility shared by all residents. Charges for extraordinary clean-up or personal trash left in common areas will be billed to the resident(s) responsible. Vacuums and other cleaning equipment are available at the front desk of each residence hall. You are responsible for cleaning your own room.

Respect Your Roommate and Fellow Residents

Your enjoyment of life in the residence halls will depend, to a large extent, on the consideration you demonstrate for your roommate and your neighbors. You have the responsibility to:

- Respect a roommate's and neighbor's belongings.
- Allow other residents to read and study free from undue interference including unreasonable noise and other distractions.
- Allow roommates and other residents to sleep without undue disturbances including noise, guests, etc.
- Provide open and frequent communication.
- Maintain your room and floor at an acceptable level of cleanliness.
- Allow roommates and neighbors to be free from fear of intimidation and physical or emotional harm.
- Ensure that guests respect the rights and privacy of the host's roommate and other residents.

discipline

If discipline is needed due to inappropriate behavior, the student will work with the hall director to correct the behavior. Most discipline is handled from within the hall by the hall director, but depending on the situation the director of housing and residence life and/or the University adjudication officer may become involved.

The student shall be knowledgeable of and observe all of the residence hall regulations listed in the terms and conditions and the student handbook. Specific regulations are highlighted in the following section.

Alcohol

The University prohibits the use and/or possession of alcoholic beverages and their containers (including display items) in the residence hall. The hall director and/or the University adjudication officer will handle violations of this policy. Upon a second offense, a resident may be evicted and withdrawn from the University. If students are observed to be intoxicated in the halls to the point of confusion, motor impairment, speech impairment or other overt signs of dangerous levels of intoxication, the student, by signing the housing contract, agrees to take one or a series of portable breathalyzer tests to determine their level of intoxication. If the test indicates the student may be in danger, the student will be transported to the hospital for more conclusive testing and treatment. Any charges for transport or treatment will be billed to the student.

Bicycles

For obvious space and safety considerations, bicycles are not permitted in the residence hall. Bicycles should be locked in the racks provided outside each residence hall. Bicycles locked to trees and light posts will be confiscated by University Police. You may register your bicycle with University Police to assist in the event of theft. You are encouraged to store your bicycle over the holidays rather than leaving it outside.

Candles/Incense

Due to health considerations and safety issues, the use and/or possession of candles and incense are not allowed in the residence halls.

Cooking

For health and safety reasons, cooking in individual rooms is not permitted. Electric coffee pots, popcorn poppers, small crockpots and microfridges are allowed. Microwaves, hot plates, candle or coffee warmers, toasters, electric frying pans and any other open coil appliances are not permitted.

Drugs

Use, possession and/or sale of narcotics or other dangerous drugs as defined by local, state and federal law are prohibited. Students involved in such behavior are subject to serious University disciplinary action.

Fire Drills

Occasionally, fire drills are scheduled in the residence hall in compliance with state regulations. During fire drills, you are expected to follow the directions given to you and maintain a mature attitude. It is a violation of state law to remain in a residence hall after an alarm has been sounded.

Fire Equipment

In accordance to New Mexico State Statute 30-39-1 it is a misdemeanor to tamper with any type of fire safety equipment. Misuse of the equipment can cause the loss of life or property and will not be tolerated. You risk a fine, severe University discipline and/or imprisonment if you tamper with fire safety equipment or sound a false alarm.

Firearms

All firearms (including paint ball and pellet guns), ammunition, and bows and arrows are prohibited in the residence halls. You will risk severe University discipline and/or suspension if found with firearms or other dangerous weapons in the room/hall. Storage is available with the University Police free of charge. Prior arrangements must be made to deliver and pick up firearms/weapons. See the Student Handbook for more details.

Group Billing

Unchecked vandalism can cost thousands of dollars each year. Such charges would usually be passed on to the residents by increased rates. Group billing helps deter vandalism. The purpose of group billing is to assert peer pressure on the individual(s) responsible to come forward. If not, the hall or floor residents will be responsible to repair or replace the damaged area. Group billing charges will be assessed throughout the semester as damages occur. Residence hall staff

will record charges assessed to each individual student. At the time of checkout, each student is responsible for paying their portion of all group billing charges in full. Students choosing not to pay group billing charges at the time of check out will be charged an additional \$10. The \$10 service fee and group billing charges will be deducted from the student's \$150 room deposit.

Keys

A room key and an outside door key will be issued to you when you check in. The cost to replace a room key is \$25, and the cost to replace an outside door key is \$25.

Liability

The Office of Housing and Residence Life, its officers, employees or agents will not be responsible for the loss, damage, or destruction of a student's personal property. If insurance coverage is desired, it is the student's responsibility to acquire such insurance to cover her/his property.

Painting

Every effort is made by the Office of Housing and Residence Life to keep the rooms in good repair. If you think your room is in need of painting, contact your RA. If painting is needed, we will try to expedite the painting over a holiday period. For safety and cost considerations, residents are not permitted to paint the rooms.

Pets

For health and safety reasons, pets are not allowed in the residence halls. Tropical fish are allowed in a tank no larger than 25 gallons in size.

Posting Guidelines

If you or your organizations would like to post information in the residence halls, contact the Office of Housing and Residence Life for approval. Signs posted without approval are subject to removal. The distribution of posters and fliers under residents' doors is not permitted.

Quiet Hours

Each hall maintains specific quiet hours. During those times, the noise level is kept to a minimum for those who wish to study or sleep. Anyone who disregards other residents' rights by creating noise will be subject to disciplinary action. Extended quiet hours are observed during finals week and the week prior to finals.

Smoking

Students who are smokers must smoke outside and dispose of their litter appropriately.

Solicitation

Soliciting of any type is prohibited in the residence halls.

Wall decorations

You are welcome to personalize your room with pictures and posters, but you may only use scotch tape or poster putty. If you use nails or screws, you will be charged for the cost of patching and painting the room. That charge will be documented on your room inspection sheet when you check out.

Waterbeds

Waterbeds are not allowed in the residence halls.



Step-by-Step Process of Behavioral, Alcohol and Drug Intervention Plan

Violation A

First Offense

- Possession or in the presence of alcohol
- Possession or in the presence of marijuana
- Possession or use of a firearm or other weapon

Consequences — one or more may be imposed:

- Motivational interviewing session with hall director
- Conduct probation
- Alcohol or marijuana training programs
- Notification of University or local police (if appropriate)
- Monetary fines
- Parental notification

Discretionary Sanctions

- Notification of University or local police
- Housing relocation, housing eviction (if appropriate), suspension from University

Violation B

Second Offense

- Possession or in the presence of alcohol
- Possession or in the presence of marijuana

Multiple Offenses

1. Noise
2. Harassment
3. Vandalism
4. Drunk and disorderly
5. Obstructing a University official
6. Violence
7. Use/possession of candles and/or incense

Consequence — one or more may be imposed:

Housing relocation, housing eviction (if appropriate), suspension from University

Violation C

Dangerous behavior or behavior not tolerated in approved housing

- Dangerous self conduct
- Repeated episodes of acute intoxication
- Drug dealing
- Threatening physical harm to the life and safety of another (sexual assault, battery, intention to commit assault with a weapon)

Consequence — one or more may be imposed:

- Motivational interviewing session with hall director
- Mandatory participation in an alcohol program and/or counseling if appropriate
- Conduct probation
- Monetary fines
- Notification of University or local police
- Housing relocation, housing eviction (if appropriate), suspension from University

campus dining locations

Ultimate Dining

We know on any given day not everyone feels like eating the same thing. We've put together a food court that is a collection of restaurant concepts located at the dining hall in the Campus Union.

Ultimate Dining offers a variety of tasty options. Pizzarette will create individually prepared pizzas, loafers and casseroles. At Classics, traditional comfort foods are offered which include meats frequently carved to order and served with flavored mashed potatoes and vegetables. Soup 'N' Salad offers soups, stews, chili, chowders and salad items. Individual dishes sautéed with your choice of ingredients are prepared at International. Sub and Sandwich is a deli with fresh baked breads, cheeses, meats, and other fillings to build your own sandwich. The Grille prepares selected grilled items like burgers, chicken, sandwiches and fries. Milk, juices, coffees and soft drinks are found at Beverages. South of the Border offers the ultimate Baja Mexican cuisine. It's all rounded out at Desserts with homemade prepared selections.



Ultimate Dining

Hours: Monday–Friday 7:30 a.m.–7:30 p.m.; Continental breakfast 7:30–8:30 a.m.; Hot breakfast, lunch, dinner 9:30 a.m.–7:30 p.m.; Saturday–Sunday 10 a.m.–1 p.m., 5–6:30 p.m.

Café Fresca

Located in the Jack Williamson Liberal Arts Building, offers a variety of "Grab-n-go" snacks and beverages between classes. Hours of operation are Monday–Friday 7:30 a.m.–1:30 p.m.

Ground Zero/World of Wings (WOW)/Convenience Store

Located in the basement of the Campus Union, these dining options offer a gourmet coffee shop, wings, salads, sandwiches and freshly baked goodies.

The convenience store offers those needed last minute items. Hours: Monday–Thursday 7:30 a.m.–8 p.m.;

Friday 7:30 a.m.–5 p.m.; Saturday 10 a.m.–5 p.m.; Sunday noon–5 p.m.



Scholars Corner

Located inside the Golden Library, featuring gourmet coffee and "Grab-n-go" snacks and beverages. Hours: Monday–Thursday 7:30 a.m.–2 p.m., 5–10 p.m., Friday 7:30 a.m.–1:30 p.m.

phone directory

Bernalillo Hall.....	562-3144
Eddy Hall	562-3334
Curry Hall	562-3040
Harding Apartment manager	562-3004
West Campus Apartment managers.....	562-2001 562-2004
Office of Housing and Residence Life	562-2632
Campus Union	562-2631
Counseling Center	562-2440
Food Service	562-2190
Financial Aid.....	562-2194
Guest Services and Information desk	562-2106
Health Services	562-2321
Student Activities.....	562-2242
Student Government.....	562-2473
University Police.....	562-2392

The University does not allow anyone to receive collect calls or to bill calls made from an off-campus location to a campus phone number. This feature has been blocked. If a call should get through the block, the student will be billed one and half times the rate for the long distance company charges for the call.

dialing instructions

Emergency calls	Dial 6, then 911
On-campus calls	Dial the four-digit number omitting the 562 prefix
Local calls	Dial 6, then the seven-digit number
Long distance calls	Dial 6 followed by the telephone credit card or prepaid calling card information, then the area code and phone number
International calls	Dial 6 followed by the credit card or prepaid calling card information, then 011 — country code — city code (if applicable) — then the phone number.
Toll-free calls	Dial 6, then the 10-digit toll-free number
Directory assistance calls	Dial 6 followed by the telephone credit card or prepaid calling card information, then area code and 555-1212.
To reach an outside operator	Dial 6, then 00 and the operator will assist you.

All University telephones automatically send caller ID to the public network. This feature can be overridden on a per call basis by entering a code before placing a call. To temporarily block your caller ID (for one call only), press *42#, dial 6 to get an outside line and dial the off-campus number

All students, residential and non-residential, including graduate, undergraduate, and part-time students are subject to the rules and procedures of the student conduct code. The Student Code of Conduct, in its entirety, can be found at:
www.enmu.edu/student-handbook.

Office of Housing and Residence Life

ENMU Station 39

1500 S Ave K

Portales, NM 88130

575.562.2632

www.enmu.edu/housing