



New Mexico Junior College

Student Handbook

2016-17

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www.nmjc.edu

NMJC MISSION

New Mexico Junior College, as a comprehensive community college,
promotes success through learning.

**The information in this handbook supersedes all previous copies of Student Handbooks,
Campus Housing Handbooks, & Drug & Alcohol Handbooks.**

New Mexico Junior College does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.

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Section I General Information

The material appearing in this Student Handbook is intended to supplement the material in the current New Mexico Junior College Catalog. Please contact the appropriate department for specific inquiries. It is believed that the answers to questions most frequently asked by students appear here; however, **students shall be responsible for acquainting themselves with the services maintained for them and with procedures outlined for their assistance in such sources as the College Catalog, Student Handbook, student bulletins and other official publications.** The student services staff shall make every effort to assist the student in this endeavor.

A. COLLEGE NAME, DOCUMENTS, AND RECORDS

The use of the College's name by any person or organization in connection with any program or activity or any unauthorized use of College documents, records, or seal is prohibited without the prior written permission from the Office of the President.

B. DISCIPLINARY AUTHORITY

The authority to enact and to enforce regulations of the College is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any college officials the President may designate. The Office of the Vice President for Student Services is the principal agency for the administration of student discipline.

C. E-MAIL AS AN OFFICIAL MEANS OF COMMUNICATIONS TO STUDENTS

New Mexico Junior College (NMJC) provides an e-mail address to all registered students and uses e-mail as an official means of sending information to students. NMJC e-mail shall be considered an appropriate delivery method for official communication by New Mexico Junior College with students unless otherwise prohibited by FERPA regulations. Official communications include reminders of important dates such as deadlines to pay tuition and fees, to apply for graduation, etc.

Student Responsibilities

- Students are responsible for checking their official student e-mail regularly (at least twice a week).
- Students must be aware of mailbox capacity and insure there is sufficient space in their accounts.
- Students must recognize that certain communications may be time-critical.
- Students may forward e-mail from their NMJC account to another e-mail account at their own risk.
- Students will not be held responsible for college e-mail system malfunctions that limit their access to time critical information.
- Students are responsible for all charges incurred at New Mexico Junior College. If eligible, financial aid will be applied to current charges. Any remaining balance is the student's responsibility. If not paid, New Mexico Junior College reserves the right to place a financial hold on the student's academic records. This will prevent the student from registering for classes, as well as receiving grades and / or copies of his / her academic transcript. NMJC will use any means necessary to collect on the account, including, but not limited to, the use of collection agencies. Collection agencies may charge a fee of up to 25% of the unpaid balance.

College Responsibilities

- The Computer Services Department is responsible for creating and maintaining e-mail accounts.
- The content of e-mail communications is the responsibility of the originating department.
- The College will not use e-mail to transmit sensitive or confidential information.
- Students should report problems with their student e-mail accounts or Internet to the Computer Services Department via the NMJC computer work order online system or by calling (575) 492-2500.

Related Policies and/or Information

- **Student Records Policy (in accordance to confidentiality and privacy of records)** can be found in the NMJC Catalog www.nmjc.edu/aboutnmjc/catalog.asp and NMJC Student Handbook www.nmjc.edu/student-services/publications/studenthandbook.asp.
- **The Computer Usage Policy** www.nmjc.edu/library/information/policies/computeruse.asp.
- **Steps to check or forward a Student E-mail Account** www.nmjc.edu/currentstudents/studentemail.aspx.

D. EMERGENCY CONTACT INFORMATION

In case of emergency, it is essential that all students have updated emergency contact information on file with NMJC. To assist the college in communicating with students or on their behalf students should update their contact information through the *View Emergency Contacts* link in the Student Tab in the **T-Bird Web Portal**.

Students in residential housing will be asked to complete a medical sheet with emergency contact information during check in. Please make sure all emergency contact information is current. These forms are valid for one academic year and will then be destroyed.

Personal Address and Telephone Numbers

It is essential that students provide NMJC with current address and telephone information. This can be viewed and updated via the *Update Addresses and Phone* link in the Student Tab in the T-Bird Web Portal.

E. EMERGENCY NOTIFICATION SYSTEM

New Mexico Junior College has partnered with Rave Wireless to provide an emergency alert system capable of delivering messages to NMJC e-mail accounts, personal e-mail accounts, land lines and cell phones. All students have been enrolled in the program at no expense to the student. Students are encouraged to login to the Rave Wireless site to confirm their contact information and choose their notification preferences. (Note: cellular phone providers may charge a per-text message fee for the delivery of emergency notifications to cell phones.)

Students are asked to visit: www.getrave.com/login/nmjc and select register. This system will work in conjunction with the emergency speakers that are located throughout the campus. In the event of an emergency or school closure this system allows NMJC to make timely notification to all students, faculty and staff members who have registered. Students are asked to complete the registration process promptly.

In case of difficulties in logging into the system or for more information regarding the system, contact the Director of Administrative Services at (575) 492-2791 or send an e-mail to bmorrill@nmjc.edu. You may also contact the Director of Public Safety / Security at (575) 492-2530 or send an email to dkelley@nmjc.edu.

F. FORMAL COMPLAINTS

New Mexico Junior College (NMJC) is dedicated to a procedural process which provides that all student grievances will be handled fairly and equally without regard to race, color, sex, age, religion, disability, national origin, marital status, political affiliation, sexual orientation, or other non-merit factors. It is the policy of NMJC to provide fair and orderly procedures to resolve student grievances. Nothing in this policy prevents a student from discussing a complaint informally with the appropriate college employee.

Informal Complaint Process:

A student with a concern or complaint who feels they have been incorrectly or unfairly treated has recourse through the complaint procedures. In some instances, complaints can be resolved through an informal process in which the student talks to his/her supervisor if necessary. The basic step of the informal process includes:

- Begin by discussing the matter with staff, faculty, or department in which the issue originated.
- If the issue is not resolved, the next step is to move forward with the formal process.
- To complete the informal complaint process, the NMJC employee must fill out a complaint form, with a satisfactory resolution. Finally the complaint form needs to be sent to the office of the Vice President for Student Services for filing purposes.

Formal Complaint Process:

The formal complaint process includes ten entry points for the student. Those entry points include:

Virtual suggestion	Vice President for Finance
NMJC Employee	Vice President for Instruction
Instructor	Vice President for Training and Outreach
Dean	Vice President for Student Services
Public Safety	President

G. INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

New Mexico Junior College provides numerous information technology resources for use by the College’s students, faculty, and staff. Information technology includes, but is not limited to, all College computing equipment, software, systems and networks. These resources are provided to support the College’s mission and institutional goals. The use of these systems is a privilege and all users are expected to act responsibly and to follow the College’s policies governing the use of these resources. Violations of this policy could result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action. Violations of some portions of the policy may constitute a criminal offense. The College’s **Information Technology Acceptable Use Policy** requires that each campus user abide by and agree to the following guidelines:

- **Respect security requirements for computer accounts.**
A computer or electronic mail (e-mail) account assigned to an individual, including student accounts, must not be used by others. Faculty, students, and staff are individually responsible for the proper use of these accounts, including password protection and appropriate use of Internet resources. Making your password or another person’s password or access code available to others or otherwise attempting to evade, disable or “crack” password or other security provisions, or assisting others in doing so, threatens the work, privacy, and well-being of many others and is a serious violation of College policies. Also, faculty, students and staff are responsible for choosing an appropriate password that is difficult for others to guess. If an individual suspects his/her password has been compromised, he/she should change the password immediately.
- **Respect copyright laws**
Computer software use must conform to copyright laws and licensing agreements. Copyright law protects software whether a copyright notice is explicitly stated in the software or its documentation. Software licensed by the College must only be used in accordance with the applicable license. It is illegal to make duplicate copies of software products unless authorized to do so by its author or publisher. Computer users have no right to give or receive duplicates of software without authorization or to install duplicated software onto College computing equipment.
- **Respect the rights of others using the system.**
Computer users shall not use the College’s Information technology resources to participate in activities that are harassing in nature or prohibited by law. Sending messages, information, or images that are threatening, harassing, or discriminatory in nature is in violation of College policies and may be in violation of the law. Displaying potentially offensive material in a computer laboratory or other campus location is not allowed. Users are absolutely prohibited from utilizing systems to create, access, store, or disseminate materials that may be sexually or racially offensive, or otherwise insulting or derogatory to persons of a certain race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.
- **Respect electronic mail guidelines.**
In support of the College’s mission, the College encourages the use of its electronic mail services to share information, to improve communication, and to exchange ideas. Any electronic mail address or account associated with the College is the property of the College. Those who use the College’s electronic mail services are expected to adhere to state and federal laws, the policies and procedures of the College, and should follow normal standards of professional and personal courtesy and conduct. Electronic communication under a false name or designation is prohibited. Sending anonymous communications does not disassociate senders from assuming responsibility for their actions.

Electronic mail services should not be used in ways that strain the College's computing resources or interfere with others' use of the electronic mail system. Prohibitive uses include, but are not limited to, sending or forwarding chain letters, exploiting list-serves by amplifying widespread distribution of electronic mail, and sending the same electronic mail message repeatedly.

Confidentiality of electronic mail cannot be assured. The system administrator, technical managers, or other persons may need to view the contents of computer accounts and electronic mail to perform maintenance or to diagnose and correct problems. When performing maintenance, the College will make reasonable attempts to ensure the privacy of computer accounts and electronic mail, but cannot guarantee total privacy of the accounts. The user, however, acknowledges and consents that the College may monitor e-mail communication and internet usage in order to insure compliance with this agreement. If policy violations are discovered, they will be reported immediately and appropriate action will be taken.

- **Respect the operational guidelines governing the use of the information technology facilities.** Administrators responsible for computer systems may establish more detailed guidelines governing the use of the College's computing equipment and facilities. These guidelines cover such issues as allowable connect time, disk space allocations, handling of un-retrievable mail, responsibility for account approval and other items related to administering the systems. The downloading of any software onto computing equipment owned or operated by New Mexico Junior College (unless downloaded material is considered a faculty resource) without prior written approval is not permitted. During peak system utilization times, computer users engaged in activities which are not directly related to the business of the College may be asked to relinquish their access to the system. Settings on computers are not to be changed. Computer users, whether on campus or accessing NMJC resources remotely, are expected to abide by these rules and use the College's computing resources in a responsible and professional manner.

The College provides information technology resources for users to engage in activities that support the work of the institution. Use of the College's resources for commercial reasons, fundraising, political campaigns, or illegal purposes is not acceptable. Non-authorized solicitations on behalf of individuals, groups, or organizations are prohibited.

- **Agreement**
All users of New Mexico Junior College computing systems must read, understand, and comply with the policies outlined in this document. By using any of the College's information technology resources, users agree to comply with these policies.

H. LIABILITY

The College is not responsible for damage to or loss of personal property in any building or on the grounds of the College, whether the loss occurs by fire, theft, water, or any other cause.

I. MILITARY RECRUITING

NMJC provides Military Recruiting and the Reserve Officer Training Corps Program access to students on campus (Solomon Amendment-Military Recruiting, Part 216 Department of Defense). Those students interested in enlisting in the military or transferring to an institution with an ROTC program should contact the Dean of Enrollment Management.

J. MISSING STUDENT NOTIFICATION PROCEDURE

NMJC respects and promotes its students' independence and self-sufficiency. At the same time, NMJC seeks to ensure the safety and security of all persons on its campus. If you have a concern or reason to believe that an NMJC student is missing, you are strongly encouraged to make a report of your concerns.

1. Reporting a Student as Missing

Any person may report any NMJC student as missing. Concerned persons should contact NMJC Public Safety / Security at 575-399-2033. It is **not** necessary to wait twenty-four (24) hours before making a report to Public Safety / Security. A report should be made if a student's whereabouts are unknown and unexplained

for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's life, habits, routines or plans. If a report to Public Safety / Security is not possible for some reason, you are encouraged to make a report directly to local law enforcement personnel.

2. What Happens When a Report is Made?

Upon receiving a report that a student's whereabouts are unknown under circumstances indicating the student may be missing, NMJC Public Safety / Security will immediately notify the Director of Public Safety, the Director of Administrative Services, the Vice President for Student Services and all campus housing staff of the report. Public Safety / Security will check all campus buildings and make a thorough attempt to locate the student on the campus. Housing staff will assist by checking their area of responsibility, including the student's room. Public Safety / Security will also try to contact the student using available information and means of communication and may request the assistance of persons who know the student in such efforts. Other campus personnel as authorized by the Director of Administrative Services or the Vice President for Student Services may pursue additional investigative activities as are reasonable under the circumstances.

3. Further Actions by NMJC

If the initial efforts by NMJC to locate a student are not successful and it is determined either that the student has been missing for twenty-four (24) hours **or** that the available information and circumstances reasonably suggest that the student may be injured or otherwise in danger, NMJC will notify the following persons/agencies: (a) local law enforcement; (b) any emergency contact for the student on file with NMJC; and (c) the custodial parents or legal guardians of a student under the age of eighteen (18).

NMJC also reserves the right to notify parents, legal guardians and other family members of any student who may be missing, both in the course of trying to locate the student and upon contacting local law enforcement. Once local law enforcement has been notified, NMJC will coordinate and cooperate with law enforcement regarding all additional steps to be taken in trying to locate a student believed to be missing.

4. Emergency Contacts; Confidentiality

All NMJC students (both those living in student housing and those residing off-campus) can designate one or more confidential emergency contacts to be maintained in NMJC's records for such purposes. All students are encouraged to identify at least two emergency contacts and to keep such information current. Students are also encouraged to provide NMJC contact information for the College to use to reach the student in emergencies or when urgent communications need to be sent to the student. See the Emergency Contact policy elsewhere in this handbook for details regarding how to designate and update your emergency contact.

Emergency contact information will be maintained as a confidential student record by NMJC and will be accessible only by authorized college officials and law enforcement as determined appropriate by the Director of Administrative Services or the Vice President for Student Services.

5. Safety Precautions

All students have an important role to play in keeping themselves, their fellow students and the NMJC campus safe for all. Observing common sense safety precautions can reduce the risks to you and your fellow students.

Housing Safety

- Always keep your housing door locked.
- Do not open your door when you do not know the person knocking.

Vehicle Safety

- Keep vehicle doors locked at all times.
- Always check your back seat prior to entering your car.
- Park in a well-lit area whenever possible.
-

Personal Safety—Computer and Internet Safety

- Be aware of your surroundings.
- Take at least one other person with you whenever possible, especially at night. NMJC Public Safety / Security provides **free on-campus security escorts** to students upon request. This service is available 24 hours a day / 7 days a week by calling Public Safety / Security.
- Let your friends know where you are, how to reach you and when to expect you back (but be careful about posting such information on social networking sites).
- Put the NMJC Public Safety / Security phone number in your cellular phone and report all suspicious activity when possible. NMJC Public Safety / Security can be reached 24 hours a day / 7 days a week at 575-399-2033.

Computer and Internet Safety

- Do not post information on social networking sites that you would not want a stranger to know about you or your friends, your plans or your location.
- Protect your computer and data with passwords. Always log out of shared computers.

K. PHOTO / VIDEO RELEASE FORM

New Mexico Junior College uses photographs, photographic images, names and audio / video recordings of employees and students for general publicity in publications, public relations, promotions, publicity, and advertising. Any employees or students (or the parents of such persons, if under age 18) who do NOT want to be photographed or recorded, or to have their names, voices, or biographical materials used in connection with any such recording, must complete a *Photo Opt Out Release Form* and return it to the Communications office. Unless a fully executed *Photo Opt Out Release Form* is on file, your image and / or likeness may at any time be captured by still photography, videography, or other photographic or electronic means. The college reserves the right to use any such image, photograph, video, or the like for any college-related purpose, including, but not limited to, promoting, publicizing, and/or advertising on behalf of the college in print publications, on the Internet, or in other media such as signage and / or presentation. Also, your presence in or around college facilities and / or properties, as well as at off-campus college-sponsored events, constitutes your consent to the capture and / or use of your image and / or voice by NMJC, and waives any claims or rights, whether in law or in equity. Employees or students who do NOT want to be photographed or recorded, and who submit a completed *Photo Opt Out Form*, are responsible for removing themselves from the area in which photographing / recording is occurring, or notifying the camera operator of their opt-out status. Failure to do so may result in the employees' or students' inclusion in a photograph or recording; it will be deemed equivalent to a release and will allow the college to use that photograph or recording as it chooses.

L. PUBLIC INFORMATION AND ADVERTISING

Because the proper handling of publicity is of utmost importance to NMJC, it is imperative that all news releases, PSAs, photographs, ads, and promotional materials are coordinated through NMJC's College Communications Department. Prior to releasing information to off-campus agencies or extending invitations to the media to visit the campus, arrangements should be made through the College Communications Department.

M. ROLLER SKATES, ROLLERBLADES, SCOOTERS, SKATEBOARDS, HOVERBOARDS, & OTHER COASTING DEVICES

The responsible use of alternative transportation methods including hoverboards, skateboards, roller skates, rollerblades, scooters, and other coasting devices (hereafter referred to collectively as "coasting devices") are allowed on the campus of New Mexico Junior College as a way of reducing reliance on motorized transportation and promoting healthy exercise. Persons may coast or ride upon any sidewalk or improved surface used for pedestrian purposes, subject to the following restrictions:

- Users must yield the right-of-way to pedestrians on foot at all times in addition to golf carts that might be used by employees while working on the interior of the campus.
- Coasting devices may not be used in any manner that places pedestrians at risk.

- The speed of the device must not exceed 5 miles per hour and the user must remain in control of their coasting device at all times. Riding coasting devices down hills, including the incline at the Western Heritage Center Museum, is prohibited.
- Coasting devices are not vehicles and their use is prohibited on roadways and in all parking lots on the campus.
- The use of the devices for acrobatics, racing or other stunts is strictly prohibited. Riding on any architectural or landscape features other than on a sidewalk is prohibited. All wheels of the device must be in contact with the ground while in use at all times the operator is using the device.
- The use of coasting devices is prohibited within any building, any covered area and on any artificial turf on the campus.
- Persons using roller skates or rollerblades must remove them before entering all college buildings.

These regulations are effective immediately and will be enforced by the NMJC Public Safety / Security Department. The failure to abide by the regulations can lead to the operator being removed from the campus and prohibited from coming back on the campus per the discretion of the Vice President for Student Services.

Definitions for the terminology used above include:

- Hoverboard: A battery powered board with a large wheel on each end that is used for personal transportation. The person riding the hoverboard must learn to balance herself/himself as the board moves forward.
- Roller Skate: A shoe, or attachment for a shoe, with a set of wheels connected for skating.
- Rollerblade: A type of roller skate with in-line wheels.
- Scooter: A narrow platform mounted on in-line or skate-type wheels with a handle to allow steering by turning the front wheels.
- Skateboard: A board mounted on skate-type wheels.
- Acrobatics, recreational use: Any action on roller-equipped devices that is not necessary for the safe forward movement of the rider and which might be described as a “trick” or “routine”, including, but not limited to, such maneuvers as having all wheels off the ground at the same time, jumping up or down steps, and so on.

Bicycle Use

Bicycle riders on public roads have the same rights and responsibilities as motorists, and are subject to the same rules and regulations. While on the New Mexico Junior College campus, bicycle use is also allowed on sidewalks and pathways. Bicycles must always yield to pedestrians and are prohibited inside any building or structure.

Cautionary Note

The use of bicycles and coasting devices on the NMJC campus carries with it responsibility and potential liability. Please ride carefully and with all due consideration for the rights of others. Accidental collisions may seriously injure pedestrians, bicyclists, or other skaters. A person riding roller skates, a skateboard or a hoverboard who strikes anyone could be deemed liable for all medical expenses of that victim and any damage done to the victim’s or college property.

N. SMOKING / USE OF TOBACCO

New Mexico Junior College is cognizant of the health hazards associated with smoking / use of tobacco for the smoker, as well as the non-smoker. In an effort to provide a healthy environment for students, employees, and others who may frequent the campus, NMJC prohibits smoking / use of tobacco inside any campus building, facility or college-owned vehicle. This also pertains to e-cigarettes, vapor pens, or any similar device not mentioned in this section.

O. SOLICITATION ON CAMPUS

Solicitors who desire to sell merchandise, insurance, stocks, bonds, and similar items are not permitted to solicit on the campus. This policy also applies to religious groups and other non-college sponsored businesses or organizations

who wish to pass out information. Exceptions may be made on the sale of merchandise when NMJC serves as a site for events such as trade shows or craft fairs or by special permission from the Vice President for Student Services. Solicitation requests from all approved NMJC organizations must complete a fundraising form available from the Communications Department. All posters or flyers which promote an event must be approved by the Communications Department, located in the Administration Building.

P. TUITION POLICY (originally adopted by NMJC Board on 8/19/99)

The New Mexico Junior College Board has the statutory authority to set tuition rates in order to ensure adequate financing of the college. Upon the recommendation of the President, the Board will annually review and consider changes in tuition rates as part of the budgetary process. Careful attention and planning of tuition increases will include seeking appropriate input from student representatives, the community, staff, and the Board.

Tuition is the student's share of the instruction and general expenditures that represent the cost of providing an education. In determining tuition rates, NMJC will seek to uphold the following principles:

- Citizens who desire a postsecondary education should have access to these educational opportunities at an affordable price.
- Students and their families are entitled to maximum predictability relating to the cost of attending college. Increases in tuition should be gradual and moderate.
- A reasonable and consistent share of the cost of public education should be shared by the state, local taxpayers, and the student.

The New Mexico Junior College Board will take into consideration the following criteria in determining tuition rates:

- The mission and strategic plan of the college
- The availability of state funding
- The formula tuition credit rate and other state initiatives adopted by the legislature
- The district's contribution through local mill levy revenues
- The tuition rates of other two-year institutions
- The financial needs of the college, considering other revenue sources and unrestricted reserve balances
- The sources of need-based financial aid available to students for offsetting tuition increases.

Q. VOTER REGISTRATION

NMJC will make a good-faith effort to distribute a voter registration mail-out form, requested and received from the State of New Mexico, to each student enrolled in a degree or certificate program and physically in attendance at the institution and to make such forms widely available to students (Voter Registration Amendment, section 489 Higher Education Amendment, 1998). Voter registration forms can be picked up at the Student Life Office in the Ben Alexander Student Learning Center.

Section II

Rights, Privileges, and Responsibilities of Students

The College's primary function is to provide education for those persons who enroll within the system. The goal of the College is to provide an educational environment that will include the opportunity for academic, social and personal growth. Enrollment in a state-supported educational institution of higher learning is not compulsory. It is optional and voluntary. By voluntary entrance into the academic community, the student assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions.

Freedom of discussion, inquiry, and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner consistent with the maintenance of good order. Responsibility for good order in the classroom is vested in the instructor, and responsibility for maintaining order elsewhere is set forth in the "Code of Conduct and Discipline."

The College assumes that the student has earnest educational purpose and maturity of reasonable behavior. This assumption continues until the student demonstrates otherwise. Every student is subject to federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, despite any action taken by civil authorities on account of the violation. The College strives to assure due process and to outline specific ways of appeal in case of disagreement with administered discipline.

A. Student's Rights

Article I – A student shall have the right to participate in a free exchange of ideas and there shall be no college rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U. S. Constitution. The approved peaceful assembly area (Turning Full Circle) is the circled seating area with NMJC embedded in rock between the library and the Ben Alexander Student Learning Center.

Article II – Each student shall have the right to participate in all areas and activities of the College, free from any harassment and any form of illegal discrimination and without regard to any subgroup classification or stereotype.

Article III – A student has the right to personal privacy except as otherwise provided by law. This will be observed by students and College authorities alike.

Article IV – Each student subject to disciplinary action arising from violations of the Student Code of Conduct shall be assured procedural due process. At all Disciplinary Committee Hearings, an accused student shall be assumed innocent until proven guilty, and in these hearings, the burden of proof shall rest with those bringing the charges. In all proceedings, the student shall be guaranteed substantive and procedural due process.

B. Student's Responsibilities

Article I – A student has the responsibility to respect the rights and property of others, including other students, staff, faculty, and administration.

Article II – A student has the responsibility to be fully acquainted with the published College Student Handbook and to comply with it and with the laws of the land.

Article III – A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire College community.

Article IV – A student has the responsibility to recognize the College’s obligation to provide an environment for learning.

Section III

Academic Requirements and Enrollment Management

A Quick Overview of How to Get Started at NMJC

1. **Apply!**
2. **Apply for Admissions!** New Mexico Junior College has an open admissions policy. Fill out our free online application at www.nmjc.edu or in person in the Ben Alexander Student Learning Center. *Upon admission, students are assigned a New Mexico Junior College identification number and an e-mail account. Students can access their records through the T-Bird Web Portal using their NMJC ID and pin.*
3. **Apply for Scholarships!** Complete our scholarship application at www.nmjc.edu. Our scholarships range from general to specific. Check our website for application due dates.
4. **Apply for Financial Aid!** Fill out the FAFSA (Free Application for Federal Student Aid) as soon as possible to see if you are eligible for Federal Aid www.fafsa.ed.gov. To have your FAFSA report sent to NMJC, be sure to use code 002655. This document is also necessary for NMJC scholarships and work study positions on campus. For more information, call our Financial Aid Office at (575) 392-5172.
5. **Take Your Course Placement Test(s)!**
6. Without current ACT or SAT scores, first time students are required to take an English, reading, and math assessment prior to enrollment. Students who wish to take the assessment tests should begin the process in the Counseling Office in the Ben Alexander Student Learning Center. To talk to an academic counselor, you can call (575) 392-5081.
7. **Visit with Your Advisor!**
 - Meet with a counselor or your assigned advisor who will help you develop your educational plan, refer you to appropriate services, and answer specific questions and concerns.
 - To find the name of your advisor, log in to the T-Bird Web Portal and select the Student Tab. Scroll down to your Academic Profile and select the appropriate term. Your advisor, if you have been assigned one, will be posted there. Then go to www.nmjc.edu/contacts/staffdirectory.asp to find the office and phone number of your advisor.
 - Counselors are available from 8:00 a.m. – 5:00 p.m. Monday through Friday. Students are seen on a “first-come, first-served” basis in the Ben Alexander Student Learning Center.
 - Call a counselor at (575) 492-2577 or your assigned advisor if you are not able to come to campus.
8. **Register for Courses. Two ways to register!**
 - You can register online through the T-Bird Web Portal.
 - You can also register on campus in the Ben Alexander Student Learning Center, Enrollment Management area.
9. **Pay Your Tuition and Fees!**
 - **Full payment is required to complete registration.** We accept most major credit cards, checks, and cash. A student must pay within 48 hours of registering or enroll in the (Nelnet) payment plan through the T-Bird Web Portal at www.nmjc.edu.
10. **Complete New Student Orientation!**
 - Orientation will acquaint new students with college life and college rules. Students may attend an in-person orientation scheduled each month or they may view the online orientation at www.nmjc.edu.
11. **Purchase Your Books!**
 - Visit our bookstore located in the Ben Alexander Student Learning Center. Regular store hours are Monday – Thursday 8:00 a.m. – 5:00 p.m., Fridays 8:00 a.m. – 4:00 p.m., closed Saturday and Sunday. You can also order your books from our Online Bookstore, www.nmjcbookstore.net.
12. **Explore information regarding**
 - On-campus housing. Call (575) 492-4735 or visit www.nmjc.edu/student-services/housing.aspx for an application.
 - Campus activities—Visit the Student Life Office for more information.

Online Registration System Instructions for Students



To Access the Online System

1. Access the online system by going to the NMJC website – www.nmjc.edu
 - Go into the **T-Bird Web Portal**.
 - Enter your **User Name**. This is the student ID number you were issued by the Registrar’s Office, e.g.,A_ _ _ _ _
 - Enter your **Password**, initially set as your birth date. For example, January 5, 1983 = 010583. The first time you log in, you will be required to set up answers to security questions. Then after selecting an option under the Student tab such as “Look Up Classes,” you will receive a message that your Password has expired and you will be prompted to create a new password.
 - Select the **Student** tab and look at the **Registration Tools** section.

To Add Classes*

- If you know the CRN numbers for the courses in which you wish to enroll, select **Register Now/Add a Course**. Select the appropriate term and the **Add Classes Worksheet** will appear at the bottom of the next page. Enter the CRN numbers for the classes directly onto the worksheet. When all CRNs are entered, select **Submit Changes**. Your course registration will show on the next screen.
- If you want to see up-to-date listings of the courses offered and search for one or more classes, then select **Look Up Classes** from the **Registration Tools** menu or **Class Search** from the **Register Now/Add a Course** screen. You may choose either the course search or the advanced search feature.
 - For the general **course search**, select the subject and press the Course Search button. Press the View Sections button for the course in which you are interested and if you wish to register, click in the Select box in the left column of the course and click on the **Register** button. Your course registration will show on the next screen. You may then do another class search, check your bill (**Registration Fee Assessment**), and pay (**the Nelnet Portal: Payment Plan, Full Payment, or Refund**).
 - The **advanced search** feature lets you limit your search for classes in a variety of ways. Some of the options on the Advanced Search screen include searching for specific course numbers, for classes at specific times, for specific instructors, for instructional methods like distance-web based courses, and for classes that are parts of terms. Use the Control Key (Ctrl) as you select each subject if you are looking for more than one subject at a time. When done, press **Section Search**. Select the class section(s) you want and then select either **Add to Worksheet** or **Register**. If you are using the worksheet, remember to press **Submit Changes** once you have all your classes picked. Your course registration will show on the next screen. You may then do another class search, check your bill (**Registration Fee Assessment**), and pay (**the Nelnet Portal: Payment Plan, Full Payment, or Refund**).

To Drop or Withdraw from Classes *

- Select **Drop a Course** from the **Registration Tools** menu. Select the appropriate term and submit. The **Course Drop/Withdrawal** page will appear with courses in which you are already enrolled.
- Please read the explanation of the difference between dropping and withdrawing at the top of the page. Click on the word “Drop” or “Withdraw” in the action column beside the course you wish to drop or from which you wish to withdraw.
- Follow the prompts that are given following each action.

Questions

- If you encounter any problems with online registration, call the Counseling Office at (575) 392.5081.

Payment

- You must make payment or other financial arrangements **within 48 hours of registration** (weekends and holidays not included) or your registration may be voided to allow enrollments by paying students.

Payment Options

- **Payment in person:** You may pay by cash, money order, check, credit card, or debit card at the Cashier's Window in the Ben Alexander Student Learning Center or at the Business Office in the John Shepherd Administration Building.
- **Payment by phone:** You may phone in credit or debit card information to (575) 392.5207 or (575) 492.2772.
- **Payment in full online:** Go to the Nelnet Portal: Payment Plan, Full Payment, or Refund) under **Registration Tools** in the T-Bird Web Portal. There is no additional fee charged when a student is paying in full.
- **Automatic Payment Plan:** NMJC offers a payment plan administered by Nelnet Business Solutions. Students must use a checking or savings account or credit or debit card to set up the plan. Go to **the Nelnet Portal: Payment Plan, Full Payment, or Refund)** under **Registration Tools** in the T-Bird Web Portal. Two plans are offered:
 - **Installment Plan**—payments are spread out over several months depending on the length of the semester and the date of enrollment in the plan. There is a \$25 enrollment fee per semester. For more details, go to: www.nmjc.edu/studentervices/Nelnetonlinetuitionpaymentoptions.asp.
 - **Students with Pending Financial Aid**—students with financial aid not finalized at the time of registration must make payment arrangements. Those students with pending financial aid who have a FAFSA on file with NMJC for the appropriate year and with an “eligible” or “new student” status for Satisfactory Academic Progress may have the Pending Aid option when they log into **(the Nelnet Portal (Payment Plan, Full Payment, or Refund))**. There is no up-front cost to students with pending financial aid. For more details, go to: www.nmjc.edu/studentervices/nelnetonlinetuitionpaymentoptions.asp.

**If you are unable to add, drop, or withdraw from a course during an appropriate time period, you may have a hold placed on your account. Please view holds under the Student Records section.*

General Academic Information

A. COLLEGE TRANSFER TRANSCRIPTS

Credits earned at other postsecondary institutions may be transferred and applied toward program requirements in accordance with the following guidelines:

- An official transcript from each institution attended must be sent directly to the NMJC Registrar's Office for evaluation.
- International transcripts—Students must provide an evaluation by an approved agency of the National Association of Credential Evaluators. If the original document is in a foreign language, the student must submit an original English translation certified by a member of the American Translators Association (atanet.org). Original or officially certified copies and/or translations must include a grade scale and explanation of academic term. These transcripts may also need to be evaluated by the National Association of Credential Evaluators.
- To receive transfer credit for career and technical courses that are more than 10 years old the student must request that the Registrar's Office refer the transcript(s) to the appropriate department for review. An interview and/or demonstration of competence may be required before the decision regarding credit is made.
- Remedial and upper-division courses are not transferable to NMJC.

A. ACADEMIC HONORS

It is the policy of New Mexico Junior College to recognize exemplary achievement of its students in the performance of their course work and in their participation in academic and extra-curricular programs. Students

who exhibit outstanding personal achievement are eligible for special honors under the following student honors programs:

Graduation Honors

Graduation with Honors will be calculated by NMJC using the following criteria:

- The GPA will be determined by using only NMJC courses;
- To be considered for honors, students must have completed 30 credit hours of non-developmental courses at NMJC;
- The NMJC cumulative GPA must total 3.5 or higher;
- For the printed commencement program, the calculation will be made only on those courses that have been completed through the end of the fall semester prior to the spring graduation; and
- For posting to the transcript, the cumulative grade point average to determine honors will be calculated at the end of the semester in which students complete degree requirements.

Phi Theta Kappa

Psi Theta Chapter of Phi Theta Kappa was organized in 1972 at NMJC, to recognize and encourage leadership and scholarship among the students. Membership is by invitation, and to qualify, a student must accumulate 12 credit hours, establish a 3.5 grade point average, and maintain at least a 3.2 grade point average. Phi Theta Kappa members may apply for PTK scholarships at various senior colleges. The honor society also hosts social events and special ceremonies to recognize students, faculty, and/or community members.

Honor Lists

New Mexico Junior College recognizes top scholars at the end of each fall and spring semester. Students who have enrolled in and have completed twelve or more semester hours of college-level course work and whose academic achievements are worthy of recognition are honored.

In order to make the President's Honor List, students must

1. Be enrolled in at least 12 semester hours of college-level work; and
2. Earn a grade point average of 4.0.

To make the Vice Presidents' Honor List, students must

1. Be enrolled in at least 12 semester hours of college-level work; and
2. Earn a grade point average from 3.5 to 3.9, with no grade less than a "B".

To make the Deans' List, students must

1. Be enrolled in at least 12 semester hours of college-level work, and
2. Earn a grade point average from 3.0 to 3.49, with no grade less than a "B".

Developmental and transitional courses are not college-level courses. Students enrolled in any developmental or transitional courses are eligible for the honors lists only if they meet the full class load of 12 or more hours of college level courses in addition to the developmental courses.

Outstanding Student Awards Presentation

Near the end of each academic year, students who have shown exceptional achievement in the various areas of study offered by the College are honored. Students honored in the awards presentation receive recognition for demonstration of outstanding academic ability to specific areas of study.

Who's Who among Students in American Junior Colleges

The Who's Who honor is based upon scholarship and leadership activities of students. Names and biographical information are published in the yearly edition of *Who's Who among Students in American Junior Colleges*.

B. ACADEMIC POLICIES

The course syllabus is a contract between the professor and the student. Students should read the course syllabus carefully. The Vice President for Instruction (VPI) is the final authority for academic policy and discipline in the academic arena.

GRADE APPEALS

If a student has reason to believe that a final grade he/she has received is incorrect, the student must first contact the professor and informally attempt to resolve the issue before beginning a formal, written grade appeal.

If no satisfactory resolution is reached, the student may then proceed with the formal, written, grade appeal process, as noted below.

A formal, written grade appeal must be started no later than the last day of classes of the first long (regular) semester which follows receipt of the disputed grade.

For example, to appeal a grade received for a class completed during the fall semester, the student has until the last day of the following spring semester to begin the written appeal.

The only grounds for a student to appeal a final, semester grade are:

1. The grade is allegedly based on an error in calculation.
2. The grade allegedly did not follow the grading criteria as stated in the course syllabus

It shall be the responsibility of the student to prove that the grade is incorrect or unjustified. Students may not appeal disagreements based on teaching methodologies, attendance policies, or grade weighting methods. During the term of the course it is the student's responsibility to communicate any concerns he/she may have about the course or grade to the Professor.

An appeal will not be heard at any level unless the proper appeal steps have been followed.

Academic Dishonesty issues go through the Academic Dishonesty process, not through the Grade Appeal Process.

Grade Appeal Process

I. Written Appeal to Professor

- a. The student is to obtain the Formal Grade Appeal Form from the Academic Division in which the course was offered or from the Registrar's Office.
- b. The student is to contact the Professor and provide the Formal Grade Appeal Form with the top section already completed by the student. This is to allow written documentation of reasons for the appeal. This contact with the Professor may be by any method including person-to-person, letter or e-mail. If the Professor is not available, the student should submit the Formal Grade Appeal Form to the Dean who supervises the Professor. (This information may be obtained from the Registrar's Office or the Vice President for Instruction's Office.)
- c. The Professor will complete his/her part of the Form within 10 business days (Monday – Friday) following receipt of the form from the student
- d. If the Professor agrees with the student request for grade change, within 5 business days of that decision, a Grade Change Form will be initiated by the Professor and submitted to the Registrar.
- e. If the Professor does not agree with the student, the grade remains unchanged.
- f. The student may either accept the Professor's decision or advance the appeal to the appropriate Academic Dean no later than 20 business days following receipt of the Professor's decision.

II. Written Appeal to the Academic Dean

- a. The student makes a formal, written appeal to the Academic Dean by submitting a copy of the Grade Appeal Form as completed at the previous level, to the appropriate Dean.

- b. The Dean will complete his / her part of the Form within 10 business days of receiving the formal, written request for appeal from the student. If the Academic Dean agrees with the student request for a grade change, within 5 business days of that decision, the Dean will have a Grade Change Form initiated.
- c. If the Dean does not agree with the student, the grade remains unchanged.
- d. The Student may either accept the Dean's decision or advance the appeal to the Vice President for Instruction no later than 20 business days following receipt of the Dean's decision.

III. Written Appeal to the Vice President for Instruction

- a. The student requests a formal, written appeal to the Vice President for Instruction by submitting a copy of the Form, as completed at the previous levels, to the Vice President for Instruction.
- b. The Vice President will complete his / her review of the grade appeal request within 10 business days of receiving the formal, written request for appeal from the student.
- c. If the Vice President agrees with the student request for a grade change, within 5 business days of that decision, the Vice President for Instruction will have a Grade Change Form initiated.
- d. If the Vice President does not agree with the student, the grade remains unchanged.

The decision of the Vice President for Instruction is final. No further appeals of this grade may take place.

ACADEMIC DISHONESTY POLICY

As a college of higher learning, NMJC is concerned that all participants in the learning environment conduct themselves with a high level of academic honesty and integrity. As much as it is the students' responsibility to conduct themselves according to accepted values of honesty and integrity, so too is it the institution's responsibility to provide a fair and equitable process for addressing behavior that falls outside of what has been deemed as acceptable.

ACADEMIC DISHONESTY

Academic dishonesty (commonly known as cheating) is any behavior on the part of a student that results in that student or any other students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Such acts include, but are not limited to:

- Unauthorized aids – Use of material, information, or study aids not permitted by the professor during tests, quizzes, or other graded class activities. This also includes intentional sharing of information or working together on a graded academic exercise when such collaboration is not approved by the professor. The cheating might be premeditated as in the case of preparing "cheat sheets" or securing a copy of the test beforehand or opportunistic as in the case of looking at another student's test.
- Plagiarism – Use of another person or group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's individual work. To avoid plagiarism, a student must give credit when he / she uses:
 - Quotations of another person's spoken or written words.
 - Paraphrases of another person's spoken or written words.
 - Another person's data, solutions, or calculations without permission of the source, including an individual's computerized files.

Students must educate themselves about plagiarism. **Ignorance is not a legitimate defense against a charge of plagiarism.**

- Falsification / Fabrication – Intentional and unacknowledged invention or alteration of any data, incident, quotations, or citations in an academic exercise.
- Facilitating Academic Dishonesty – Intentionally or knowingly helping or attempting to help another student to violate any aspect of academic dishonesty.

ACADEMIC SANCTIONS

In all cases of academic dishonesty, the professor should document the suspected event, meet with the student(s) in question and impose an academic sanction at the professor's discretion. The VPI will maintain a centralized report of all cases of academic dishonesty. In cases of repeat offenders or students on probationary status, the student will be

summoned to the office of the VPI for a disciplinary hearing and a determination will be made if additional sanctions (including an “F” in the course or removal from the course of instruction) are warranted. The student, professor, and dean are notified of any further academic sanctions rendered by the VPI.

In all cases of disruption of the educational process, the professor should document the suspected event, meet with the student(s) and impose a disciplinary sanction up to removal from the class. The professor may make a recommendation to the dean (director) and VPI that the student be expelled from the class or program. The professor will provide the dean and VPI a copy of the documentation.

All persons authorized to administer discipline (either academic or behavioral) will establish a course of just cause and due process. Severity of the infraction and prior violations will aid in determining to what extent discipline will be meted.

APPEAL PROCESSES

The student may appeal any academic dishonesty determination or sanction by submitting a written request within one week of receipt of the notification of sanction. The three stage appeal consists of professor, dean, and Vice President for Instruction and the written appeal must include the following:

- The name of the professor who imposed the academic sanction;
- The name of the student requesting the appeal;
- The course number, course name, and section;
- A description of the imposed sanction; and
- The grounds for the appeal.

After reviewing the appeal, the professor, dean, and Vice President will take one of the following actions:

1. Deny the appeal request or
2. Grant the appeal request and refer the matter back to the professor to amend the original decision and sanction.

The student submitting the appeal is notified in writing of the decision by the professor, dean, and Vice President for Instruction regarding the outcome of each stage of the appeal.

Attendance

Regular, punctual attendance is required for classes at NMJC. Students are responsible for assignments given and due in their absence. When students plan to miss class they should notify their professors **prior to missing class**. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their professors. College-sponsored activities are considered excused absences and instructors will be notified of those students who will be absent from class. Students having absences due to college-sponsored activities will be permitted to make up work. It is the responsibility of the student to communicate with their professors before missing class for college-sponsored activities and to take care of required work.

Online Course Attendance Policy and Participation Expectation

Students are not considered “as attending” an online class until they have actively completed an initial assignment or survey. It is expected that students log in to Canvas at least three times weekly to check the inbox to keep current with messages and updates. Students are expected to complete discussions, quizzes, tests, and assignments before the deadlines expire.

Military Absence

Any student serving as a reservist in the armed forces who is called up for active duty should contact the Office of Enrollment Management to explore potential options to continue or terminate his / her current enrollment. The Dean of Enrollment Management, along with the academic deans, will first explore ways to assist the student in completing his / her classes. If this is not feasible or viable, the College will offer the student a tuition waiver for a subsequent semester when he / she returns from active duty. Documentation of the waiver will be maintained with

the student's permanent record. To ensure that NMJC is more than fair in our policies regarding military absence, we will process refunds that go beyond our normal school refunds – on a case-by-case basis.

A student called up for active duty should contact the Dean of Enrollment Management in person or through written means as soon as his / her orders are received. The student will need to provide a copy of his / her orders.

D. DISENROLLMENT PROCEDURES

Registration is not complete until students pay their bill, which is due within 48 hours of registration for classes. If payment is not made, students who have not paid or made a "serious financial commitment" toward registration at NMJC will be disenrolled according to published policy. A student is considered to have made a "serious financial commitment" under any of the following circumstances:

- The student has set up a formal payment plan through Nelnet.
- The student has pending financial aid awards and the student has set up payment through Nelnet.
- The institution has received a valid purchase order from a third party for which full payment will be received by the end of the semester, regardless of the student's academic outcome; for example, a local school district agrees to these terms.

E. DROP POLICY

Students may drop a class through the first five days of each regular fall or spring semester, the first three days of an eight-week session, and the first two days of a four or five-week session. Classes dropped during these time periods will not appear on a student's permanent record. Specific drop deadlines are listed in the Academic Calendar (www.nmjc.edu/academics/calendar.asp) of the NMJC Catalog. Students who register and do not want to be held liable for tuition and fees and / or have a transcript record created must drop the class(es) by these deadlines or they will be liable for all tuition and fees. Students may use the T-Bird Web Portal in order to change their schedule or they may fill out and sign an official add / drop form and submit it to the Registrar's Office. Notifying the instructor and advisor or simply not attending class is not sufficient to ensure that students are dropped from class.

Dropping a Class or Withdrawing

Courses may be dropped after the deadlines noted above; however, students will still be liable for tuition and fees and will receive a grade of "W" for the course(s). Students may use the T-Bird Web Portal or if there are holds on their accounts, they may submit a signed official drop or withdrawal form to the Registrar's Office. Students should not assume that they will be dropped for non-attendance. The final deadline to drop or withdraw for each semester or term is printed in the Academic Calendar (www.nmjc.edu/academics/calendar.asp).

A student who complies with policies to drop a class will receive a grade of "W", and this will be recorded on the student's permanent record but will not be used in the calculation of the student's semester or cumulative grade point average. However, dropping courses may affect current or future financial aid, athletic scholarship, and other scholarships. Students receiving financial aid and / or students participating in intercollegiate athletics should contact Financial Aid to discuss the impact of dropping or withdrawing and, in the case of an athlete, should contact his / her coach to determine the effects dropping will have on eligibility.

Online Course Withdrawal Policy

Students withdrawing from a course after the "Last Day to Receive Refund" will be liable for tuition and fees and will receive a grade of "W" for the course(s). A student who chooses to stop attending class should withdraw from the class by accessing their student account in the T-Bird Web Portal at www.nmjc.edu or by submitting the required paperwork to the Registrar's Office before the final deadline to withdraw for each semester or term as printed in the Academic Calendar of the NMJC catalog (www.nmjc.edu/academics/calendar.asp). A student who fails to withdraw from a course by this date may receive an "F" in the course. All students are encouraged to discuss their class status with the professor prior to withdrawing from the class. Failure to log on to a Canvas course for one-eighth of a semester term may, at the professor's discretion, result in the professor dropping a student from a course. One-eighth of each term is as follows:

- Full 16 week term – two weeks
- 8 week term – one week
- 5 week term – three days
- 4 week term – two days

F. Food and Drinks in the Classroom

Food items and soft drinks may not be consumed in NMJC classrooms. Students are also discouraged from bringing food and drink items into the classroom even though these items remain in sealed packaging. **Bottled water is permissible.**

G. PAYMENT POLICY

All amounts owed to the College are payable in full to the NMJC Business Office or through the Nelnet online payment solution within 48 hours of registering for classes. The following payment policy applies to all amounts including tuition and fees, housing, meal plans, bookstore charges, checks returned for insufficient funds, and charges for student violations or damages to NMJC property.

Should a student have remaining charges assessed during the semester, a final bill will be mailed to the student's last known address demanding full payment of the balance. Failure to make satisfactory payment for the entire balance within ten (10) days of the final billing may result in the following:

- The student may be withdrawn from all classes.
- The student may be removed from college housing.
- The student's transcript will be placed on "hold" status.
- Legal collection action may be initiated.

In the case of an "insufficient funds" check, the student must remit full payment of the check amount plus a \$25 service charge. The failure of the student to make the payment shall result in possible prosecution as provided under the New Mexico Worthless Check Act.

- Students are responsible for all charges incurred at New Mexico Junior College. If eligible, financial aid will be applied to current charges. Any remaining balance is the student's responsibility. If not paid, New Mexico Junior College reserves the right to place a financial hold on the student's academic records. This will prevent the student from registering for classes, as well as receiving grades and / or copies of his / her academic transcript. NMJC will use any means necessary to collect on the account, including, but not limited to, the use of collection agencies. Collection agencies may charge a fee of up to 25% of the unpaid balance.

FUTURE ENROLLMENT WILL BE DISALLOWED UNTIL ALL AMOUNTS OWED BY THE STUDENT ARE PAID IN FULL.

Nelnet Payment Plan

To help students meet their education expenses, New Mexico Junior College is pleased to offer Nelnet as a convenient online payment option. Students who choose to use Nelnet may select installment plans that are spread over several months, depending on the length of the semester. They may choose to make payments from their checking or savings account or by Visa, MasterCard, American Express, or Discover credit cards. In addition to the variety of choices available, the student also has the convenience of paying online as soon as he / she has registered.

The only cost to budget monthly payments through Nelnet is a \$25 per semester non-refundable Nelnet enrollment fee. If a student wishes to pay in full instead of creating a monthly payment, there is no additional fee charged.

In order to use the payment plan, you must sign up online through the T-Bird Web Portal. Login, select the "Student" tab, and click on the link "Nelnet Portal: Payment Plan, Full Payment, or Refund". Review your term balance for accuracy, and then click on the "Sign up for a Payment Plan". You will be taken to the Nelnet payment portal. Select

the appropriate term and click "Submit". After clicking the "Sign up for a Payment Plan" button, you will be led through the process of creating a Nelnet agreement. You will need to have the following information available:

1. Nine digit Student ID (A#);
2. The name, address, and e-mail address of the person responsible for making the payments;
3. Information to create your Nelnet Access Code; and
4. Account information for the person responsible for payment.
 - If paying by automatic bank payments, you will need the bank name, telephone number, account number, and the bank routing number. Most of the information is located on your check.
 - If paying by credit card, you will need the credit card number and expiration date.

You may budget your tuition and fees in one of two ways:

1. **Automatic Bank Payment (ACH)** – ACH payments are those payments you have authorized Nelnet to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at New Mexico Junior College. Payments may be made from either your checking or savings account. Payments are processed on the 5th of each month and will continue until the balance is paid in full.
Credit Card Option – Many payers have requested the option of charging their monthly tuition payment to their credit card. This enables them to take advantage of various bonus programs offered by their credit card company. If they elect to use this option, their monthly payment will automatically be charged to the designated credit card.

H. STUDY REQUIREMENTS

Each hour spent in class requires three hours of study outside of class. In other words, if a student takes a three credit hour class, nine hours of outside study will be required in order for the student to be successful in class.

Section IV Student Records

A. EDUCATION RECORDS / CUSTODIAN OF RECORDS

New Mexico Junior College maintains a variety of student records. Students who have questions about records or who wish to access their records should contact the Dean of Enrollment Management.

B. FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Office of Enrollment Management a written request that identifies the record(s) they wish to inspect. The NMJC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the student records are not maintained by the NMJC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed;
2. The right to request the amendment of the student's education records which the student believes are inaccurate or misleading. Students may ask the College to amend a record he / she believes is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part(s) of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by New Mexico Junior College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
 - b. A second exception which allows disclosure without consent of the student is to contact parents of any student under 21 years of age if she / he has violated policies about alcohol or drug use, regardless of whether the parents claim the student as a dependent for tax purposes. Also, information about the results of a disciplinary proceeding can be released to anyone if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense AND if the student violated institutional policies because of the crime.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by New Mexico Junior College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

NMJC has defined public directory Information as:

- student's name;

- local, permanent, and email address;
- telephone listing;
- date and place of birth;
- major fields of study;
- dates of attendance;
- enrollment status;
- degrees, awards, and honors received;
- classification;
- expected graduation date;
- participation in officially recognized activities and sports;
- weight and height, if a member of an athletic team; and
- photographs

This information is available to the public and can be released unless an annual written request to withhold the information is on file in the Registrar's Office. Confidentiality request forms may be obtained in the Registrar's Office and at www.nmjc.edu.

C. SEXUAL OFFENDER REGISTRATION

As required by state statute, any person who is required to register in New Mexico as a sex offender must also register at NMJC. The statute states:

1. When a sex offender who is registered or required to register is employed, begins a vocation, or is enrolled as a student at an institution of higher education in New Mexico, the sex offender shall disclose his status as a sex offender in writing to the county sheriff for the county in which the institution of higher education is located, the law enforcement entity responsible for the institution of higher education, and the registrar for the institution of higher education no later than ten days after beginning employment, beginning a vocation, or enrolling at the institution of higher education. The sex offender shall also send written notice of any change regarding his employment, vocation, or enrollment status at an institution of higher education for the county sheriff, the law enforcement entity, and the registrar no later than ten days after the change in his / her employment, vocation, or enrollment status.
2. A sex offender who willfully or knowingly fails to comply with the registration requirements set forth in this section is guilty of a fourth degree felony and shall be sentenced pursuant to the provision of Section 31-18-15 NMSA 1978. A sex offender who willfully or knowingly fails to comply with the registration requirements set forth in this section a second time is guilty of a third degree felony and shall be sentenced pursuant to the provisions of Section 11-18-15 NMSA 1978. The willful failure to comply with any registration requirement set forth in this section shall be deemed part of a continuing transaction or occurrence. A conviction pursuant to this subsection shall not be considered a felony for purposes of the imposition of sentencing enhancements pursuant to the provisions of Section 31-18-17 NMDA 1978.

D. STUDENT RIGHT-TO-KNOW

In compliance with the Student Right to Know and Campus Security Act of 1990, NMJC publishes annual Student Right-to- Know and Campus Safety Reports. These reports include explanations of campus security support that exists, emergency procedures and phone numbers, procedures regarding access to campus, drug free and alcohol free campus, sexual harassment / sexual assault prevention response program, and procedures for reporting unsafe incidents / situations of concern.

Campus Crime and conduct violation statistics are provided. The reports are accessible on the campus web site (www.nmjc.edu). Hard copy reports are available upon request from the Director of Administrative Services.

Section V Student Services

New Mexico Junior College offers students many types of services in addition to academic programs. Many of the services on campus are designed to make life easier for students while they attend college. Others are designed to help students long after they have graduated. The Student Services division on campus assists students with any problems they may encounter, and provides pertinent information, explanations, and aid for the personal development of students.

A. ACADEMIC SUCCESS CENTER

Located in Mansur Hall, rooms 123 and 124, the Academic Success Center offers a variety of academic support resources and services to students, faculty, and staff. The center provides a computer lab with Internet access, the latest Microsoft Office software, educational programs, audio/visual aids, instructional videos, group study hall facilities, and additional learning resources. Services include free tutoring for NMJC students (including dual-credit students), group Supplemental Instruction, academic success consultations/workshops, stress management and test taking strategies, and portfolio building/resume writing assistance. Students can sign up for individual tutoring and/or Supplemental Instruction, online tutoring, and study groups/workshops. Tutoring may be provided for other subjects by special request; please inquire within.

Appointments are highly recommended; as walk-in tutoring assistance is available but not guaranteed. Walk-in tutors may not be able to assist with all subjects, so if guidance is needed for a specific assignment or subject, please come speak with ASC staff coordinator ASAP or call (575) 492-2624 to schedule a session.

Hours of Operation:

- **Fall & Spring Semesters**
 - o **Monday – Thursday: 8:00 a.m. – 9:00 p.m.**
 - o **Fridays: 8:00 a.m. – 2:00 p.m.**
 - o **Saturdays: 10:00 a.m. – 2:00 p.m.**
- **Summer**
 - o **Monday – Friday: 8:00 a.m. – 5:00 p.m.**

For students who are unable to visit the Academic Success Center located on campus in Mansur Hall (Rm 123 and 124), tutoring is available via applications Moxtra and/or Skype. Users may sign up for a free account at www.moxtra.com or www.skype.com. Both Moxtra and Skype are optimized for use with mobile devices such as tablets and smart phones, in addition to computers. Both Moxtra and Skype require access to microphone and webcam. Please visit the Academic Success Center for more information or assistance with using Moxtra/Skype and accessing the ASC's tutoring services.

For students who need further assistance or tutoring guidance during time periods when the ASC is closed, the online, on-demand tutoring system Brainfuse may be accessed for free by signing into the T-Bird Web Portal (<https://luminis.nmjc.edu/cp/home/displaylogin>). Once logged-in, students should proceed to the "Student" tab, and click on the Brainfuse logo/link, which is usually on the far right side of the screen. Students new to Brainfuse will need to create an account. Brainfuse offers live, on-demand tutoring and test preparation assistance in the following subjects: College Writing, Algebra, Geometry, Trigonometry, Calculus, Statistics, Accounting, Economics, Finance, Anatomy, Physiology, Biology, Chemistry, and Physics. Please contact Academic Success Center staff for assistance or questions regarding Brainfuse:

(575) 492-2625 – Jacqueline Martinez, Tutoring Specialist
(575) 492-2624 – Aaron Prebenda, Coordinator
(575) 492-2623 – Amanda Thompson, Tutoring Specialist

B. BOOKSTORE

The New Mexico Junior College Bookstore has a complete selection of items for your academic success. All of your textbooks are available, along with study aids, school supplies, computer supplies, NMJC clothing, and gift items. The bookstore also carries laptop computers and other electronic devices. Normal business hours are Monday-Thursday 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 4:00 p.m. on Friday. The bookstore is closed Saturday and Sunday. There are extended hours during the beginning of each semester.

Bookstore purchases may be made with cash, check (for amount of purchase only), and credit or debit cards. Approved financial aid vouchers may be accepted during the beginning of each semester with a proper picture ID. Bookstore purchases may be included in the NELNET payment plans.

Textbooks are arranged on shelves with tags to identify course and CRN number. Students should always take their schedules with them to purchase books.

A receipt is required for ALL returns. Books may only be returned within one week from the date of original purchase and must be in the original condition to be returned.

The NMJC bookstore hosts a book buy back at the end of each semester. The buyback is held in front of the bookstore in the hallway of the Ben Alexander Student Learning Center. **Students should take any CDs or materials that came with their textbooks.** There is also an online book buyback option through the NMJC bookstore website (www.nmjcbookstore.net).

Books may be ordered online and shipped to the student through our website (www.nmjcbookstore.net). Books usually ship within 1-2 business days and may be purchased with a credit card, financial aid, or by Nelnet payment. **Policies and procedures are subject to change. Visit the NMJC Bookstore for current policies and procedures.**

C. BUSINESS OFFICE

The Business Office, located in the John Shepherd Administration Building, and a cashier's window in the Ben Alexander Student Learning Center coordinate many faculty and staff services while functioning as the official payment centers for all student tuition and fees. Financial Aid is disbursed through Nelnet Business Solutions. Students can receive their financial aid disbursement through direct deposit, reloadable prepaid card or have a paper check mailed to their address on file. In order to sign up for direct deposit or a reloadable prepaid card, students must log in to their T-BirdWeb Portal, click on Nelnet Portal (Payment Plan, Full Payment, or Refund) and follow the instructions. The Business Office also disburses student worker payroll checks. Due to limited cash on hand, the Business Office is unable to cash payroll checks.

The Business Office monitors student accounts to ensure all payments are made when due.

D. CAREER SERVICES

New Mexico Junior College academic advising counselors review career options with students during the advising process when students seek such services.

E. CHECK CASHING

NMJC has a limited check-cashing policy. Students may cash personal checks for up to \$25 at any of the cashier's windows. Checks without personal printed information (counter checks) will not be accepted. The student must have proper identification, and the check must not be a two-party check or a payroll check. There is a \$25 charge for each returned check. ATM's are located on the east side of the campus and in the Ben Alexander Student Learning Center for the student's convenience.

F. COUNSELING

New Mexico Junior College employs a professional counseling staff to help students plan their academic and professional futures. Counselors assist students in choosing or changing careers, deciding on major fields of study,

selecting classes, determining transferability of courses, gaining independence, making decisions, exploring ways to deal with problems, and confronting problems that hinder academic progress.

The Counseling Office is located in the Ben Alexander Student Learning Center. Students are assisted on a first-come, first-served basis. The office is open Monday through Friday, 8:00 a.m. – 5:00 p.m.

G. FINANCIAL AID PROGRAMS

New Mexico Junior College participates in a variety of financial aid programs to assist students who cannot meet the cost of a college education. Financial aid is available in the form of grants, scholarships, work-study, and loans from federal, state, institutional, and private sources. The College also supports programs such as the Workforce Investment Act, the Division of Vocational Rehabilitation, and the Veterans Administration programs. Each program may carry specific requirements for eligibility, such as financial need or academic requirements. To determine eligibility for federal financial aid programs, the student must:

- Demonstrate financial need (for most programs);
- Be a U. S. citizen or an eligible non-citizen;
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federal State of Micronesia, or the Republic of Palau);
- Be registered with Selective Service, if a male (student must register between the ages of 18 and 25);
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- Be enrolled at least half-time to be eligible for Direct Loan Program funds;
- Maintain satisfactory academic progress in college or career school;
- Sign statements on the Free Application for Federal Student Aid (FAFSA) stating that he / she is not in default on a federal student loan and does not owe money on a federal student grant and he / she will use federal student aid only for educational purposes; and
- Show he / she is qualified to obtain a college or career school education by having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate or completing a high school education in a homeschool setting approved under state law.

Financial need is determined through the submission of a Free Application for Federal Student Aid (FAFSA) to the federal processing center. Some state programs cannot be awarded until financial need is determined through the FAFSA process. For more information regarding financial aid, visit the Financial Aid Office, which is housed in the Ben Alexander Student Learning Center, call (575) 392-5172 or visit the NMJC website (www.nmjc.edu/student-services/financialaid.aspx).

H. INTERCOLLEGIATE ATHLETICS

New Mexico Junior College’s Intercollegiate Athletic programs are rich in tradition and program success. NMJC currently fields teams in the following areas. Please contact the specific coach for more details.

Team	Coach	Phone #
Athletic Training	Nadia Leslie	575-492-2745
Men’s Baseball	Jimmy Durham	575-492-2753
Men’s Basketball	Bryan Lohrey	575-492-2749
Women’s Basketball	Drew Sanders	575-492-2750
Cheerleading	Nelda Helms	575-492-2754
Men’s Golf	James Berry	575-492-2746
Men’s Rodeo	Marty Eakin	575-492-2744
Women’s Rodeo	Marty Eakin	575-492-2744
Women’s Track & Cross Country	Keith Blackwill	575-492-2747

NMJC is a member of the Western Junior College Athletic Conference, which includes two-year colleges from Texas and New Mexico. The NMJC Rodeo program competes under the auspices of the Southwest Region of the National Intercollegiate Rodeo Association.

The Athletic Program at NMJC has produced individual and team conference, regional, and national champions throughout its rich history. Scholarships are available. Students endeavoring to become a part of a particular program are encouraged to contact the respective coach to discuss potential participation in the Intercollegiate Athletic Program. Please check us out at www.nmjcthunderbirds.com

I. LIBRARY

NMJC's Pannell Library is an excellent resource for doing research, studying, or simply finding answers to questions. The Library has print and online resources such as scholarly books, popular reading, scholarly journals, magazines, newspapers, government documents, and an amazing film collection. The Pannell Library building is located at the center of the NMJC campus. The Pannell Library website gives students and faculty access to millions of articles and information sources at www.nmjc.edu/library. Other library services include research assistance, library instruction, information literacy instruction, and many other services.

J. LOST AND FOUND

To report a "found" item, please take the item to any administrative / departmental office. That office will deliver the item to the Public Safety / Security Office. Persons claiming lost items must provide a description of the items to the Public Safety / Security Department before receiving them. The NMJC Public Safety / Security Department, which is located next to the switchboard in the Ben Alexander Student Learning Center, keeps records of lost and found items and stores "found" items for a one-year period. Periodically, Public Safety / Security will post a list of "found" items on the bulletin boards in an attempt to locate owners prior to disposing of property. Public Safety / Security can be reached by calling (575) 399-2033.

K. NMJC TRANSCRIPTS

An official transcript is the College's certified statement of your academic record. The official transcript is printed on security sensitive paper and includes the College seal and the signature of the Registrar. Potential employers, graduate schools, other universities or colleges, and professional associations most typically request that the student authorizes release of an official transcript. For your protection, we will not release an official transcript without your signature.

Current students may view and print UNOFFICIAL transcripts free of charge at any time via the T-Bird Web Portal. Once you login, go to the Student Tab and click on the Transcript link. NOTE: If you are a former student you will need to order an official transcript.

NMJC has authorized the National Student Clearinghouse to provide official transcript ordering via the Web. You can access this service at www.nmjc.edu. Transcripts are transmitted through U.S. Mail and FedEx (extra fees apply) only. You will need a valid major credit card and an e-mail account to order a transcript online. You can order official transcripts using any major credit card. Your card will only be charged after your order has been completed. The cost per transcript is \$5.00. There is an additional charge for Federal Express and rush order delivery options.

This service provides the following:

- Convenient access 24 hours a day, seven days a week.
- You can order as many transcripts as you like in a single session.
- Order updates will be e-mailed to you.
- You can also check the order status or history online.

If you do not have access to a computer or do not have a credit card, you may send a letter to NMJC, Office of the Registrar, 1 Thunderbird Circle, Hobbs, NM 88240, including the following information:

1. Your full name as it appears on your record. Indicate any other names you may have used while a student at NMJC;
2. Your date of birth;
3. Your student ID number or Social Security number;
4. Your address and telephone number;
5. The approximate dates you attended NMJC; and
6. Address of transcript recipient.
7. Enclose payment of \$5.00 per transcript ordered. **Do not send cash!** Once your order is received by our office, your transcript will be mailed to recipient via regular 1st class U.S. mail within 3-5 business days of order.
8. Federal Express delivery option is an additional charge of \$20.00 for FedEx United States, \$35.00 for FedEx Canada/Mexico and \$50.00 for FedEx International.
9. Your signature and the date.

We are unable to fulfill transcript requests for students who have a financial hold. College policy prohibits official transcripts for any student indebted to the College.

L. ORIENTATION

Getting the right start at college can improve a student's chances for success. College Orientation (PS110) acquaints students with college services, procedures, and key policies. This is offered both online and on-campus. Check with Enrollment Management for dates and times.

M. SPECIAL NEEDS SERVICES

Special Needs Services is the official contact for students with disabilities who request academic support and accommodations. Through the Special Needs Services office, students with documented physical, learning or psychological disabilities have access to a variety of services including, but not limited to, extended time, textbooks in audio format, note taking assistance, and large print materials. The Special Needs Services Office is located within the Counseling Office in the Ben Alexander Student Learning Center.

Students must self-identify with Special Needs Services and may provide documentation of their disability from an appropriately credentialed professional (i.e., physician, psychologist, educational diagnostician, or other qualified provider). The New Mexico Junior College ADA Student Guideline Manual provides comprehensive information as to the eligibility for services. Eligibility for services is based on the effects / limitations and suggestions for reasonable accommodations, and in accordance with the Americans with Disabilities Act, Section 504.

Special Needs Services is available for consultation concerning eligibility and services Monday through Friday. Students are encouraged to stop by the office or call to make an appointment to discuss services as soon as possible to allow sufficient time to plan for accommodations. For additional information and assistance, contact the Special Needs Services Counselor at (575) 492-2576, the Counseling Office at (575) 492-2577, or e-mail krueda@nmjc.edu.

N. STUDENT INSURANCE

NMJC is not responsible for costs arising from injury and sickness while enrolled. Students are encouraged to purchase their own health insurance and to carry their insurance card with them at all times. NMJC does not endorse a particular student insurance company; however, the Student Life Office has brochures from companies providing student health insurance coverage and insurance to cover loss of personal belongings due to fire or theft. Purchases of these insurance policies are strictly between the student and the insurance company.

O. STUDENT SUPPORT SERVICES – TRIO

Student Support Services (SSS) is a federally funded TRIO program designed to help students attain success! SSS helps students identify majors, register for classes, complete financial aid forms, develop goals and degree plans, and explore career choices and transfer options. SSS students enjoy a private computer lab where they can receive help with writing research papers, obtain supplemental instruction, free tutoring and improve reading, math and ESL skills. SSS offers workshops on financial aid and student loans, as well as other student requested workshops on such topics as test anxiety, stress management, conflict resolution, and relationships. Other SSS services include individual

personal counseling, cultural activity trips, and campus tours to four-year universities. The program accepts first-generation students (first in the family to attend college), low-income students, and those who are physically or learning challenged. Students who meet one or more of these qualifications may apply at the SSS offices located on the 2nd floor of the Ben Alexander Student Learning Center.

P. Testing Center

NMJC's Testing Center is located on the first floor of the Ben Alexander Student Learning Center, Room 140. The Testing Center offers a variety of services that are available to students, faculty, and the community. The vast majority of usage comes from the NMJC faculty. In addition to classroom exams, the Testing Center administers the Pre-GED exams and the Compass Assessment / Accuplacer tests. The Testing Center also administers exams for other colleges and universities, as well as various entities.

A picture ID is required for all students taking an exam in the Testing Center—no exceptions! Cell phones are not allowed in the Testing Center. Earplugs are permissible for students taking exams. Surveillance cameras are active in the Testing Center to detect irregularities by students taking exams.

With the exception of holiday weekends, normal operational hours are as follows:

Monday – Thursday	7:30 a.m. – 7:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.

When school is not in session (i.e. between sessions, etc.) hours are Monday – Friday 8:00 a.m. – 5:00 p.m.

Q. VETERAN ADMINISTRATION BENEFITS

Eligible students may apply for VA benefits through the Enrollment Management Office by submitting the proper forms. The following forms are available:

- Veteran's Application for Program of Education or Training;
- Entrance or Re-entrance into Training;
- Disabled Veteran's Application for Vocational Rehabilitation;
- Requests for Approval of School Attendance;
- Requests for Change of Program or School;
- Statement of Dependence;
- Application for Education Assistance; and
- Spouse or Children of Disabled or Deceased Veteran.

VA Benefits for qualified students are computed on full-time or part-time academic status. Full-time students are those who maintain twelve (12) or more credit hours during a regular semester. Students enrolled for nine (9) to eleven (11) semester credit hours during a regular semester are considered 3/4 time students; students enrolled in six (6) to eight (8) semester credit hours during a regular semester are considered 1/2-time students; and students enrolled in one (1) to five (5) semester credit hours are considered 1/4-time students. During summer sessions, students enrolled in four (4) or more semester hours are considered full-time; students enrolled in three (3) semester hours are considered 3/4 -time students, and students enrolled in two (2) semester hours are considered 1/2-time students.

The VA pays strictly by the actual dates of a student's courses within each term or part of term. For example, a student enrolls only in the minimum hours required for a full-time load for a semester but has a course that ends halfway through the semester. The student is not considered full-time by the VA once the course has ended and is then paid based upon the number of credits still in progress.

Along with the application for Program of Education or Training, the student must include certified copies of discharge (DD-214) and, when applicable, original marriage license and birth certificates of children claimed as dependents.

Veteran Attendance Policy

Veterans who are receiving educational benefits through the Veteran's Administration are expected to attend all class sessions and to complete the assigned work. Any student who does not satisfy faculty standards of attendance and performance in a course may be dropped from the course by the professor. When a veteran's course load changes, either by dropping courses or by being dropped from certain courses, the Veteran's Administration is informed immediately of the status change. This process may create an overpayment, causing the monthly payment to decrease or stop until the overpayment is removed. Veterans are required to keep the VA representative in the Enrollment Management Office informed of any changes to their degree option and course schedule during the drop / add period of enrollment.

Section VI Student Life

New Mexico Junior College offers many opportunities for students to participate in various activities both on and off campus. Students are encouraged to become associated with at least one of the recognized student groups. Participants generally find that they have a great time, learn something new, and create lifelong friendships in the process. Call (575) 392-5366 for more information.

Campus Housing

Philosophy

The NMJC Residence Hall communities strive to incorporate the following:

- Education - To ensure that teaching and learning take place beyond the classroom;
- Openness - So that ideas and thoughts can be discussed freely;
- Respect - To ensure that individuality is honored so diversity can be pursued;
- Caring - To ensure that the individual's well-being is supported and that service to the community is encouraged;
- Involvement - So that all individuals have a voice in decisions concerning their community;
- Ownership - To ensure that all individuals care for their building facilities and adjacent property; and
- Celebration - So that NMJC history and culture are promoted through social and academic endeavors.

Student Responsibilities (while in NMJC Student Housing)

1. Consider the needs of other residents and balance them with your own needs;
2. Promote the care of the physical facilities, equipment, and services;
3. Communicate with other residents and staff members in order to build the type of relationships in which even complaints can be conveyed in a fair and mature way.

Student Rights (while in NMJC Student Housing)

1. To socialize in your room;
2. To sleep and study without disturbance;
3. To live in a supportive and stimulating community and be treated with dignity and respect;
4. To live in a safe, secure, healthy, and clean environment;
5. To enjoy access to a variety of programs, services, and facilities; and
6. To involve yourself and others in promoting an educational, open, respectful, responsible, caring, and celebrative community.

Campus Housing Requirements

All full-time students are expected to live in student housing with the following exceptions:

- The student's permanent residence is in Lea County;
- The student is married;
- The student is a veteran;
- The student is 21 years of age or older or will turn 21 during that school term;
- Campus housing is at 100% occupancy; or
- The student has permission from the Vice President for Student Services to live off campus.

NMJC has no co-ed housing options.

New Mexico Junior College has two different building styles available. Each provides modern, comfortable living accommodations that offer convenience and independence. There are 392 beds on campus (200 in residence halls and 192 apartment style).

Glen & Rosemary Houston Hall and Harold Runnels Hall offer traditional residence hall living. Each room consists of 2 beds, 2 desks, shelving and closet space for storage, a jack for local phone service, wireless Internet service, and cable TV. Living in either of the residence halls requires that you select either the 15- or 19-meal plan option.

John Watson or Carroll Leavell Student Apartments offer a bit more privacy. Your private, carpeted bedroom, fully equipped with Internet, phone connection in kitchen area and cable TV access in living area, will be furnished with an extra-long twin bed, a desk, shelving, and closet space. Bathrooms are shared with one other person. The full kitchen and living area will be shared by four people.

Housing Move In-Move Out Dates

(Fall 16)	Residence halls open at 9:00 a.m.		August 19, 2016
(Fall 16)	Residence halls close at 5:00 p.m.	(Students must move out)	December 15, 2016
(Spring 17)	Residence halls open at 9:00 a.m.		January 13, 2017
(Spring 17)	Residence halls close at 5:00 p.m.	(Students must move out)	May 11, 2017
(Sum I 17)	Residence halls open at 9:00 a.m.		May 27, 2017
(Sum I 17)	Residence halls close at 5:00 p.m.	(All students not enrolled in Summer II must move out)	June 30, 2017
(Sum 17 8 wk.)	Residence halls open at 9:00 a.m.		May 27, 2017
(Sum 17 8 wk.)	Residence halls close at 5:00 p.m.	(Students must move out)	July 21, 2017
(Sum 17 10 wk.)	Residence halls open at 9:00 a.m.		May 27, 2017
(Sum 17 10 wk.)	Residence halls close at 5:00 p.m.	(Students must move out)	August 4, 2017
(Sum II 17)	Residence halls open at 9:00 a.m.		July 1, 2017
(Sum II 17)	Residence halls close at 5:00 p.m.	(Students must move out)	August 4, 2017

Schedule of Rates per Semester (per Person). Rates are for a 16-week semester.

**Harold Runnels Hall
Glen & Rosemary Houston Hall**

<u>Room</u>		<u>Meal Plan</u>	<u>Rate</u>
Double	\$825	15 meals per week	\$1275
Designated Single	\$1200	19 meals per week	\$1350
By the Week	\$125		
Summer Double	\$300 (5 wks.)		
Summer Single	\$375 (5 wks.)		

Students in residence halls must select a meal plan from above.

Programs / requests consisting of fewer or more weeks than the standard semester will be adjusted accordingly.

John Watson or Carroll Leavell Apartments

<u>Room</u>		<u>Meal Plan</u>	<u>Rate</u>
Single Room	\$1700	7 meals per week	\$675
By the Week	\$125	15 meals per week	\$1275
Summer	\$500 (5 wks.)	19 meals per week	\$1350

Students in apartments are not required to purchase a meal plan; however, a 7-meal-per-week plan is available to apartment residents only, as well as the 15 and 19 meal plans if so desired.

Housing Rates for Non-Students

Harold Runnels Hall & Glen & Rosemary Houston Hall

Double Room	\$140 per week	\$40 Daily
Designated Single	\$227.50 per week	\$65 Daily

John Watson or Carroll Leavell Apartments

\$315 per week	\$90 Daily
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Group Rates

Deposit required according to group size

<u>Group Size</u>	<u>Amount</u>
0-20	\$200
21-40	\$300
41-60	\$400
61 or >	\$500

Application and Payment

- Residence halls and apartments require a **\$25 non-refundable** application fee **prior** to room reservation.
- Students who cancel their room before June 1 (for fall) will receive no penalty.
- Students who cancel after the above date will be subject to our cancellation policy.
- Students will not have an apartment or dorm reserved without submission of paperwork required by NMJC Housing and making proper payment arrangements to the NMJC Business Office or through the Nelnet payment plan.

Check-In

Before moving into any residential unit, students must verify their room assignment with the Resident Supervisor. Students are required to complete the following items at check-in.

- Hold Harmless Agreement Form
- Alcohol and Drug Agreement Form
- Key Card / NMJC Resident Student ID
- Vehicle Registration Form

Regular hours to contact Housing Staff are generally from 10:00 a.m. to 8:00 p.m. on move-in days except Sundays, which are 1:00 – 8:00 p.m. Students unable to check in within this time frame must call to make an appointment. See back page for contact numbers listed. Housing move-in / move-out days are set for the academic year.

Check-Out Process

Housing reserves the right to charge or fine the student per day if not vacated within the time allowed. The check-out process is as follows:

- Pack your belongings and move them out.
- Clean your room and bathroom. Please vacuum, dust, rearrange furniture and make sure all drawers and closets are empty.
- Close blinds; close and lock all windows.
- Have a housing supervisor inspect the room.
- Sign any paperwork and turn in key to supervisor.
- Improper check out results in a fine.
- Be patient with supervisors. There will be many students needing to complete the process.
- **Student belongings left behind will be discarded or donated to a local charity.**

Cancellation Policy

The student may cancel the agreement without penalty on or before **June 1** (fall term). Students who cancel their agreement after the above date will be charged according to the schedule below. For cancellation after the applicable deadline but before the beginning of the semester, the student may be charged a \$250 fee for breach of the agreement. Room cancellations made after the beginning of the semester will receive a refund based on the following schedule.

- 70% during the first week of term
- 60% during the second week of term
- 50% during the third week of term
- 40% during the fourth week of term
- 30% during the fifth week of term
- 0% during & after the sixth week of term

Students with extenuating circumstances that may justify canceling the lease must submit a written request for a waiver to the Student Housing Office. Such requests may or may not result in waiver of the fee for breach of the agreement, at the discretion of the College.

Students will not receive a refund for amount of room if the student is removed for violations of the New Mexico Junior College Drug and Alcohol Policy and as stated in the New Mexico Junior College Student Handbook, Sections IX and X and in PURSUANT OF PUBLIC LAW 101-226, SECTION 22, THE DRUG FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989.

General Policies

Signing and returning the 'Room and Board' agreement or submitting the 'Room and Board' agreement online constitutes acceptance of the agreement by the student. Submission of application will not be valid or processed without a \$25 housing application fee paid by check, money order or credit card. Payments should be made to:

New Mexico Junior College
1 Thunderbird Circle
Hobbs, NM 88240

As a general rule, only full-time students are allowed to live in the dorms. Should a student drop a class(es), he / she will be asked to vacate housing within 48 hours if the drop results in the student having less than 9 credit hours.

Part-time living arrangements may be made only with the approval of the Vice President for Student Services (VPSS); however, full-time students are given priority. The student may move from campus housing at the end of a semester or upon withdrawal from college. Release, however, from the 'Room and Board' agreement is not automatic. Established check-out procedures must be followed.

The Housing Office makes room assignments. Efforts will be made to assign roommates having designated mutual requests. Please note that the date of receipt of the 'Room and Board' contract and the availability of space will also be considered in making room assignments. Finally, NMJC reserves the right to make, change, or cancel room assignments in the interest of health, safety, or other reasons deemed valid by the College.

For information on Assistance/Service Animals in Campus Housing, please refer to Section XI of this handbook.

A flexible room change policy exists. Students must retain their original room and roommate assignment during the first two (2) weeks of each term. At the end of the two (2) weeks, room change requests should be submitted to the Housing Coordinator. **Changing rooms without permission will result in a fine and can lead to eviction.** Any resident

deemed difficult to live with due to numerous complaints by roommates, suitemates, and / or other residents or because of multiple reassignments, may be evicted.

Students living in campus housing must supply personal hygiene items, towels, washcloths, soap, cleaning and laundry supplies, telephone, toilet paper, shower curtain (70"x72"), and sheets (extra-long, 36" X 84"). Students are not permitted to bring or use hot plates, toaster ovens, space heaters, air conditioning units, firearms, or pets. Candles, incense burners or any open flames are also prohibited. **Any in-room cooking violations will result in confiscation of the cooking appliance and a fine per resident per occurrence.**

Room keys are the student's responsibility. If a key is lost or stolen, the student occupant responsible will be charged replacement costs, including any charges necessary to replace locking devices.

The student is responsible for reasonable cleanliness of his / her room. NMJC will assist with general housekeeping in the public areas of the campus housing facilities. When a repair is needed in a room, the student must notify the residence hall supervisor immediately. The residence hall supervisor will notify the maintenance department. Regular maintenance inspections will be made of the housing facilities, including the rooms. Repairs for damage by other than normal wear and tear will be charged to the student and is payable on demand of the College. **If a resident is found tampering with equipment or fixtures, they will be assessed fines per occurrence.**

General Courtesies

The foundation behind successful group living is being generally courteous to those you are around. Activities which prove disturbing to persons desiring study or sleep must be suspended regardless of the hour in which they occur. All residents are expected to observe the following courtesies and considerations to one another:

- Radio, television, or stereo volumes must be kept at a reasonable level. If asked to turn the volume down, a student is expected to comply. Continued disturbance will result in confiscation of the equipment. Stereos may not be played through open windows or in hallways.
- No apparatus (including air conditioning units) can be hung out of the windows or affixed to the outside of any building.
- Activities such as football, soccer, broom hockey, wrestling, basketball, skate boarding, bicycling, golf, etc., are not to be played or ridden inside residence halls or breezeways. **Absolutely no dart boards are allowed. A fine per occurrence, per student will be assessed and the dart board will be confiscated.**

Persistent violators of housing rules and regulations are making a statement that they cannot live cooperatively in a group setting. Eviction or relocation may be the best alternative. This decision will be at the discretion of the hall supervisor and the VPSS.

Resident complaints will be reviewed by the hall director, the Assistant Housing Coordinator, the Housing Coordinator, and / or the Vice President for Student Services for necessary action. Additional restrictions may be imposed with financial sanctions during peak testing periods such as finals week. Generally, noise levels within the room should be audible only within the same room. Complaints regarding noise level should be referred to the resident assistant and / or the hall supervisor only after you have spoken to the party involved and attempted to work out the differences.

Campus housing facilities will be secured each evening. For safety reasons, door propping at exits is strictly prohibited at any time. Students are reminded to always keep their doors and windows locked and not to prop doors open for any reason. **Residents or guests found propping locked doors open will be assessed a fine.**

NMJC assumes no liability concerning legal obligation for injury to person (including death) or loss or damage to personal property, which occurs in its buildings or on its grounds prior to, during, or subsequent to the period of any College contract. Students living in campus housing are encouraged to carry appropriate insurance should any loss occur.

Students living in campus housing will be assigned boxes for the receipt of mail. The mail boxes are located in the office area of the Carroll Leavell Student Apartments. A student's mailing address will be as follows:

Student Name
3 Thunderbird Circle
Hobbs, NM 88240

Housing Regulations

Each student living in campus housing must observe all NMJC and campus housing regulations. If the student fails to do so, he / she may be evicted from campus housing, and further action may be taken, which could result in suspension from New Mexico Junior College. Each student will be held responsible for any damage that occurs in his / her room. Fines will be strictly enforced and payment will be due immediately upon receipt.

1. Each student is expected to conduct himself / herself in accordance with generally accepted standards of citizenship and good taste.
2. A student may not use and / or possess illegal controlled substances and / or alcoholic beverages on the campus in accordance with state laws, as well as synthetic cannabis and / or other chemicals. This also includes any empty liquor containers or decorative bottles.
3. NMJC is cognizant of the health hazards associated with smoking / use of tobacco for the smoker, as well as for the nonsmoker. In an effort to provide a healthy environment for students, employees, and others who may frequent the campus. NMJC prohibits smoking / use of tobacco (including chewing tobacco, e-cigarettes, and/or vapor pens) inside any campus building, facility, or college-owned vehicle. **This also includes spit cans or bottles. A violation in any room will result in a fine per resident per occurrence. Fines will escalate for each succeeding incident.**
4. A student may not participate in gambling activities on NMJC property.
5. A student may not have in his / her room firearms or other potentially dangerous weapons, fireworks, firecrackers, or dangerous chemicals.
6. A student may not participate in unauthorized group activities (i.e., riots, raids, etc.) or engage in illegal entry of any type.
7. A student may not engage in disorderly, vicious, or immoral conduct (including bullying) in campus housing.
8. A student may not keep pets of any kind in campus housing.
9. A student may not misuse, abuse, steal, or destroy NMJC property or property belonging to others.
10. A student may not use or possess unauthorized appliances or devices (i.e., clothes dryers, sun lamps, space heaters, air conditioning units, etc.) in campus housing.
11. A student may not use campus housing for commercial purposes or in association with commercial vendors.
12. A student may not install or place within or outside of the student's room any equipment which NMJC officials deem unsightly, dangerous, or otherwise undesirable (i.e., outside aerials, clotheslines, air conditioning units, etc.)
13. A student may not repair motor vehicles or motorcycles in campus housing areas either in or out of doors. Also, motor vehicles, motorcycles, or bicycles may not be stored anywhere inside housing facilities.
14. Bicycles may not be kept inside the residence halls; however, bicycle racks are located outside between the two residence halls. Motor vehicles and motorcycles must be parked in the appropriate parking areas.
15. Students may change room assignments only when proper procedures have been followed and when approval has been granted.
16. A student displaying inappropriate behavior in campus housing over a period of time, indicating he / she has not adjusted to the requirements of group living or who repeatedly violates Campus Housing rules, can be evicted from campus housing.
17. A student may not interfere with fire extinguishers or fire alarms except when use is legitimately warranted.
18. Unauthorized persons may not adjust, obscure, or tamper with, in any way, alarm systems, and / or any security system or device installed within campus housing facilities. **DO NOT** hang anything from fire sprinkler heads or smoke detectors. Tampering with a smoke detector or a fire alarm is against the law! Contact Maintenance or Security immediately if detector or fire alarm malfunctions.
19. A student may not move or alter furniture, fixtures, and / or property in campus housing without permission.

20. Water furniture is prohibited in campus housing.
21. Students may not engage in door propping at outside exits.
22. Window screens may not be removed except with permission of the residence hall supervisor. Windows should not be left open when the room is unoccupied.
23. Smoking (including e-cigarettes and vapor pens) is prohibited in all campus buildings according to the NMJC campus smoking policy. E-cigarettes and/or vapor pens will be confiscated and returned at student's departure. Burning of incense, candles, or other open flames in the suite is also prohibited.
24. Do not hang anything on the brick walls by use of any type of fastener that penetrates or removes paint from the brick surface (example: nails, double-sided tape, etc.)
25. Each student is limited to only one mini-refrigerator and one small microwave oven to a dorm room / apartment. No mini-freezers or other large appliances will be allowed.
26. No pornography or offensive pictures / decorations of any kind will be allowed in any campus Student Housing facility. Anything deemed to be offensive to a resident or guest will be removed from the area.
27. Cohabitation as a couple is not permitted at any time in on-campus housing locations.
28. No babysitting is allowed in campus housing (including younger siblings).

Students found in violation of any housing regulation will be subject to a fine.

Visitor Curfew Rules and Expectations

Visitor Curfew in all dorm rooms or apartments is 12:00 a.m. Sunday-Thursday nights.

Weekend Visitor Curfew in all dorm rooms or apartments is 1:00 a.m., Friday and Saturday nights.

Students are allowed in the courtyard until 3:00 a.m. but must be cognizant of other students' rights and keep the noise level down. The snack bar seating area and the Internet Café will remain open 24 hours a day. Public Safety / Security will patrol this area during the nighttime hours.

- Visitor Curfew is mandatory for all visitors.
- No guests are allowed in residents' rooms after curfew through 7:00 a.m. the following morning.
- All overnight guests and overnight stays must sign an approved form with the NMJC housing staff prior to the stay.
 - The first offense will result in a verbal warning.
 - The second offense will result in a written warning.
 - The third offense will result in a \$250.00 fine placed on the student's account along with a probated suspension for one calendar year.
 - The fourth offense will result in removal from NMJC housing.

Entering Residential Rooms

It is always our intent to notify a student ahead of time when a maintenance technician or member of the housing staff will be entering that student's room to complete a work order or to do a room check. Considering the number of students who reside on campus, attend classes, and have varying work schedules, oftentimes a student will not be home when the maintenance technician / staff arrives. Therefore, instances may occur in which maintenance or custodial staff may need to enter a room with no student present to complete a work order. The Housing Office will make every effort possible to ensure that a member of the Housing staff accompanies the technician while in the student's room.

Health / Safety Room Checks

In order to assure that no potential health, fire, or safety hazards are present, NMJC Housing staff will conduct health / safety checks of each residence hall / apartment, once a month, throughout each semester. Residents are responsible for sharing in the cleanliness and regular upkeep of the common areas such as kitchens, bathrooms, and living areas. It is each resident's responsibility to maintain his / her room within reasonable standards of room

cleanliness. Residents are not to adjust, obscure, or tamper with, in any way, alarm systems and / or any security system or device installed within campus housing facilities. During these health / safety checks, any policy violations will be documented and referred for disciplinary action.

Discipline and Campus Housing

Students living in campus housing do not give up their rights as students as a result of being Housing residents. However, problems that arise in campus housing or violations of Campus Housing regulations are usually taken care of immediately by the residence hall supervisor. Refer to Campus Disciplinary Policy for Code of Conduct violations as discipline will be the same for all students.

Problems

Generally, when a problem exists that adversely affects a student's life in campus housing, the problem should be discussed / presented to the hall supervisor for resolutions. If the resolution of the problem is not satisfactory or if the magnitude and / or nature of the problem is extraordinary, the student is encouraged to discuss the problem with the Housing Coordinator and / or the VPSS.

Safety /Fire Drills

In the event of a Fire Drill or a real fire the procedures are:

- All residents, staff and guests are to exit the housing facility immediately. (wear shoes)
- Room doors are to be closed.
- All residents of the student apartments are to congregate at the Workforce Training parking lot across the street from the Carroll Leavell Student Apartments.
- All dorm residents are to congregate on the lawn of Caster Activity Center across the street from Runnels Hall.
- Housing and campus security personnel will walk through the units to assure that all residents are out in a timely and safe fashion.
- If any resident is found in the units following the commencement of a fire drill, a fine will be assessed.

Student Housing Disciplinary Policy

Enrollment shall be considered as agreement on the part of the student to be bound by the rules and regulations of New Mexico Junior College. Students will adhere to all procedures outlined in this Student Handbook.

The emphasis concerning unacceptable student conduct at NMJC Housing is on prevention. Priority will be given to help solve problems of individual students before a situation results in unacceptable student conduct; however, when a student fails to maintain acceptable standards of conduct, he / she will be subject to disciplinary procedures.

In Case of Illness

Any illness of students living in campus housing should be reported by the student to the hall supervisor. If necessary, arrangements can be made to provide meals to a student confined to his / her room due to illness if he / she is on the meal plan. Students are encouraged to seek medical attention from a doctor.

A. FOOD SERVICE

Sodexo provides food services on campus, which include a snack bar, cafeteria dining, and catering services. The facilities are located in the Ben Alexander Student Learning Center. The catering service is available for both on and off campus activities. In addition, the cafeteria dining program provides up to nineteen nutritious meals weekly for students participating in the various meal program options. Serving hours and dates for cafeteria dining are determined prior to the beginning of each semester. Individual meal prices are as follows:

Breakfast	\$5.00 + tax = \$5.35
Lunch	\$6.00 + tax = \$6.42
Dinner	\$7.00 + tax = \$7.49
Weekend Brunch	\$6.00 + tax = \$6.42

B. INTRAMURAL ACTIVITIES

The Student Life Office provides opportunities for students to compete in a variety of Intramural Activities. A schedule will be published at the beginning of each semester and will be distributed to students. Typical events include, but are not limited to, volleyball, basketball, dodge ball, flag football, racquetball, pool, table tennis, and other sports and activities as student demand dictates. NMJC strives to provide positive activities and programs to meet student needs.

C. PERFORMING ARTS

New Mexico Junior College’s Performing Arts Department provides a variety of opportunities for students to participate and/or attend music and theatre performances throughout the year. These performances are held in the Watson Hall Auditorium where students may attend free of charge. The dates for performances can be accessed through the NMJC website’s event calendar.

D. STUDENT CLUBS & ORGANIZAITONS

The following clubs are recognized by NMJC as active, productive groups, which have a positive impact throughout the campus community.

- | | |
|----------------------------------|----------------------------|
| Band Club | Mu Alpha Theta (Math) |
| College Democrats | Phi Beta Lambda (Business) |
| College Republicans | Phi Theta Kappa |
| Fellowship of Christian Athletes | Short-Go Bible Club |

For a description of the purpose and function of any of the above listed clubs, please contact the Student Life Office.

E. STUDENT ORGANIZATION GUIDELINES

Various clubs and organizations on the NMJC campus allow students opportunities to explore the various fields of professional and academic life and in our quest to address student needs, new clubs are encouraged and welcomed. As a pre-requisite to operation on campus, all clubs will be recognized by the College and will agree to abide by regulations of the Board and club rules issued by the administration. No club shall be established or allowed to operate which discriminates against employees or students in violation of state or federal law. Student clubs and organizations are required to designate a full-time staff employee, generally a faculty member, as a sponsor.

Section VII Campus Traffic and Parking

All state and college traffic and parking regulations governing the use of motor vehicles must be complied with on all parts of the college campus throughout all hours of the day or night. Anyone operating a motor vehicle on the New Mexico Junior College campus found in violation of traffic and/or parking regulations will be subject to various sanctions, which may include temporary vehicle immobilization, payment of fine/fees, vehicle towed from campus at owner/driver expense, and/or suspension of campus driving privileges. NMJC Public Safety / Security, Hobbs Police Department, Lea County Sheriff's Department, and/or New Mexico State Police Officers have jurisdiction and authority to enforce any and all traffic violations.

A. GENERAL TRAFFIC REGULATIONS

All motor vehicles operating on campus must be registered within 10 days of the beginning of the initial semester of attendance. Vehicle registration can be done in the Student Life Office for free. Students must complete a form providing all necessary information to receive their parking permits.

The maximum speed limits on the College campus are 15 miles per hour on the parking lots/pedestrian crossing areas and 25 miles per hour on the circle drive. Vehicles may be operated on the circle drive and within designated parking lots only. Vehicle access to inner campus is prohibited unless prior arrangements have been made through NMJC Public Safety / Security or the NMJC Physical Plant.

Students, faculty, and staff may park in any available parking space except for those spaces designated for handicapped, visitors, reserved for college administrators, or clearly marked parking area reserved for other use. Only vehicles displaying an official handicap permit may park within spaces identified for handicapped use. According to New Mexico Motor Vehicle Code 66-7-352.2, it is unlawful for any person to park a motor vehicle not displaying a special registration plate or a parking placard in a designated disabled parking space. NMJC public safety / security employees are permitted to issue handicap violations citations. NMJC's parking citation fines are listed in this section under Vehicle Violations.

According to New Mexico Motor Vehicle Code 66-7-352.2, if the handicap citation is issued by a law enforcement agency or non-NMJC public safety / security employee, the fine shall not be less than \$250 and not more than \$500 for each offense. A vehicle that blocks any part of a curb cut designed for access by persons with severe mobility impairment is also considered a violation of this statute. The statute also permits the towing of vehicles at the expense of the vehicle owner for violators of this statute.

Students, faculty, and staff are required to comply with the direction of individuals representing NMJC in the enforcement of the NMJC Traffic and Parking Regulations. NMJC assumes no liability and no responsibility for losses from fire, theft, or vandalism when cars are parked on the college campus.

B. VEHICLE VIOLATIONS

The following fine assessment schedule addresses penalties for vehicular violations. The fines listed are only for citations issued by NMJC Public Safety / Security and not for citations that might be issued by the Hobbs Police Department, New Mexico State Police, or Lea County Sheriff's Department. All fines shall be payable directly to the Student Life Office. Vehicle owner's failure to find citation on his/her vehicle will not invalidate fine. Failure to pay fine will result in further disciplinary action which may include suspension from NMJC until record is cleared.

Failure to register vehicle	\$10
Failure to stop or yield	\$25
Parking in "No Parking Zone" (yellow curb)	\$10
Parking in fire lane/fire zone	\$25
Parking in handicapped space without proper permits	\$25
Parking outside designated space	\$10
Other (dependent on specific violations)	Up to \$50

Section VIII Crime Awareness & Public Safety / Security

A. CAMPUS SECURITY / PUBLIC SAFETY

The College strives to maintain a safe and secure environment in which to work and study. New Mexico Junior College is concerned about the protection of persons and property. The institution cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with the individual. NMJC provides a number of safety services and programs, including twenty-four-hour coverage by Public Safety / Security employees. To reach Public Safety / Security, please call **(575) 399-2033 or (575) 492-2789**.

NMJC Public Safety / Security is responsible for securing buildings and providing campus-wide patrol. They also perform investigations and document incidents that occur on campus. In the event follow-up is necessary, or an incident constitutes a criminal offense, the Hobbs Police Department, Lea County Sheriff's Department or New Mexico State Police may be notified. NMJC may inform the parents or legal guardians of students under age 21 who have violated laws on the use or possession of alcohol or drugs, as allowed by the Higher Education Amendments of 1998.

Preventing crime is a responsibility shared between the College and its constituents, including students, faculty, and staff. One cannot assume someone else has reported criminal activity. Suspicion is the only reason one needs for contacting a public safety / security employee. If you are the victim or witness to a crime, contact Public Safety / Security as soon as possible. It will be helpful to supply Public Safety / Security with as much information as possible. This will allow a campus search to begin immediately and for neighboring law enforcement agencies to be notified.

To avoid becoming a victim, the following tips are offered for your safety and property security:

- Report strangers to proper authorities.
- Avoid getting into vulnerable, no exit situations.
- Call when confronted by suspicious or threatening people.
- Keep your residence hall room locked.
- Walk in groups of at least two or call (575) 399-2033 for an escort.
- Walk with confidence and avoid walking in dark, unlit areas.
- Engrave valuables with identification numbers.
- Identify your textbooks in several places.
- Familiarize yourself with locations of telephones.
- Lock your vehicles.

Additional information concerning Public Safety / Security services, crime prevention, general safety, and security on and off campus is available through the Public Safety / Security Office. In compliance with the Campus Crime Awareness and Campus Security Act of 1990, the College distributes to all current students and employees descriptions of policies related to campus safety and statistics concerning specific types of crimes.

B. CRIME AWARENESS STATISTICS

In accordance with the Campus Crime Awareness and Campus Security Act of 1990, New Mexico Junior College provides information relating to crime statistics and security measures to prospective students, matriculated students, and employees. Statistics for reported criminal activities for the previous three school years are posted on the NMJC website at http://www.nmjc.edu/student_services/security/crimestats.asp. For additional information and/or further breakdown of incidents reported to the Office of Public Safety / Security, please contact the Director of Administrative Services.

C. SEXUAL ASSAULT

New Mexico Junior College provides programs that can be attended on a voluntary basis by students and staff on request. Topics included in these programs are rape, acquaintance rape, and other forcible or non-forcible sex

offenses. The meeting places and times will be posted on public bulletin boards, in the student residence halls, and through campus mailings.

NMJC will not tolerate sexual assault activities of any type, either by staff or student. However, should an incident of sexual assault occur on campus, these procedures should be followed:

- Immediately notify Public Safety / Security. The Director of Administrative Services will then notify the proper law enforcement agency. If Public Safety / Security cannot be reached for any reason, call 911 for immediate response by law enforcement officials.
- Do not disturb the scene of the crime. Evidence is very fragile; trained evidence technicians will collect it. Do not change clothing, shower, or bathe following a sexual attack. Valuable evidence can be collected and its integrity must be maintained.
- The Director of Administrative Services will notify appropriate NMJC administration members.
- The administration at NMJC wants to maintain a safe campus environment and is concerned about the welfare of all members of the campus community. Should a member become the victim of a sexual assault, the institution will make every effort to insure that the victim receives immediate attention, as well as follow-up counseling and assistance. In Hobbs, counseling can be received through the Guidance Center of Lea County, 920 West Broadway, (575) 393-3168.
- The administration of NMJC will make every reasonable effort to accommodate a change in academic or living arrangements, if requested by the victim.
- Both the accuser and the accused are afforded the opportunity for due process, whether the incident is handled through the court system, or through the campus administrative process. Both parties are entitled to have other individuals present during a proceeding. The parties will be notified of the administration's final determination and imposed sanctions.

D. SEXUAL HARASSMENT

The New Mexico Junior College sexual harassment policy covers all full-time and part-time employees and students of the College. The policy can also extend to former students and former employees when sexual harassment has resulted in a change of the employee's or student's status to that of a non-employee or non-student prior to resolution of any alleged sexual harassment.

Discrimination on the basis of sex is a violation of the Civil Rights Act of 1964, the Civil Rights Acts of 1991, and Title IX. NMJC prohibits sexual harassment activity, which is a form of sexual discrimination, by any of its employees or students. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when any of the following occurs:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of employment or instructional service.
- Such conduct has the purpose or effect of interfering with an individual's work or classroom performance, or creating an intimidating, hostile, or offensive work, classroom, or campus environment.
- Submission to, or rejection of, such conduct by an individual is used as the basis for delivery to, or withholding of, the institution's services.

Unwelcome conduct of a sexual nature and a hostile work, classroom, or campus environment includes, but is not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; flirtations or verbal abuse of a sexual nature; graphic comments regarding physical or personality characteristics of a sexual nature; the display in the workplace of sexually suggestive objects or pictures; and sexually oriented kidding, teasing, and jokes.
- Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee or student has indicated, by his/her direct communication or conduct, that it is unwelcome.

- *An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.*

Any student who believes that he/she is the object of sexual harassment or who has knowledge of any sexual harassment of any other student should immediately report it to the Vice President for Student Services or his/her appointed designee. A prompt, confidential investigation will be conducted of any reported sexual harassment. ***Charges of sexual harassment should be made as soon as possible after the alleged occurrence.*** Appropriate disciplinary action, up to and including suspension or termination of the student, will be taken against any student who is found to have been responsible for sexual harassment or for knowingly permitting a sexually hostile environment to exist. Confidentiality will be maintained within the limits of an investigation, and no reprisals or retaliation will be allowed to occur as a result of good faith reporting of charges. Complaints of sexual harassment by students or unwelcome conduct of a sexual nature by a student are to be formally pursued under the disciplinary procedure and/or the grievance procedure within the NMJC Student Handbook.

E. STUDENT EMERGENCY / CRITICAL INCIDENT INFORMATION

New Mexico Junior College is committed to providing a safe environment for all visitors, staff and students. The Emergency/Critical Incident Information sheet is intended to highlight potential areas of risk to campus personnel and facilities. NMJC has identified potential risks and has prepared a plan for emergencies. The plan will not prepare students for all eventualities; however, it is intended to give students a basic awareness of disaster preparedness. Students should familiarize themselves with the information provided and be prepared to take action in the event of an emergency. (Students are encouraged to notify faculty and the Coordinator of Special Needs Services at (575) 492-2576, of potential medical conditions that may require emergency response.)

- **Emergency Notification System (RAVE Mobile Safety)**

NMJC has entered into a multiyear agreement with Rave Mobile Safety. This system allows certain key college personnel to send out emergency text, voice, and emails to individuals who work and attend classes on the campus during any type of emergency.

- **Building Evacuation**

In the event an occupied building of New Mexico Junior College has to be evacuated because of an emergency, the emergency notification system will be activated warning occupants of the building that there is a need to evacuate. The person who activates the emergency notification system will give specific instructions as to the immediate actions that should be taken by occupants of the building or campus. Occupants of the building are requested to evacuate in an orderly manner and proceed to the designated area that is announced on the emergency notification system.

If the campus is not being evacuated, the students will be instructed through the emergency notification system that they are to report to a pre-determined "assembly area" until emergency can be evaluated and a decision can be made regarding whether to resume or dismiss classes. The "assembly areas" are distributed to students in their course syllabi. The location of the assembly areas in each building is identified by signage hung in the hallways from the ceiling.

If the campus is being evacuated, students are requested to proceed to their vehicles and drive off campus in an orderly manner observing all traffic rules. Residential students or others not having a vehicle will be provided transportation off campus in the event of an evacuation.

Periodic drills will be run by the college Public Safety / Security Department to ensure that students, visitors, and employees are aware of the location of the assembly areas in the buildings.

- **Building Assembly Areas**

Staff and students are responsible for knowing the location of assembly areas in each of the NMJC buildings. Directional signs will be posted in each building. The buildings will be utilized in the event of a tornado, inclement weather, or flash flood situations. Staff and students are also requested to familiarize themselves with the locations of fire extinguishers and fire alarms in the buildings.

Specific Emergencies

- **Tornado:** The best protection is in an interior room on the lowest level of the building. Go to an assembly area and stay until the danger has passed. If no building is available, lie in a ditch or low-lying area.
- **Fire:** Know the location of fire extinguishers and fire alarms in buildings. Activate the nearest fire alarm, or call 911. Evacuate the building in a calm, orderly manner. **Your personal safety is more important than fighting the fire.**
- **Inclement Weather:** From time to time inclement weather can pose problems for students and others using the college central campus and outreach centers. Traveling conditions may vary considerably, depending on the individual's home location in relation to the central campus or outreach center. No student or staff member is encouraged to travel when conditions are considered dangerous. If conditions appear to warrant closing, postponing, or restricting college activities, the President or his designee will make the decision. When a decision is made to cancel, postpone, or otherwise modify a campus or outreach schedule, the President or his designee will notify the Director of Communications. This person will then notify the listed county and regional radio stations: (KLEA (101.7 FM), KPER (95.7 FM)/KEJL (100.9 FM), KLMA (96.5 FM), KYKK (11.10 AM) and (100.5 FM), KZOR (94.1 FM)/KIXN (102.9 FM)/KPZA (103.7 FM), KBIM-FM (94.9 FM), KIKZ/KSEM (106.3 FM) and television stations (KOAT, KOBR, KBIM-TV) using a prepared, written statement. The decisions to postpone, cancel, or otherwise restrict college classes/activities will be made by 6:00 a.m. for day activities and by 1:00 p.m. for evening activities. Changes in weather conditions during the day may necessitate campus updates for cancellation. Each supervisor will notify his/her staff of any change in schedule. (The Computer Center will also be notified and will post notice on the NMJC homepage. In the event of an emergency or school closure the RAVE system will be utilized to make timely notification to any student, faculty and/or staff member who has registered with the system. RAVE messages will be sent via home phones, cell phones, NMJC emails and personal email accounts if a person has registered with the system).
- **Prison Escape:** In the event of an escape from the Lea County Correctional Facility, notification will be made to classes in progress and decisions will be made whether to dismiss classes. All persons are requested to be good witnesses and to report suspicious activity to Public Safety / Security.

Section IX

NMJC Student Judicial System

New Mexico Junior College is a tax supported educational institution whose mission is to provide an educational opportunity to all who enroll. Attendance is not compulsory, and whether the opportunity to attend is called a “right” or “privilege,” it is optional and voluntary.

The enrollment of a student at the College is a voluntary entrance into the academic community. By such entrance, the student voluntarily assumes the obligations of performance and behavior which are imposed by the College relevant to its lawful missions, processes, and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law.

New Mexico Junior College is a learning community consisting of students, faculty, and staff. Just as any community has a culture, along with written and unwritten “expectations” for conduct, we too have a culture with associated expectations for behavior. The community’s expectation is that conduct is marked by integrity. Any student who chooses to enroll at NMJC also chooses to become part of this community and make constructive contributions to its culture. This choice is attended by an obligation to conduct oneself in such a way as to facilitate the mission of the community which is to “...pursue and share knowledge...” The following principles are part of the collective expectation of the members of this community relative to personal conduct. We hope they serve to explain and illustrate our position.

- Civility- Members of a learning community interact with others in a courteous and polite manner. Members of the community have a responsibility to respect values, opinions, or feelings of others.
- Ethical Behavior- The pursuit of a higher education is a privilege. Associated with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.
- Morality- Members of a learning community commit to ideals of decent human conduct. This is a lifestyle that seeks to harm no one and attempts to be a positive contributor in every interaction.
- Respect- Every member of this community should seek to both gain and demonstrate respect. Members should hold one another in high regard. Each individual should conduct himself/herself in a manner worthy of that regard. That regard is gained by decent and correct behavior.

The learning community at New Mexico Junior College does not intend to be prescriptive regarding the personal beliefs and value systems of its members. However, this community does believe that it has a right to expect its members to demonstrate personal responsibility and integrity in word and deed. When the conduct of any member falls outside the bounds of civil, moral, and ethical behavior, that member can expect the community of New Mexico Junior College to call such conduct into question. The College reserves the right to discipline students or student organizations for inappropriate actions that occur on or off campus which have a direct detrimental impact on the institution’s educational functions. Students failing to maintain these higher obligations may be asked to leave the academic community. Students are expected to comply with all College policies and procedures including the Code of Conduct.

A. CODE OF CONDUCT

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, the following acts of misconduct apply whether they are performed singly, within a group, or at a function of an organization. These acts of misconduct could result in arrests and charges being filed under local, state, or federal laws. Finally, the College reserves the right to discipline students for acts of misconduct which have a direct detrimental impact of the institution’s educational functions wherever they occur.

1. Weapons possession and possession of illegal drugs are prohibited and will not be tolerated and may result in expulsion from the College, and loss of scholarship and/or other financial aid.
2. Possession, use, distribution and/or being under the influence of alcoholic beverages, in any form, in or about college grounds, instructional buildings, residence halls, or at any college approved activity on or off campus.
3. Use, manufacture, distribution or possession of illicit drugs, narcotics, unauthorized prescription drugs, synthetic cannabis and/or chemicals.
4. Disruption of the educational process. (This may be administered by the Vice President for Instruction).
5. Disorderly conduct, such as, but not limited to, acts that are against the public peace, order, safety, and/or lewd, indecent, obscene conduct or expression on or off the campus.
6. Unauthorized or illegal entry into a building, classroom, office, room, vehicle or residence hall, and/or unauthorized use or possession of college property.
7. Violation of regulations and policies governing residence in college owned or controlled property.
8. Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of college documents or identification. (This may be administered by the Vice President for Instruction).
9. Physical assault (including rape/sexual assault) or harassment (including sexual harassment/verbal abuse), threat of physical harm of any person, self, and/or conduct which threatens or endangers the health, safety, or welfare of any such person.
10. Failure to comply with directions, written or verbal, of College officials, law enforcement agents, or residence hall staff acting in the performance of their duties. Refusing to respond to an official request related to alleged violation of College policy or regulation or giving false testimony or fraudulent evidence in College disciplinary proceedings.
11. Failure to fulfill obligations associated with an official disciplinary sanction.
12. Possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature on College property or at College functions.
13. Theft, attempted theft, possession, sale or barter of, or damage to property of the College or of a member of the College community or campus visitor.
14. Failure to abide by the stated rules of the College regulating the use of vehicles.
15. Engaging in overt physical acts which interfere with the normal or sponsored activities of the College on or off the campus, including, but not limited to, the blocking of ingress or egress to the College's facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, College officials, law enforcement agents, faculty members, employees and invited guests.
16. The reporting of false fire, or other emergency alarms, bomb threats, tampering with/ misusing or damaging fire extinguishers, alarms, or other safety equipment.
17. All forms of hazing such as any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause mental or physical harm or injury to any person.
18. Violation of policies, procedures or regulations included in official publications of the College such as, but not limited to, the Catalog, Student Handbook, bulletins, posted notices, and other departmental publications.
19. Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the College or another user without permission.
20. Violation of local, state, or federal law, and/or conduct which adversely affects the student's suitability as a member of the College community.

21. Students are responsible for the conduct of their guests on or in College property and at functions sponsored by the college or any recognized College organization.
22. Gambling on College property or at any College function.
23. Theft or abuse of computer time, including but not limited to unauthorized file entry, unauthorized file transfer, unauthorized use of screen name and/or password, using computing facilities to interfere and/or disrupt the work of anyone in the College community, and using computing facilities to send/receive obscene and/or abusive messages; and
24. Communications on social media sites such as Facebook, MySpace, Twitter, YouTube, etc. generally are not, but can be, monitored by New Mexico Junior College official(s); however, communications and information on such sites may be brought to the attention of and considered by the Office of the Vice President for Student Services or its designees when it appears that such communications constitute possible violations of the Code of Conduct, particularly those policies relating to harassment or discrimination.

Students should be aware that anything posted online is available to anyone in the world. Any text or photo placed online may become the property of the site(s) and may be completely out of the student's control the moment it is placed online-even if access to a site is limited by a student.

The websites are also regularly monitored by many potential employers, internships supervisors, graduate programs, and scholarship committees as a way of screening applicants. You should be very careful when using online social networking and think about not only your image today among your College peers but who you might want to be in the future.

**NEW MEXICO JUNIOR COLLEGE
ALCOHOL / DRUG AGREEMENT**

New Mexico Junior College is an alcohol / drug free institution. All infractions dealing with alcohol/drugs will be handled in a timely manner through the NMJC discipline process. New Mexico Junior College Officials reserve the right to notify the appropriate law enforcement agency concerning any violation of local or state law.

ALCOHOL

Any student found to have alcoholic beverages / containers on campus property is subject to the consequences listed below. Also, all students on the campus are mutually responsible for alcoholic beverages / containers that are found in the common areas of their apartments / residential rooms such as kitchens, bathrooms and living areas, in vehicles or personal property, while on a school sponsored trip or while on an off campus activity sponsored by the college, and will be subject to the following consequences.

VIOLATIONS AND CONSEQUENCES

“Under the Influence of Alcohol & Drugs

“Under the Influence of Alcohol and Other Drugs” is defined by behaviors or attitudes that include, but are not limited to, slurred or incoherent speech, unstable balance, vomiting, poor coordination, glazed or non-focusing eyes or dilated pupils, perceptible odor on clothes or breath, and disruptive or belligerent behavior. In the absence of detection devices such as Breathalyzers, etc..., observation of behavior by those bringing the charges will be considered grounds for charges. **Consumption of alcoholic beverages off campus that influences behavior on campus is subject to disciplinary action under this guideline.**

Once it has been determined by Security / Public Safety that a student has committed an alcohol violation, an incident report will be given to the NMJC Disciplinary Official. The NMJC Disciplinary Official will meet with the student and inform him / her of the following consequences and appeal process:

FIRST OFFENSE:

1. A fine in the amount of \$250 placed on student’s account.
2. Student **must** complete the alcohol awareness course (available at Testing Center). If not completed by the end of the semester, a hold will be placed on the student’s transcript until completed.

Note: Fine removed if alcohol awareness course is completed within one week (7 days) of charged violation

SECOND OFFENSE:

1. Any student found to be in violation of this policy will be placed on Probated Suspension. A disciplinary hearing will be initiated unless the student opts out of the hearing. Should a student not appear for the hearing, the 2nd offense will automatically be upheld.
2. If the discipline is upheld by the Disciplinary Committee, the student will be asked to vacate student housing within 24 hours. Any student on probated suspension will only be allowed to come on campus to attend classes. Any further violation of campus policy will result in immediate suspension. NMJC will notify parents / legal guardian, by phone, if student is less

than 21 years of age. If parents / legal guardian cannot be reached by telephone, a notification of violation, eviction and suspension, if applicable, will be sent by mail.

3. A student on probated suspension who has any Code of Conduct violation will be automatically suspended for a minimum of one calendar year. At the completion of the one calendar year, the student may re-enroll for classes.

DRUGS

New Mexico Junior College is a drug-free institution and will not tolerate the use / possession of all illegal drugs / drug paraphernalia (including but not limited to spice, synthetic cannabis, bath salts, unauthorized prescription drugs, or any other felony drug).

Possession or use of Medical marijuana which is prescribed for healing purposes is prohibited at New Mexico Junior College even though there may be state laws which permit its use in other locations. This prohibition applies to the entire campus, including dorms and student apartments, as well as to college-owned vehicles.

Background: New Mexico Junior College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting this money, New Mexico Junior College is required to certify that it complies with the Drug-Free Schools, and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize any difference between medical or recreational use of marijuana. Thus to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, New Mexico Junior College must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

Once it has been determined by Security / Public Safety that a student has committed a drug violation, an incident report will be given to the NMJC Disciplinary Official. The NMJC Disciplinary Official will meet with the student and inform him / her of the following consequences and appeal process:

All students on the campus are mutually responsible for drugs / unauthorized prescription drugs / drug paraphernalia that are found in the common area of their apartments / residential rooms such as kitchens, bathrooms and living areas, in vehicles or personal property, while on a school sponsored trip or while on an off campus activity sponsored by the college.

FIRST OFFENSE:

1. All students will be placed on Probated Expulsion. A disciplinary hearing will be initiated by the NMJC Disciplinary Official unless the student opts out of the hearing.
2. If the discipline is upheld by the Disciplinary Committee, the student who resides in student housing will be asked to vacate student housing within 24 hours. Any student on probated expulsion will only be allowed to come on campus to attend classes. Any further violation of campus policy will result in immediate expulsion. NMJC will notify parents / legal guardian, by phone, if student is less than 21 years of age. If parents / legal guardian cannot be reached by telephone, a notification of violation, eviction, and expulsion, if applicable, will be sent by mail.
3. A student on probated expulsion who has any further Student Code of Conduct violation will be automatically expelled for a minimum of one calendar year. At the completion of the one calendar year, the student may petition the Vice President for Student Services / Vice President for Instruction (in cases of academic infractions) and request permission to take classes. The

decision of whether the student is allowed to come back and take classes rests solely with that particular Vice President.

Should a student be removed from housing or from classes because of disciplinary sanctions, he / she will not receive any refund of housing costs or costs associated with taking classes at the college.

B. JUDICIAL PROCESS

Students are expected to comply with all College policies and procedures. Students are also advised that violations of policy are cumulative in nature. Although the New Mexico Junior College Student Disciplinary System may have some terminology and actions that mirror the legal system, it should not be confused with the criminal justice system,

The NMJC Judicial Process follows the basic fundamentals of due process when used to adjudicate student violations of college regulations. Procedural due process does not require legal representation, a public hearing, confrontation and cross-examination of witnesses, warnings about privileges, self-incrimination, applications of double jeopardy, or any of the remaining features of criminal jurisprudence. Circumstances, however, may require provision of one or more of these features in a particular case to guarantee the fundamental concepts of due process.

The Vice President for Student Services (VPSS) or his / her designee, is ultimately charged with the administration of the discipline system at the College. The Vice President for Instruction (VPI) or his / her designee is charged with the administration of discipline in all academic matters. Faculty may impose penalties for acts of cheating and plagiarism by students on any graded work or exam. Department heads, in coordination with program sponsors/coaches may impose penalties for violations in cooperation with the VPSS.

All persons authorized to administer discipline will use discretion in all disciplinary matters, giving consideration to the particular circumstances. Severity of the misconduct and prior violations will aid in determining to what extent discipline will be meted.

C. POSSIBLE DISCIPLINARY SANCTIONS

1. Educative Sanctions - Papers, counseling, alcohol/drug evaluations, tasks or series of tasks that are educational in nature and/or serve to benefit the group or community at large.
2. Reprimand - (a) Oral reprimand- An oral disapproval issued to the student by a person designated in the decision; (b) Written reprimand- A statement of disapproval prepared by a designated person and delivered to the student in writing.
3. Restrictions - as appropriate to the violation.
4. Restitution - Compensation for loss or damage incurred to the College, or a member/guest of the College community.
5. Probated Suspension- Notice that further violations of the Student Code of Conduct, as specified, will result in immediate and automatic suspension. The period of probated suspension will be specified in the decision.
6. Suspension- Temporary severance of the student's relationship with New Mexico Junior College, entirely or in part, for a specified period of time, without further action unless the student appeals. The period of time for the suspension is to be specified in the decision. After the specified time, the student is eligible to re-enroll.
7. Probated Expulsion- Notice that further violations of the Student Code of Conduct, as specified in the decision, will result in immediate and automatic expulsion. The period of probated expulsion is to be specified in the decision.
8. Expulsion- Severance of the student's relationship with New Mexico Junior College for a specified period of time, without further action unless the student appeals (Only by the authority of the Vice President

for Student Services or the Vice President for Instruction, in cases of academic infractions). In order to return to NMJC, the student must first appeal to the appropriate Vice President **in writing**. This will take place only after the specified period of time has passed.

9. Notification of Law Enforcement – In all cases of battery or domestic violence NMJC will notify the appropriate law enforcement agencies.

D. INTERIM SUSPENSION

An interim suspension is a temporary removal of the student by a Vice President or the Director of Public Safety based upon the facts which show the student constitutes a danger to property, to self, or to others. The student will immediately be given notice of reason(s) for the interim suspension. Such notice shall be given in writing and hand delivered whenever possible. An interim suspension is not based upon the presumption of the student's guilt. It is a measure to provide safety to all parties involved.

E. REMOVAL FROM CAMPUS

At the request of an authorized NMJC official, an individual(s) will be removed from campus by appropriate law enforcement personnel or NMJC Public Safety / Security Personnel, if they present a danger to themselves or others on the campus. At this time, the individual(s) will be notified that further attempts to come onto campus will result in a criminal trespass violation.

F. INTERNAL ACTIONS

The following internal guidelines are established for the handling of disciplinary matters. A NMJC Security / Public Safety Officer will generate an incident report stating a student may have violated the Student Code of Conduct. The Security / Public Safety Officer must make supervisors aware of alleged violation and communication must continue up to and including the Vice President for Student Services (VPSS).

1. Upon receipt of this information, prior to the completion of the investigation, the VPSS, VPI, or Director of Public Safety will make a determination regarding the threat to property, self, or others and may impose interim suspension sanctions.
2. Upon completion of investigation and documentation of such by a Security / Public Safety Officer, the Security / Public Safety Officer will give an incident report to the Disciplinary Official and give the student a business card which will include the name of the NMJC Disciplinary Official, as well as daily times for discipline appointments. The times for the student to meet with the Disciplinary Official will be on the card that is given to the student by the Public Safety / Security employee. Should these times not work for the student, he / she will be able to call the Disciplinary Official to schedule an appointment.
3. The student in question will meet with the NMJC Disciplinary Official. This meeting will be recorded. The NMJC Disciplinary Official will provide the following information to the student both verbally and in writing;
 - a. the specific violations;
 - b. the discipline to be imposed; and
 - c. the appeal process.

Students shall sign for and take possession of copies of pertinent information which were utilized in the disciplinary decision. Investigative records/copies will be maintained at the Student Life Office. If the student chooses to challenge the disposition (ruling), he/she may appeal the decision to the Disciplinary Committee. This request must be submitted in writing to the Disciplinary Official no later than 2 (two) business days after the student receives his / her discipline letter. The student will be notified in writing of the date and time of the hearing.

G. DISCIPLINARY COMMITTEE HEARINGS

Disciplinary Committee Hearings may be requested if students choose to appeal the sanctions of the Disciplinary Official. The student must request a hearing no later than 2 (two) business days after receipt of the discipline letter. A Disciplinary Committee Hearing should be convened within 72 hours, excluding weekends and holidays, of the request by the student. The student will be notified in writing of the date and time of such hearing. During the disciplinary hearing, the student should be aware of his/her rights in the Disciplinary Hearing. A student has a right to the following:

1. Have the violation explained;
2. Appear in person and present his / her defense. Neither the student nor the College shall be represented by legal counsel.
3. Receive copies of all information which will be used during their hearing;
4. Present any other pertinent information, including witnesses, to the alleged violation (not "character" witnesses). The student is responsible for ensuring that witnesses are available for the hearing;
5. Be informed of possible sanctions;
6. Hear all testimony and ask questions of witnesses;
7. Receive a verbal explanation by the committee chair and a written summary of the reasons for any decision rendered at the conclusion of the hearing; and
8. Receive an explanation of the final appeal process, the procedure for making such an appeal, and the appropriate deadline.

The Disciplinary Committee will consist of:

1. Trained designees appointed by the administration. Only three of these members will be assigned by the Disciplinary Official for a specific hearing. All Disciplinary Committee Hearings will be recorded.

The Disciplinary Committee will:

1. Review written information concerning the incident;
2. Hear all testimonies (including student, staff, and other pertinent witnesses), ask questions of witnesses; and
3. Review proposed disciplinary action.

At the conclusion of the presentation of information, the Disciplinary Committee will render a decision on the matter. The decision will consist of one of the following:

1. Uphold disciplinary decision in its entirety; or
2. Reverse disciplinary decision; or
3. Modify disciplinary decision in part or in its entirety.

At the conclusion of the Disciplinary Committee Hearing, the Committee Chair will:

1. Provide a verbal explanation of any decision rendered;
2. Provide a written summary to student for any decision rendered, and
3. Provide explanation of the final appeal process, the procedure for making such an appeal, and the appropriate deadline.

H. APPEAL PROCESS

Notice to appeal the decision of the Disciplinary Committee concerning suspension or expulsion must be submitted to the Vice President for Student Services / the Vice President for Instruction within 2 (two) business days of the decision of the Disciplinary Committee.

One of the remaining three members of the Disciplinary Committee who did not serve on the Disciplinary Committee Hearing will be the appellate entity for any student who is suspended or expelled from New Mexico Junior College. The information to be considered for appeal shall be limited to information previously accumulated in the course of the original investigation and Disciplinary Committee Hearing. The decision of the appellate entity regarding the case shall not result in further disciplinary sanction(s) brought against the student.

The purpose of the appeal is to:

1. Determine if procedure has been followed;
2. Determine whether the decision was based on sufficiently substantial evidence; and

3. Determine whether disciplinary sanctions were appropriate for the particular student misconduct. The decision of the appellate entity is final.

Section X

Drug Free Schools and Communities

Information regarding the use / abuse of drugs and alcohol by employees and students is provided pursuant to public law 101-226, The Drug Free Schools and Communities Act Amendments of 1989.

Although every effort is made to update and present current information in this booklet, some information may be dated at the time of printing.

New Mexico Junior College students and their health and welfare are of serious concern. NMJC recognizes that the use of illicit drugs and / or the abuse of alcohol is a persistent health problem of major proportion affecting our society physically, mentally, and socially. Illicit drug use and/ or alcohol abuse can adversely affect an individual's personal life, safety, health, and mental or physical performance.

It is the intent of NMJC to provide students with pertinent information related to illicit drug use and / or alcohol abuse in an effort to prevent such abuse.

As a recipient of federal funds, the College is obligated to inform all students that the possession, use or distribution of illicit drugs and alcohol on its property or as part of any of its activities is prohibited, and is a violation of policy. Students who violate the prohibition will be subject to appropriate disciplinary action. It is also a federal requirement and a College policy that, as a condition of employment, any student worker will notify his or her immediate supervisor within five (5) days of conviction of a criminal drug offense occurring in the workplace.

NMJC is committed to promoting and maintaining a work and academic environment that is free from illegal alcohol and drug use and abuse, in accordance with all federal, state, and local laws.

Students, employees and visitors are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of alcohol / illegal drugs / synthetic cannabis / spice or engaging in improper self-medication while on College property or conducting College business. Any member of the College community who violates this policy is subject to both prosecution and punishment under federal, state, and local laws and to disciplinary proceedings by the College.

This alcohol / drug policy is not designed to punish people for seeking rehabilitation. All information about those individuals who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will remain confidential. Seeking counseling or rehabilitation will not be used as a basis of disciplinary action or be used against an individual in any way.

College employees and students who violate the alcohol / drug policy may be informed about and referred to services to assist them in determining whether they are abusing drugs and alcohol or are chemically dependent. If a problem is found to exist, the individual may be referred to resources to assist him / her in overcoming the drug or alcohol abuse pattern.

The College will review its Alcohol and Drug Abuse Prevention Program every 2 years to determine its effectiveness and implement changes to the program as needed and to ensure that the disciplinary sanctions applied by the College are consistently enforced. The last review was during 2014.

CONSEQUENCE OF ABUSE ASSOCIATED WITH THE USE OF STIMULANTS, ILLICIT DRUGS, AND ALCOHOL.

TYPES & MOST COMMON DRUG OF ABUSE

GENERAL CONSEQUENCE OF ABUSE

STIMULANTS

Caffeine
Nicotine Products

Moderate dosages cause increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and dietary loss of appetite.

Cocaine

Overdoses can cause agitation, increase in body temperatures, hallucinations, convulsions, and possible death. Sudden withdrawal can cause apathy, long periods of sleep, irritability, depression, disorientation, hallucinations, convulsions, and possible death.

MARIJUANA

Hashish

Symptoms include euphoria, relaxed inhibitions, increased appetite, and disoriented behavior. Marijuana impairs judgment, reduces reaction time and coordination. Overdoses can cause fatigue, paranoia, and possible psychosis. Withdrawal can cause insomnia, hyperactivity, and decreased appetite.

SYNTHETIC CANNABIS

Spice
Amazing J's
Game Over
Herbal Incense

Moderate dosages can cause negative effects that are not noted in marijuana users such as agitation and vomiting. Use can also cause psychosis in a higher manner than with use of cannabis. Adverse health effects associated with its use include seizures, hallucinations, paranoid behavior, agitation, anxiety, nausea, vomiting, racing heartbeat and elevated blood pressure. Users can also suffer from effects of withdrawal symptoms similar to those associated with withdrawing from the use of narcotics.

DEPRESSANTS, NARCOTICS, AND OPIATES

Codeine
Heroin
Opium
Morphine
Methadone

Moderate dosages cause euphoria, drowsiness, respiratory depression, constricted pupils and nausea. Overdose can cause slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Sudden withdrawal results in watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and sweating, cramps, and nausea.

NOTE: Depressants combined with alcohol can result in magnified negative effects.

PSYCHEDELIC DRUGS

LSD (lysergic acid)
Mescaline
PCP (phencyclidine)

Moderate dosages can result in illusions, hallucinations, and poor perception of time and distance. Overdose can result in longer, more intense "trip" episodes, psychosis and possible death.

INHALANTS

Gasoline & Kerosene
Glues & Organic Cements
Aerosol Propellants
Lighter Fluid
Lacquer & Varnish
Thinners

Moderate dosages cause excitement, euphoria, giddiness, loss of inhibitions, aggressiveness, delusions, depression, drowsiness, headache, and nausea. Overdose can cause loss of memory, confusion, unsteady gait, and an erratic heartbeat and pulse are possible. Sudden withdrawal results in insomnia, decreased appetite, depression, irritability, and headache. Death can result from suffocation.

ALCOHOL

Beer
Wine

Alcohol depresses the central nervous system. Initial effect may relax and gives a mild feeling of euphoria. It also impairs judgment, while reducing reaction time and coordination. Prolonged abuse may produce brain atrophy and dysfunction. Very large quantities and/or prolonged abuse may result in death. Sudden withdrawal by an alcoholic may produce serious problems such as delirium tremors.

NOTE: Alcohol in combination with other depressants can result in magnified negative effects.

HUMAN GROWTH HORMONE

HGH

Prolonged use of HGH for achieving weight loss, increasing mass, and reversing the signs of aging, often leads to side effect that involve muscle and joint pain, abnormal bone growth, tissue edema, and altered glucose metabolism. Other side effects include Carpal tunnel syndrome, swelling in arms and legs, excess body hair, and enlargement of breast tissue in men. There is also an increased risk for diabetes, heart enlargement, liver damage, hardening of the arteries, and hypothyroidism.

NEW MEXICO JUNIOR COLLEGE SANCTIONS

New Mexico Junior College will impose sanctions for failure to maintain standards of conduct regarding illicit drug use and/or alcohol abuse as may apply to students and/or employees consistent with local, state and federal law, up to and including expulsion from school or termination of employment and referral of violations of the standards of conduct.

STUDENT VIOLATIONS

In case of alleged violations against local, state, and/or federal law(s), the following actions may result:

1. Off-campus – Any actions by the College may be postponed until the appropriate court has adjudicated the matter, unless the act committed presents a clear and present danger; and
2. On College-owned or College-leased property while representing the College, NMJC may institute its own independent investigation and proceed with appropriate disciplinary action independent of any possible action by criminal courts

Student violators are subject to the following types of institutional discipline:

- Educative sanctions;
- Reprimand;
- Restrictions;
- Restitution;
- Probated suspension;
- Suspension;
- Probated expulsion; and/or
- Expulsion
- Notification of Law Enforcement

Possession/consumption of alcohol by persons not 21 years of age violates New Mexico law, and can be punishable by up to six (6) months in the county jail and a \$500 fine.

LEGAL SANCTIONS

Federal trafficking penalties for methamphetamine, heroin, cocaine, PCP, LSD, Fentanyl, and Fentanyl Analogue vary depending on the quantity of drugs involved and whether the offense is the first or a repeat offense. Prison sentences range from five (5) years to life. Fines for trafficking in these drugs range from \$2 million to \$8 million. Federal trafficking penalties for marijuana range from ten (10) years to life. Fines for trafficking in these drugs range from \$2 million to \$8 million.

The New Mexico Legislature has enacted numerous laws concerning possession and trafficking of controlled substances. The most abused controlled substances are marijuana, cocaine, heroin, LSD, and methamphetamines. Fines and prison sentences vary according to the quantity of drugs involved and whether first or repeat offense.

Fines for possession of marijuana range from not less than \$50 to \$5,000. Prison sentences range from fifteen (15) days to eighteen (18) months. The fine for trafficking marijuana is \$5,000; prison sentences for trafficking range from eighteen (18) months to three (3) years.

The fine for possession of cocaine and heroin is \$5,000, and the prison sentence is eighteen (18) months. Fines for trafficking cocaine and heroin range from \$10,000 to \$15,000. Prison sentences for trafficking are nine (9) years for a first offense and eighteen (18) years for a repeat offense.

The fine for possession of LSD and amphetamines is \$1,000 and the prison sentence is up to one (1) year. Trafficking LSD and amphetamines carries a fine of \$5,000 and a prison sentence of three (3) years.

Alcohol abuse is subject to penalties specified by the Liquor Control Act. A DWI (Driving While Under the Influence) conviction can result in a fine up to \$1,500 and/or imprisonment up to 364 days for a 1st offense, prosecution for vehicular homicide, and/or license revocation and vehicle impoundment.

**Self-Assessment:
An Alcohol and Drug Abuse Questionnaire***

The following list of questions is important to consider in assessing your own use of alcohol and other drugs. If you answer YES to more than three of these questions (or are concerned about someone you know), you should seek help.

- | Yes | No | | |
|-----|-----|-----|--|
| ___ | ___ | 1. | Have you ever cut classes in order to drink or use drugs or because of the after effects? |
| ___ | ___ | 2. | Do you drink or use drugs while studying? |
| ___ | ___ | 3. | Have you ever done poorly on an exam or assignment because of drinking or using drugs? |
| ___ | ___ | 4. | Have friends or family ever told you that you drink too much or complained about your drug use? |
| ___ | ___ | 5. | Have you ever lost a friend or has a relationship suffered from your drinking or drug use? |
| ___ | ___ | 6. | Have you ever done or said anything while drinking or using drugs that you later regretted? |
| ___ | ___ | 7. | Do you urge friends to drink or use drugs so that you won't stand out? |
| ___ | ___ | 8. | Have you begun to associate with a heavier drinking group of friends or a group that uses drugs? |
| ___ | ___ | 9. | Have you ever been hurt while drinking or using drugs? |
| ___ | ___ | 10. | Have you ever awakened after drinking or using drugs and wondered what happened the night before? |
| ___ | ___ | 11. | Do you ever feel guilty about your use of alcohol or other drugs? |
| ___ | ___ | 12. | Do you drink or use drugs to forget your problems? |
| ___ | ___ | 13. | Do you drink or use drugs to feel more confident? |
| ___ | ___ | 14. | Have you ever been broke or gone into debt because you spent money on alcohol or other drugs? |
| ___ | ___ | 15. | Have you ever destroyed or damaged property while drinking? |
| ___ | ___ | 16. | Do you ever drive while drinking or using drugs? |
| ___ | ___ | 17. | Have you ever been in trouble with College authorities because of alcohol or drug use or because of something you did while under the influence? |
| ___ | ___ | 18. | Do you use more than you planned? |
| ___ | ___ | 19. | Do you ever have difficulty stopping once you've started drinking or using drugs? |

___ ___ 20. Do you find yourself drinking or using drugs when you first wake up?

___ ___ 21. Do you drink or use drugs while alone?

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**DRUG AND ALCOHOL ADDICTION SOURCES
PANNELL LIBRARY**

HV 5278 .M55 2005

Controlling your drinking
Miller, William R. & Munoz, Ricardo F.

HV 5292 .A393 2004

Altering American consciousness: the history of alcohol and drug use in the United States, 1800-2000
Acker, Caroline Jean

HV 5825 .B87 2011

Drug Abuse: Its Natural History and Clinical Treatment
Burt, Marvin R.

HV 5825 .D7793 2008

Drugs and justice: seeking a consistent, coherent, comprehensive view
Battin, M. Pabst

HV 5825 .R484 2012

Blowing Smoke: Rethinking the War on Drugs
Reznicek, Michael J.

HV 5831 .C2 S54

Beautiful boy: a father's journey through his son's meth addiction
Sheff, David.

RC 564.5 .W65 W66 2006

Women under the influence
Columbia University. National Center on Addiction and Substance Abuse.

RC 564.68 .D365 2006

Addiction and mood disorders: a guide for clients and families
Daley, Dennis C.

eBooks

HV 4998 .H54 2002 EB

High anxieties [electronic resource]: cultural studies in addiction
Brodie, Janet Farrell.

HV 4998.G73 1999 EB

Coming clean [electronic resource]: overcoming addiction without treatment
Granfield, Robert

HV 5000 .C2 R48 2003 EB

Responding to the oppression of addiction [electronic resource]: Canadian social work perspectives
Csiernik, Rick.

HV 5053 .A436 2002 EB

Alcohol and violence [electronic resource]: epidemiology, neurobiology, psychology, family issues
Galanter, Marc.

HV 5068 .D78 1999 EB

Drunkard's progress [electronic resource]: narratives of addiction, despair, and recovery
Crowley, John William

HV 5068 .M36 2004 EB

Goodbye, Mr. Wonderful [electronic resource]: alcoholism, addiction and early recovery
McCully, C. B.

HV 5132 .C47 2000 EB

Children of addiction [electronic resource]: research, health, and public policy issues
Fitzgerald, Hiram E.

HV 5801 .S733 2002 EB

Stages and pathways of drug involvement [electronic resource]: examining the gateway hypothesis
Kandel, Denise B.

RC 552 .R44 E53 2000 EB

Loving him without losing you [electronic resource]: how to stop disappearing and start being yourself
Engel, Beverly.

RC 563.4 .D78 2003 EB

Drug addiction [electronic resource]: a medical dictionary, bibliography, and annotated research guide to Internet references
Parker, Philip M.

RC 564 .G384 2001 EB

The orchestration of joy and suffering [electronic resource]: understanding chronic addiction
Gerwe, Corinne F.

RC 564 .P784 2002 EB

The psychodynamics of addiction [electronic resource]
Weegmann, Martin.

RC 564 .P855 2004 EB

Psychosocial treatments [electronic resource]
McCance-Katz, Elinore F.

RC 565 .R43 2003 EB

Recent developments in alcoholism. Vol. 16, Research on alcoholism treatment: methodology, psychosocial treatment, selected treatment topics, research priorities [electronic resource]
Galanter, Marc.

RC 568 .O58 B37 2003 EB

Basic and clinical science of opioid addiction [electronic resource]
Kuntze, Marcus F.

RM 315 .C66 2003 EB

Comite de Expertos de la OMS en Farmacodependencia [electronic resource]
WHO Expert Committee on Addiction-Producing Drugs

4. **COMMUNITY RESOURCES**

The following programs or organizations are currently providing information and/or services for individuals needing assistance as a result of the use of illicit drugs and/or the abuse of alcohol:

1. Alcoholics Anonymous
(575) 397-7009

Description: Alcoholics Anonymous is a support group for recovering alcoholics and is also adaptable to persons recovering from other forms of dependencies. Al-A-Teen is a group for teenagers of relatives who drink; and Al-A-Non is a group for family members of those who drink. Spanish-speaking and non-smoking AA meetings are available. Call any time for information regarding place and time of meetings and/or assistance. There is no charge for participation in AA.

2. Community Drug Coalition
P O Box 5403, Hobbs, NM 88240
(575) 391-1301

Description: The Community Drug Coalition of Lea County is a 501c 3, non-profit organization established by local community leaders and private citizens to combat the growing drug problem in Hobbs and Lea County, New Mexico. The CDC began as a grass roots effort to combat drugs, and is comprised of a broad spectrum of community leaders, private citizens and volunteers.

3. Guidance Center of Lea Co., Inc.
920 W. Broadway, Hobbs, NM 88240
(575) 393-3168 24-hour (575) 393-6633

Description: The Guidance Center provides 24-hour crisis intervention services, which include marriage, family, child, individual, and alcohol/drug counseling, as well as psychological testing and assessment. Narcotics Anonymous meeting information is also available. The cost is based on individual's ability to pay.

4. Lea Regional Mental Health Services
Box 3000, 5419 Lovington Highway, Hobbs, NM 88240
(575) 492-5000

Description: Lea Regional Mental Health Services treat acute mentally ill patients and drug/alcohol abuse when secondary to mental illness. Patients are referred to appropriate facilities for additional rehabilitation. Payment may be made through appropriate insurance.

5. Palmer Drug Abuse Program
200 E. Snyder, Hobbs, NM 88240
(575) 397-6333 or (575) 397-6237

Description: The Palmer Drug Abuse Program provides substance abuse counseling for individuals twelve (12) years through twenty-five (25) years of age. Family counseling is also available. PDAP counselors are available and on call. There is no charge for the service.

Section XI
Service / Assistance Animals on Campus



SERVICE AND ASSISTANCE ANIMALS
Policy Overview



New Mexico Junior College is committed to compliance with state and federal laws regarding individuals with disabilities. All questions regarding service animals should be directed to the Special Needs Services (SNS) office located in the Counseling Office on the first floor of the Ben Alexander Student Learning Center or via phone at (575-492-2576), fax (575-492-2559), or e-mail (krueda@nmjc.edu). No documentation will be required to bring service animals into academic buildings on campus. However, in the case of assistance animals residing in campus housing, the College will require that documentation be provided by the treating physician or mental health provider, which permits the College to determine:

1. That the individual has a disability for which the animal is needed;
2. How the animal assists the individual, including whether the animal has undergone any training; and
3. The relationship between the disability and the assistance that the animal provides.

Procedures & Forms

- Campus Housing Reasonable Accommodation Procedures
- Verification Form for Housing Accommodations
- Disability Accommodation Request Form for Campus Housing

Campus Housing

For more information, please visit the NMJC Student Housing website.

Service Animals Permitted on Campus

Individuals with disabilities may be accompanied by their service animals in all New Mexico Junior College (NMJC) buildings where members of the public or participants in services, programs or activities are allowed to go. By law, a service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. In some cases, the College may permit miniature horses on campus on a case-by-case basis, consistent with applicable law.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of such tasks include, but are not limited to: assisting an individual with low vision with navigation, alerting individuals who are hard of hearing to the presence of people or objects; pulling a person's wheelchair; or providing assistance with stability or balance to an individual with a mobility disability.

Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. The College may, however, ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

Exceptions

The College may exclude a service animal from campus if its behavior poses a direct threat to the health or safety of others or when its presence fundamentally alters the nature of a program or activity. Furthermore, the College may ask an individual with a disability to remove a service animal from campus if the animal is out of control and the individual does not take effective action to control it; or if the animal is not housebroken. The service animal is considered an extension of the student and thus, is subject to the same code of conduct as a student would follow. Disruptive behavior by a service animal will be grounds for removal from an academic setting in the same manner that a disruptive student will be removed from the same environment.

Responsibilities of Individuals with Service Animals

The College is not responsible for the care or supervision of a service animal. Individuals with disabilities are responsible for the control of their service animals at all times and must comply with all applicable laws and regulations, including vaccinations, licensure, animal health and leash laws. A service animal shall be restrained with a harness, leash, or other tether, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is not tethered, it must be otherwise under the individual's control, whether by voice control, signals, or other effective means.

Individuals are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Although the College may not charge an individual with a disability a service animal surcharge, it may impose charges for damages caused by a service animal in the same manner the College imposes charges for damages caused by students.

CAMPUS HOUSING

REASONABLE ACCOMMODATION PROCEDURES

Section I. Introduction and Background

New Mexico Junior College (NMJC) recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to use and enjoy Campus housing. These procedures explain the specific requirements and guidelines which govern requests for reasonable accommodations in Campus housing. NMJC reserves the right to amend these procedures at any time as circumstances require.

Section II. Procedure for Requesting Reasonable Accommodations (Excluding Requests for Service Animals under the Americans with Disabilities Act Amendments Act)

The Office of Special Needs Services is responsible for evaluating whether to grant or deny requests for reasonable accommodation in Campus housing. In evaluating the request, the Special Needs Counselor will consult with the Student Housing Coordinator, as necessary, to determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside or intend to reside in Campus housing who believe they need a reasonable accommodation must contact the Special Needs Services Counselor.

Requests for reasonable accommodations in Campus housing policies and practices are governed by the following requirements:

1. Requesting a Housing Accommodation

- An individual with a disability must complete the “Disability Accommodation Request Form for Campus Housing” (the “Request Form”) to request a reasonable accommodation. Copies of the Request Form are available from Special Needs Services. If the individual requires assistance in completing the Request Form because of his/her disability, the Special Needs Services Counselor will provide assistance in completing the form.
- NMJC will accept and consider requests for reasonable accommodation in Campus housing at any time. The individual making the request for accommodation should complete and provide the Request Form to Special Needs Services as soon as practicably possible **before** moving into Campus housing. However, if the request for accommodation is made fewer than 60 days before the individual intends to move into Campus housing, NMJC cannot guarantee that it will be able to meet the individual’s accommodation needs during the first semester or term of occupancy.
- If the need for the accommodation arises when an individual already resides in Campus housing, he/she should contact Special Needs Services and complete the Request Form as soon as practicably possible. NMJC cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.
- Absent exceptional circumstances, the College will attempt to provide a written response to a reasonable accommodation request within seven (7) calendar days (1 week) of receiving the information described in paragraph two (2) below.

2. Information that May Be Requested for Housing-Related Reasonable Accommodation Requests

Special Needs Services shall limit its requests for information to only the information necessary to verify whether the individual making the request has a disability and/or to evaluate if the reasonable accommodation is necessary to provide the individual an equal opportunity to use and enjoy Campus housing.

- **Obvious Disability:** If the individual's disability and the necessity for the accommodation are obvious (e.g. an individual with a physical disability using a wheelchair needs an accessible room), the individual need only explain what type of accommodation he/she is requesting. No verification of disability and/or necessity is required under these circumstances.
- **Non-Obvious Disability/Necessity:** If the disability is obvious but the need for the accommodation is not obvious, the Campus may require the individual to complete the Reasonable Accommodation Verification Form for Campus Housing (“Verification Form”) and designate a reliable third party who can verify that the

requested accommodation is necessary to provide the individual an equal opportunity to use and enjoy Campus housing, but may not seek information about the individual's disability.

- If the disability and necessity for the accommodation are not obvious, Special Needs Services will require the individual to complete the Verification Form and designate a reliable third party who can verify that the individual has a disability and that the requested accommodation is necessary to provide the individual an equal opportunity to use and enjoy Campus housing.
- A reliable third party is someone who is familiar with the individual's disability and the necessity for the requested accommodation (may not be a family member). A reliable third-party includes, but is not limited to, a doctor or other medical professional or a non-medical service agency (e.g., National Association of the Deaf).
- Absent exceptional circumstances, within seven (7) calendar days (1 week) of receiving the completed Verification Form from the third-party, the Special Needs Counselor, after consultation with the Student Housing Coordinator, will determine if the accommodation is necessary because of a disability to provide the individual an equal opportunity to use and enjoy Campus housing.
- If the third party returns the Verification Form without sufficient information for Special Needs Services to determine whether an accommodation is necessary, the Special Needs Counselor will inform the individual in writing of the verification's insufficiency and may request additional information, including speaking directly with the individual supplying the third-party verification, within seven (7) calendar days (1 week) of receiving the verification.
- The individual making the request for accommodation must cooperate with Special Needs Services in a timely manner in providing all information needed to determine whether the requested accommodation is necessary.

3. Determination of Reasonableness

- Special Needs Services may deny the requested accommodation if it is unreasonable. Special Needs Services shall consult with the Student Housing Coordinator to determine if implementing the requested accommodation is reasonable.
- An accommodation is unreasonable if it: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters Campus housing policies; (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including Campus property; and/or (4) is otherwise unreasonable to the operation of the Campus.

4. Approval of Accommodation

- If Special Needs Services determines a requested accommodation is necessary and is not unreasonable, it will verbally contact the individual to arrange a meeting to discuss the implementation of the accommodation

5. Denial of Accommodation/Appeal

- If Special Needs Services determines a requested accommodation is necessary but unreasonable, Special Needs Services will contact the individual, in writing, within seven (7) calendar days (1 week) of its determination and engage in an interactive process with the individual to determine if there are alternative accommodations that might effectively meet the individual's disability-related needs.
- If the individual is unwilling to accept any alternative accommodation offered by Special Needs Services or there are no alternative accommodations available, the Special Needs Counselor will provide a verbal explanation and written notification to the individual of the denial, the reasons for the denial, the right to appeal the decision, and the procedures for the appeals process. The appeal shall be in writing and made within seven (7) calendar days (1 week) of the notification from the individual of his/her unwillingness to accept any of the alternative accommodations offered or the determination that there are no alternative accommodations available.
- All appeals are reviewed by the New Mexico Junior College Director of Administrative Services. If the appeal is denied, the Director of Administrative Services shall provide written notification of the denial to the individual and a written explanation with all of the reasons for the denial.
- An individual may also use the grievance procedure provided under the general campus Student Complaint Process. This process can be found in the NMJC Student Handbook under the Formal Complaints section.

6. Confidentiality and Recordkeeping

In processing requests for reasonable accommodations, the College will take all steps required by federal, state, and/or local law to protect the confidentiality of any information or documentation disclosed in connection with the requests. Such measures may include limiting access to such information to individuals specifically designated to determine and implement requests for reasonable accommodations, who will disclose the information only to the extent necessary to determine whether to grant the request, determine if the request is unreasonable, and implement any request granted, keeping all written requests and accompanying documentation in a secure area to which only those designated individuals have access, except as otherwise required by law.

7. Non-retaliation Provision

NMJC will not retaliate against any individual because that individual has requested or received a reasonable accommodation in Campus housing.

**NEW MEXICO JUNIOR COLLEGE
ASSISTANCE ANIMAL POLICY AND AGREEMENT
FOR CAMPUS HOUSING**

I. General Policy Statement and Purpose

New Mexico Junior College (“NMJC” or “College”) recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of “Assistance Animals” under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. NMJC is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the College’s programs and activities. NMJC is also committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy College housing. This Policy explains the specific requirements applicable to an individual’s use of an Assistance Animal in College housing. NMJC reserves the right to amend this Policy as circumstances require. This policy applies solely to “Assistance Animals” which may be necessary in College housing. It does not apply to “Service Animals” as defined by the ADAAA.

Although it is the policy of NMJC that individuals are generally prohibited from having animals of any type in College housing, NMJC will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Assistance Animal that is necessary because of a disability and reasonable. However, no Assistance Animal may be kept in College housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

The question in determining if an Assistance Animal will be allowed in College housing is whether or not the Assistance Animal is necessary because of the individual’s disability to afford the individual an equal opportunity to use and enjoy College housing and its presence in College housing is reasonable. However, even if the individual with a disability establishes necessity for an Assistance Animal and it is allowed in College housing, an Assistance Animal is not permitted in any other areas of the College (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).

II. Definitions

- A. Assistance Animal:** “Assistance Animals” are a category of animals that may work, provide assistance, or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual’s disability, but which are not considered Service Animals under the ADAAA and NMJC’s Service Animal Policy. Some Assistance Animals are professionally trained, but in other cases Assistance Animals provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as Assistance Animals, but any animal may serve a person with a disability as an Assistance Animal. It is important to note that animals that may be needed because of a disability may be identified by various names. For example, an individual may identify the animal as a companion animal, therapy animal, or emotional support animal.

- B. Owner:** The “Owner” is the individual who has requested the accommodation and has received approval to bring an Assistance Animal into College Housing.

- C. Special Needs Services Office:** The Special Needs Services Office collaborates with individuals, faculty, and staff to ensure that individuals with disabilities have equal access to all NMJC programs and activities.

III. Procedures for Requesting Assistance Animals in College Housing

The procedure for requesting that an Assistance Animal be allowed in College Housing follows the general procedures set forth in the Reasonable Accommodation Policy for College Housing (“Reasonable Accommodation Policy”) and the requirements set forth below. However, to the extent the requirements and procedures in this policy conflict with the Reasonable Accommodation Policy, this policy shall control.

IV. Criteria for Determining If Presence of the Assistance Animal is Reasonable

- A.** College housing is unique in several aspects including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in certain residence halls. To ensure that the presence of Assistance Animals is not an undue administrative burden or fundamental alteration of College housing, NMJC reserves the right to assign an individual with an Assistance Animal to a single room without a roommate.
- B.** However, for all requests for Assistance Animals, Special Needs Services shall nonetheless consult with Campus Housing in making a determination on a case-by-case basis of whether the presence of an Assistance Animal is reasonable. A request for an Assistance Animal may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters College housing policies; and/or (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including College property.
- C.** NMJC may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Assistance Animals:
 - 1. The size of the animal is too large for available assigned housing space;
 - 2. The animal's presence would force another individual from individual housing (e.g. serious allergies);
 - 3. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
 - 4. The animal is not housebroken or is unable to live with others in a reasonable manner;
 - 5. The animal's vaccinations are not up-to-date;
 - 6. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others; or
 - 7. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

NMJC will not limit room assignments for individuals with Assistance Animals to any particular building or buildings because the individual needs an Assistance Animal due to a disability.

V. Access to College Facilities by Assistance Animals

A. Assistance Animals

An Assistance Animal must be contained within the Owner’s privately assigned individual living accommodations (e.g., room, suite, apartment) except to the extent the individual is taking the animal out for natural relief. When an Assistance Animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance Animals are not allowed in any College facilities other than College residence halls (e.g. dormitories, suites, apartments, etc.) to which the individual is assigned.

B. Dominion and Control

Notwithstanding the restrictions set forth herein, the Assistance Animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from College housing.

VI. Owner's Responsibilities for Assistance Animal

If the College grants an Owner's request to have an Assistance Animal live with the Owner, the Owner is solely responsible for the custody and care of the Assistance Animal and must meet the following requirements:

A. General Responsibilities

1. The Owner must abide by current county and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which will include a vaccination certificate. The College reserves the right to request documentation showing that the animal has been licensed.

Dogs (Service and Assistance Animals)

- All required immunizations must be up-to-date and a copy of the immunizations must be on file with the Special Needs Services Office.
- Dogs must be licensed and a copy of the license must be on file with the Special Needs Services Office.
- Dogs must be spayed or neutered. A copy of the veterinarian's report must be on file with the Special Needs Services Office.
- A Certificate of Health signed by a veterinarian certifying the dog is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Special Needs Services Office.
- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside the residence hall or apartment. Dogs must never be allowed to run freely.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by the Student Housing Coordinator or designee based on any confirmed threatening or territorial behavior.
- Dog obedience and training programs are highly recommended.

Domestic Cats (Assistance Animals Only)

- All required immunizations must be up-to-date and a copy of the immunizations must be on file with the Special Needs Services Office.
- Cats must be licensed and a copy of the license must be on file with Special Needs Services Office.
- Cats must be spayed or neutered. A copy of the veterinarian's report must be on file with the Special Needs Services Office.
- A Certificate of Health signed by a veterinarian certifying the cat is healthy and free from any signs of infectious or contagious diseases, parasites, etc. must be on file with the Special Needs Services Office.
- Collars and tags must be worn at all times. The cat must be kept on a leash at all times when outside the residence hall or apartment. Cats must never be allowed to run freely.

Any Other Animal

- To be considered on a case by case basis by the Special Needs Services Counselor or designee. Dangerous wild animals (big cats, apes, bears, hybrids of these animals), primates, high rabies risk animals (bats, fox, raccoon, coyote) venomous animals, or domestic animals with unknown health history are **not** allowed.
2. The Owner is required to clean up after and properly dispose of the animal's waste promptly in a safe and sanitary manner and, when provided, must use animal relief areas designated by NMJC.

Standards of Behavior by Animal and Animal Owner

- Animals require daily food and attention, as well as a daily assessment of their general health, behavior and overall welfare.
- Animals cannot be left unattended overnight at any time. If the Owner must be away, they must either take the animal with them, or make arrangements for them to be cared for elsewhere, which does not include other residence hall or apartment spaces.
- Emotional support animals must not be taken into the residence hall or apartment offices, administrative offices, common space or student living areas.
- Animal feces, defined as cat litter box contents and any solid animal waste, must be disposed of properly. It is the Owner's responsibility to remove feces from NMJC grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Cleanup must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building on the NMJC campus. Waste MUST be taken to any residence hall or apartment dumpster for disposal.
- Residents with cats must properly maintain litter boxes. In consideration of the health of the cat and occupants of the apartment or the residence hall room, cat litter box contents must be disposed of properly and regularly. The litter box must be changed with new cat litter regularly as outlined by the manufacturer.
- Animal-accidents within the residence hall room or apartment must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. The odor of an animal emanating from the residence hall room or apartment is not acceptable. (see Cleaning Section below)
- Any flea infestation must be attended to promptly by the NMJC contracted professional extermination company at Owner's expense. Owners are expected to promptly notify the Campus Housing office and arrange for extermination when a flea problem is noted. Animal Owners may take some precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking your animal to the veterinarian for flea and tick baths. However, Campus Housing staff may not use chemical agents and insecticides to exterminate fleas and ticks. Because not all of the precautions listed above can prevent flea and tick infestations, the Owner is responsible for extermination costs after vacating the residence hall room or apartment. The College shall have the right to bill the Owner's account for unmet obligations under this provision.
- Animals must not be allowed to disrupt others (e.g., barking continuously, growling, yowling, howling, etc.). Animals which constitute a threat or nuisance to staff, residents or property, as determined by the Student Housing Coordinator or designee, must be removed within seven (7) calendar days (1 week) of notification. If NMJC Public Safety personnel determine an animal poses an immediate threat, animal control may be summoned to remove the animal. If the behavior of an animal can be addressed by the Owner and the Owner can change the behavior of an animal so the pet does not have to be removed, then a written action plan must be submitted by the Owner. The action plan must outline the action to take place to alleviate the problems and also must give a deadline as to length of time the plan will take to complete. Any action plan must meet the

approval of the Student Housing Coordinator or designee. The day after the deadline for removal from the apartment, Campus Housing Staff will do a residence hall room or apartment inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal Owner found not adhering to the removal directive will be subject to disciplinary action, which could include contract cancellation.

- An animal must not be involved in an incident where a person experiences either the threat of or an actual injury as a result of the animal's behavior. The animal Owner will take all reasonable precautions to protect College staff and residents, as well as the property of the College and of the residents.
 - The Owner will notify Campus Housing staff via the hall office if the animal has escaped its confines and is unable to be located within eight (8) hours.
 - All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the Owner. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and, as warranted, may also result in a resident being in breach of their housing contract.
3. The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Assistance Animal and/or discipline for the responsible individual.
 4. NMJC will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Assistance Animal.
 5. An individual with a disability may be charged for any damage caused by his or her Assistance Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the College's standard or routine inspections. Whenever College personnel enter the Owner's living accommodations to perform any inspections or work orders, the Owner shall remove the Assistance Animal to another room and shall secure the Assistance Animal in a kennel or other similar restraint. The College shall have the right to bill the Owner's account for unmet obligations under this provision.
 6. The Owner must fully cooperate with College personnel in regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).
 7. Assistance Animals may not be left overnight in College Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the Assistance Animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.
 8. The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or causedifficulties for individuals who reside there.
 9. The animal is allowed in College housing only as long as it is necessary because of the Owner's disability. The Owner must notify the Special Needs Services Office in writing if the Assistance Animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the new animal must be necessary because of the Owner's disability and the Owner must

follow the procedures in this Policy and the Reasonable Accommodation Policy when requesting a different animal.

Cleaning and Damages

- When the resident moves out of his/her apartment or residence hall room, or no longer owns the animal, the apartment or residence hall room will be assessed to determine if damage to department property can be attributed to the animal. Campus Housing maintains the right to conduct apartment or residence hall room inspections for the purpose of assessing damage caused by the animal or otherwise determine the resident's compliance with this procedure.
 - The animal Owner has an obligation to make sure that the apartment or residence hall room is as clean as the original standard. If the apartment or room has carpeting, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the animal are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the Owner and assessed by members of the Campus Housing staff.
10. NMJC personnel shall **not** be required to provide care or food for any Assistance Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
11. The individual must provide written consent for Special Needs Services to disclose information regarding the request for and presence of the Assistance Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Campus Housing personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

VII. Removal of Assistance Animal

The College may require the individual to remove the animal from College housing if:

- 1) the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
- 2) the animal's presence results in a fundamental alteration of a College program;
- 3) the Owner does not comply with the Owner's Responsibilities set forth above; or
- 4) the animal or its presence creates an unmanageable disturbance or interference with the College community.

The Owner shall report to the Special Needs Services Counselor any instances in which the Assistance Animal has acted in an aggressive manner towards others, bitten or injured any person within 24 hours of any such occurrence. The College will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Special Needs Services Counselor and may be appealed to the College's Director of Administrative Services following the procedure set forth in Paragraph five (5) of the Reasonable Accommodation Policy. The Owner will be afforded all rights of due process and appeal as outlined in that process.

Should the Assistance Animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

VIII. Non-retaliation Provision

NMJC will not retaliate against any person because that individual has requested or received a reasonable accommodation in College housing, including a request for an Assistance Animal.

Acknowledgement and Release of Information Consent Form

By my signature below, I verify that I have read, understand and will abide by the requirements outlined here and I agree to provide the additional information required to complete my Request for a Reasonable Accommodation under the College's Assistance Animal Policy for College Housing.

I have read and understand the Assistance Animal Policy and Agreement and I agree to abide by the requirements applicable to Assistance Animals. I understand that if I fail to meet the requirements set forth in the policy, NMJC has the right to remove the Assistance Animal and I will be nonetheless required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

I furthermore give permission to the Special Needs Services Office to disclose to others impacted by the presence of my Assistance Animal (e.g., Campus Housing staff, potential and/or actual roommate(s)/neighbor(s)) that I will be living with an animal as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the Assistance Animal and/or resolving any potential issues associated with the presence of the Assistance Animal.

I further recognize that the presence of the Assistance Animal may be noticed by others visiting or residing in College Housing and agree that staff may acknowledge the presence of the animal, and explain that Assistance Animals are permitted consistent with the College's Campus Housing Reasonable Accommodation Procedures when the need for such accommodation has been established.

Owner's Signature

Date

Special Needs Services Counselor

Date

Campus Housing Representative

Date



**DISABILITY ACCOMMODATION REQUEST FORM
FOR CAMPUS HOUSING**

New Mexico Junior College (College) recognizes the importance of providing reasonable accommodation in its housing policies and practices where necessary for a student with disabilities to use and enjoy College housing. A reasonable accommodation is an exception to the usual rules or policies that a resident with a disability may need to have an equal opportunity to use and enjoy College housing.

Please complete this form and return it to the Special Needs Services Office no fewer than 60 days before you intend to move into College housing. You may return the form by regular mail, facsimile, or mail to:

Request for Reasonable Accommodation
Special Needs Services
Ben Alexander Student Center
5317 N Lovington Hwy
Hobbs, NM 88240
Phone: (575) 492-2576
Fax: (575) 492-2559
Email: krueda@nmjc.edu

Please answer the following questions:

Name of Student/Resident (print): _____

Specific Reasonable Accommodation being requested (please add additional pages, if necessary):



Please identify your disability and why you believe the accommodation is necessary because of your disability:

- In circumstances where either your disability and/or requested accommodation is not obvious, you must provide a verification from a reliable third-party establishing that you have a disability and that the accommodation is necessary to provide you an equal opportunity to use and enjoy College housing. A reliable third party is someone who is familiar with the individual's disability and the necessity for the requested accommodation (may not be a family member). A reliable third-party includes, but is not limited to, a doctor or other medical professional or a non-medical service agency (e.g., National Association of the Deaf).

Name: _____

Title: _____

Address: _____

Telephone: _____

Signature of Resident _____

Date: _____

This signature authorizes the verifier to provide only the information necessary to verify whether the individual making the request has a disability and/or to evaluate if the reasonable accommodation is necessary to provide the individual an equal opportunity to use and enjoy College housing.



Verification Form for Housing Accommodations

Student Name: _____ A#: _____

I authorize New Mexico Junior College Special Needs Services offices to receive information from my provider, _____. I authorize my provider to discuss my condition(s) with the appropriate and qualified New Mexico Junior College personnel on an as-needed basis.

Student Signature: _____

In order to determine reasonable accommodations for housing, New Mexico Junior College requires current and comprehensive documentation of the student's condition from a licensed clinical professional or health care provider. **The provider completing this form cannot be a relative of the student.** If the space provided is not adequate, please attach a separate sheet of paper. The provider may also attach a report providing additional related information.

This form must be completed by a licensed clinical professional or health care provider familiar with the history and functional limitations of the student's condition(s).

1. Date of Initial Contact with Student: _____/_____/_____

2. Date of Last Office Visit with Student: _____/_____/_____

3. **Diagnosis:** Please list all relevant diagnoses. If applicable, please list all DSM-IV or ICD Diagnoses (text and code).

4. *Approximate onset of diagnosis:* _____/_____/_____

5. Severity of symptoms mild moderate severe

6. Prognosis of disorder: good fair poor

Describe the symptoms related to the student's condition that cause significant impairment in a major life activity.

Please state the specific recommendation regarding housing, and a rationale as to why these housing needs are warranted based upon the student's disability. Indicate why the change(s) to the housing environment you recommend are necessary.

Thank you for your help in providing this information. Please complete the provider information below. This form should be signed and returned via fax or mail to the Special Needs Services office at the address shown at the end of this document. All documentation submitted to Special Needs Services is considered confidential.

Provider Information

By my signature below, I certify that I conducted or formally supervised and co-signed the diagnostic assessment of the student named above.

Signature: _____ Date: _____

Print Name and Title: _____

State of License: _____

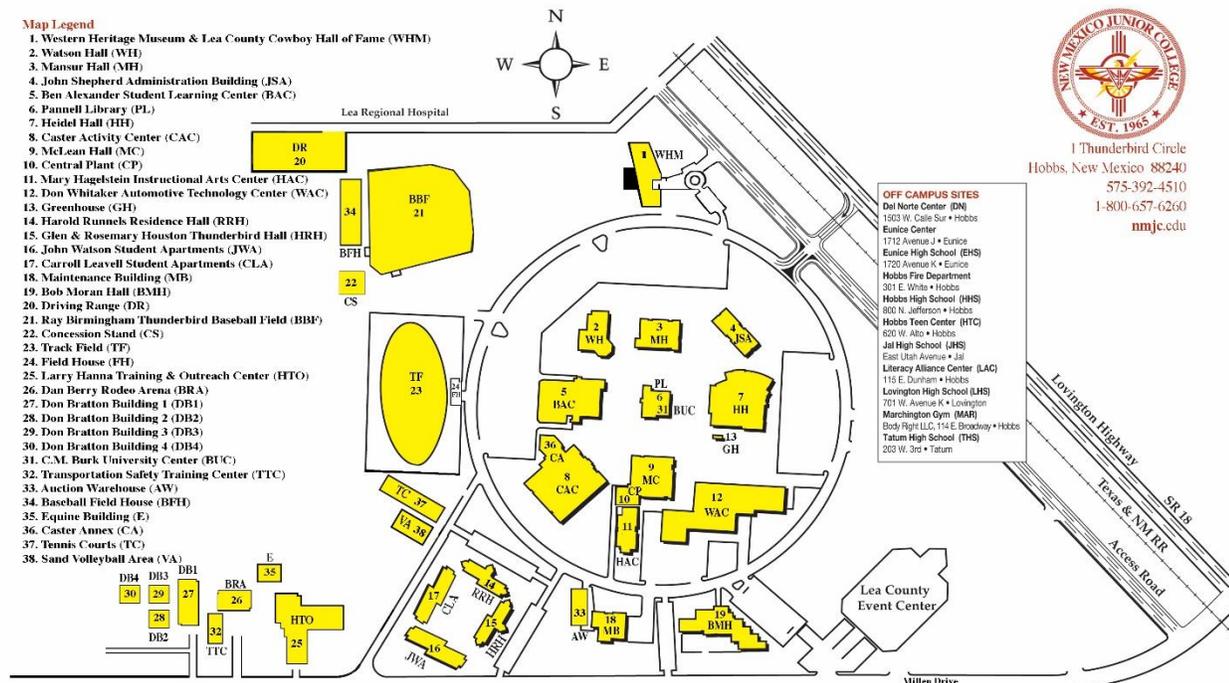
Address: _____

Phone: _____

Please return this form to:

New Mexico Junior College
Special Needs Services Counselor
1 Thunderbird Circle
Hobbs, NM 88240
(T) 575-492-2576
(F) 575-492-2559

Section XII Campus Locator/Facilities



A. Campus Buildings/Facilities

The main campus of New Mexico Junior College is composed of several building complexes that contain the primary services and departments of the College. Within these buildings are faculty offices, classrooms, laboratories, and other facilities. This section of the Student Handbook is designed to help you locate the different campus facilities.

1. Western Heritage Museum (WHM) – Completed in the fall of 2005, this structure opened in January 2006. In addition to offering world-class exhibits throughout the year that exemplify the diversity, beauty, and rich cultural traditions that have shaped the American Southwest, the Museum also serves as home to the renowned Lea County Cowboy Hall of Fame.
2. Watson Hall (WH)– Watson Hall houses the Music and Drama programs at NMJC and features a performance space as well as classrooms and lab spaces for instruction of instrumental, vocal, and theory courses in music. This facility also houses the Cosmetology lab and classrooms.
3. Mansur Hall (MH) – This facility serves as the primary residence for the Division of Arts and Humanities. English, German, Spanish, Education, and Interpersonal and Speech Communications are taught in Mansur Hall. The building is also home to the NMJC Academic Success Center, as well as the Office of the Dean of Arts & Humanities.
4. John Shepherd Administrative Center (JSA) – The Administrative Center houses the offices of the NMJC President, the Vice President for Finance, the Vice President for Instruction, and the Vice President for Student Services, as well as the Business Office, the Human Resource Office, the NMJC Foundation Office, the College Communications Department, the Office of the Vice President for Institutional Effectiveness, and Continuing Education.
5. Ben Alexander Student Learning Center (BAC) –The Ben Alexander Student Learning Center was designed to offer a convenient “one-stop shopping” experience for students by providing recruiting, registration, counseling, and financial aid services, as well as a bookstore, a testing center, classrooms, and labs. The second floor of the student center houses the TRIO Programs and Adult Basic Education. There is also an Internet café, student lounge, game room, and outdoor seating. The Public Safety / Security Office, which houses campus public safety / security officers available for 24-hour response to campus situations, is also located here.
6. Pannell Library (PL) – NMJC’s research collections, microforms, media materials, and active serials (periodicals, newspapers, indexes, and abstracts) are housed in this centrally located facility on campus. Other library resources include current university

and college catalogs, career materials, telephone directories, annual corporation reports, indexes, pamphlets, an extensive business library, and access to FirstSearch databases. Inter-library loan service is also available. Services include reference and research assistance, library instruction, bibliographic instructions/information literacy, library tours, reserve reading, photocopying, and bibliography preparation.

7. Heidelberg Hall (HH) – Heidelberg Hall houses most of the science and mathematics instructional classrooms, laboratories, and faculty offices, as well as the Office of the Dean of Business, Math and Sciences.
8. Caster Activity Center (CAC) – This structure houses recreational/athletic facilities for students, staff and members of the general public. The CAC also houses the Athletic Department offices and the Thunderbird Booster Club. The Activity Center combines some of the finest equipment and conveniences with an active calendar of intercollegiate and other athletic events. Users may access basketball courts, racquetball courts, dry saunas, a fitness classroom, a fully equipped weight room, a cardio room, and an indoor golf driving range, as well as office, locker, and shower facilities. Just west of the CAC are outdoor tennis courts and an all-weather track facility.
9. McLean Hall (MC) – This building complex houses facilities for Nursing, the Student Health Clinic, and the campus Computer Center.
10. Central Mechanical (CP) – This building houses the central plant, which contains the main mechanical infrastructure for the entire campus.
11. Mary Hagelstein Instructional Arts Center (HAC) – This facility contains the Fine Arts classrooms as well as the Document Center.
12. Don Whitaker Automotive Technology Center (WAC) – Located in this building are NMJC's state-of-the-art automotive and welding laboratories and classrooms.
13. Greenhouse (GH) – This area is utilized by grounds personnel to grow in-house plants for campus landscapes.
14. Harold Runnels Hall (RRH) – Harold Runnels Hall provides comfortable, convenient dormitory living for NMJC students.
15. Glen & Rosemary Houston Thunderbird Hall (HRH) – Glen & Rosemary Houston Hall provides comfortable, convenient dormitory living for NMJC students.
16. John Watson Student Apartments (JWA) – The John Watson Student Apartments provide furnished apartment living for NMJC students. A student apartment includes a kitchen, living room, four bedrooms, and two full bathrooms. Each bedroom has Internet access and cable TV connections. A local phone connection is provided in the kitchen area of each apartment. Also available 24/7 is a laundry facility located on the second floor. The complete area comprising the dorms and apartments is known as Thunderbird Village.
17. Carroll Leavell Student Apartments (CLA) – The Carroll Leavell Student Apartments provide furnished apartment living for NMJC students. A student apartment includes a kitchen, living room, four bedrooms, and two full bathrooms. Each bedroom has Internet access and cable TV connections. A local phone connection is provided in the kitchen area of each apartment. Also available 24/7 is a laundry facility located on the second floor. This building also houses the office of the Housing Coordinator, student mailboxes and an office for a public safety / security officer.
18. Warehouse/Maintenance (MB) – This building is utilized by the Maintenance Department and houses the motor vehicles utilized for company travel, as well as the office of the Physical Plant Director.
19. Bob Moran Hall (BMH) – This facility houses instructional classrooms and laboratories for Public Safety, including the office of the Dean of Public Safety and dormitories built specifically for the Law Enforcement Academy. The Director of the Entertainment & Music Technology program also houses in this building.
20. Driving Range (DR) – Students enrolled in a golf class and/or the members of the NMJC Golf team have access to the on-campus driving range. (The driving range is not open to the public).
21. Ray Birmingham Thunderbird Baseball Field (BBF) – NMJC's collegiate baseball field for practice and games was named for the legendary coach who, among other honors, led the T-Birds to a national championship in 2005. The facility has a seating capacity of 700.
22. Concession Stand for Baseball Field (CS)
23. Track Field (TF) – This newly refurbished facility is primarily utilized by Cross Country/Track & Field teams and Intramural activities, but is open to the public year round.
24. Field House (FH)
25. Larry Hanna Training & Outreach Center (HTO) – The Larry Hanna Training & Outreach Center is a full-service training and education conference center uniquely designed to facilitate training seminars, professional development programs, conferences, business meetings, sales meetings, marketing presentations, and networking meetings. The Division of Training &

Outreach includes the following departments which are housed in this facility: Workforce Training, Professional Development, Events, New Horizons Foundation, CDL & Safety Training Programs, and the Small Business Development Center (SBDC). This division provides credit and non-credit courses for professional development and life-long learning. The facility also houses the Office of the Vice President for Training & Outreach.

26. Dan Berry Arena (BRA) – NMJC’s intercollegiate rodeo practice facilities are located here. Included in the Dan Berry Rodeo facilities are an indoor Arena and an Equine Building, which houses classroom, lab, and office areas for the Equine Program.
27. Don Bratton Building 1 (DB1)—A training facility to meet the needs of area oil and gas producers and alternative energy workers in the Permian Basin. It houses both industrial classrooms and lab space for the Instrumentation & Controls program.
28. Don Bratton Building 2 (DB2)—Same as DB1
29. Don Bratton Building 3 (DB3)—Same as DB1
30. Don Bratton Building 4 (DB4) – Same as DB1
31. C.M. Burk University Center (BUC) – The C.M. Burk University Center, located on the 2nd floor of Pannell Library, provides space for NMJC’s four-year university partners, which include Eastern New Mexico University, the University of New Mexico, New Mexico State University, and New Mexico Institute of Mining and Technology. These partnerships were designed to provide educational opportunities and to enhance the transfer rates and completion rates of two year students in their pursuit of advanced degrees. The University Center also houses the Dean of Distance Learning and Professional Studies, and the Distance Learning staff who work with students and faculty in a support role for online and ITV classes. The Energy Technology Degree Program offices as well as offices and classroom space for the Business and Computer Science Departments are also housed in the building.
32. Transportation Safety Training Center (TTC) – This building houses the Transportation Safety staff and registration services for CDL programs, Defensive Driving, DWI, and Driver’s Education. It also contains the classrooms for CDL training.
33. Warehouse (W) – This is a storage and large shipping/receiving area that is utilized solely by the warehouse personnel.
34. Baseball Fieldhouse (BF) – The newly constructed Baseball Fieldhouse has an enclosed practice area, locker rooms, referee’s locker rooms / shower area and will house the Baseball Hall of Fame.
35. Equine Building (E) – The Equine Building has offices, a classroom, and lab for the Equine Program. It is located next to the Dan Berry Rodeo Arena (BRA).
36. Caster Annex (CA) – This add-on to Caster Activity Center has 3 smart classrooms and 3 offices which are utilized mostly by the community.
37. Tennis Courts (TC)
38. Sand Volleyball Area (VA)

Key Dates

	Fall 2016	Spring 2017
Last Day to Add or Drop w/Refund	08/19/16	01/13/17
Classes Begin	08/22/16	01/17/17
Book Buy Back	Finals Week	Finals Week
Final Exam Dates	12/12-12/14/16	05/08-05/10/17

Key Telephone Numbers

Academic Success Center/Tutoring	492-2623
Admissions & Records Office	492-2546
Athletics Office.....	492-2740
Bookstore.....	392-5392
Ben Alexander Student Learning Center Cashier	392-5207
Canvas Help Desk.....	399-2199
College Communications	492-2726
Continuing Education.....	492-2786
Counseling	492-2577
Dean of Arts & Humanities	492-2840
Dean of Public Safety & Career Technology	492-2720
Dean of Business, Math & Sciences	492-2800
Financial Aid Office	392-5172
Maintenance.....	492-2661
Office of the President.....	392-5018
Office of the Vice President for Finance	492-2770
Office of the Vice President for Instruction	492-2762
Office of the Vice President for Student Services.....	492-2760
Office of the Vice President for Training & Outreach	492-4710
Public Safety / Security	492-2589
Public Safety / Security Cell Phone	399-2033
Recruiting.....	492-2587
Student Activities Office	492-2580
Student Life Office	392-5366
Student Housing Coordinator	492-4735
Glen & Rosemary Houston Thunderbird Hall	492-2567
Harold Runnels Hall	492-2569
Carroll Leavell Student Apartments	492-4735
John Watson Student Apartments	492-4735
Testing Center.....	492-2591
Transcript Information.....	492-2547
Western Heritage Museum & Lea County Cowboy Hall of Fame	392-6730