



# Housing and Residential Life Handbook

# Residence Halls

2007-2008



## **Welcome to the New Mexico State Residential Communities!**

On behalf of the entire Housing and Residential Life staff, welcome to New Mexico State University. We are glad you are here and part of our living and learning community. We are excited about the 2007 - 2008 academic year and all the wonderful opportunities and challenges ahead of you. Living on campus is an integral part of the educational and academic support services program of the university. Our mission is to create conditions that motivate and inspire living/learning communities to be academically focused, ethically responsible and socially just. Our staff is here to assist you in your personal development by offering a multitude of activities and leadership opportunities focusing on social interaction, educational growth and social justice advocacy. We hope you will take advantage of all NMSU has to offer.

This Housing and Residential Life Campus Living Handbook can assist you in making your college experience at NMSU successful. This handbook is your essential guide to community living at NMSU. You will find information about services, facilities, leadership opportunities, procedures and community guidelines.

Please read this information thoroughly and ask a Housing and Residential Life staff member if you have any questions. Again, welcome to NMSU and Housing and Residential Life. We hope your experience at NMSU will be filled with rich discoveries, academic success and new friendships. Please let us know what we might do to enhance your experience living on campus!



Julie Weber  
Director, Housing and Residential Life

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## **Residential Life Staff**

### **Resident Assistant (RA) & Community Leader (CL)**

Each residential area on campus has a student staff member in the form of an RA or a CL. These individuals are full-time students who have been selected for their leadership skills, their concern for peers and other students, and their desire to create a positive living community. These student leaders are trained to provide campus resource information, community building activities, and peer advising. Additionally, they help ensure the safety and security of our facilities while maintaining a healthy living environment by enforcing community guidelines.

### **Residential Mentors (RM)**

Residential Mentors are full-time students who have exceptional talent in one or more academic area. They are available for one-on-one or group tutoring, serve as role models, and are affiliated with the Crimson Scholar program.

### **Desk Attendants (DA)**

Desk Attendants are students who assist with the operation of the Area Office and residence hall desks. Their responsibilities include sorting mail, disseminating information, assisting students, and various administrative tasks.

### **Office Coordinator (OC)**

The Office Coordinator is a full time university staff member who is responsible for facilitating resident services at each Area Office. The Office Coordinator disseminates information, manages office services, can submit work orders for problems in your room, is responsible for keeping room and key inventories, and much more. An OC is usually in the Area Office from 8am- 5PM, weekdays.

### **Assistant Coordinators**

Assistant Coordinators are graduate students who work part-time in the residential areas. Assistant Coordinators are available to assist residents and staff, serve as mentors for the student staff, and provide administrative support.

### **Coordinators of Residential Communities**

Coordinators of Residential Communities are full-time professional staff members who live on campus. They typically have a master's degree in student development or a related area. Our CRCs supervise the student staff, advise hall councils, administer the judicial process, offer support and counseling, and assume general responsibility for their living community and buildings.

### **Area Coordinators (AC)**

Area Coordinators are full-time professionals who typically have a master's degree in student development or a related field and several years of campus housing experience. The two ACs supervise the CRCs and assist in coordinating the living communities on campus. Additionally, the Area Coordinators adjudicate higher level judicial issues and evictions.

### **Associate Director of Housing and Residential Life**

The Associate Director of Housing and Residential Life, Chad Clark, is another professional who can be a resource to you. He is responsible for supervision of all the live-in residence life staff and general oversight of the residential life program.

## **General Information**

### **Housing and Residential Life License Agreement**

Your occupancy in campus housing has come about as the result of an official agreement between you and New Mexico State University. Although the agreement itself is a fairly lengthy document, it is important you are familiar with its contents. Set forth below are a few items we wish to highlight.

1. This agreement is in effect for the full academic year (August through May). Residents are expected to fulfill their obligation for the duration of the agreement period. Students who feel there are extenuating circumstances which would warrant early termination of the agreement may petition for release by following the Housing and Residential Life License Agreement Termination process. **Please confirm that you have been officially released from your Housing License Agreement prior to making other housing accommodations.**
2. Students who no longer qualify for campus housing have the obligation to notify the Department of Housing and Residential Life in a timely manner. This includes, but is not limited to, students who do not receive full admission status after being tentatively admitted, students who are disenrolled from school for nonpayment, or students who fail to re-enroll for a given semester. For more information about the License Agreement Termination process, please visit our website ([www.nmsu.edu/~housing](http://www.nmsu.edu/~housing)) or the central Housing Office, located in the Educational Services Center.
3. Students who are withdrawing from the University must properly check out of campus housing as part of the withdrawal process. In general, check-outs should occur within 24-hours of initiating the withdrawal process.
4. Students who attend the University in the fall semester and are then academically suspended for the spring semester must notify the Department of Housing and Residential Life and properly check out prior to the first day of classes for the spring term. Students who fail to follow this procedure may incur additional charges.
5. Our policy is to not move students from one assignment to another unnecessarily. However, there are times when situations occur which warrant relocation. Students are expected to cooperate fully in all occasions where moves are required. Such situations may include the consolidation process, reassignment due to maintenance requirements, administrative moves or other similar circumstances.
6. Charges related to campus housing are placed on the student's university account. These charges must be paid according to the payment policies established by University Accounts Receivable. Failure to pay charges as outlined may prevent future registration for coursework, may hold up requests for transcripts or diplomas, and may preclude future campus housing opportunities. Every effort is made to transfer charges to student accounts in a timely manner. Errors in this process do not relieve the student of his/her responsibility to make full payment on the account.
7. Your prepayment for campus housing will be held during the fall term to ensure compliance with the terms of the license agreement. During the spring semester, this money may be used to reapply for housing for the next academic year or it may be applied to your student account to assist in covering spring semester charges.

### **Check-in Procedures**

Depending on the time of the year, you may check-in at the area office or the front desk of the building in which you were assigned. The process for checking-in formally establishes residency with campus housing. Residency is not established by physical occupancy (i.e., living in or moving belongings into the room).

### Room Condition Report

Prior to your arrival, your resident assistant conducted an inspection of your room. The results of this inspection were documented on a room condition report. As soon as possible after getting to your room, it is your responsibility to review the room condition report, making any additional comments or concerns about the living space, and then return it to the front desk or area office. Your room condition report is a very important document as it specifies the condition of your room at the time of check-in and establishes the standard for room condition at check-out. Be sure to go over this form carefully and thoroughly. Any discrepancies in the room condition at the time of check-out may result in charges being assessed for repairs.

### Check-out Procedures

To check out of your living assignment during the academic year (between August and the end of April), **please ensure that you have the necessary approvals to change your housing assignment or to terminate your housing license agreement.** Once the proper approvals have been granted, contact your R.A. to go over check-out procedures in detail and schedule an appointment for check out. Prior to your scheduled check out, you will be expected to move all of your personal belongings completely out of your living space and thoroughly clean the room and bathroom. You will then meet with the R.A. to review the room condition report, turn in keys, and provide forwarding address information.

### Room Change Process

We recognize students will have changing needs and desires throughout the year in regards to their living situation. If you are interested in changing rooms within your building or to another housing area, you must adhere to the Room Change Process. To change your current room during the academic year you must first request a room change at your Area Office. The Area Office staff will review the proper room change procedures with you. If your room change can be accommodated, you will be assigned a new space.

### License Agreement Termination Process

The Housing & Residential Life license agreement is a one-year agreement in effect for the full academic year (August through May). Students who sign a housing license agreement are expected to be fully aware of the obligations of that agreement and fully agree to fulfill its terms and conditions. However, the Department of Housing & Residential Life recognizes that occasionally the termination of a housing license agreement is warranted due to an unexpected change in plans. Students who have extenuating circumstances which would warrant early termination of the agreement may petition for release by following the Housing and Residential Life License Agreement Termination process. Documentation of this process can be obtained in your Area Office or on the Housing website ([www.nmsu.edu/~housing](http://www.nmsu.edu/~housing)). When going through this process, it is important that you pay careful attention to the process dates and all necessary steps.

### Consolidation Process

If you are living in a double which is not at full occupancy, you will participate in the consolidation process. This process begins when a resident has a roommate move out or is in a room where the intended roommate assigned to the room does not check-in. In this situation, there are several options open to the resident:

- **You may choose to convert the room into a single.** By choosing this option, you gain the luxury of not having to worry about being assigned a roommate for the remainder of the academic year. You also agree to pay the single rate for your room as of the date established by the Department of Housing and Residential Life.

- **You may choose to participate in the consolidation process.** As a result of participating in the consolidation process, you are giving yourself the opportunity to pick your new roommate. Roommate selection and moves will be facilitated by the R.A. staff.
- **You may choose not to participate in the consolidation process.** By choosing this option, you indicate you do not want to pick a roommate and the Housing Department may assign you a roommate at anytime during the course of the semester. As a result, you will be placed on the “vacancy” list and a roommate will be assigned as need dictates. By choosing this option, you **agree to leave one-half of the room free of personal items for when a roommate is assigned to your room.** This includes the bed, the desk, the dresser, the closet, and the drawers of the furniture. Housing Staff members will conduct random room checks throughout the course of the semester to ensure that one-half of the room is available for move in. If the room is not in proper condition, the student will be billed for the cost of a private room for the remainder of the semester. Additionally, Housing reserves the right to mandate a consolidation to accommodate private room requests.

## **Your Living Environment**

### **Lounges/Common Area Amenities**

Residents have access to community lounges intended for studying, watching television, or hanging out with friends. These common areas have a variety of furniture, equipment, and games for the comfort and enjoyment of the residents. Many areas also have community kitchen facilities available for resident use. Cookware is not supplied in the kitchens, but can be checked out from the front desk. We expect that residents will respect each other and keep the facilities in good shape for everyone to enjoy. As with all common areas, all residents of the community are responsible for this area.

Some lounges are available for student organizations to reserve for meetings. To reserve a lounge, contact the North Campus Area Office at 646-1701.

### **Your Roommate and You**

Roommates can be a lot of fun. Most people enjoy the companionship of another person and want to share opinions, interests, good times, and educational experiences. The shared experiences of attending New Mexico State University and living in our communities offer a great opportunity to form lifelong friendships.

Learning about each other and adjusting to differences will benefit your relationship tremendously. Cooperating to overcome your personal differences will result in both you and your roommate gaining self-awareness and personal confidence. Making these compromises does not come easily. Living with someone you do not know may be challenging at times and often requires tolerance and patience.

When you moved in, you should have found a roommate agreement in your room. We strongly suggest you and your roommate complete this agreement. Your Resident Assistant or Community Leader can assist you in filling out this agreement and can keep it in her/his files if you would like.

### **General Guidelines:**

- *Do* be accepting and understanding of lifestyles different from your own.
- *Do* talk about your feelings (a roommate cannot respond to unexpressed feelings).
- *Do* keep accurate records of any shared bills.
- *Do* return or replace something if you borrow or break it.
- *Do* make an effort to keep your living space clean and comfortable. The more livable your space is, the happier you will be.
- *Don't* think problems are going to go away by themselves.
- *Don't* pretend that everything is fine if there are unresolved issues.
- *Don't* leave notes; communicate in person.

## Housing and Residential Life Services

### Area Offices

The North Campus Area Office located in Garcia Hall is the central operating point for administrative services related to residence hall operations. Some of the services available include package pick-up, spare key sign out, work order follow-up, room change information, and general services related to your stay in campus housing.

### Individual Hall Lobby Desks

Conveniently located in each hall, lobby desks provide information about the hall, access to hall staff, equipment check-out, and specific hall-related services.

### Mail Services

Please check your mail every day. The Department of Housing and Residential Life will use your campus mailbox to distribute important and time-sensitive information which is pertinent to your stay in campus housing. It is your responsibility to check your mailbox. *NOTE: Distribution of items through your mailbox constitutes proper notification.*

The North Campus Area Office is equipped to handle package delivery from the United State Postal Service or other delivery services. Federal Express, UPS, and other carriers deliver packages daily. When a package arrives addressed to you, a slip is placed in your mailbox notifying you of the delivery and how to claim your package.

### Pinon Hall, Garcia, Monagle, and Rhodes-Garrett-Hamiel

Student Name ## North Campus Housing Las Cruces, NM 88003  For example, if you are assigned box number 342, the mailing address will be:  Student Name 342 North Campus Housing Las Cruces, NM 88003	When you moved in, you were assigned a mailbox. Mailboxes are located at the North Campus Area Office in the Garcia Hall Lobby. Desk Attendant staff sorts the mail and posts into the mailboxes as soon as possible after the mail is delivered. Assuming the mail is delivered on time, your mail should be posted by 5:00pm.
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### Greek Complex

Your Full Name Room Number Greek Complex Las Cruces, NM 88001	At the Greek Complex, each house has a central lock box provided by the United States Postal Service. Mail is delivered Monday-Saturday, excluding holidays. Each chapter has a designated mail person who will pick up the mail and distribute it to the residents of the house.
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### Computer Connectivity

In order to support the academic pursuits of residents, the department has installed infrastructure which allows each student to connect to the Internet and the university campus network if he or she has a personal computer. To access the internet, simply plug your computer into the Ethernet jack using a standard RJ-45 Ethernet cable. Contact the ICT Help Desk at 646-1840 if you have questions about connecting to the internet.

**Laundry**

Automatic Laundry provides laundry equipment in each of the residence halls and the apartment communities. The cost to do laundry is \$0.75 per load to wash and \$0.50 per load to dry. Please be aware of the following information:

- Residents should report any malfunction of laundry equipment to the Area Office.
- The Department of Housing and Residential Life is not responsible for lost or stolen laundry items or items damaged while laundering. Residents are encouraged to stay in the laundry room when using laundry room equipment.
- The machines accept cash or Money\$Card. To take advantage of the Money\$Card system, please visit the ID Card office on the lower level of the Corbett Center.

**Maintenance and Custodial Services**

The Department of Housing and Residential Life is committed to providing a living environment that is safe, comfortable and clean. To assist with this, maintenance and custodial staff work in our residential areas weekdays from 7:30am-5:30pm, with limited coverage in the evenings and week-ends for emergencies.

*Reporting a work order*

To request a repair in your room, you must submit a work order. The best way to enter a work order is online – see directions on the next page. You can also contact the Area Office at 646-1701 to submit a work order. Be prepared to answer a few questions about the nature of the work so we can better address the problem. For example, to report your air conditioner is not working may result in questions to determine if it does not turn on at all, if it turns on but only blows warm air, if it blows cold air but not very forceful, and so forth. Each of these bits of information provides a better idea of the exact nature of the problem so we can respond more quickly and with the appropriate staff.

<p><b>To report a work order via website</b></p> <ul style="list-style-type: none"> <li>• To submit a work order online, go online to <a href="http://www.nmsu.edu/~housing/CurrentResident.htm">http://www.nmsu.edu/~housing/CurrentResident.htm</a> and click on “<b>submit a work order online.</b>”</li> <li>• Enter a separate work order request for each individual issue.</li> <li>• After submitting your request, you will receive a confirming email that the work request has been submitted.</li> </ul>	<p><b>Helpful hints on submitting a work order:</b></p> <ul style="list-style-type: none"> <li>• Be detailed and specific                             <ul style="list-style-type: none"> <li>• Provide the exact location of the issue</li> <li>• Provide a clear description of the issue</li> </ul> </li> <li>• Note any specific circumstances that cause the issue to occur</li> <li>• An online work order request must contain individual issues. Do not combine multiple issues into one work order request.</li> <li>• Do not put in an online work request for common/public areas. Instead, report these issues to a staff member or the Area Office.</li> <li>• You can check the status of a work order from the website using the Work Order Number.</li> <li>• Questions on work orders can be sent via email or by calling your Area Office.</li> </ul>
<p><b>To report a work order in person or by phone:</b></p> <ul style="list-style-type: none"> <li>• To submit a work order in person or by phone, stop by or call your Area Office.</li> <li>• Clearly articulate the problem with specific details.</li> <li>• Be prepared to answer questions to help clarify the issue.</li> </ul>	

As a general rule, a maintenance technician should respond to the work order request within one business day of the request being received by the warehouse dispatcher. In many cases, the issue will be corrected then.

We make every attempt to have work orders completed within three business days of the initial submission. However, there are occasions when the volume of work, the availability of staff, and time of year impacts the ability to complete the work within three days. The Area Office will be kept informed of your work order and can investigate any delays which may occur.

Staff members who respond to work orders are asked to identify themselves to the resident when they arrive and explain the nature of their service call. If at any time you question the legitimacy of the individual at your door, you should contact the Area Office to verify the service call. Maintenance staff members are required to leave work response notices to inform you that the work was completed. If the work was not completed, a response notice should provide information on additional work that is pending and/or the reason why the work was not completed. If you do not receive a notice, please contact the Area Office to report this occurrence so we can keep you informed of your work order status.

### **Reporting a work order after hours**

We recognize there will be occasions where emergencies arise that will require the response of maintenance or custodial staff after normal working hours. Examples of such situations may include a failure of the heating system on a cold winter night, floods, or other such emergencies. If you believe such a situation exists, contact the duty staff in your area through the Area Office telephone number (646-1701). An on-call residential life staff member will respond and assist in determining the severity of the issue as well as a plan of action for resolution.

### **Entering residential rooms**

Considering the large amount of students who reside on campus and class and work schedules, it often occurs where a resident will not be home when the maintenance technician arrives. Instances may exist where maintenance or custodial staff may enter a room as part of your license agreement with the University.

- 1) When the resident of a room or unit places a work order request, this is considered permission to enter their residence.
- 2) Occasions do exist when a large project will require entrance into a number of rooms or units. When this occurs, the Area Office will coordinate a written notice to all affected residents. We attempt to do these projects during semester breaks as much as possible but some do happen during the academic year.
- 3) Responding to a larger issue may require entrance into adjoining rooms to where the problem was first reported.
- 4) When staff identify or notice issues that need immediate attention such as water or smoke coming from a residential area.

### **Telephones**

Local phone service is included at no additional charge in campus housing. Amenities included in this service include voicemail, call waiting, automatic call back, last number redial and data privacy. For more information on the services provided, contact NMSU's Information and Communications Technology Department at 646-1840 or visit them on-line at <http://ict.nmsu.edu/>. If you are having trouble with your phone service, first ensure that your instrument is in good working order. If the trouble continues, contact your front desk to submit a work order. Please activate and check your voicemail regularly. University announcements and messages are sometimes delivered via the voice mail system.

### **The Central Housing and Residential Life Office**

The central office for the Department of Housing and Residential Life is located in the Educational Services Center. Various administrative units are housed in this location. While most of your needs can be handled by your Area Office, staff in the Central Office are also available to assist you.

### **Dining Services**

Aramark has been contracted to provide dining services at New Mexico State University. Aramark is not affiliated with the Department of Housing and Residential Life. For problems or questions about your meal plan, go to the ID Card office, which is located on the lower level of Corbett Center, or stop by the dining services office located adjacent to Taos.

## **Safety and Security**

### **Student Safety Responsibilities**

Your safety and security is our number one concern. While we have several strategies in place to ensure your safety, your safety and security is largely up to you. Being aware of your environment, always closing and locking your door when you are not in your room, reporting suspicious behavior or persons to hall staff or University Police, and not propping exterior doors are some common sense ways you can ensure your own safety.

### **Residential Life Staff**

Each evening, student and professional staff members are on call throughout the campus housing system. Their function is to respond to after hours needs and emergencies, ensuring exterior doors are closed and locked, and addressing behavior which negatively impacts the community. If you need after hours assistance, contact the Area Office at 646-1701.

### **Safety Checks**

In order to assure that no potential fire or safety hazards are present in rooms during the semester break, we conduct safety checks of each residence hall room shortly after the official closing date. An informational memo will be sent out to each resident via campus email and your mailbox a few weeks prior to the break period instructing residents about the procedures which should be followed in preparation for the University break. During these safety checks, any policy violations in plain view will be documented and referred for judicial action. We do **not** go through drawers or personal belongings as part of these safety checks.

### **University Police Department (UPD)**

The University Police Department is located at 725 College Drive (at the intersection of College and Union). Fully certified police officers are responsible for the protection of life and property in our campus community. Some of the services provided by UPD include:

- Bicycle registration
- Motorist assistance
- Law enforcement
- Crime prevention programs and brochures

In an emergency, the police department can be reached by dialing 911 from any campus phone. If you dial 911 from a cellular telephone, please be aware that your call will be directed to the Las Cruces Police Department. The LCPD dispatcher can forward your call to the University's 911 system.

### **Tips on Residence Hall Security**

You may have valuable possessions in your room such as a stereo, jewelry, television, computer, or perhaps your favorite pair of jeans. You must ensure that your belongings are not vulnerable to theft or damage. These crime prevention tips may save you some grief.

- *Immediately report lost keys to your Area Office*
- *Always leave your door closed and secure*
- Store valuables out of sight
- Be aware of strangers on your floor and notify UPD of any suspicious activity
- Do not allow strangers access to the halls without verifying that they live in the hall
- Never prop exterior / interior doors open
- Keep an inventory of your belongings

### Fire Alarm Procedures

If an alarm sounds, you are to assume there is an emergency and evacuate the building. Failure to evacuate a building during an alarm will result in disciplinary action and possible criminal charges.

Remember:

1. Feel the door for heat (use the back of your hand). If the door is hot, do not open it.
2. Close the windows.
3. If you cannot leave the room, stay calm.
  - Call 911 to notify authorities of your location
  - Stuff wet sheets or clothing under doors
  - Hang a sheet out the window or shout to attract attention
4. If you leave the room, close the door behind you.
  - Stay low to the ground if smoke is present
  - Move quickly, but do not run
  - Take a towel to cover your mouth and nose in order to avoid smoke inhalation
5. Do not re-enter the building until permitted to do so by emergency officials or staff.

### Fire Safety

Tampering with or disabling any part of the fire alarm system, discharging an extinguisher, registering a false alarm, or setting a fire can endanger life and property. Such behavior will be grounds for eviction from campus housing and may result in criminal charges. **All residents are expected to evacuate if the fire alarm sounds.** Smoke and heat detectors are installed in student rooms and common areas. These must be kept in good working order. Please report any malfunctions to the Area Office immediately.

## **Resident Rights and Responsibilities**

Within each community, every individual has certain rights and responsibilities as a community member. The Department of Housing and Residential Life strives to develop communities in which each student takes responsibility for the maintenance and development of the community while enjoying certain individual rights. Specifically, each student has the **right** to:

- Live in a clean and safe environment
- Feel respected and valued
- Be free from all forms of emotional harm and both verbal and physical intimidation
- Be given a forum to provide comments, suggestions, and complaints
- Sleep and study free from undue interference, unreasonable noise, and other distractions
- Play a role in the development of the community through leadership opportunities, educational programs, and social activities
- Seek the aid of staff in resolving conflicts among other community members
- Be afforded due process in the judicial system

### **Student Responsibilities**

Living in a community is not always easy. Each of us comes from a different background and has different expectations for living in a group environment. The established Community Guidelines are intended to give you and your neighbors a general set of standards by which you can ensure that your rights and responsibilities are clearly defined and protected. Residents are expected to become familiar with and adhere to all guidelines and information contained in this handbook and their housing license agreement.

Specifically, each student has the **responsibility** to:

- Demonstrate dignity and respect for each individual
- Consider the needs of other residents and balance those needs with your own
- Communicate needs to staff members and other residents
- Accept responsibility / consequences of your decisions and actions
- Respectfully inform other residents when they are interfering with your ability to sleep or study
- Display care for the physical facilities and property of other community members

When a resident encounters issues within the living community, there are student and professional staff available who will be more than happy to provide assistance. However, it is the responsibility of each resident to “own” their own feelings and play a role in resolving community problems. For example, if one of your neighbors is playing their stereo too loudly, please ask her/him to turn it down – do not just ignore it or expect the staff to deal with the problem. If you are uncomfortable asking someone to turn down a stereo or approaching someone to resolve a problem, staff is available to assist you in making this process more comfortable.

## Community Guidelines

The Community Guidelines have been established to cultivate and maintain an academically focused community in which all residents feel safe and welcome. Each resident has a responsibility to adhere to the established Community Guidelines per their housing license agreement. Also, each resident has a responsibility to remove themselves from any situation during which a policy violation is occurring. All residents present during a policy violation may be held responsible for that violation. Residents can also be held responsible for any policy violation which occurs in their room, regardless of their physical presence. Finally, residents are responsible for ensuring that their guests know and behave within all guidelines and policies. Residents can be held responsible for the actions of their guests.

The Community Guidelines do not attempt to define every acceptable or unacceptable form of behavior.

**NOTE: In situations not covered by specific guidelines, residents are expected to use common sense and conduct themselves in a mature and responsible manner.**

### Alcohol and Illegal Drugs

Research shows substance use/abuse can have a significant, negative impact on both individual students and the living community. Additionally, use of these substances in violation of University Policy and/or the laws of the State of New Mexico is not conducive to the promotion of an educational and academic environment. Violations of this policy can lead to eviction from on-campus housing. In all circumstances, the following items / activities are prohibited:

- Possession, use, cultivation, production, sale, or gift of illegal drugs or paraphernalia
- Disrupting the community while under the influence of alcohol and/or illegal drugs.
- Consumption of alcohol in any public area in or around the residential living areas.

#### Guidelines in and around **Pinon Hall, Garcia, and Monagle:**

- Possession/consumption of alcoholic beverages or possession of empty alcohol containers (*empty containers will be considered evidence of prior consumption*).
- Being under the influence of alcohol or illegal drugs at any time.
- Being present in a room when any of the above activities are taking place.

#### Guidelines in and around **Rhodes-Garrett-Hamiel:**

- For alcohol to be allowed in a room, all residents of the room must be of legal drinking age (21 years).
- Alcoholic beverages may be possessed/consumed (*but not sold or manufactured*) by the resident(s) of the room and invited guests who are 21 years or older.
- Persons under 21 years of age may not have access to alcohol. Open access exists when an excessive amount of alcohol is available or more open containers exist than 21 year olds present. Alcohol may not be provided to those under the age of 21.
- All private gatherings held in student rooms must be confined to inside the specific room with the room doors closed.

### Appliances

**Electrical appliances that are not allowed in the residence halls including, but are not limited to:** Appliances with open heating elements (*such as toasters or hotplates*), George Forman type grills, sandwich makers, space heaters, or toaster ovens. Residents in the residence halls are expected to use the community kitchens for any cooking needs.

**Microwaves** are allowed in the residence halls providing:

- The maximum microwave output does not exceed a stated FCC rating of 700 watts.
- The microwave is plugged directly into an outlet

- The microwave (*for safety reasons*) must have its FCC rating placard intact

**Refrigerators** are allowed in the residence halls providing:

- The refrigerator is no larger than 6.0 cubic feet
- The refrigerator is Underwriter’s Laboratory (UL) approved
- The refrigerator is kept sanitary and relatively clean

**Approved Combinations** of microwaves and refrigerators per room include: one microwave and one refrigerator, two refrigerators, or two Microwaves.

### **Cleaning Responsibilities**

To ensure a safe, healthy environment, a reasonable level of cleanliness is expected in individual living spaces and community areas. If the environment in an individual living space is deemed unhealthy, the resident(s) responsible for that space will be required to clean or be billed for the cost to clean the space to a healthy level. Your assistance in keeping community spaces clean, such as restrooms, lounges, and lobbies is greatly appreciated. Additionally, a community that fails to keep community spaces reasonably clean may lose privileges to that space or receive a community bill for costs to clean up the space. **A resident’s failure to properly dispose of trash will result in a billing.**

### **Climbing / Rappelling**

For obvious safety reasons, climbing or rappelling is prohibited on any housing facility. This includes entering a building via a window. Should you find yourself locked out of your room, staff is available to assist you.

### **Common Area Furniture**

Furniture that is provided in any common area is for everyone to use and enjoy. This furniture is not to be removed from a common area at any time. Common area furniture that is removed or damaged will be handled through the discipline system or via a community bill. A resident who is found responsible for removing common area furniture will be charged an administrative fee.

### **Failure to Complete an Assigned Judicial Sanction**

Failure to complete an assigned judicial sanction within the timeframe assigned is considered a serious violation of policy, and will result in further judicial action, which could include eviction from on-campus housing.

### **Failure to Observe Fire and Safety Regulations**

Fire safety equipment in our living areas is designed for use only in emergency situations. Tampering with or disabling any fire safety equipment (*including fire extinguishers, fire alarm pull stations, smoke or heat detectors, or any other safety equipment*) is a threat to life and is **STRICTLY** prohibited. Additionally, pulling a false fire alarm or intentionally blocking an exit for any reason are prohibited. Any resident found responsible for tampering with or disabling fire safety equipment, pulling a false fire alarm, or intentionally blocking an exit at any time will face judicial action, which could include fines and/or eviction from on-campus housing.

Residents are **REQUIRED** to vacate a facility any time a fire alarm sounds or they are requested to do so by University staff. Failure to evacuate is considered a serious policy violation and will lead to judicial action.

Decorations such as posters, tapestries, or draperies may not be displayed in such a manner that could cause ignition, block exits or smoke detectors, or in any way present a fire hazard. This includes hanging a drapery over a doorway or a tapestry that touches a light fixture. Please note that, per this policy, **halogen lamps are prohibited** due to posing a high fire safety hazard. As an alternative to halogen lamps, consider purchasing a compact fluorescent light (CFL).

### Guests and Guest Supervision

Short-term guests are welcome to visit you for a maximum of three consecutive nights provided your roommate(s)/suite(s) agree to the presence of a guest, and the guest is escorted at all times by the host. Additionally,

- Allowing guests to sleep in public areas, such as lounges, is prohibited.
- Providing guests access to unassigned spaces, such as an empty adjoining suite room, is prohibited. Allowing access to unassigned spaces may result in billing.
- Allowing an individual to use a housing space as if that person were living in the space but not actually being assigned to that space is prohibited.

Please be aware that the host resident is responsible for the behavior of their guest(s) at all times. Host residents can and will be held responsible for any policy violations of their guests regardless of physical presence/absence.

### Incendiary Products

Not only are incendiary products a fire hazard, but they can also bother residents with certain allergies. As a result, these items are prohibited from use inside all of the residence halls. Incendiary products include, but are not limited to: candles, incense, barbecues pits, fireworks, and explosives. Items such as lighter fluid, gasoline, and other highly flammable products are included in this policy.

### Noise/Unreasonable Sounds/Quiet Hours

Sounds carry easily through community living environments. We are committed to providing all residents with an environment that is conducive to academic and personal success. The right of our residents to study, sleep, and enjoy a peaceful living environment will always supersede the privilege to create noise that is disturbing to others. **Please be considerate and flexible.**

While there are not established quiet hours in any of our communities, the community councils may establish quiet hours with input from the community. Generally, residence hall staff will be more lenient with noise during the day and stricter in the evening. We ask all residents to be aware of how loud their stereos are, to seek spaces to play musical instruments that are less likely to disturb the community, and to comply when asked by any other resident to lower or to cease making disturbing noises. During the late evening and nighttime, no noise should be heard outside of any room. Residents who frequently violate this policy will be subject to disciplinary action.

### Pets

Warm blooded, feathered, poisonous, amphibious, and reptilian animals are prohibited in the residence hall communities at all times for health and safety reasons. With permission from their roommate(s)/suite(s), residents are allowed to keep fish in their rooms provided that the tank is no larger than 10 gallons in size. Students are prohibited from leaving fish in their room when they will be absent for a long period of time, such as the semester break. Residents in violation of this policy will be billed for all clean-up and maintenance costs related to the presence of pets. Please note, visitors may not bring pets into the residential areas.

### Physical Abuse/Threats

Absolutely no kind of physical abuse or threat of physical abuse toward any member of the University community, including oneself, will be tolerated. Engaging in, or threatening, any kind of physical abuse can be grounds for immediate eviction from on-campus housing.

Sexual assault is considered a severe form of physical abuse and will not be tolerated. Any behavior determined to constitute sexual assault – including, but not limited to, stranger rape, acquaintance rape, date rape, other forms of sexual violence, and/or any non-consensual sexual contact – will be viewed as a serious

matter and will result in severe judicial action. Acts of sexual assault also include those committed by force or intimidation, or through the use of the victim's/survivor's mental incapacity, intoxication, or physical helplessness.

If you need to report a sexual assault, contact any staff member. Survivors of sexual assault may also seek assistance from Counseling and Psychological Services, University Police, staff in the Dean of Students Office, University faculty or staff with whom you feel comfortable with, and La Piñon Sexual Assault Recovery Services of Southern New Mexico. La Piñon has a 24-hour sexual assault recovery hotline that can be reached at 1-888-595-7273. La Piñon can also be found on the internet at <http://www.zianet.com/lapinon/>.

### **Pranks**

Pranks of any kind – particularly pranks that involve shaving cream, water fights, confetti, or other such material – are prohibited in the interior of any housing facility. If such activities take place outside, care must be taken to prevent damage to any facility or accident/injury to any person. Participants engaging in such activities will be responsible for cleaning up and will be held financially accountable for any damage or clean-up cost incurred. Please note that any prank involving unauthorized entry to any living space is strictly prohibited.

### **Sports/Waterfights**

For safety reasons, all sports, running, and water games are prohibited in the interior areas of all housing facilities, as is the use of bicycles, roller or in-line skates, and skateboards.

### **Smoking**

Smoking is not permitted anywhere within residential facilities or within a 50-foot perimeter around the facilities. Residents found responsible for violating this policy will face disciplinary action. Additionally, smokers are expected to properly discard their butts. Discarding butts and/or emptying ashtrays in public areas, lawns, planters, etc., will lead to disciplinary action.

### **Solicitation**

Solicitation is prohibited in campus residential areas. Solicitation shall be defined as a coordinated door-to-door selling, leafleting, verbal proselytizing, or other similar activity. This policy applies to all individuals and organizations, regardless of affiliation or non-affiliation with the University. Please notify a staff member if you are contacted by someone soliciting in campus residential areas. Additionally, residential space may not be used for any unapproved commercial enterprise. This includes community spaces such as lobbies, lounges, and courtyards.

### **Staff Requests and Compliance**

All residents are expected to comply with reasonable requests made by any staff member who is acting within the scope of her/his employment duties. This includes, but is not limited to, opening your door, stepping into the hallway to speak to a staff member, or providing identification when a staff member makes a request related to the enforcement of community guidelines. Providing false or misleading information is also considered a violation of this policy. If a staff member requests that you open your door, you have the right to contact your Area Office to verify official staff presence at your room door.

**Intentionally or recklessly interfering with a staff member acting within the scope of her/his employment duties is unacceptable.** Additionally, compliance with officially posted signs and placards (*i.e., signs indicating bathroom gender, non-smoking signs, etc.*) is expected.

**Verbal/Written Abuse**

A climate of fear or intimidation is not acceptable in our community. All community members deserve to be treated with respect. Verbal or written abuse or harassment toward any community member, including staff members, will be grounds for judicial action. This includes written abuse, verbal abuse, or threats based on race, gender, sexual orientation, ethnicity, age, physical ability, or religious affiliation.

**Weapons and Firearms**

Students may not bring into any housing facility any firearm, gun, ammunition, or other weapon (*which includes, but is not limited to, knives, tasers, sling shots, and guns such as pellet, paintball, and airsoft*). For the safety and protection of all residents, the use and/or possession of firearms and ammunition is absolutely prohibited.

## The Judicial Process

Violation of community guidelines often results in initiation of the judicial process. The judicial system is not a legal system – we are responsible for Housing and Residential Life Policies, and University Policy which supports and upholds New Mexico State Law. As a result, a resident who violates a regulation that is covered by more than one enforcement agency may be held responsible by all agencies which have regulations relating to the policy violation. For example, a resident who violates the Alcohol Policy may be held accountable through the University disciplinary process, and the legal system. These two systems operate independently of each other and utilize different standards of evidence and adjudication processes. For more information about the University Disciplinary Process, please refer to your *2007 – 2008 New Mexico State University Handbook and Planner*.

The judicial process begins with an Incident Report, Police Report, or some other form of credible information alleging a policy violation. However, not all Incident Reports result in judicial action or judicial sanction because housing staff members are trained to document many kinds of behaviors or situations of concern in the form of an Incident Report.

Any information which alleges a policy has been violated is referred to the Coordinator of Residential Communities (CRC) responsible for the facility in which the alleged violation has taken place. The CRC then determines if further disciplinary action is necessary. *NOTE: The role of our student staff members in the judicial process is simply to document what they observe. They do not determine the process or outcome of judicial matters.*

Should judicial action be initiated by the CRC, you will receive written notification concerning the alleged violation of the Community Guidelines. This notification will request your attendance at a judicial meeting with the CRC.

In most cases, you will be given a minimum of 48 hours notice of the time and date of your judicial meeting. If you are unable to attend a meeting because of a verifiable work or class conflict, you may reschedule a judicial meeting with a **minimum of 24 hours notice**. The meeting is then normally rescheduled for another time during the same working day or during the next working day.

*NOTE: If you fail to attend a judicial meeting, the judicial process will proceed without you, and a finding will be made on your behalf based solely on the information contained in the Incident Report, Police Report, or other source of information. Generally, if a student fails to show up for a judicial meeting, they are automatically held responsible for the alleged violation(s) and the maximum sanction is assigned. Failure to attend a judicial meeting is not considered grounds to initiate an appeal process.*

During the judicial meeting, the hearing officer will review the information he/she received and give you an opportunity to discuss your side of the incident. The hearing officer will communicate a formal finding to you in writing either in the judicial meeting or within five working days. Should you be found responsible for the alleged violation(s), a judicial sanction is normally assigned. Sanctions range from official warnings to eviction from our community.

Information about how to request an appeal will be included in your judicial finding letter. In order to request an appeal, your appeal letter must demonstrate that one or more of the following conditions exist:

- Procedural or prejudicial error was committed.
- The finding of facts in the decision included inaccurate information.
- Specific evidence presented at the hearing is objectionable.

- Evidence not offered during the hearing is now available. You must provide a clear reason why the evidence was not offered or available during the judicial hearing.
- The sanction imposed is excessive or inappropriate for the violation.

**NOTE: One or more of the above conditions must be met. Simply disagreeing with a judicial decision or choosing not to attend a scheduled judicial meeting are not grounds for appeal. Submitting an appeal request does not guarantee an appeal will be granted. You should assume all sanctions imposed in your finding letter are in place until you are otherwise informed that your appeal has been accepted.**

There are certain circumstances where a resident may be evicted from on-campus housing with no refund of their housing fees. Instances where this may happen include, but are not limited to:

- Any behavior which involves actual or threatened physical injury to any person, including oneself.
- Behavior that causes significant damage to private property or University property.
- Violations of the Alcohol and Illegal Drug Policy.
- A culmination of lesser policy violations.
- A sustained involvement in incidents demonstrating that the resident is unable to satisfactorily live in a community living environment.
- Behavior which creates, contributes to, or encourages a climate of fear or intimidation or significantly and adversely affects the safety and security of the community.

### **Your Rights In The Housing Judicial System**

Students have the following rights in the judicial system:

1. Notification Rights:
  - a. The student has the right to written notification of the alleged violation(s).
  - b. In most cases, the student will be given at least 48 hours notice that a judicial meeting has been called to allow for adequate preparation time.
  - c. The student must be provided with all rights and responsibilities regarding the judicial process.
2. The Right to a Fair and Impartial Hearing:
  - a. The student has the right to have a fair hearing based only on information pertaining to that specific violation or issue.
  - b. The student has the right to an impartial hearing officer.
3. Testimony Rights:
  - a. The student has the right to testify on her/his own behalf.
  - b. The student has the right to provide her/his own documentation or witness(es).
  - c. The student has the right to remain silent.
  - d. The student has the right to see or hear all evidence being used against them.
4. The Right to Expeditious Proceedings:
  - a. The student has the right to have their case resolved as expeditiously as possible. In most cases, all judicial proceedings will occur within a seven day period.
5. The Right to Appeal:
  - a. The student has the right to be made aware of her/his appeal options.
  - b. The student has the right to request an appeal.
6. The Right to Waive Judicial Proceedings:
  - a. The student has the right to waive the judicial process by accepting responsibility for a policy violation and all associated sanctions.

### **Standard of Evidence**

The standard of evidence used to determine responsibility for a policy violation is *preponderance of evidence*. The preponderance of evidence standard is met when the evidence presented is *more likely than not to have occurred*

or that *the facts presented are highly probable to have taken place*. Evidence can range from physical evidence to personal statements made by parties involved in or witnesses to situations/incidents.

Questions or concerns about the judicial process can be addressed to the Coordinator of Residential Communities responsible for the facility in which you live, or any other professional staff member.

## Important References

Please use the following WebPages for the corresponding information:

- Academic Calendar

[http://www.nmsu.edu/General/academic\\_calendar.html](http://www.nmsu.edu/General/academic_calendar.html)

- Community Organizations

<http://www.nmsu.edu/~housing/CurrentResident.htm>

- Residence Hall Information

<http://www.nmsu.edu/~housing/FutureResidents.htm>

To Contact a staff member of Housing and Residential life either search for there information on the phonebook though the main NMSU website or call our main office. Monday thought Friday 8AM to 5PM.

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Housing and Residential Life

MSC 3BB

PO Box 30001

Las Cruces, NM 88003-0054

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(505) 646-3202

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## **Become Part of Your Community with the SGCR**

Congratulations on making the decision to give yourself the unbeatable advantage of living on campus. As a campus resident at New Mexico State University you have every resource you need to succeed both academically and socially throughout this year. The Student Government for Campus Residents offers you a voice in the Department of Housing and Residential Life, and it opens the door for social, educational and professional development. The mission of the Resident Government is dedicated to helping on-campus residents with their educational success, developing leadership skills, and enhancing their community living environment. SGCR strengthens the campus community by presenting both complaints and praises to the Department of Housing and Residential Life. If you have ideas or concerns regarding the facilities or the communities you can help turn those thoughts into actions by utilizing SGCR and the Hall Councils in each specific residence hall.

Welcome to an exciting year, and welcome to the NMSU community. While personal development, education, and representation begin with you, the Resident Government and the Department of Housing and Residential Life are here to ensure students residing on campus have all the advantages at their disposal. Making this community your own will be one of the most memorable experiences of your life, and SGCR is pleased to join you on that journey. The executives of the Resident Government look forward to serving you.

To learn more about the Student Government for Campus Residents and your Hall Council, visit <http://www.nmsu.edu/%7Ehousing/SGCR.htm>.

Sarah Stoltzfus

President, Student Government for Campus Residents