

Campus Police/Loss Control Department

Loss Control

The Office of Loss Control, located in the Campus Police Building, is responsible for the overall safety and security operations at Western New Mexico University. Duties of the office include the processing of all campus building inspections along with safety training and requirements; meeting and complying with the Office of Safety and Health Administration (OSHA) requirements; and handling all insurance claims involving damages and losses to campus facilities and equipment, traffic accidents, injuries, theft, lawsuits, court cases, and Workers' Compensation. In case of any Worker's Compensation employment injury, contact the office immediately for the proper processing of all required forms and medical referrals.

Other responsibilities assigned to this office are working with attorneys who are representing Western in grievance cases, meeting with insurance adjusters to evaluate all incidents that occur within the campus facilities and grounds, evaluating and meeting with the local fire marshal to deter any fire hazards, setting up training sessions and policies and procedures with representatives from the Department of Public Safety, and establishing communication and security procedures with the building supervisors on campus.

For any additional information contact the representative at the Loss Control Office or call 538-6231.

Standards of Conduct

Students attending WNMU are subject to all state, city and WNMU laws, regulations and rules.

WNMU recognizes its responsibility to the individual student, to the state, and to the communities of which its students are members. It maintains, therefore, a policy of disapproving those types of behavior which violate the standards of acceptable conduct. Continued misconduct of any type will jeopardize the student's privilege of recommendation by WNMU and may cause his/her suspension or permanent dismissal.

WNMU will cooperate with duly constituted legal authorities when a student is involved in violations of the law.

Students who are arrested by law enforcement officers and who are subsequently convicted for law violations may be subject to disciplinary action imposed by the University including warning, censure, restitution, probation, suspension and expulsion as the individual case warrants.

Students are subject to the provisions of New Mexico Statute and to disciplinary action by the University, including warning, censure, restitution, probation, suspension, and expulsion for engaging in the following conduct:

24 /campus police/loss control department

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to WNMU;
2. Forgery, alteration, or misuse of WNMU documents, records, or identification;
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other WNMU activities, including public service functions or other authorized activities on WNMU premises;
4. Physical abuse of any person or of property owned or controlled by WNMU or at functions sponsored or supervised by WNMU; or conduct which threatens or endangers the health or safety of any person;
5. Theft of or damage to property of a member of the WNMU community, or of a campus visitor;
6. Unauthorized entry into or use of WNMU facilities;
7. Violation of WNMU policies or of campus regulations, including those concerning the registration of student organizations, the use of WNMU facilities, or the time, place, and manner of public expression;
8. Use, possession, or distribution of illegal narcotics, and drinking or possession of alcoholic beverages on the WNMU campus, as provided by the laws of the state of New Mexico;
9. Violation of rules governing residence in property owned or controlled by WNMU;
10. Disorderly conduct, including lewd, indecent, or obscene conduct or expression on property owned or controlled by WNMU or at functions sponsored or supervised by WNMU;
11. Failure to comply with directions of WNMU officials acting in the performance of their duties;
12. Conduct which adversely affects the student's suitability as a member of the academic community.

UNIVERSITY REGULATION PROHIBITS THE CONSUMPTION OF ALCOHOLIC BEVERAGES ON WNMU PROPERTY.

Vehicle Usage

General Provisions

1. The operation and storage of a motor vehicle on campus is a privilege granted by WNMU. This privilege may be revoked at any time. A vehicle is the owner's responsibility at all times. The owner must handle his/her vehicle with safety, operate it within regulations, and park and care for it without danger or problems to others.
2. All state, city, and WNMU traffic regulations will be observed at all times.
3. The maximum speed limit for motor vehicles on campus is 15 miles per hour, except in congested areas and around apartments, residence halls, and parking lots, where the maximum speed limit is 10 miles per hour.

4. Unnecessary noise from mufflers or any other noise making device is prohibited.
5. Pedestrians have the right of way at all times.
6. WNMU assumes no responsibility for damage or loss to a motor vehicle while it is operated or parked on the campus.
7. Double parking is prohibited.
8. Under no circumstances is any vehicle to be parked in such a manner as to obstruct traffic.
9. Parking in loading zones (green) is permitted for only 15 minutes.
10. **The lack of parking spaces is not a valid reason for illegal parking.**

Moving Traffic Violations

All moving violation fines must be mailed to the address on the back of the citation.

Permits

All students, staff, faculty, and frequent visitors who operate a motor vehicle on the WNMU campus must register and display a current parking permit sticker on their vehicles at all times. Register all vehicles at the Campus Police Department. Parking permits are free and may be obtained at Campus Police with proof of vehicle registration. The vehicle is not considered registered unless a visible permit is displayed. All parking lots at Western New Mexico University are permit parking only. Parking permits expire August 15th of each year.

If the ownership of the vehicle bearing a parking permit sticker changes, the permit will be revoked, and the former owner must remove it from the vehicle. Any vehicle not registered is subject to removal from the campus, and fines will be assessed against the owner or student. Tickets will be issued to those vehicles that do not clearly display a current parking permit. A copy of all parking and traffic regulations are available at the Campus Police Department.

campus police/
loss control
department

Handicapped Parking Permits

Handicapped parking permits, issued by New Mexico Vehicle Division, must be displayed along with a current identification sticker from WNMU on the vehicle, at all times.

Parking Penalties

Any person who violates a campus parking regulation adopted pursuant to Section 29-5-1, NMSA 1978, is guilty of a misdemeanor and shall be punished by a fine of not less than \$20 and not more than \$120 (\$60 for parking in a handicapped or \$80 for parking in a fire zone) per citation.

Failure to comply with the regulations may subject the driver to the loss of driving or parking privileges on campus and/or the impounding of the vehicle. All costs, tow charges, storage, and fines will be charged to the owner. Other disciplinary action may be taken. Students who live in campus housing are required to park in their residence parking lots until 5:00 p.m. Monday thru Friday. If found in a parking lot

other than their assigned residence lot, a \$20 ticket for illegal parking will be issued. More than three unpaid violations may result in disciplinary action by WNMU and/or issuance of magistrate traffic citations. **Lack of space is not a valid excuse for the violation of regulations.**

Parking is not allowed in the following areas and doing so will result in receiving a ticket: **Yellow** (no parking zones or official parking only), **Red** (fire lanes), **Green** (loading zones), **Purple** (non-student or visitor), or **Blue** (disabled, unless a state handicap permit is present and visible). It is also illegal to park in the crosswalks, on the sidewalks, on the grass, or to be double-parked.

The parking lot in front of the University Museum is for museum visitors only. It is not a general parking area. Anyone who parks in this place, and who is not visiting the museum will be issued a parking ticket.

Payment of Fines

All parking and parking permit sticker fines must be mailed to or paid in person at the WNMU Business Office within five working days. After five working days, a \$5 late fee will be charged per day up to \$50 (\$60 to \$120 for parking in a handicap and \$80 for parking in a fire lane). After remitting payment to the business office, the receipt must be taken to the Campus Police Department to resolve the citation.

Weapons and Firearms

It is the intention of Western New Mexico University to provide a safe and harmonious setting where students, faculty and staff can work without fear or threat of bodily harm.

The sale, possession, transfer or use of any weapon(s) or firearms(s) on campus, except in officer training programs conducted under the auspices of the United States Armed Forces, state or local government law enforcement agencies or by officers thereof, is prohibited. Weapons, which include firearms, knives, other than pocket knives not exceeding 4 inches in length when folded and kitchen utility knives not exceeding 7 inches in total length; clubs, explosives, spiked wrist bands, chains, brass knuckles, or other items that may cause or be used for the purpose of causing intimidation, injury or death. Any individual who has knowledge that another person has a weapon(s) or firearms(s) on campus has a duty to report the situation to the Campus Police. The failure to report a violation of weapon(s) or firearm(s) is a serious misconduct and is grounds for disciplinary actions. Such an offense, as accessory, will be disciplined and subject to the same penalty as the primary offender.

Persons with weapon(s) or firearm(s) must enter campus at the closest point to the Campus Police Department and deposit all prohibited materials at that office for the duration of their stay.

Community Education and Technology Programs

The **Community Education and Technology Programs** (formerly known as Adult Educational Services and Applied Technology) provide instruction in General Education Development (GED) preparation, English as a Second Language (ESL), citizenship, basic reading, writing, math, personal development and goal setting classes. The Literacy Program trains volunteers to be English as a Second Language or Literacy tutors to work with adult students who want to improve their English Literacy skills. Individuals interested in becoming tutors may contact the Literacy Coordinator or the Director. The program also provides students with information in obtaining employment and child care placement, transportation services, and other agency referrals.

No college credit is given for attending these classes and materials are free of charge. Community Education and Technology Programs is located at Watt's Hall (corner of Swan and Silver Heights Blvd., 500 E 18th Street, 505-574-5101).

The **Applied Technology programs** offer training in the areas of Automotive Technology, Business and Office Technology, Computer and Networking Technology, Construction Technology, Drafting and Design Technology, Electrical Technology, Financial Services, and Welding Technology. A one year Certificate and an Associate of Applied Science Degrees are offered in these areas. These specialized fields will also assist experienced students (i.e. Retiree's) in obtaining certifications in teaching within the related areas.

Mission Statement

The primary goal of **Community Education** is to provide a learning environment for the teaching of the academically underprivileged in the geographic areas it serves. The program facilitates growth in self-esteem and human potential by providing opportunities in professional growth for student, staff and faculty. It also provides an innovative curriculum through traditional and non-traditional instructional methodologies and conducts a continuous student, community, faculty and staff program appraisal which includes an extended follow-up on program effectiveness.

The **Applied Technology Programs** educate and train students to provide an effective work force to support economic growth and community development and they ease student transition into the work force. The programs offered strive to keep stride with business and industry. These programs focus on career technical education with a focus on technology transfer. Certification in each area is available to the students enrolled by the different area.

Community Relations

Alumni Association

The Western New Mexico University Alumni Association establishes mutually beneficial relationships between WNMU and its alumni to promote the best image, interests and development of the University in every way. In carrying out such objectives and purposes, the Association seeks to create, foster, develop, and encourage individual and community interest in and support of Western New Mexico University and higher education in general. The Alumni Office and director Christy Miller are located on the first floor of Hunter Hall. Phone: 1-800-872-9668, or 505-538-6675, Fax: 505-538-6275, E-mail: millerc@wnmu.edu, Mailing Address: P.O. Box 680, Silver City, NM 88062.

Public Information

The Public Information Office researches, writes, and distributes a variety of news and feature articles and stories designed to promote the image and awareness of Western New Mexico University, its programs, students, faculty, and staff; prepares and presents weekly radio informational spots; designs, develops, reviews and approves a variety of university collateral materials to ensure presentation of material complies with established purpose, mission, and quality of University; participates in community programs and groups in an effort to improve the relationship with the community. The director serves as primary spokesperson for the University to outside audiences. The Public Information Office is located in Castorena Hall, Room 114. Phone: 1-800-872-9668, or 505-538-6336, Fax: 505-538-6278 E-mail: moralesj@wnmu.edu, Mailing Address: P.O. Box 680, Silver City, NM 88062.

University Foundation

The WNMU Foundation is dedicated to raising funds for scholarships, capital improvements, programs and other activities in support of the objectives and goals of Western New Mexico University. Established in 1982, the Foundation is an independent non-profit 501 (c) 3 corporation which solicits and administers donations and endowments to meet the needs of the students, faculty, staff, facilities and operations of WNMU, which are not fulfilled through state and federal assistance. The Foundation conducts annual on-campus, alumni, local, regional and special event fund-raising campaigns, seeking contributions of cash, stocks, bonds, real estate, equipment, tangible property, and bequests from individuals and corporations. All gifts to the WNMU Foundation are tax deductible to the maximum allowable by law. The Foundation offices are located on the ground floor of Hunter Hall. Phone: 505-538-6310, Fax: 505-538-6275, E-mail: redfernw@wnmu.edu, Mailing Address: P.O. Box 1158, Silver City, NM 88062, WEB page: www.wnmu.edu/admin/foundation/found.

Early Childhood Education

Training and Technical Assistance Programs - La Familia Resource Center

La Familia Resource Center is a training and technical assistance program offering services to parents, caregivers, teachers, students and early care and education professionals. The mission of La Familia is to connect caregivers, families, and children with quality resources, education and support within their communities; create community collaboration and training opportunities; and provide resources to improve the quality of child care and parenting in Southwestern New Mexico.

La Familia's program consists of five components:

- Professional training and technical assistance with over 80 free two-hour workshops per year.
- AIM HIGH Project and basic services which mentors home and center-based child care providers.
- Toy Resource and Lending Libraries in Silver City and Deming.
- Child Care Resource and Referral connections for families and caregivers.

Early Childhood Programs

The WNMU Early Childhood Programs is committed to creating an environment that fosters respect and appreciation for the uniqueness of each child and family. The preeminent goal is to build awareness, respect, sensitivity, and appreciation for diversity that cuts across gender, class, race, culture, language, and exceptionality. The curriculum reflects congruency among school, child and the family structure; it is child-centered, and developmentally appropriate.

The program consists of four sites:

1. The Preschool/Child Development Center located in Sechler-Rhoades Hall is accredited by the National Academy of Early Childhood Programs and serves children ages 6 weeks to 5 years. The Center is open from 7:45 a.m. to 4:30 p.m.
2. The Growing Tree Infant/Toddler Program on the campus of Silver High Opportunity School is also a nationally accredited infant/toddler program serving high school teens. Growing Tree is open from 7:30 a.m. to 4:00 p.m.
3. The School Age Program provides before and after school care for children Kindergarten through Fifth Grade at the elementary sites within the Silver School District. School Age Program morning hours are 7 - 8 a.m. and afternoon hours are 3 - 6 p.m.
4. Community childcare located at Glaser Hall serves parents who work at WNMU and throughout the local community. This nationally accredited program provides services for children ages 3 to 5 from 7:30 a.m. to 6:30 p.m. Monday through Friday.

All programs provide a developmentally age-appropriate environment in an educational setting; a laboratory site for students to observe young children for required course work; a quality model early care program for the community, where teachers and staff in the program are well qualified and trained; an inclusive childcare program that promotes continuity of care by ensuring that the children's day is uninterrupted between the hours of 9 - 11 a.m.; offering continuous laboratory site experiences.

All programs follow the six New Mexico Early Childhood competencies: child growth, development and learning; health, safety and nutrition; family and community collaboration; developmentally appropriate content; assessment of children and program; professionalism.

Early Childhood Family Counseling Center

The vision of the WNMU Family Counseling Center is to ignite and nurture the "spirit of family" by providing developmentally appropriate therapeutic interventions to children and families, and expanding, advocating, and promoting family and child-centered services.

The function of the program is to provide comprehensive family support that focuses on developmentally appropriate mental health services for children and their families. The mission of the Family Counseling Center is to strengthen families through child and family-centered therapy that enhances relationships and effects long-lasting, sustainable change.

This program includes collaboration with the School of Education for students who are advancing in the Counselor Education Program. The Family Counseling Center also provides trainings and hosts conferences related to Play Therapy and other family and child centered intervention strategies.

Extended University

The Extended University is WNMU's regional and lifelong learning organization. Programs and technology make the university accessible to communities in southwestern New Mexico, providing opportunities for college enrollment, intellectual growth and stimulation to all age groups in this vast service area.

The Extended University staff collaborate with local industry, government agencies, K-12 educational systems and community groups to design and present degree and certificate programs focused on workforce development. Distance education technologies and flexible programming are used to enable students anywhere to earn university credits in a format that fits busy schedules.

Facilities under the auspices of the Extended University include the Mimbres Valley Learning Center in Deming, the Gardner Learning Center in Truth or Consequences, the WNMU Gallup Graduate Studies Center, and the WNMU Virtual Campus. The Extended University oversees a variety of programs, including the Gila Instructional Consortium and WNMU/Kukulcan Program.

Through the Extended University, Western New Mexico University participates in the New Mexico Virtual College. This statewide collaboration of colleges and universities provides an internet-based "catalog" of fully online classes and programs.

Virtual Campus

Western New Mexico University provides students with a wide variety of undergraduate and graduate level courses as well as a full range of support services for online learners:

- | | |
|---|----------------------|
| Undergraduate and graduate applications | WNMU Catalog |
| Online course schedule | Student registration |
| Online Student Orientation | WNMU Bookstore |
| WNMU Miller Library | Technical Support |
| Student Email and Other Web Services | Student Advising |
| Degree Plans | |

Students who are taking an online course for the first time are required to complete the Online Student Orientation. This costs nothing and takes approximately 2-3 hours to complete. The orientation is designed to familiarize students with the features and functions of WebCT and the WNMU campus web portal, Mustang Express.

Technical Requirements for Online Students

- Internet connection 26k or better
- Windows 2000, ME, XP or MAC OS X
- 128 Meg or RAM minimum
- 1 Gig of available hard drive space



Support Browsers for Windows:

Microsoft IE 5.0., 5.5. 6.0
Netscape 6.2x, 7.0, and 7.1
AOL 7.0, 8.0, 9.0
Mozilla 1.5, 1.6

Support Browsers for Mac:

Microsoft IE 5.1 (OS 9.x and OS X 10.1) and 5.2 (OS X 10.1, 10.2, 10.3)
Netscape 6.2x (OS 9.x and OS X), 7.0 & 7.1 (OS X)
AOL OS X
Mozilla 1.5, 1.6 (OS X)
Safari 1.2

For more information on the Virtual Campus and online programs and classes, visit the WNMU home page or email wnmucv@wnmu.edu.

In addition to tuition and standard fees, there is a \$25 per credit hour fee for online courses.

Fully online courses offered by WNMU are also posted on the New Mexico Virtual College website. This statewide collaboration of colleges and universities provides an internet-based "catalog" of fully online classes and programs.



Information Technology

The Information Technology Department (IT) operates and manages the computing, networking, and communications systems at Western New Mexico University. IT is committed to meeting the technological needs of students, faculty, and staff. The academic computing labs located on the Silver City campus provide access to basic computing services to students, including Internet access, e-mail, word processing, database, spreadsheet, and presentation software. Specialized lab equipment includes scanners, digital cameras, digitizing tablets, and color laser printing.

The Information Technology (IT) Department also operates and manages the administrative computing environment at WNMU. It provides technical advice, training, and hardware/software support for administrative and instructional support offices. The IT Help Desk offers quick troubleshooting for technical problems. The Help Desk also handles computer service requests for WNMU employees. The IT Professional Development Team offers training for WNMU faculty and staff on a variety of applications. The team works with WNMU employees to meet their specific needs on an individual, group, or departmental basis.

Mission Statement

The Information Technology (IT) department at Western New Mexico University is committed to providing the computing and communication services, facilities and technical leadership necessary for the University to achieve its mission and vision.

In support of the University's efforts:

- We contribute to the strategic and tactical planning process.
- We provide technical support for academic and administrative technologies.
- We implement and maintain the technology needed to enable and strengthen teaching, learning, and research by faculty, staff and students.
- We maintain the technical competence necessary to meet the changing technology needs of the University.

We strive to insure that WNMU is a center of excellence in the application of technology and that WNMU's status is enhanced by reliable availability of all information, services and applications needed to further its teaching, learning, research and public service missions.

Library

J. Cloyd Miller Library

Named for J. Cloyd Miller (University President 1952-1962), Miller Library is adjacent to the Thomas B. McDonald Building. The library is open 73 hours per week when classes are in session, with additional hours during final exams. It supports users at all levels and provides the entire University community with quality materials and services. The librarians provide research and information assistance, and library instruction.

Miller Library obtains, disseminates and preserves information in a wide variety of formats. Library resources include over 120,000 books, 900 periodical titles, over 500,000 titles in microform, 1500 maps, and over 5,000 government documents. Miller Library is a partial Federal Government Depository. Special collections, including the Juan Chacon papers, are held in the Treasure Room. The library also provides access to photocopy machines, microform reader-printers, research computer terminals, wireless computer access, and equipment for the hearing-and sight-impaired.

The library's electronic resources are available via the Internet by visiting <http://voyager.wnmu.edu>. In addition to its online public access catalog, the library provides access to major research databases such as OCLC FirstSearch, Infotrac and NewsBank. Resources not owned by Miller Library can be obtained through interlibrary loan.

Media Services houses the media collection and provides three classrooms for instruction, 2-way video conferencing, videotaping, satellite downlinking, multimedia playback, and instructional technology training for faculty and staff. Media Services is open 61 hours per week and by appointment.

Museum

WNMU Museum

Founded in 1974, the university museum is located in Fleming Hall. Fleming Hall was built between 1916 and 1917 as a gymnasium and science department for the Normal School. The museum features both permanent collections of historic and prehistoric southwestern cultures and various traveling exhibits.

Permanent exhibits and collections include the internationally famous Eisele Collection of Pottery and Artifacts, one of the largest collections of Mimbres pottery and artifacts on permanent display in the world. This major collection includes approximately 600 pieces of prehistoric pottery and 50 pieces of prehistoric basketry and footwear dating back to A.D. 200. Other permanent exhibits and collections include historic photographs and memorabilia documenting the history and evolution of the university, the O.C. Hinman and John Harlan Photography Collections featuring historical photographs taken in southwestern New Mexico and surrounding mining district, and the WS Ranch Site Collection of Mogollon Indian artifacts.

The museum provides educational tours of its facility to the University community, visitors, and various school and civic groups that focus on Mimbres prehistory, Southwest prehistory, campus history, and other topics. In conjunction with the Mimbres Region Arts Council, the museum provides educational arts and culture tours in the U.S. Southwest, Northern Mexico, Peru, and other countries. The museum also has an extensive rotating short-term exhibition program focusing on American cultures, particularly the Southwest. The short-term exhibitions are funded by yearly student fees and all full-time WNMU students receive a 10% discount in the museum store.

The museum is a member of the American Association of Museums, the Mountain-Plains Museum Association, the New Mexico Association of Museums, the Association of College and University Museums and Galleries, the University Museums and Collections Association, the Silver City-Grant County Chamber of Commerce, and the Council for Museum Anthropology. The museum is open from 9:00 A.M. to 4:30 P.M. Monday through Friday and from 10:00 A.M. to 4:00 A.M. Saturday and Sunday. Admission is free. During the 2006-2007 academic year, the museum will be closed to the public and campus community from July 17, 2006 through January 2, 2007 for extensive electrical and lighting renovation.

Residence Life

WNMU has always considered the residence halls a vital segment of a student's total educational experience, and emphasis is placed on a student's personal growth through various activities and programs. It is the policy of WNMU to provide safe, comfortable housing at a reasonable cost for single and married full-time students desiring housing accommodations. Rates for room and board are outlined under "Student Expenses" in the Financial Information section of this catalog.

Residence Halls and Apartments

The Residence Life/Housing Office makes every effort to assist in personalizing the student's educational experience by developing a living environment conducive to WNMU's educational mission. Campus residence provides opportunities for social growth and development along with a learning experience that may not be available elsewhere in the academic community.

Reservations

Reservations for all WNMU housing should be made as far in advance of the requested occupancy period as possible due to the limited number of spaces available. Assignments are completed by date applications and deposits are received.

Reservations not claimed by the first day of classes will be cancelled and the security deposit forfeited. If previous arrangements for late arrival have been made, reservations will be held until the date specified.

Single Student Housing

All students whose permanent homes are outside the tri-county (Grant, Luna, Hidalgo) area and who register for fall semester as full-time students with less than 32 credit hours are required to live in WNMU residence halls for the full academic year.

Students who have a permanent home address in the tri-county (Grant, Luna, Hidalgo) area or who are 21 years of age or older are exempt from this requirement, if residing at their permanent address.

Anyone residing in WNMU Residence Halls is required to purchase a meal plan unless special permission is granted by the Director of Residence Life/Housing.

Only persons officially registered as full-time students may reside in the WNMU residence halls, unless special permission (due to unusual circumstances) is granted by the Director of Residence Life/Housing.

Application

Applications for residence hall housing may be obtained through the Admissions Office or the Residence Life Office. All applications for WNMU housing must be made on official WNMU application forms and returned to the Residence Life Office. Each applicant must obtain admission to WNMU from the Director of Admissions before the housing application is considered complete. Completion of the housing

application does not guarantee the applicant residence hall space, but does assure the applicant of a place on the waiting list.

Notification of reserved space will be sent to the applicant by the Residence Life/Housing Office when rooming assignments have been completed. **Requests for single rooms are not guaranteed and are assigned only when space is available.**

Basic Services

WNMU will provide the student with space in the residence hall during the term of the contract, except in cases where a temporary assignment may be necessary. Each unit may be furnished with one or two single beds, desk and chair, closet space, and dresser. Local telephone service and basic cable service is provided. Cleaning service is provided in the common areas of each hall. Maintenance services for all repairs will be provided.

In addition to the basic services provided by WNMU, several miscellaneous services are afforded the student. Vending machines and coin-operated laundry facilities are available in the residence halls.

Deposits

A \$75.00 deposit/application fee must accompany the Residence Hall Housing application, of which \$25.00 is a non-refundable application fee and \$50.00 is a security deposit. The completed application with accompanying deposit/application fee places the prospective student on the reservation list. The security deposit will reserve accommodations for the fall and spring semesters of each academic year, or the remaining portion thereof, if the entering date occurs after the opening date for the fall semester. The security deposit, less any damages and/or obligations owed to WNMU, will be returned approximately 30 days after the close of the spring semester unless held for the next academic years reservation. If charges are made against the security deposit during the contract period, the student is obligated to bring the balance back up to \$50.00 within 30 days after the charges are made. If the balance is not brought back up to the full \$50.00 deposit, a 48 hours notice to vacate may be issued. Written notification must be received by the Residence Life/Housing Office by dates mentioned under Security Deposit refunds section in order to receive a refund.

Housing and Food Service Contracts

WNMU operates the residence halls and food service operation on a self-supporting basis. Published rates are therefore subject to change from one academic year to another when necessary to meet operating costs. The duration of the contractual lease agreement is for the **full academic year** commencing with the fall semester and ending at the termination of the spring semester. Separate applications must be made, and new contracts signed, for a new academic year and for the summer sessions.

Meal service is required as a part of the housing contract. The student may select from two meal plans. Meal Service will begin no later than the first day of scheduled classes and will end on the final day of scheduled examinations of each semester. Meal service will not be provided during the Thanksgiving recess, semester break

period, during the spring break, or Easter break. Dates of meal service are subject to change according to the University calendar.

Payment

The security deposit/application fee must accompany the housing application. The deposit shall be retained until the student no longer resides on campus.

Rental charges are due and payable at the Business Office in conjunction with other charges (i.e., tuition, fees, meal plan, etc.).

Payments may be deferred according to a prearranged schedule through the Business Office.

Refunds

Room Refunds

Students withdrawing from WNMU after having officially registered in a hall are not entitled to a refund of room rent for the applicable semester. Should withdrawal be due to a legitimate medical emergency or other unusual circumstance, the unused portion of room rent through the end of the applicable semester may be refunded with the approval of the Director of Residence Life/Housing. The student will be charged only for room and board through check out from the hall under the following conditions:

1. graduation at the end of the fall semester;
2. dismissal for failure to meet academic standards;
3. required university academic programs demanding residency outside the Silver City community;
4. marriage (original marriage license must be presented).

Students who are removed from the residence halls for disciplinary reasons are responsible for the financial obligation for the duration of their contractual agreement (one academic year).

Security Deposit Refunds

The \$50.00 security deposit is forfeited if notification of cancellation is not received in writing according to the following time frame:

1. August 1, for the fall semester
2. December 1, for the spring semester
3. May 1, for the summer session

All deposits not called for by these dates and reservations not claimed by the first day of classes will be subject to forfeiture. The security deposit will be returned approximately 30 days after the close of the spring semester, less any damages and/or obligations owed to the WNMU Residence Life Office unless deposit is being held for the next academic year's reservation. Students who are not returning must submit written notification of vacating 30 days prior to the end of their last semester.

Meal Ticket Refunds

Departing students shall be charged for meals through Saturday of the week in which formal withdrawal occurs. Students departing the last two weeks of the semester will be charged the full semester rate for meals. Students moving out of the residence halls and withdrawing from enrollment will be entitled to a prorated refund.

Family Student Housing

WNMU maintains apartments for married students and for family groups. To be eligible for family student housing, at least one member of the household must be a full-time student. If married, both student and spouse must occupy the apartment; if a single parent, minor children must occupy the apartment with the parent/student. This requirement must be maintained throughout the entire rental period. Students violating this eligibility requirement are subject to eviction.

All family student housing units are under the direct supervision of the Director of Residence Life/Housing.

Application

Applications for family student housing may be obtained through the Admissions Office or the Residence Life/Housing Office. Applications must be accompanied by a deposit/application fee of \$150.00, of which \$25.00 is a non-refundable application fee, and \$125.00 is a security deposit, a signed contract, a copy of a marriage certificate or, in the case of single parents, a copy of birth certificates for children and documentation confirming full-time custody. Residence Life applications will be processed after official admittance to WNMU.

Security Deposit Refunds

The \$125.00 security deposit is forfeited if notification of cancellation is not received in writing according to the following time frame:

1. August 1, for the fall semester
2. December 1, for the spring semester
3. May 1, for the summer session

All deposits not called for by these dates and reservations not claimed by the first day of classes will be subject to forfeiture. The security deposit will be returned approximately 30 days after check out if proper notification was given, less any damages and/or obligations owed to the WNMU Residence Life Office, unless the deposit is being held for the next academic years reservation. Students who are not returning must submit written notification of vacating 30 days prior to the end of their last semester.

Resident Responsibility

WNMU SHALL ASSUME NO RESPONSIBILITY FOR THEFT, DESTRUCTION, OR LOSS OF MONEY, VALUABLES, OR OTHER PERSONAL PROPERTY BELONGING TO OR IN THE CUSTODY OF THE STUDENT FOR ANY CAUSE WHATSOEVER, WHETHER SUCH LOSSES OCCUR IN THE STUDENT'S ROOM,

IN STORAGE ROOMS, IN PUBLIC AREAS, ELSEWHERE IN THE HALLS, OR IN BAGGAGE HANDLING RELATED TO SHIPMENT OR STORAGE.

Students are encouraged to carry their own personal property insurance, as neither WNMU nor the State of New Mexico will assume responsibility to acquire or extend family insurance to cover his/her belongings, if such coverage is desired.

WNMU prohibits the keeping of firearms and pets in residence halls and family student housing.

WNMU reserves the right to inspect the rooms in any residence halls or apartment at any time for health and other reasons



Student Affairs

Office for Student Affairs

The general goal of the Student Affairs Office is to contribute to the mission of WNMU through the development and continuation of programs and services which assist students in understanding themselves (self-development) and others (group responsibility). The specific goals of the Student Affairs Office are to:

1. provide students with a stimulating educational and developmental environment;
2. encourage student participation in educational, cultural, governmental, social, and recreational activities;
3. make available a variety of services designed to assist in the educational, vocational, and personal development of each student's attributes;
4. study and interpret the needs and interests of students as related to the University community and society, and the needs and interests of society as related to the student.

The Vice President for Student Affairs (VPSA) is the administrative officer directly responsible for the coordination and development of the areas of student affairs and student services. Staff members are dedicated to achieving the goals of the office. Every student is strongly encouraged to visit the office of the Vice President for Student Affairs located in the Juan Chacon Building, Room 201, to discuss both the positive and negative aspects of campus life and to make suggestions for changes and innovation.

Art Activities

The annual Juried Student Art Exhibit, held in the closing weeks of spring semester, is open to all WNMU students, regardless of whether the student is enrolled in art classes.

Athletic Activities

The intercollegiate athletic program is organized and administered by the Athletic Director.

Intercollegiate athletics are designed to provide opportunities for students to develop athletic skills through a planned program of intercollegiate competition. The objectives of the program are:

1. to develop desirable social attitudes and standards of conduct;
2. to develop positive attitudes toward sports and their role in the general school program;
3. to provide practical laboratory experiences for prospective coaches.