

WESTERN
NEW MEXICO UNIVERSITY

WESTERN NEW MEXICO UNIVERSITY
STUDENT HANDBOOK
2025-2026

BOARD OF REGENTS APPROVAL
DATE:11-20-2025

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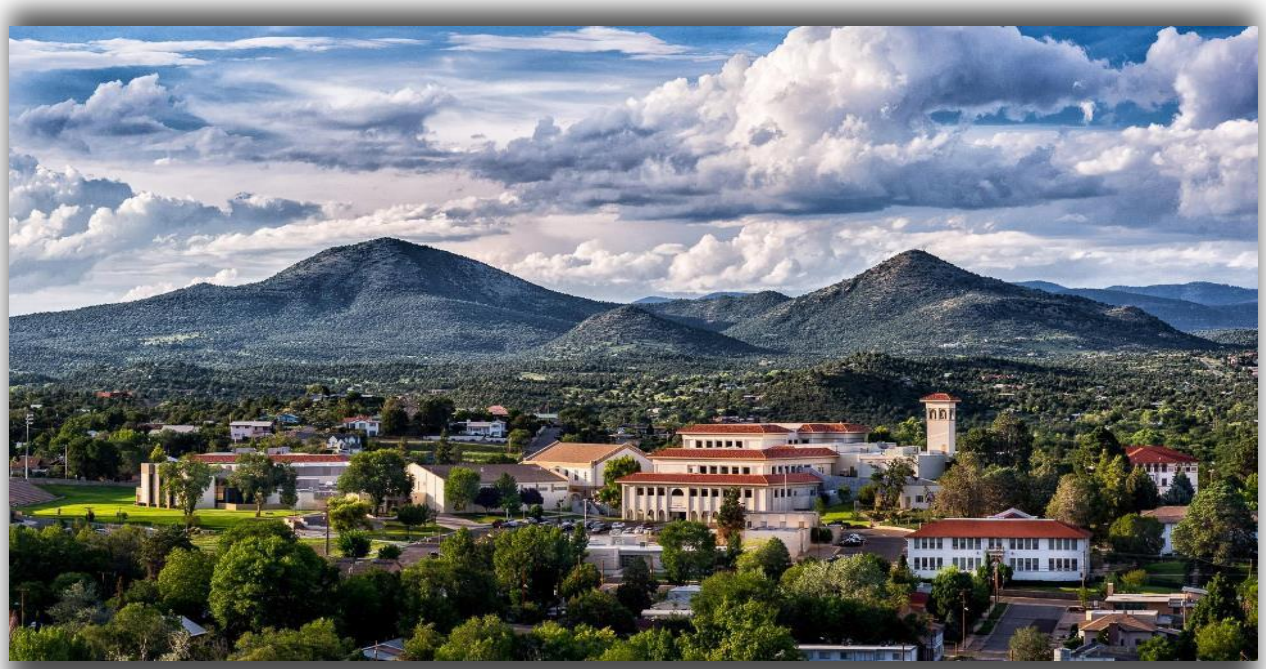
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A MESSAGE FROM THE PRESIDENT Welcome to the WNMU Mustang Family!

Dear WNMU Students,

Welcome to Western New Mexico University! We are thrilled to have you join our Mustang family. Whether you are just beginning your WNMU education or are a returning student, the upcoming academic year promises many exciting challenges and opportunities. By choosing WNMU, you are now part of an extraordinary and special student body known for its achievements and contributions in the classroom, in the community, and in life.

Our Student Handbook features descriptions of the services and activities available to students, as well as your rights, and rules and regulations. Please read through the Student Handbook to get a feeling for all that WNMU has to offer. Take advantage of the many opportunities on our campus and in our community. Join a club, get involved with the Associated Students of WNMU (student government), or volunteer your time with one of our many local organizations. These are great ways to meet new people, make new friends, develop leadership skills, and become involved in our community.

The faculty and staff here at WNMU will provide you with an excellent learning experience, and want to help you achieve both in and out of the classroom. Our faculty is committed to outstanding teaching, research, scholarship, and most importantly, to you—our students. Our staff is here for you to help you navigate through the details of campus life, answer any questions you may have, or to simply offer encouragement should you need it. At WNMU, our faculty and staff are among the best in the nation and they want to see you succeed.

During your time at Western and in our community, I encourage you to take time to enjoy the things that create lifelong memories. Make new friends, cheer on our outstanding student-athletes as they compete in a wide variety of athletic events, or take in an exhibit at our WNMU Museum, McCray Gallery, or Miller Library. Enjoy a concert, hike in Gila National Forest, or stroll historic downtown Silver City. Whatever you decide to do, your time at WNMU will be some of the most exciting, challenging, rewarding, and memorable of your life.

You have my sincerest best wishes for an enlightening, stimulating, and successful educational experience. When you see me around campus or out in the community, please feel free to say hello and let me know how you are doing. I hope you all have a great year, and Go Mustangs!

Sincerely,



Christopher (Chris) G. Maples, Ph.D. Interim President

A MESSAGE FROM THE STUDENT GOVERNMENT PRESIDENT

Dear Mustangs,

Welcome to Western New Mexico University! Whether you're beginning your first semester or returning to continue your journey, know that you are part of a community that values connection, growth, and opportunity. WNMU isn't just a place to study, it's a place to discover who you are, build lifelong friendships, and create the experiences that will shape your future.

As your Student Government President, my role is to ensure your voice is heard and that every student feels represented. Our team is here to advocate for you, collaborate with university leadership, and work toward making campus a place where everyone feels supported and empowered. We strive to lead with integrity and to make decisions that reflect the needs of our diverse Mustang family.

Your Student Government, the Associated Students of WNMU (ASWNMU) exists for you. We're here to listen, solve problems, and help bring your ideas to life. Whether it's improving student life, planning events, or advocating for change, we want every Mustang to know their voice matters.

This year, I encourage you to get involved and make your mark. Join a student organization, attend events, or connect with one of our senators or officers to share your ideas. The more you engage, the more rewarding your college experience will be. Together, we can make WNMU not just where you go to school, but where you belong.

I invite you to stop by our office on the third floor of the Student Memorial Building or reach out to me directly. You can contact me at 575-538-6377, (Cell) 575-635-8172, or **Student.President@wnmu.edu.** I'm here to listen, support, and work with you to make this a year to remember.

Here's to an amazing year filled with growth, community, and Mustang pride. Let's make it unforgettable together.

Go Mustangs!

Sincerely,

Carlos Carranza

Carlos Carranza
ASWNMU President

ASSOCIATED STUDENTS OF WNMU

MUSTANG UP

WNMU is proud to have an energetic student body that is willing to make this campus their own. At WNMU, we offer several student leadership positions including being a member of the Associated Students (student government).

ASWNMU leadership roles help shape student life from how much students pay in fees to what kinds of activities happen on campus.

ASWNMU Senators represent different campus districts. Members meet once a week for public meetings in the Miller Library.

To learn more about student leadership opportunities, call 575-538-6377.

STUDENT GOVERNMENT

Advisor: Michael Acosta	Michael.Acosta@wnmu.edu
President: Carlos Carranza	Student.President@wnmu.edu
Vice President: Nayeli Mancilla	StudentVP@wnmu.edu
Treasurer: Max Kaesebier	Student.Treasurer@wnmu.edu
Executive Secretary: Anais Orantez	Student.Secretary@wnmu.edu
Govt. Affairs Director: Matthew Chavez	Student.GovAffairs@wnmu.edu
Attorney General: Arnav Arkanath	Student.Attorney@wnmu.edu
Chief Justice: Clayton Zentner	Chief.Justice@wnmu.edu
Associate Chief Justice: Isabella Medina	Associate1.justice@wnmu.edu

Pro Tempore: Senators	
Esteban Moctezuma Bernal	District1.Senator@wnmu.edu
Michael Diaz	District2.Senator@wnmu.edu
Yamel Gamboa	District3.Senator@wnmu.edu
Falyn Lackey	District4.Senator@wnmu.edu
Christian Dunbar	District5.Senator@wnmu.edu
Laisha Vargas Garcia	District6.Senator@wnmu.edu
Esau Au	District7.Senator@wnmu.edu
Alepha Mumba	District8.Senator@wnmu.edu
Oscar Feschuk	District9.Senator@wnmu.edu
Hunter Davis	District10.Senator@wnmu.edu

ASWNMU offices are located in the Student Memorial Center 3rd floor. Main office contact is 575-538-6377.

ACCREDITATION

- **Regional Accreditation**
  - **Higher Learning Commission**
    - Western New Mexico University has been continuously accredited by the Higher Learning Commission since 1942. The Interim Assurance Argument is scheduled 2028-2029 and the Comprehensive Evaluation will be 2034-2035.
- Specialized Accreditation
  - **Association of Collegiate Business Schools and Programs (ACBSP)**
    - The School of Business is accredited by the ACBSP for the Associate in Business Administration, Bachelor of Business Administration in Accounting, in Marketing, and in Management, Bachelor of Applied Science in Business Administration, and Master of Business Administration
  - **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**
    - The Rehabilitation Services Program is accredited by the CAAHEP for the Bachelor of Applied Science in Inclusive Rehabilitation Services
  - **Council for Accreditation of Educator Preparation (CAEP)**
    - The College of Education is fully accredited by the CAEP for initial licensure programs, advanced programs, and various teaching fields at the undergraduate and graduate level
  - **Commission on Collegiate Nursing Education (CCNE)**
    - The School of Nursing and Kinesiology is accredited by the CCNE for the Bachelor of Science in Nursing and Master of Science in Nursing
  - **Council on Social Work Education (CSWE)**
    - The School of Social Work is accredited by the CSWE for the Bachelor of Social Work and Master of Social Work
  - **National Association for the Education of Young Children (NAEYC)**
    - The College of Education is accredited by the NAEYC for the Associate of Arts in Early Childhood Education & Family Support
- **State Authorization/Accreditation**
  - Western New Mexico University's College of Education is approved by the New Mexico Public Education Department to offer both traditional and alternative teacher licensure programs
  - Western New Mexico University is an approved nursing education provider by the New Mexico Board of Nursing
- **Federal Designation**
  - Western New Mexico University is federally designated as a Hispanic Serving Institution (HSI) by the US Department of Education
- **State Designation**
  - Western New Mexico University is the New Mexico state designated Public Applied Liberal Arts and Sciences University

    - Western New Mexico University is the New Mexico state designated Center for Excellence in Early Childhood Education
- **State Authorization for Online Education – NC-SARA**
    - Western New Mexico University has been approved to participate in state authorization reciprocity agreements through NC-SARA and the New Mexico Higher Education Department

HISTORY

Western New Mexico University (WNMU) was founded in the Territory of New Mexico on February 11, 1893, as the New Mexico Normal School. Classes began on September 3, 1894, in a rented Presbyterian church. On June 2, 1893, the Board of Regents accepted 20 acres of Town of Silver City land situated on a hillside-overlooking town donated by Regent Fleming. Within twenty years, enrollment had reached nearly 500 students. Today, WNMU serves more than 3,600 students at locations in Silver City, Deming, and online. WNMU serves the southwestern region of New Mexico and students worldwide. WNMU offers courses at our main campus in Silver City and various extended locations; through face-to-face, virtual synchronous learning, hybrid, and online formats.

Further information about the rich history of WNMU is available in many departments, including the WNMU Museum in Fleming Hall, WNMU Foundation, and Alumni Offices located in Hunter Hall.

MISSION STATEMENT

An open-access Hispanic-Serving Institution (HSI) and New Mexico's Applied Liberal Arts and Science University, Western New Mexico University combines a foundation of liberal arts education with quality professional programs and career and technical preparation in a diverse, inclusive, creative, and caring community of learners empowered with the essential skills and knowledge for lifelong success in work and life.

Al ser una Institución al Servicio de Hispanos (HSI) y de inscripción abierta, asi como la Universidad de Artes Liberales y Ciencias Aplicadas de Nuevo México, Western New Mexico University combina una base de educación en artes liberales con programas profesionales de calidad y preparación técnica en una comunidad diversa, inclusiva, creativa y solidaria de estudiantes capacitados con habilidades y conocimientos esenciales para el éxito permanente en la vida y el trabajo.

VISION STATEMENT

Western New Mexico University is a premier and innovative Applied Liberal Arts and Sciences University in combination with internationally recognized professional programs and career and technical preparation. Its students achieve career goals, become conscientious citizens, practice social and environmental responsibility, and impact their communities and their future as independent thinkers who know themselves within the changing context of a global, digital

world. Embracing its identity as a Hispanic-Serving Institution, WNMU is the central contributor in its region for public service, economic development, and cultural enrichment.

Western New Mexico University es una Universidad de Artes Liberales y Ciencias Aplicadas superior e innovadora en combinación con programas profesionales reconocidos internacionalmente y preparación professional técnica. Sus estudiantes alcanzan metas profesionales, formándolos en ciudadanos comprometidos, que practican la responsabilidad social y ambiental, que tienen impacto en sus comunidades y en su futuro como pensadores críticos independientes que se conocen a sí mismos dentro del contexto cambiante de un mundo global y digital. Adoptando su identidad como una institución de servicio a hispanos, WNMU es el contribuyente central en su region para el servicio público, el desarrollo económico y el enriquecimiento cultural.

WNMU CORE VALUES

1. **Innovation/Creativity:** In every obstacle, we see opportunities to provide practical solutions to problems, addressing and redefining them to match our institutional strengths. We embrace continuous improvement, encourage invention, and continually seek better, more efficient ways to achieve our goals. We reward creativity and support actions toward positive changes for society.
2. **Integrity:** We operate ethically, and hold ourselves accountable to our students, the community, and all who serve WNMU's mission. We uphold standards of honesty, confidentiality, trust, respect, and transparency. We recognize that we are individually accountable and collectively responsible for living and encouraging the highest of ethical standards.
3. **Intellectual Curiosity:** We seek the advancement of knowledge, critical thinking, inquiry, and discovery through our teaching, service, and research. We continuously learn from our achievements and our challenges. We encourage our students and colleagues to challenge each other in the support of academic freedom: inquiry, pursuit of ideas, and creative activity.
4. **Personal Responsibility:** We recognize our responsibilities to the students, to each other, and to the community. Individually and collectively, we strive to exceed our students' and our colleagues' expectations, achieving teaching and service excellence and creating a welcoming positive learning environment.
5. **Service to University and Community:** We are good neighbors and a positive force for change. We foster communities of caring, respect, and civility. We engage with our communities, serve society, and build capacity for relating to one another.
6. **Student Success:** We provide our students with the tools essential to build their futures and succeed in life as productive, educated citizens who can think critically about, adapt to, and change the world around them.

EMERGENCY RESPONSE GUIDE

PRIOR TO AN EMERGENCY

Make sure you know how to reach Campus Police – 575-538-6231; or 911 will put you in contact with Central Dispatch.

- Study the Emergency Response Guide at least once a semester.
- Plan at least two emergency evacuation routes.
- If you live in a residence hall, know your emergency evacuation staging area.
- Talk with your Resident Assistant or Hall Director about the evacuation plans for your residence hall.
- If you have a disability, please make special note of the "Instructions for Individuals with Physical Disabilities" below.
- Know where you will seek shelter in the event you are notified of an approaching tornado.

INSTRUCTIONS FOR INDIVIDUALS WITH PHYSICAL DISABILITIES

Inform Campus Security and Residence Life Staff of your situation. Request a brief meeting to discuss any special emergency-response accommodation needed.

ACCIDENTAL 911

If you accidentally call 911, stay on the line and explain the mistake to the operator. You may be fined if you simply hang up and fail to indicate a mistake.

MUSTANG ALERT (RAVE ALERT)

Rave Alert is a mass notification system that allows WNMU to rapidly send messages to students, staff, and faculty. It is used during emergency situations and can be sent via email and text message. To ensure notification, students should confirm their contact information in Mustang Express.

- Log into Mustang Express.
- From Desktop – click on Mustang Alerts on the top gold bar, or
- From a Cell Phone – click on Menu icon in upper right corner, then click on Mustang Alerts.

BOMB THREATS

Bomb threats are an ominous reality in the world in which we live today. Do not assume that you will never receive a threat. Threats can be received by various means including mail, note, e-mail, and telephone.

RESPONSE

Record phone number on caller I.D. Obtain as much info as possible: voice description, background noises, location of bomb, and time set to detonate.

EVACUATION ORDER

IF AN EVACUATION ORDER IS ISSUED FOR YOUR BUILDING, FULLY COOPERATE WITH THE CAMPUS POLICE AND;

- Take keys, briefcases, purses, wallets, coats, and other personal items.
- Do not use elevators.
- Close, but do not lock doors.
- Turn off all electronics.
- Evacuate in groups to ensure that all are able to get out.
- Provide assistance for those with physical disabilities.
- Evacuate in a safe, orderly manner.

FIRE ALARM

When a fire alarm sounds, all people are required by law to evacuate the building. You should be familiar with the location of the nearest exit. Fire alarms, hoses, emergency showers (academic buildings), and extinguishers are for emergency use only. Tampering with such equipment is considered a serious offense and will result in disciplinary action and/or fines.

IF THE FIRE ALARM SOUNDS:

- Evacuate immediately and go to your assigned meeting area. Do not delay locating personal items.

IF THE FIRE ALARM HAS NOT SOUNDED, BUT A BURNING ODOR OR SMOKE IS PRESENT

- Activate the nearest fire alarm pull station on your way out of the building.
- Use the stairs, not the elevators.
- Do not attempt to diagnose or fight the fire.
- Leave the area.
- Never allow the fire to come between you and an exit. DO NOT assume that when the audible alarm ceases it is safe to enter the building.

HAZARDOUS MATERIALS

- If a hazardous materials incident occurs on or near campus, everyone is advised to remain indoors. Examples: Overturned tank truck, major natural gas leak.
- Get inside immediately.
- Close all doors and windows.
- Turn AC/Heat systems to “off.” Remain sheltered until notified that situation is “all clear.”

QUICK REFERENCE

- Emergencies: 911.
- Campus Police: 575-538-6231.
- Centennial Resident Assistant on-duty: 575-654-2867.
- Mustang Village and Muir Heights Resident Assistant on-duty: 575-654-2756.
- Report all accidents requiring first aid to Campus Police at 575-538-6231.

RESIDENCE LIFE EMERGENCY PROCEDURES

In case of a life-threatening emergency, immediately call 911 or Campus Police at 575-538-6231. In other emergencies, contact the Resident Assistant. The Resident Assistant on-call will contact the Hall Director. The Resident Assistant on-call contact numbers are posted on the back of each door of the resident's room, in the common areas of the residence halls, and apartments.

REPORTING AGENCIES - ALL EMERGENCY EVENTS

In an actual emergency, on campus or off, dial 911.

PROVIDE:

- Your name and nature of incident.
- Location of incident, severity of injury.
- Administer first aid only if trained. If not trained, stabilize the injured person until trained assistance arrives on scene.
- If an AED, Automatic External Defibrillator, is needed call Campus Police at 575-538-6231 or 911.

SECURITY EMERGENCY

- DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF-DEFENSE.
- If it is safe to do so, try to get a detailed description of the criminal, noting height, clothing, weight, weapon (if any), sex, method of travel, race, direction of travel, and age.
- If the criminal enters a vehicle, note the license number, make, model, color, and any other identifiers. Call Campus Police at 575-538-6231.
- Remain where you are until contacted by a Police Officer. If you are notified of a security emergency:
    - Co-operate fully with Security.
- **See "Evacuation Order page 14".**

TORNADO WARNING

- When an immediate hazard exists move to the interior of the building.
- Close all doors and windows.
- Close shades and blinds. This will provide additional protection from debris.
- Shelter in most interior space available without doors or windows.
- Remain sheltered until notified that danger is over.

TORNADO WATCH

Conditions are favorable for tornado information. Avoid travel and stay close to home**.**

DEPARTMENTS AND SERVICES

Download or view full directories: Personnel and Departments

ACADEMIC AFFAIRS

This office is responsible for the academic policies and regulations of Western New Mexico University, graduate programs, assistantships, graduation activities, and general trouble-shooting related to problems of an academic nature. The Office of Academic Affairs also over-sees the J. Cloyd Miller Library and the WNMU Museum.

ACCESSIBILITY SERVICES

Accessibility Services are provided for students with disabilities. Examples of the assistance provided are audio materials for the blind or dyslexic, readers, extended time for written assignments and testing, audio recorders, and a quiet testing area. To qualify for these services, documentation must be provided by qualified professionals on an annual basis. The Student Accessibility Office is WNMU's liaison for students with disabilities. There is no fee for services. Appointments can be scheduled by emailing accessibility@wnmu.edu.

ADMISSIONS (GRADUATE)

WNMU offers a variety of graduate programs that meet the needs of those seeking quality education with a customized learning environment. They strive to provide top notch service and ensure a one-of-a-kind experience. Our graduate programs are designed to serve the needs of those students who are seeking an education face to face, from a distance, or from a fully online platform.

ADMISSIONS (UNDERGRADUATE/RECRUITMENT)

The Office of Admission is the "welcome mat" to WNMU. They provide many services to first-time and continuing students at Western, including admissions to WNMU, international student processing, residency appeals, academic suspension appeals, and campus tours.

ADVISING

Studies show that interacting with an academic advisor during a student's university career leads to college success and completion. The Advising Center has a wealth of knowledge about WNMU. They promise to help with everything they can, or to help the student get connected to the right place for the things they can't.

ALUMNI AFFAIRS

Alumni Affairs is comprised of current and former students, graduates, staff, and faculty. They are dedicated to developing relationships between current students, alumni, and the communities in which they live and believe the impact will directly strengthen connections and the infrastructure of WNMU. The primary goal of the Alumni Affairs office is to substantiate connections between students, graduates, staff, and friends of WNMU and provide them with opportunities to continually improve and contribute to their professions and the society around

them. They organize and host events to connect alumni with old friends and create new memories while reliving happy times.

ATHLETICS

Western New Mexico University provides opportunities for participation in NCAA Division II athletic programs for both men and women. Students may participate in basketball, cross country, football, golf, softball, tennis, track and field, and volleyball. Schedules for each team are posted throughout the season(s) and Western New Mexico University students, faculty, and staff are encouraged to attend.

BOOKSTORE

The University Bookstore provides as much one-stop shopping on campus as possible. Students can purchase textbooks, school supplies, clothing, snacks, and electronics. Some items are available only on wnmushop.com. The website has an additional program called On Demand. It features a large number of additional items made to order. Check out the great selection of athletics items, gift items, household items, and more.

Equitable ACCESS is an all-inclusive textbook program providing all required textbooks at a fraction of the cost. Charges are billed by total credit hours. Textbooks are provided on a digital priority with physical texts provided when digital is not available. Texts are provided prior to the start of term, so that all students are ready to go on the first day. Optional shipping is available for distance learners. Simply go to the Bookstore's website and search ACCESS Shipping. Put the item in the bag and check out. It is as easy as that. Just $5 ships all the textbooks.

BRAND – TRADEMARK/LOGO

All materials, printed or digital, that bear Western New Mexico University logos or name must adhere to the University's established identity standards. Any modifications to any University logos, logotype or colors are strictly prohibited. Departments, student clubs, and other campus organizations may access WNMU logos, color palettes, and design templates by contacting the Office of Marketing & Communications.

For assistance with projects, including graphic design, photography and media relations, requests may be submitted through the Office of Marketing and Communications marketing@wnmu.edu.

The Western New Mexico University logo must not appear on any materials, whether printed or digital, that are not officially affiliated with the University or without prior approval from the Office of Marketing and Communications.

BUSINESS OFFICE

The Business Office assists students with guidance and information regarding student accounts. What does **FINALIZE** mean? It means you have applied at WNMU, been accepted, and

registered for classes. Now you need to take care of your financial obligations. Once your financial aid has been applied to your account, you can pay your bill in person or online.

If you qualify, you can sign up for a payment plan. This will allow you to pay your bill a little at a time. A payment plan may also be necessary if your financial aid has not been applied to your account and/or if your financial aid does not cover your total bill. You can sign up for a payment plan through the Business Office website. If you have any questions, contact your advisor.

CARD SERVICES

Mustang Card Services is a student's one location for their identification card that utilizes the one-card system. The card has a compatible magstripe, as well as a proximity chip, which allows a student to use the card at multiple locations around campus without having to keep multiple cards for different things. Students can load money into their Mustang Wallet account and use it in such places as the WNMU Bookstore, WNMU Cafeteria, and the Mustang Deli. For students who live on campus it is also used to get into their dorm or residence hall and laundry rooms.

CAMPUS POLICE

The Campus Police Department is available to assist the WNMU community 24-hours-a-day, 365-days-a-year in emergency situations. Our major concern is your safety. The Department also oversees parking, the issuance of parking permits, and certain other regulatory matters.

CAMPUS RECREATION

Services provided are a broad spectrum of sports, recreation, and leisure activities for students, staff, and faculty, as well as members of the local community. It serves as a vital and integral part of student life on campus.

CAREER CENTER

The Career Center provides guidance to groups and individuals in resume writing, interview skills, career assessment, graduate and professional school application, internships, and off campus part-time and full-time employment. These services are offered to the entire student population beginning their first year and continuing after graduation.

CENTER FOR STUDENT SUCCESS

The Center for Student Success is a vital resource for students, offering a range of services to enhance academic engagement and success including: academic support through tutor services, both in person and online; assisting students during crucial moments such as their first term or when facing academic challenge; facilitating student emergency assistance program providing Lunch and Learn Workshops; addressing life skills and campus resources, addresses food insecurity by offering One Stop Food Pantries where students can access essential food items and/or obtain information about local food distribution centers and organizations for WNMU students; and assisting with applications for SNAP benefits.

CHILD DEVELOPMENT CENTER

The Child Development Center/PreK is a 5-STAR, National Association for the Education of Young Children (NAEYC) accredited lab site that serves children of WNMU students, staff, faculty, and community, ages 8 weeks to 5 years old. It is located on the WNMU campus at 513 12th Street, in Silver City, New Mexico.

COMPUTING SERVICES/COMPUTER LAB

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 provide access to basic computing services to students, including internet access, email, word processing, databases, spreadsheet, and presentation software. Specialized lab equipment includes scanners, digital cameras, digitizing tablets, and color laser printing.

DINING SERVICES

You will have plenty of tasty options at your fingertips. Our dining hall serves a variety of hot meals, grill favorites, a fresh salad bar, delicious deli sandwiches, sweet desserts, and refreshing drinks.

Do not forget to check out our Einstein's Bros Bagels. Whether it's a bustling morning rush or a leisurely catch-up session, the simple pleasure of a perfectly crafted bagel and a cup of freshly brewed coffee is unmatched.

If you are living on campus, excluding Muir Heights, your meal plan comes with flex dollars that you can use at either Einstein's Bros Bagel or the dining hall. Just remember to show your Mustang Card when you enter the dining hall. If you do not have a meal plan, you can pay at the door. Meals and flex dollars are only good during the meal plan period, so use them while they are valid!

For commuter students, you can buy meal plans or flex dollar plans in person at the Cashier's Office or call 575-538-6150 for more information.

Our dining hours for the academic year are listed below, but keep in mind that they might change, so it's always a good idea to check for updates, https://wnmu.campusdish.com.

MONDAY - FRIDAY:

Breakfast	7:00 a.m. – 9:30 a.m.
Lunch	11:00 a.m. – 1:30 p.m.
Dinner	4:30 p.m. – 6:00 p.m.

SATURDAY AND SUNDAY:

Brunch	10:30 a.m. – 1:00 p.m.
Dinner	4:30 p.m. – 6:00 p.m.

EINSTEIN'S BAGELS

Monday – Thursday	7:30 a.m. – 7:00 p.m.
Friday	7:30 a.m. – 4:00 p.m.
Saturday – Sunday	Closed

FINANCIAL AID

Western New Mexico University recognizes the need for financial aid to help students meet the cost of higher education. Funds may be available in the form of grants and scholarships, which are limited. Additional funds may be available in the form of employment and loans. Financial aid programs are provided through federal, state, and institutional sources. The Office of Financial Aid is committed to helping students identify the financial resources for which they may be eligible and can assist students and their families in developing financial plans.

FITNESS CENTER

The Fitness Center provides the Western New Mexico University community with a safe, comfortable environment, in which to pursue healthier lifestyle choices through health and wellness, fitness, and recreation. The Fitness Center is home to multiple facilities including racquetball courts, aerobics room, cardio equipment, weights, and locker rooms. The offices for Campus Recreation, Athletic Training, and athletic coaches are also located in the building.

HELP DESK

The Help Desk provides assistance in logging into Mustang Express and Canvas, setting up Wi-Fi, and general assistance with campus computing. For assistance call 575-574-4357.

HONORS PROGRAM

The WNMU Millennium III Honors Program serves students in all majors and minors with enriched courses and activities for bright, highly motivated students. The Program focuses on active rather than passive learning, thereby offering its students a richer return on their investment of time, money, and effort, as well as extended opportunities for intellectual and academic growth. Honors courses are intended to be more stimulating, challenging, and exciting than regular courses. Occasional social and cultural events are offered, as well.

HOUSING/RESIDENCE LIFE

Housing and Residence Life provides students with access to three Residence Halls. Muir Heights is coeducational and reserved for students 21 and over. Please contact the housing office for more information.

HOUSING/MEAL PLAN

While at WNMU, a student will need a roof over their head and food to eat. Students with less than 30 credit hours are required to live in campus housing and to purchase a meal plan for

Mustang Dining Services. If you are over 21 years of age, you can request housing in Muir Heights.

LIBRARY (J. CLOYD MILLER LIBRARY)

The J. Cloyd Miller Library is located on the third floor of the Student Memorial Building. The primary purpose of the Miller Library is to provide the WNMU community with the resources, services, and facilities/equipment that are required for research and instruction. The library offers access to online catalogs, periodicals, state, federal, and local documents, eBooks, special collections, free fax service, photocopies, group, and individual study rooms.

LOST AND FOUND

Individual buildings may have a lost and found service. Please check in the buildings you visited for lost and found. Also, check with Campus Police to determine if anything was turned into them.

MAILROOM

The Mailroom has mailboxes for student use as long as the student lives on campus. The mailroom offers most of the conveniences of a post office on campus.

MAINTENANCE REQUEST

The WNMU Maintenance team is on call 24/7 should something in the residence halls need immediate attention. Maintenance requests can be submitted through an RA, HD, or other Housing and Residence Life staff.

MEDIA TECHNOLOGIES SERVICES (MTS)

MTS is located in the J. Cloyd Miller Library and services primarily at the WNMU main campus in Silver City, NM. MTS is focuses on short-term equipment loaning available to students to successfully complete course work or other technology-based activities when personal equipment is not available. The department loans equipment on 10–14-day periods based on need and carries items such as laptops, Bluetooth speakers, digital cameras, and calculators. This service does not incur any additional charge to currently enrolled WNMU students; this initiative is supported by student fees. MTS also works in tandem with the University Productions team to support student attended events both in-person and virtually.

MUSTANG EXPRESS

Mustang Express is WNMU's web portal that allows easy access to a variety of campus services for the staff, faculty, and students of WNMU. Mustang Express can be accessed at http://me.wnmu.edu. Mustang Express provides students with many useful tools. Targeted announcements provide each student with information based on their major, classes, and other information unique to each student. A WNMU email account for each student is created to provide communication between students, faculty, and staff. Mustang Express also provides access to the WNMU Information & Registration System. The system allows students to register

for classes, view grades, access financial aid information, and much more. Stay connected—log on to Mustang Express!

OUTDOOR PROGRAM

The Outdoor Program does many things such as First Ascent, gear rental, and will let you know of things to do and places to go on your next outdoor adventure.

PARKING

Parking permits are not required. However, you can register your vehicle at the WNMU Police Department to assist the WNMU Police to find the driver of vehicles in case of an emergency.

PLACEMENT TESTING (ACCUPLACER)

ACCUPLACER is a computer adaptive-based test that determines your knowledge in reading, writing, and math as you prepare to enroll for college. ACCUPLACER uses an adaptive testing method; as you answer questions correctly, they become more difficult.

POSTING FLYERS/ADVERTISING

Students, faculty, staff, and community members are welcome to advertise programs and events on our campuses. These advertisements may only be posted in university buildings on already established bulletin boards. No advertisements of any kind may be posted on walls, windows, doors, or stairway landings. Postings that may be considered offensive to others in any way or that violate state, federal, or local laws or policies may be removed by the offended party. Posting on the doors of the residential areas may only occur with the permission of the Director of Housing and Residence Life.

REGISTERED STUDENT ORGANIZATIONS

WNMU has several recognized organizations in the areas of spirituality, honors, service, academics, and leisure. These organizations help students get involved in campus life, community outreach, and support their personal and academic growth. Registered Student Organizations are recognized through an application process with the Office of Student Life, which also provides funding and professional development opportunities.

REGISTRAR OFFICE

The Office of the Registrar at WNMU is the keeper of all students' academic records. The Office is responsible for the oversight of all registrations and enrollments, including end-of-term grade processing, grade changes, class schedules, classroom scheduling, enrollment and degree verification, transcript processing, University catalog, degree audits, commencement ceremonies, and fulfilling many types of requests from faculty, staff, and students.

STUDENT AFFAIRS

The Division of Student Services is responsible for the oversight of Undergraduate and Graduate Admissions/Outreach Programs, Registrar, Financial Aid, Student Mental Health, C-Rec, Campus

Police, Student Life, Residence Halls, Student Activities, Career Center, Student Organizations, Student Disciplinary, and New Student Orientation.

STUDENT COMPLAINTS (NON-ACADEMIC)

To submit a non-academic student complaint please contact the Vice President of Student Affairs and Enrollment Management.

STUDENT GOVERNMENT (ASWNMU)

In conjunction with the WNMU administration, student government is involved in the development of campus policies and programs. Student government organizations enable students to discuss and act upon matters of student concern. These organizations include: the Associated Students, the Executive Council, the Student Supreme Court, and the Student Senate. In addition, students are represented on standing faculty committees that include: Athletics, Cultural Events, Curriculum and Instruction, Evaluation, Instructional Resource, Teacher Education, Graduate Council, and other committees.

STUDENT HEALTH SERVICES

WNMU Student Health Services are offered through a partnership with Hidalgo Medical Services (HMS) and TimelyCare.

- **Students Mental Health off campus -** Counseling Services: Counseling Services are provided through TimelyCare. Counseling services help students get through tough times, whether it is a crisis, mental health issues, stress, difficulty with public speaking, relationship problems, or anytime a WNMU student needs to talk to someone. Up to twelve scheduled counseling consultations per academic year (July 1st -June 30th) for current students.
- **Students Mental Health on campus** - The Mental Health Department currently houses two therapists. Both therapists are Licensed Clinical Social Workers and are passionate about helping students. In their therapeutic work, they use an Emotion Focused Approach informed by Acceptance and Commitment Therapy to help students get clear on what emotions hold them back and what emotions they want to experience moving forward. They hold different therapy groups so that students have the added benefit of healing with their peers. They also provide Mental Health Programming to students. Contact Mental Health on campus at 575-538-6888.
- **Students Medical Services for students off campus** - Through TimelyCare students will have unlimited digital Self Care & Platform, Talk Now consultations, and medical consultations.
- **Students Medical/Chiropractic Services/Dental for students on campus -** Health care is offered to current local WNMU Students at HMS. Through HMS students are eligible for five medical visits (including chiropractic services) and two dental visits (exam/cleaning). Services not included are lab orders/labs done at Tricore (including STD testing/pregnancy tests), prescriptions, dental services outside of exam/cleaning, nutritionist services, long-acting reversible contraceptive (LARC)/IUD, and psych testing. Up to five medical/chiropractic visits per academic year are covered by student fees. A

current Mustang Card must be presented at the time of each visit. Walk-in visits are available. Appointments are recommended. Schedule an appointment.

STUDENT LIFE

The Office of Student Life, in conjunction with the entire WNMU community, supports and encourages all students in achieving their educational goals by providing leadership and leisure opportunities through Campus Rec programming, the Life Lounge, intramurals, registered student organizations, and outdoor programming.

The Office of Student Life facilitates the Campus Food Pantry and Mustangs Care programs that provide students with service-learning opportunities including the Alternative Spring Break.

STUDENT RESEARCH AND PROFESSIONAL DEVELOPMENT

Funded by student fees, SPRD funds help students to engage in various research and professional development opportunities that go beyond their normal academic work or course requirements.

TRANSCRIPT INFORMATION

Transcripts will be issued to eligible students or to their designees, if authorized by the student, upon presentation of proper identification and/or a written request. Students may request their transcript through a secure portal, PARCHMENT, https://www.parchment.com/u/registration/29659018/institution. WNMU will not release transcripts without prior payment.

VETERAN STUDENTS

Veteran students and their dependents who receive VA Educational Benefits may find assistance within the Veterans Office. This office is responsible for the administration of veterans' educational benefits programs and the necessary enrollment certification.

VIDEO COMMUNICATIONS

Video Communications is located at the back of Miller Library, on WNMU's Silver City main campus. We provide the following services and support: course videoconferencing, videoconference capture, studio session capture, webcasting, podcasting, desktop/mobile video conferencing, desktop videoconferencing virtual rooms, customized catalogs, facilities, and AV rooms.

ENROLLMENT INFORMATION

ADVISING

The Advising Center will help you get your classes registered and make sure you are on the right path for graduation.

AUDITING A COURSE

Students who are auditing a course are required to obtain the instructor's permission prior to registration and will be expected to attend class regularly. The instructor has the option of withdrawing a student for not attending class.

CANCELLATION OF SCHEDULED CLASSES

Western New Mexico University reserves the right to cancel any course(s) that are under enrolled as deemed necessary by the Office of the Vice President for Academic Affairs. Since the major determining factor for cancellations is enrollment, students are encouraged to register early.

CONFIRM SCHEDULED CLASSES

A student is financially responsible for all charges incurred because of their registration activity. If a student does not plan to attend one or all of their courses, they must drop courses or initiate a semester withdraw by the established deadline**,** or they will be liable for the expense of all registered classes. Not attending classes does NOT constitute an Official Withdrawal. To pay for semester enrollment charges, a student may do so in either of the following ways:

- Payment in full of all the assessed student charges:
  - Pay the balance in full with cash, check, or credit card.
  - Have enough financial aid to pay in full.
  - Submit to the Business Office a contract agreement from a third-party agency.

- Payment Plan:
  - If a student cannot pay their account in full and needs to spread payments over the semester.
  - If a student's financial aid and/or scholarships will be paying only a portion of their account, then a payment plan will be established for the remaining balance.
  - If a student wants to pay for their account with work-study funds, the Business Office offers a special payment plan. Contact the Business Office for more information.
  - A student may set up a payment plan through their Mustang Express account under the "Pay Now" link in the Student tab.

Any account with a past due balance greater than $200 will be placed on a billing hold. This hold will limit your ability to view grades and records and/or register for upcoming semesters. Any account with a balance due after established deadlines will also be assessed a 50.00 late penalty fee.

You can view your account summary by term, including any authorized aid, through the Bill Payment site in Mustang Express https://me.wnmu.edu.

MUSTANG EXPRESS

WNMU conducts all business via the Mustang Express portal. This portal provides access to the student with a wide variety of university information, including:

- University e-mail account;
- University financial information;
- Class schedule;
- Grades, transcript, etc.;
- Registration for graduate, non-degree students and students with APINs;
- Online payment
- And much more

It is very important that you access your Mustang Express e-mail periodically to check for correspondence from the University.

To access Mustang Express for the very first time:

- Go to https://me.wnmu.edu/.
- You should have your Username from when you attended Orientation. Make a note of your Username and keep it in a safe place.
- The first time you log in to Mustang Express your initial password is your "Student ID", a randomly generated number that starts with a capital "W", followed by zeros not the letter "O", and is printed on your statement of account from the Business Office or your class schedule from the Registrar's Office. It is also located on your Student ID Card, but has an extra leading zero.
- If you wish to change your Mustang Express password from your WNMU Student ID number (W-number) to your own personal password, scroll down until you see the Change My Password box on the far bottom right of the screen. Enter your new password, verify it, then click ok, and your password will be updated.
- Your My E-mail in-box should appear in the center of your Mustang Express homepage.
- Use the Student tab to access personal information. For assistance, contact the WNMU Help Desk at servicedesk@wnmu.edu or 575-574-HELP (4357).

REGISTRATION HOLDS

A student will not be able to register or finalize if they have a "HOLD" on their record. Clearance must be obtained from the department initiating the hold before the student will be allowed to proceed. This may be accomplished by having the department remove the hold from the computer system.

SEMESTER WITHDRAWAL PROCEDURE (COMPLETE WITHDRAW)

Students who wish to withdraw from ALL of their courses may do so by logging into their Mustang Express Account. Once in Mustang Express, click on the student tab. The Semester Withdrawal link is under the Useful Links area. If the student wishes to stop the Semester Withdrawal after submission, they must contact the Registrar's Office at 575-538-6118 or registrars@wnmu.edu. The Office of Financial Aid is required by the Department of Education to recalculate federal financial aid eligibility for students who withdraw prior to completing 60% of the semester.

A grade of "W'' will be awarded after the drop period. When students cease attending classes at WNMU during a semester and do not withdraw according to the standard withdrawal procedures, they become liable for grades of "NF". All students are responsible for tuition and fees associated with the course(s). Non-attendance in class does not necessarily result in an instructor withdrawal, a grade of "W". Grades earned and assigned will not convert to a grade of "W".

TAKING AN ONLINE CLASS

If you are taking a course labeled ONLINE, you will not have a classroom to go to on the first day of class. Instead, you will need to log in to WNMU's learning management platform, called Canvas, to access your course electronically. It is extremely important that you log in to your online course(s) on the first day of class as noted in WNMU's course schedule listing. Do not wait several days or weeks to log in and begin participating. Your instructor has the option of dropping or withdrawing you from the class if you do not participate, so log in immediately and get busy.

To take online classes, you will need access to a computer and the internet. Online courses can eliminate commuting, reduce childcare costs, and offer greater flexibility for students who are employed, but they are not easier than face-to-face classes. You must log in to your online class several times a week, and you must adhere to the class schedule of assignments, quizzes, exams, and discussion postings.

To log in to your online course, follow these steps:

1. Go to the WNMU homepage at www.wnmu.edu.
2. Select Canvas under Current Students.
3. Username: Always use your current Mustang Express username.
4. Password: The first time you log in to Canvas, use your W-number as your password.
5. From the Recent Activity screen, mouse over the Courses tab and select the course you wish to enter.
6. Online courses are NOT accessible to students until the first day of class as listed on the WNMU schedule.
7. We recommend that you change your password immediately upon entering Canvas for the first time.

To change your Canvas password:

1. From the Recent Activity screen select the Profile link, upper right.
2. Select the Edit Profile link, center right.
3. Select the Change Password link, center left.

If you have never taken an online class at WNMU, we recommend that you register for IPS 010 Introduction to Canvas, which provides a short, free, non-credit orientation. Once you have completed the activities in IPS 010, you will feel confident using Canvas. There are no textbooks required.
Online student resources, including Canvas tutorials and video, are available. Click here for more information.

If you have questions regarding accessing your online classes, please contact the HELP desk at 575-574-HELP or servicedesk@wnmu.edu.

WAITLISTING A CLOSED COURSE

Students who want to register for a course that is showing closed and cannot find an open section of the course may choose to be placed on the waitlist for the course. When a seat becomes available the student, instructor, and advisor will be notified of the opening and the student will have 48 hours to add the course to their semester schedule. A week prior to the beginning of the term the deadline will be set to 24 hours.

Students will be removed from the Wait List after disenrollment for the term. If the student does receive a notification after the last day to add, they must obtain the instructor's signature as well as their advisors and take approvals to the Registrar's Office.

WITHDRAWAL PROCEDURE

A student may withdraw through Mustang Express or if not applicable, the Change of Schedule Form indicating a withdrawal from class(es) will be required. The withdrawal will result in a grade of "W". Withdrawals initiated after the published date will result in a grade of "F". An instructor may withdraw a student from the class roll, with a grade of "W" for non-attendance.

Please refer to the Semester Start, End & Enrollment dates found in Mustang Express under the Student tab.

A withdrawal may result in financial responsibility for the remainder of the balance due on your account. Please contact the Business Office at 575-538-6150 for details.

STUDENT DISCIPLINARY POLICY (SAEM502)

Western New Mexico University (WNMU) regularly establishes policies and procedures designed to promote the health and safety of individual students, to further the development of responsible and mature social interaction in a setting of higher education, and to facilitate the educational purposes of the institution. The purpose of the Student Disciplinary Procedures is to maintain an environment that promotes the broad educational mission of WNMU through duly formed disciplinary procedures. SOP for Student Disciplinary Procedures.

STUDENT CODE OF CONDUCT

Western New Mexico University is an academic community. Students have the obligation to conduct themselves as mature and responsible participants in this community. Towards this end, the University has established policies, standards, and guidelines that collectively define the Student Code of Conduct. The Student Code of Conduct includes all policies, standards, and guidelines included in, but not limited to the Western New Mexico University Catalog, the Student Handbook, the Housing Agreement, and other housing documents. Students are subject to the Code of Conduct during academic terms for which they are enrolled, during breaks between terms, during university holidays and vacations, and during periods of suspension.

Every student has the right to conditions favorable to learning. Western New Mexico University expects all students to obey the law, to show respect for other members of the University community, to maintain integrity and high standards of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars. Students have the right to pursue an education in an environment that respects differences and is free from discrimination.

Students have the responsibility to conduct themselves, as individuals and in groups, in a manner that promotes an atmosphere conducive to teaching, studying, and learning. Students are expected to uphold academic and personal integrity, to respect the rights of others, to refrain from disruptive, threatening, intimidating, harassing behavior, or behavior that is harmful to themselves, other people, or property.

Students will be held accountable for their actions by Western New Mexico University, notwithstanding any action taken by civil authorities or agencies charged with the enforcement of criminal laws on account of the violation, and whether or not the violation occurs on University property or in connection with any university-oriented activity. The Student Code of Conduct primarily prohibits misconduct on university premises (buildings or grounds owned, leased, operated, controlled, or supervised by the university), but may address off-campus conduct when the behavior or the presence of the individual, in the university's sole judgment, impairs, obstructs, or interferes with the mission, processes, or functions of Western New Mexico University.

The University may, at its sole discretion, elect to pursue disciplinary action against the students at the same time that criminal proceedings occur, even if criminal charges involving the same incident are not complete or have been dismissed or reduced.

STANDARDS OF COMMUNITY BEHAVIOR

Any student found to have committed the following misconduct or to have violated any other University policy outlined in the Student Handbook or other official University publications (such as the Catalog or Housing Agreement) is subject to disciplinary sanctions. More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one standard. Being under the influence of alcohol or other drugs will not diminish or excuse a violation of Community Standards. Campus living guidelines can be found specifically in that section of the Student Handbook.

CS 1. VIOLATION OF LAW - Conduct that violates any federal, state, or local law is prohibited. The University will review any conduct reported as being in violation of the law by members of the University community, law enforcement personnel, or citizens. If in review the University determines, in its sole judgment, that the alleged conduct interferes with the University's exercise of its mission, processes, or functions, appropriate disciplinary action will be taken.

CS 2. DISHONESTY - Intentionally furnishing false information or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited. Using or possessing false or altered identification (including drivers' licenses and University identification cards) is prohibited. Students may not use another person's University identification card for any purpose. Other examples of prohibited behavior include forgery, alteration, or falsification of any University documents or records, or misrepresentation of university credentials.

CS 3. ALCOHOL - Western New Mexico University, in compliance with the Drug-Free Schools and Communities Act of 1989, prohibits the unlawful manufacture, distribution, dispensing, possession, or the unlawful use of alcohol on the campus or any other property under the control of Western New Mexico University and at University sponsored events. The following provide guidelines and expectations regarding the use of alcohol by Western New Mexico University students:

a. Students and guests must be of legal age to possess and consume alcohol as dictated by local, state, and federal law. The acceptable age is currently 21 years of age and older.
b. Students who are 21 years of age or older may possess and consume alcohol as permitted by law in all campus housing. No underage individual(s) may be present while alcohol is being consumed in the Residence Halls. If a resident who is 21 or older has a roommate under the legal drinking age, all alcohol must be stored in a sperate area that can be clearly distinguished as a property of the resident who is over the age of 21 and that is not readily accessible to the underage resident.
c. Students who are legally consuming alcohol may not have a total number of occupants of more than 10 people within the residence while doing so. At no time shall any student over the age of 21 provide alcohol to students under the legal drinking age.

Consumption of alcohol outside the residence hall is strictly prohibited. Other restricted areas include the parking lots of the residence halls and residential hall common areas, such as the laundry rooms and game rooms. It is prohibited to consume alcohol in any public area.

d. Alcohol may be consumed only in authorized locations and only by those of legal drinking age. Consumption of alcohol outside the residence hall is strictly prohibited. Other restricted areas include the parking lots of the residence halls and residential hall common areas, cush as the laundry rooms and game rooms. It is prohibited to consume alcohol in any public area.
e. Devices that are used for the manufacturing of alcoholic beverages, as well as kegs, garbage cans, beer bongs, or other large vessels that contain alcohol are not allowed in the residence halls or apartments.
f. Any use of alcohol must be in moderation to ensure residents' rights to privacy, sleep, and study within their room or apartment. Drinking habits that are harmful to the health or educational endeavors of an individual or those around them (as determined by University officials) are reasons for disciplinary action. A student of legal age may possess only the amount of alcohol for their own healthy consumption. Healthy consumption is determined by University officials. The amounts permitted are as follows; at any one time a student of legal drinking age in an authorized University location may have no more than (5) five bottles of liquor and a single (30) thirty pack of beer.
g. Drinking games that promote the unhealthy consumption of alcohol are not permitted. Drinking games in this definition are defined as actual drinking game setups (materials in place) or drinking game paraphernalia.
h. Underage possession of an alcoholic beverage is determined by actual contact or by reasonable evidence of possession of alcohol by a person under the legal drinking age.
i. Underage consumption is defined as the act of a person under the legal drinking age having been witnessed consuming an alcoholic beverage or determined to have been drinking as demonstrated by their actions, demeanor, or other evidence.
j. Furnishing alcoholic beverages to any person under the legal age to drink such beverages is prohibited.
k. Alcohol use, misuse, or abuse does not excuse any type of harassment, disruption, noise, or other behavior unacceptable to the Western New Mexico University community. Any student who, after consuming alcohol, exhibits behavior associated with intoxication, becomes argumentative or verbally abusive, refuses to cooperate with any University staff member, police officer, resident assistant, or person of authority who is performing their duties, destroys property, becomes physically violent, or becomes aggressive, is in violation of this policy.
l. Alcoholic paraphernalia may not be present in a bedroom area where there is a resident under the age of 21 or any hall designated as a dry hall. Alcoholic paraphernalia is defined as anything that alcohol could have been purchased in. (ex: empty bottles, bottle caps, empty can, etc.) Refer to the Housing & Residence Alcohol Policy for students who reside on campus.

CS 4. DRUG USE OR POSSESSION - The use, offer, actual sale, distribution, possession, or manufacture of any controlled substance or drug except as expressly permitted by law is prohibited. This includes the use of prescription drugs not as intended or obtained illegally, or their use in a fraudulent manner. The use of, offer for sale, distribution, possession, or manufacture of chemicals, products, or materials for the purpose of use as an intoxicant except as expressly permitted by law is also prohibited. This policy includes legally purchased substances such as K2/ Spice also known as "synthetic marijuana", or concentrated bath salts also known as the "legal cocaine". While the State of New Mexico allows the use of medical marijuana for those in possession of a medical use card, the use of marijuana is prohibited on the University campus for any reason since federal law regarding possession, using, dispensation, manufacturing, and/or distributing of marijuana in any of its form is illegal. The growth and possession of marijuana is also prohibited. This list is not all inclusive and may be altered as new substances are identified.

CS 5. POSSESSION OF DRUG PARAPHERNALIA - Drug related paraphernalia facilitates the use, consumption, and abuse of a drug, narcotic, or any other controlled substance is prohibited. This includes bongs, pipes, hookah pipes, grinders, marijuana vaporizers, etc. This list is not all inclusive and may be altered as new devices or products are identified.

CS 6. PHYSICAL OR MENTAL ABUSE OR HARM - Intentional or reckless acts that do cause or reasonably could cause physical or mental harm to any person are prohibited. Actions that threaten or reasonably could cause a person to believe that the offender may cause physical or mental harm are also prohibited. Some examples of prohibited behavior include:

1. Assault.
2. Battery.
3. Stalking.
4. Murder.
5. Harassment/electronic harassment (including all electronic media).
6. Bullying (includes physical, verbal, and all electronic).
7. Threats / intimidation.
8. Verbal abuse.
9. Other conduct that threatens the health or safety of any person.

CS 7. DISCRIMINATION/HATEFUL ACTS - Discrimination and other harmful acts based on an individual's actual or perceived race, color, disability, religion, national origin or ancestry, gender, or sexual orientation are offensive to the mission of Western New Mexico University and are prohibited. These acts will be reported and addressed by the Office of Civil Rights and Title IX.

CS 8. DISORDERLY CONDUCT - Conduct which is loud, lewd, obscene, indecent, or which breaches the peace (ex: causing alarm, annoyance, or nuisance) is prohibited. Students who receive three or more noise violations may be adjudicated under this violation.

CS 9. DAMAGE TO PROPERTY/VANDALISM - Intentional or reckless behavior which results in monetary loss, property damage or inconvenience (repair or replacement time) to individuals, organizations, or the University.

CS 10. THEFT - The unauthorized or unlawful appropriation of property without permission of the owner.

CS 11. UNLAWFUL ENTRY - Defined as entering a location without the permission of the owner or current occupant or the authority of the University.

CS 12. UNAUTHORIZED USE OF PROPERTY OF THE UNIVERSITY OR OF ANY PERSON OR ENTITY - Conduct that result in the unauthorized use of University property for personal gain is also prohibited. Students may not use University property for any activity prohibited by federal, state, or local law.

CS 13. GAMBLING - Activities that require an individual to win or lose money solely or partially by chance are prohibited.

CS 14. SEXUAL MISCONDUCT – Is any form of sexual violence/assault, dating violence, domestic violence, stalking, or harassment. These acts will be reported and addressed by the Office of Civil Rights and Title IX.

CS 15. FAILURE TO COMPLY -

1. Failure to comply with the directions of law enforcement or University officials, including campus police and residence life staff, including failure to comply with an order of dispersal or becoming argumentative or verbally abusive to a university official.
2. Failure to meet or complete Judicial Sanctions as prescribed.

CS 16. FALSE REPORTS - Knowingly filing a false report with university officials against an individual or the initiation of any false report, warning, threat of fire, threat of explosion, or other emergencies on university premises or at any University-sponsored activity are prohibited.

CS 17. POSSESSION, USE, OR DISPLAY OF FIREARMS AND OTHER DANGEROUS WEAPONS ON UNIVERSITY PROPERTY IS PROHIBITED - Dangerous weapons include, but are not limited to, paintball guns, BB guns, stun guns, sling shots, pellet guns, air guns, dart guns, facsimile firearms, ammunition (spent casings or whole), martial arts weapons, knives (other than legal pocket knives as defined by state law), bow and arrow or crossbows, explosives (including fireworks), hazardous chemicals, and any item used or displayed in a threatening manner. Discharge of a firearm on campus may result in immediate suspension or expulsion.

CS 18. NON-COMPLIANCE WITH FIRE SAFETY - Non-compliance with any regulations regarding fire safety and the use of fire equipment and fire safety procedures is prohibited. This includes failure to evacuate a building; unauthorized re-entry into a building; tampering with, impairing,

disabling, or misusing smoke detectors, or fire extinguishers; unauthorized use of fire escapes, or any other emergency or safety equipment; and false alarms.

CS 19. VIOLATION OF SMOKING POLICIES - According to Silver City Ordinance number 1041, smoking is not permitted within 20 feet of any university building including residence halls and apartments. Used tobacco products are to be disposed of in the appropriate waste containers.

CS 20. INTERFERING WITH, OBSTRUCTING, OR DISRUPTING A UNIVERSITY FUNCTION - University functions, on or off campus, are defined to include teaching, research, administration, disciplinary proceedings, athletic events, university activities, public service, learning, or other authorized activity related to the University. This also includes authorized non-university functions when the act occurs on university premises.

CS 21. HAZING - Defined as participation in activities that mentally or physically endanger, harm, or degrade a probationary or permanent member of a group; or which destroys or removes public or private property for the purpose of initiation, admission, affiliation, or as a condition for continued membership in a group or organization with or without consent.

CS 22. IRRESPONSIBLE COMPUTING - Includes improper use of the network, security, harassment, and/or copyright.

CS 23. HOST/RESPONSIBILITY OF GUESTS - Hosts are responsible for their own behavior and that of their guest(s) at all times. This includes in a private room, vehicle, and/or surrounding areas (sidewalks, porches, doorways, hallways, parking lots, etc.). The student is also responsible for any repair or cleaning required in their own room or areas immediately outside of the student's room (sidewalks, porches, doorways, hallways, etc.). Failure to clean up after a reasonable time, as determined by a university official, may necessitate our maintenance department cleaning the room or area. The student will be assessed the cleaning charges.

CS 24. VIOLATION OF UNIVERSITY POLICIES - Students are expected to follow all University policies, procedures, and regulations. Such policies, procedures, and regulations include but are not limited to those listed in the following:

1. Student Handbook.
2. University Catalog.
3. Housing Agreement.
4. Housing Policies.
5. Motor Vehicle Regulations.
6. Recognized Student Organization Policies.
7. Signs, Posters, and Banners.
8. Solicitation, Political Canvassing, and Sales.
9. Smoking Regulations.
10. Recreational Sports Rules and Regulations.
11. Failure to comply with university instruction pertaining to the containment of the corona virus or of COVID-19, including, but not limited to:

a. Following the direction of the University regarding a positive screen.
b. Wearing, at minimum, a cloth facial covering at all times when in public spaces on campus.
c. Maintaining a minimum distance of not less than six feet from others when on campus.
d. Not adhering to the New Mexico Governor's orders pertaining to social gatherings

For students, compliance with this guideline is a condition of continued in-person enrollment. Failure to comply with this policy may result in administrative action including, but not limited to, restriction on access to or use of university facilities, removal from university housing, disenrollment from one or more in-person courses, transition to remote-only instruction, and/or other interventions necessary to effect compliance and protect the well-being of the campus community. In the case of willful failure to comply with the provisions of this policy and/or repeated violations, the University may pursue additional disciplinary actions in accordance with relevant University policies.

CS 25. MISREPRESENTATION OF IDENTITY TO UNIVERSITY OFFICIALS (as defined in, but not limited to, CS 2) - University identification cards are University property and must be shown or surrendered when requested by a university official in the performance of their duties.

CS 26. MISUSE OF KEYS - Unauthorized possession, duplication, or use of keys, combinations, or alteration or removal of locks to any University premises is prohibited.

CS 27. UNAUTHORIZED REPRESENTATION OF WESTERN NEW MEXICO UNIVERSITY AND/OR UNAUTHORIZED USE OF THE UNIVERSITY LOGO - Unauthorized representation of WNMU and/or unauthorized use of the University logo is prohibited.

CS 28. UNAUTHORIZED USE OF TELEPHONES OR UNAUTHORIZED LONG-DISTANCE CODES - Unauthorized use of telephones or unauthorized long-distance codes is prohibited.

CS 29. COMPLICITY - Conspiracy to commit, solicitation of another to commit, aiding or abetting the commission of, or attempting to commit any conduct that is prohibited under any University policies, procedures, or regulation.

CS 30. VIOLATION OF SANCTIONS - Violations of any term(s) of disciplinary restrictions, probation, or suspension are prohibited.

CS 31. INTENT TO COMMIT A VIOLATION - Any violation that may not come to fruition, but intent was evident.

SANCTIONS FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Sanctions may be imposed singly or in combination on individuals. Policy violations are cumulative over the career of a student while at Western New Mexico University, regardless of type. When a student is found responsible for violation of the Code of Conduct, past disciplinary history may be considered in determining subsequent sanctions. It is possible, given the severity and circumstance of the incident, that a first-time violation may result in suspension or expulsion.

Disciplinary action by the University does not preclude the possibility that a separate criminal prosecution or civil action may also be taken. In addition, unlawful conduct off campus may be grounds for university disciplinary action.

WRITTEN REPRIMAND - A written reprimand is an official notification that the behavior of the student has been deemed unacceptable. Authorized University members may issue a written reprimand without a hearing for violations. Written reprimands will be placed in the student's official disciplinary file.

FINES - These may or may not include previously established or published fines.

COMMUNITY RESTITUTION - Required assignment to work a specific number of hours at the University or at a community service agency without pay.

REQUIRED ATTENDANCE - Attendance at educational programs such as anger management, workshops, comprehensive substance abuse assessments, or personal counseling.

MONETARY PAYMENTS - Payments for purpose of restitution or to cover the expense of educational sanctions.

DISCIPLINARY RESTRICTIONS - Disciplinary restrictions may be imposed with or without suspension or probation. Disciplinary restrictions include, but are not limited to:

1. Restriction from participating in intercollegiate athletics, extracurricular activities, and housing/residence life activities.
2. Restrictions from the right of access to campus facilities, including residence halls.
3. No contact/restraining orders.
4. Denial of financial assistance from programs funded by the University.
5. Removal from or reassignment of university housing.
6. Administrative hold on access to specified University documents.

DISCIPLINARY/FINAL DISCIPLINARY PROBATION - Disciplinary probation indicates that a subsequent violation(s) may result in suspension or expulsion from the University. It is imposed for a definite period of time and may include disciplinary restrictions. A student on probation may be required to meet periodically with a counselor or other resource person designated by a Judicial Hearing Body.

INTERIM SUSPENSION - In certain circumstances, the Vice President of Student Affairs and Enrollment Management or a designee may summarily impose an interim University or residence hall suspension under specified conditions prior to the hearing before a judicial body. Interim suspension will be imposed whenever it is determined that the continued presence of the student on the University campus poses a significant risk to the health or safety of the student, to others, to the stability or continuance of normal University functions, and/or to property.

During the interim suspension, student(s) may be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Affairs and Enrollment Management, or designee, may determine to be appropriate.

SUSPENSION - Suspension prohibits the student from attending Western New Mexico University for the duration of the suspension, which shall not exceed a period of more than five calendar years following its effective date. The Vice President of Student Affairs and Enrollment Management will determine the effective date of the suspension. If required by the suspension, a student who has been suspended must petition for re-enrollment through the Office of Student Affairs.

EXPULSION - Expulsion prohibits the student from future enrollment at Western New Mexico University. A student will not be readmitted to the University after dismissal. The Vice President of Student Affairs and Enrollment Management will determine the effective date of expulsion.



ALCOHOL AND OTHER DRUGS

The Western New Mexico University Alcohol and Other Drug policy, like other standards of conduct applicable to the University community, is intended to further the educational mission of the University, to foster the development of responsible and mature social interaction in an institution of higher education, and to promote the health and safety of individuals.

Each member of the community is responsible for their own actions and is expected to respect the rights of others to abstain from the use of alcohol and other drugs. The alcohol and other drug policies, with their emphasis on individual and shared responsibility, healthy and informed decision-making, and maintaining a caring environment, are adopted in this spirit.

GENERAL RULE GOVERNING THE USE OF ALCOHOL AND OTHER DRUGS

New Mexico State Law and Western New Mexico University prohibit the possession and/or consumption of alcoholic beverages by persons under the age of twenty-one (21) on property owned or controlled by the University or as part of any University activity.

The University permits the lawful keeping and consumption, in moderation, of alcoholic beverages on its property or property under its control by persons of legal drinking age (21 years or older). It restricts the consumption of alcoholic beverages to private rooms in Muir Heights apartments, and to other designated areas but only when approved by the President of the University and as subject to the laws of the State of New Mexico.

In compliance with the Drug-Free Schools and Communities Act of 1989, the University is committed to provide and maintain a safe and healthy workplace for learning and work. Alcohol and other drugs abuse will not be tolerated.

All members of the University community are expected to abide by state and federal laws pertaining to controlled substances and illicit drugs. Standards of conduct strictly prohibit the unlawful manufacture, distribution, possession or use of controlled substances or illicit drugs on the University property, and University-sponsored activities.

HEALTH RISKS

Alcohol and other drug abuse can cause many health-related problems. Approximately 150,000 deaths annually are directly related to alcohol abuse and/or alcoholism. Alcohol abuse can lead to alcoholism, premature death through overdose, and complications involving the brain, liver, heart, and many other body organs. Alcohol abuse is a prime contributor to suicide, homicide, motor vehicle deaths, and other so-called accidental causes of death.

Alcohol abuse interferes with psychological functions, causes interpersonal difficulties, and is involved in most cases of child abuse. Alcohol abuse also disrupts occupational effectiveness and causes legal and financial problems. Alcohol used in any amount by a pregnant woman can cause birth defects.

The abuse of illicit drugs can result in a wide variety of health problems. In general, illicit drug use can result in drug addiction, death by overdose, and death from withdrawal, seizure, heart problems, infections (HIV/AIDS), liver disease, and chronic brain dysfunction.

Other problems associated with illicit drug use include psychological dysfunctions such as memory loss, thought disorders (hallucinations, paranoia, psychosis), and psychological dependency. Additional effects include occupational, social, and family problems as well as a reduction in motivation.

Western New Mexico University offers the campus community a variety of programs and activities that promote healthy lifestyles and substance-free alternatives. Additionally, students who need individual assistance such as personal counseling, alcohol and other drug recovery support can use the services provided through Hidalgo Medical Services.

ALCOHOL POISONING

Symptoms of alcohol poisoning:

- A person is unconscious or semiconscious and cannot be awakened.
- Cold, clammy, pale, or bluish skin.
- Breathing is slow, less than eight times per minute, or irregular, with ten seconds or more between breaths.
- Vomiting while “sleeping” or passed out, and not waking up after vomiting.
- If a person has any of these symptoms, they are suffering from acute alcohol intoxication.
- Get help. Call someone: a staff member, an ambulance (911), Campus Police, someone who can help.
- Do not leave the person alone. Turn the victim on their side to prevent choking in case of vomiting.

Always keep in mind the notion “better safe than sorry” if you are not sure what to do. If you really care about your friends and neighbors, getting help for them may keep them from dying from alcohol poisoning!

To implement an effective alcohol and drug abuse prevention plan, the University will use both formal and informal channels of communication to:

- Distribute information that describes and encourages the use of counseling and treatment modalities available to both students and employees in the local and regional area.
- Make available to the campus population referrals to local treatment centers and counseling programs. The referrals will be made within a supportive and confidential environment by the University Therapist, Director of Housing and Residence Life, Vice President of Student Affairs and Enrollment Management, and the Director of Employee and Labor Relations.

Violation of the Western New Mexico University Drug-Free School and Campus policy will necessitate appropriate disciplinary action against such an employee or student up to and including termination or expulsion. Appropriate disciplinary action may also include, but is not limited to probation, and/or requiring such employee or student, at the individual's expense, to participate satisfactorily in a drug assistance or rehabilitation program approved by the University.

UNIVERSITY DISCIPLINARY SANCTIONS

Any student who engages in conduct that is prohibited by Western New Mexico University rules or by federal, state, or local law may be subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

Any student who is guilty of the illegal use, possession, and/or sale of a drug or narcotic on the campus or a component institution is subject to discipline. If a student is found in violation of any aspect of the drug policy, sanctions may range from fines and community restitution to suspension/expulsion from the University.

A student or employee is subject to discipline for prohibited conduct that occurs while participating in off-campus activities sponsored by the University or by a component institution including field trips, internships, rotations, or clinical assignments.

A student or employee who receives a period of suspension as a disciplinary penalty is subject to further disciplinary action for prohibited conduct that takes place on campus during the period of suspension.

LEGAL SANCTIONS - Students found in violation of any local, state, or federal law regarding the use, possession, or distribution of alcohol or other drugs may receive the full legal penalty in addition to any appropriate University disciplinary action.

SAVE A LIFE - This University policy does not protect a person from being cited for any other violation of the law. Western New Mexico University Student Code of Conduct has been amended to protect the student in the event of a call for help involving alcohol and/or medical emergency.

RECOMMENDED GUIDELINES FOR ALCOHOL AND OTHER DRUG VIOLATIONS

The following examples of sanctions are merely offered as guidelines and may be altered by the Judicial Hearing Body.

ALCOHOL AND OTHER DRUG	**CONSEQUENCES**
Label 1 AOD policy violation	On-line education program which includes a Module Program.
Level 2 AOD policy violation	Module Program: student can attend either group or individual services (Modules will be completed by student and group and individual time will be spent going over the modules). 20 hours of community service and a monetary fee or 10 hours of community service.
Level 3 AOD policy violation	Mandated drug/alcohol screening and student completing recommendations. 30 hours of community service.
Level 4 AOD policy violation	Mandatory counseling/treatment. Possible expulsion or suspension.

POLICIES

ACADEMIC INTEGRITY POLICY (AA306) PROCEDURES (SOP 306)

Academic integrity standards at Western New Mexico University (WNMU) are established to provide systematic procedures for engagement between faculty, students, and administration. Further, consequences are established to remedy violations of academic integrity.

Each student will observe standards of honesty and integrity in academic work completed at WNMU. Adherence to the standards is considered a serious matter and is a requirement. Violations of academic integrity such as cheating and plagiarism, intentional or unintentional, may result in penalties including dismissal from WNMU.

Violations include any behavior that misrepresents or falsifies a student's knowledge, skills, or abilities. Such violations include two broad categories: (1) cheating and (2) plagiarism.

ACCESS TO STUDENT RECORDS POLICY - PRIVACY RIGHTS (FERPA) (BOR100)

To provide students with information regarding access to their student records.

ACCEPTABLE USE OF COMPUTING RESOURCES POLICY (BA461)

The purpose of this policy is to outline the acceptable use of computer equipment, internet, intranet, and technical resources at Western New Mexico University. These policies are in place to protect employees, students, and WNMU. Inappropriate use exposes WNMU and individuals alike to risks including virus attacks, compromise of network systems, loss of data and services, and legal issues.

The intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to WNMU's established culture of openness, trust, and integrity. Academic Freedom is a core value for Information Technology. Information Technology is committed to protecting that freedom as well as WNMU's employees, students, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP are the property of WNMU. These systems are to be used for business purposes in serving the interests of the company and the interests of our customers. Our business is education and our customers are the students.

Effective security is a team effort involving the participation and support of every WNMU employee, student, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

ALCOHOL USE ON UNIVERSITY PROPERTY POLICY (BOR115)

The use of alcohol is prohibited on university property, except as authorized herein. For the purpose of is policy, the use of alcohol refers to the service and/or consumption of alcohol including, but not limited to alcoholic beverages. This policy governs the use of alcohol on university property. It applies to students, student organizations, faculty, staff, university departments, and other entities and visitors. This policy applies to property owned, leased, or operated by the University, and to all events sponsored by the University or its sub-units. It does not apply to property owned by the University and leased to others, unless it would otherwise apply.

CAMPUS POST OFFICE STUDENT USE-MAIL & PACKAGES POLICY (BA476)

The mission of the Campus Post Office, in conjunction with the United States Postal Services (USPS), is to provide the best possible service for students, faculty, and staff. The Campus Post Office provides universal mail: USPS, UPS and FedEx services.

CHILDREN IN THE WORKPLACE POLICY (CC607)

To provide clear expectations for employees (adjuncts, faculty, or staff) or student workers regarding children in the workplace.

DISCRIMINATION & HARASSMENT – CIVIL RIGHTS & TITLE IX POLICY (CC611 & (CC613)

CIVIL RIGHTS (CC611) (SOP611)

Western New Mexico University (WNMU) is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

TITLE IX (CC613) (SOP613)

Western New Mexico University is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and retaliation. The University is committed to promoting fairness and equity for all aspects of educational programs or activities. The policy and procedures that are in place provides prompt, fair, and impartial resolution for all parties involved in the complaint process. The University will take prompt and effective steps to stop, prevent recurrence, and remedy the effects of sex discrimination.

DRUG FREE WORKPLACE POLICY (BOR104)

The purpose of the Western New Mexico University (WNMU) Drug Free Workplace Policy is to provide a safe and healthy work environment and ensure that employees, students, student workers, contractors/subcontractors, University affiliates, and members of the community or public are aware of and abide by the WNMU policy regarding drugs and alcohol, including recreational marijuana.

Students should refer to the Student Alcohol and Other Drugs Policy and the Student Code of Conduct available in the Student Handbook.

EQUAL OPPORTUNITY POLICY (CC609)

Western New Mexico University (WNMU) provides equal opportunity in education and employment for all qualified individuals. WNMU prohibits discrimination and harassment against any individual on the basis of race, color, religion, sex, pregnancy, national origin, age, ancestry, disability, spousal affiliation, sexual orientation, gender identity, genetic information, veteran status, or any other basis prohibited by federal and state law.

EQUAL EDUCATIONAL OPPORTUNITY

WNMU is committed to providing equal educational opportunity and forbids unlawful discrimination and harassment based on the list above. This includes recruitment, admission, academic courses and activities, student support services, extracurricular programs and activities, facilities, housing, financial assistance, healthcare services that WNMU provides, and athletics.

FELONY CONVICTION ADMISSIONS POLICY (SAEM501)

In an effort to ensure campus safety, the WNMU Office of Undergraduate/Graduate Admissions has adopted the following guidelines for applicants that answer "Yes" to the, "Have you ever been convicted of a felony" question on the application for admission.

FINANCIAL AID - RIGHTS AND RESPONSIBILITIES

As a student you have the right to:

- Know what financial assistance is available to you, including all federal, state, and institutional financial aid programs.
- Know the deadlines for submitting applications for applicable financial aid programs and the process required.
- Know how your financial need is determined, including how cost of attendance budget is developed.
- Know what resources are considered in the calculation of your financial need and how much of your need as determined by WNMU has been met.
- An explanation of the types of aid contained in your financial aid award as well as how to retain eligibility for those funds (if applicable).
- Request a review of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.
- Know what portion of your aid package is grant or gift aid, and what portion must be repaid. In addition, you have the right to know interest rates, total amount to be repaid, procedures for repayment, when repayment begins, and how long you have to repay the loan.

- Know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress as defined by the Department of Education.
- Know the method and frequency of financial aid disbursements. As a student, you have the responsibility to be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.
- Review and understand the terms and conditions of your financial aid award.
- Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Inform the Financial Aid Office of any outside scholarships, assistantships, or additional resources that you receive.
- Fill out the FAFSA application completely and accurately. If selected for verification you will provide all requested documents in a timely manner and ensure that all submitted materials are complete and accurate. Falsification of information on application forms for federal financial assistance is considered a criminal offense and you may be subject to penalties under the U.S. Criminal Code.
- Read and understand all forms that you are asked to submit or sign, realizing that you're legally responsible for all agreements that you sign.
- Know and comply with all policies and procedures of Western New Mexico University.
- Notify our office before you withdraw or discontinue attendance in class.
- Manage your financial aid experience.

Financial Aid Satisfactory Academic Progress (SAP) – All students must maintain minimum academic standards to receive Federal, State, and most institutional types of Financial Aid.

GENDER IDENTITY POLICY (BA453)

Western New Mexico University reconfirms our commitment to affirmative action and equal employment and education for all employees (adjuncts, faculty, and staff), students, student workers, contractors, members of the community, and University affiliates. With this commitment, WNMU provides the option to choose the name, pronouns, and gender identity by which all wish to be known on campus.

HAZING POLICY (SAEM506)

The Western New Mexico University (WNMU) seeks to create a safe environment that contributes to student success and promotes the acquisition of knowledge. The University takes the prevention, threat, and elimination of hazing seriously, and all forms of hazing are strictly prohibited.

The purpose of this policy is to outline the prohibition of hazing at WNMU, define hazing, describe the procedures for reporting hazing, describe the University's response to reports of hazing, outline corrective action and discipline for violations of this policy, explain the process whereby individuals may obtain information about hazing misconduct, and provide information about hazing prevention and awareness resources and programs.

INCLEMENT WEATHER POLICY (PRES212)

The purpose of the Western New Mexico University Inclement Weather Policy is to provide clear information regarding closures during inclement weather to our Main Campus and Extended Campus.

LANGUAGE POLICY (BOR107)

Western New Mexico University strives to create an inclusive campus committed to diversity among students, faculty, staff, adjuncts, contractors, community members, visitors, and University affiliates. WNMU recognizes the importance of building a campus culture based on understanding and mutual respect for the many cultural differences that exist within the campus population, including differences in language.

MENTAL HEALTH PLAN

ON DISRUPTIVE BEHAVIOR OR DANGEROUS CONDUCT

Western New Mexico University is always concerned for the health and safety of all our students. When a student's behavior, actions, and/or speech is reported as a threat of self-endangerment or the endangerment of others, Western New Mexico University reserves the right to intervene. The term "endangerment of self and/or others" refers to destructive or other inappropriate behavior, either passive or active, drug or alcohol abuse, eating disorders, suicidal gestures and/or suicidal speech, and/or any other behavior seen as a possible threat or disruption to a student's well-being or the well-being of another member of the campus community.

If a student's behavior is perceived to be disruptive or dangerous to self or others the matter will be referred to the Vice President of Student Affairs and Enrollment Management. The Vice President will consult with the University's Threat Assessment Team to determine an Action Plan for that particular student. This Action Plan will be reviewed and signed by the student. An Action Plan may require an external psychological or psychiatric assessment and parents or guardian will be notified as appropriate.

If a student takes a voluntary leave of absence, the student will need to follow all procedures for readmittance to the University. This will include reapplication and filling out all financial aid documents. The student must provide written documentation that all requested actions listed on the Action Plan have been met before the student will be considered for readmission to Western New Mexico University. Once all documentation has been provided to the Vice President, they will determine if it is in the best interest of the student and Western New Mexico University for the student to return. Returning students will be required to accept a revised Action Plan, which will list expectations of that student for the remainder of the student's career at Western New Mexico University.

PARKING

Each student that chooses to have a vehicle on campus may register said vehicle with Campus Police. Campus Police will monitor parking lots Monday through Friday from 7:30 a.m. until 9:00 p.m. All resident parking areas will be monitored 24 hours a day, seven days a week. Campus Police will ticket all violators. To dispute a violation, a written appeal may be addressed to the Campus Police. Final appeals may be submitted to the WNMU Police Chief.

Drivers will refrain from parking in any manner that may obstruct the normal flow of traffic. It is a violation of these regulations to park in the following places:

1. Any curb or sidewalk.
2. Beside a red curb or designated fire lane.
3. In front of a fire hydrant.
4. In any designated loading zone.
5. In any place that is marked "NO PARKING".
6. In any driveway entrance or exit.
7. In any area indicated as a crosswalk.

Other traffic violations include, but are not limited to:

1. Not properly parked in marked spaces or not parked between parallel lines.
2. Double parking.
3. Reckless driving.
4. Parking on lawns or fields.
5. Excessive noise emitted from automobile.
6. Failure to stop when instructed to do so by Western New Mexico University Police or University official.
7. All fines will be charged to the student's account. Official academic transcripts will not be issued if a student has an unpaid fine.
8. Vehicles in violation of these rules may be towed away at the owner's expense.

Excessive citations may lead to suspension of parking privileges.

PETS ON UNIVERSITY PROPERTY POLICY (BA425)

To establish procedures and guidelines for faculty, staff, students, and community with regard to pets on all University properties, including Off-Campus Instructional Centers.

REASONABLE ACCOMMODATIONS FOR STUDENTS' POLICY (CC604)

To establish the definition of a reasonable accommodation when students go through the process of requesting and receiving accommodations. This policy should be considered in all cases and will aid in the determination of approved accommodations per student.

REASONS FOR DISCIPLINE POLICY (BOR118)

The Board of Regents, the WNMU President, and the WNMU community expects that adjuncts, faculty, staff, students, and University affiliates will conduct themselves in a manner that respects

the communities of which they are members, creates an atmosphere conducive to learning and working, and reflects positively on the faculty, staff, and students themselves at WNMU.

RETURN TO TITLE IV (R2T4)

While students generally receive most of their Financial Aid at the beginning of the semester, the aid is earned by attending class. Therefore, when students withdraw or discontinue attending and/or participating in class, a corresponding percentage of the semester that they did not complete must be returned to the Federal Department of Education. This creates an unpaid bill to the school, as we must return those funds on your behalf. This is required even when it is an unexpected illness or event in your life that prevents you from attending.

SAVE A LIFE

Effective August 2014, in the event of possible alcohol poisoning, a person under 21 years of age calling for help for themselves or another will not be adjudicated for possessing or consuming alcohol. The immunity for minors is limited to the first person who calls for assistance only if they stay on the scene and cooperate with law enforcement, medical personnel, and University officials. This University policy does not protect a person from being cited for any other violation of the law. Western New Mexico University Student Code of Conduct has been amended to protect the student in the event of a call for help involving alcohol and/or medical emergency.

SEXUAL ASSAULT REPORTING RESOURCES

	Emergency	911
	Suicide and Crisis Lifeline	988
Main Campus - Silver City Resources		
WNMU Campus Police	Non-Emergency	1-575-538-6231
	After Hours and Weekends	1-575-388-8840
Silver City Police	Non-Emergency	1-575-538-3723
	After Hours and Weekends	1-575-388-8840
Grant County Sheriff	Non-Emergency	1-575-574-0100
State Police - Silver City	Non-Emergency	1-575-388-1542
Silver Regional Sexual Assault Support Services (SASS)	Hotline (24/7)	1-866-750-6474
Hidalgo Medical Services (HMS)	Non-Emergency	1-575-388-1511

HMS Mental Health	Crisis Line (24/7)	1-855-422-4334

Mimbres Learning Center - Deming Resources

Deming Police	Non-Emergency	1-575-546-3011
	After Hours and Weekends	1-575-546-0354
Luna County Sheriff	Non-Emergency	1-575-546-2655
State Police - Deming	Non-Emergency	1-575-546-6520
La Piñon (Las Cruces)	24-Hour Crisis Hotline	1-575-526-3437
HMS Mental Health	Crisis Line (24/7)	1-855-422-4334

Gallup Learning Center – Gallup Resources

Gallup Police	Non-Emergency	1-505-863-9365
	After Hours and Weekends	1-505-722-2002 or 1-505-722-2231
McKinley County Sheriff	Non-Emergency	1-505-863-9365
State Police - Gallup	Non-Emergency	1-505-863-9353
Navajo Nation Police - Crownpoint	Non-Emergency	1-505-786-2050
Navajo Nation Police - Window Rock	Non-Emergency	1-928-871-6111
Sexual Assault Services	24-Hour Crisis Hotline	1-866-908-4700
HMS Mental Health	Crisis Line (24/7)	1-855-422-4334

OTHER REPORTING OPTIONS AND RESOURCES

All campuses	Title IX Coordinator	1-575-538-6025
	Deputy Title IX Coordinator (Athletics)	1-575-538-6027
All campuses	WNMU Vice President of Student Affairs	1-575-538-6339

Silver City	Office of Housing and Residence Life	1-575-538-6629
New Mexico	AIDS Hotline	1-800-545-2437
Nationwide	RAINN National Sexual Assault Hotline	1-800-656-5673

SMOKING POLICY (BA426)

In an effort to provide a healthy environment for students, faculty, and staff, the University prohibits smoking in all campus buildings, including residence halls and apartments. Smokers must be at least 30 feet from all University building entrances, air intakes, and operable windows.

STUDENT ACADEMIC COMPLAINT POLICY (AA312) (SOP502)

Western New Mexico University has established this Student Academic Complaint policy to address student complaints concerning:

1. Assignment of Grades;
2. Professional conduct of an instructor, that does not involve discrimination or harassment, which may reasonably justify a complaint based on unfair treatment regarding actions other than grades.

WEAPONS POLICY (BOR114)

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

APPENDIX

GLOSSARY OF COMMONLY USED TERMS

ACCUPLACER - A computer adaptive-based test that determines a student's knowledge in reading, writing, and math as they prepare to enroll for college. ACCUPLACER uses an adaptive testing method; as the students answer questions correctly, they become more difficult. There is no time limit. The student may take as much time as you need.

Academic Standing - A student's Overall G.P.A. Hours and Overall G.P.A. is within a certain category.

Add -The act of adding a course to an already existing class schedule.

ACT - (American College Test) - College placement test. A student can also earn credit. See the university Catalog.

Application for Graduation - Students must apply for graduation. There is not a fee.

Audit - Enrolled in a course for no credit, still responsible for payment.

Associate's degree - A minimum of 60 credit hours, not including developmental courses, with a cumulative GPA of 2.0 or better.

Advising Space - An online advising tool utilized by academic advisors that interfaces with the WNMU web portal through Mustang Express.

ASWNMU - Defined as Associated Students of Western New Mexico University. In conjunction with the WNMU administration, student government is involved in the development of campus policies and programs.

Award - Financial aid is awarded to students. No action is needed by the student.

Bachelor's degree - A minimum of 120 credit hours, not including developmental courses, with a cumulative GPA of 2.0 or better.

Canvas -WNMU's Learning Management System.

Career Center - Assists students in mapping out an individualized career track. Services include professional résumé building, cover letter assistance, Career Fairs, classroom presentations, and mock interviews.

Choice of Catalog - Catalog used to determine graduation requirements. Generally, the year a student first enrolls with the University.

CLEP - (College Level Examination Program) - A test by which students may bypass a general education course after demonstrating appropriate proficiency to do so.

Commencement - Ceremony at the end of Fall and Spring terms to commemorate the student's academic achievement.

Concurrent Credit - A university program that allows high school students who attend private schools or who are home schooled to take college courses. WNMU waives its tuition fees, but students and their parents are responsible for other costs including paying for their books. As in Dual Credit, these students receive both high school and college credit for courses they take.

Conditional Admission - Something is lacking from the admission application file. Students admitted conditionally cannot receive financial aid.

Declaration of Major - Officially declaring your major.

Degree - Academic Achievement.

Degree Audit - An audit of student's courses to confirm graduation requirements.

Disenrolled - A student will be disenrolled from ALL courses for the particular term if they do not make financial arrangements by the Friday before classes.

Drop - The act of dropping a course or courses from an existing class schedule. For full term courses, must be done the 1st week of the semester. A drop will not appear as an attempted course on the student's academic transcript. There is a 100% refund on tuition and fees for the course.

Disbursement - The action of releasing financial aid payments to the student account. The release of funds is a function of the Financial Aid Office.

Dual Credit - A state program that allows New Mexico high school students in public high schools, public charter schools, and Bureau of Indian Education schools to take college courses at little or no cost. Textbooks are provided by their high schools for free, and the student receives both high school and college credit.

FAFSA - Free Application for Federal Student Aid used to determine eligibility for grants, scholarships, loans, and student employment. The FAFSA must be completed each year after income taxes are processed.

FERPA - The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student education records.

Finalize - To accept financial responsibility for charges assessed to the student account. This is achieved by completing payment arrangements, paying your account in full, setting up a payment plan, payment in full by a Third-Party agency, or having sufficient financial aid to cover your total charges.

High School Equivalency - The State of New Mexico recognizes passing scores on two tests as demonstrating high school equivalency. These two tests are the GED® or HiSET®. Students who score at levels 4 through 6 on the TABE® pre-test and post-test will be placed into High School Equivalency (HSE) courses. Our HSC courses are designed to help students master high school level Language Arts (reading and writing), Mathematics, Science, and Social Studies content and skills.

G.P.A. - Grade Point Average.

Graduate certificates - A post baccalaureate certificate with a minimum of 18 credit hours.

Grants - Federal government monies that students do not pay back.

Hall Director (HD) - A full-time professional staff member who resides in the living area year-round. This person is responsible for the entire area including supervision and training of staff, overseeing programming, managing hall facilities, counseling, and promoting respectful conduct.

Hold - A status placed on your record alerting other offices within the University of any unresolved issues. A hold can be placed on a student account to prevent certain processes such as registering for classes, graduation, or finalization of registration.

Loans - Monies borrowed for educational purposes that must be repaid.

Major - Preferred field of study.

Master's degree - Post baccalaureate degree.

Memo - Financial aid which has been approved by the Financial Aid Office and accepted on an award letter by the student. The funds, however, have yet to be received by the University.

Minor - Secondary field of study.

Mustang Express - Web portal.

NM Transfer-Ready Certificate - A certificate awarded to students who complete a specific number of general education courses that will articulate to other NM institutions should the student elect to transfer.

Offered - Financial aid (loans or student employment) is offered to students and they must accept or decline.

Official Transcript for Admission - Certified record of all classes taken in high school (or at another University) that must be submitted to the Admission's Office in a sealed envelope from the issuing school.

OL - (Orientation Leader) Student employees that are hired for one year and are responsible for assisting new freshmen with transitioning to college.

Payment Plan - Interest-free monthly payment plan.

PIN - Personal Identification Number.

Refund - The remaining balance from financial aid after tuition and fees are paid. Refunds can be in the form of a check mailed to the student or direct deposit into the student's bank account.

Resident Assistant (RA) - A full-time student in a leadership position. An RA's primary responsibility is to help build community and respect, and to maintain University standards. The RA is responsible for providing programs and activities to challenge and enhance the residents' college experience. They are also available to listen when students need a friendly ear, help with facility's needs, or referrals to campus resources.

SAT - (Scholastic Assessment Test) – A college placement test.

Satisfactory Academic Progress - Students must maintain progress toward completion of courses in order to continue to receive financial aid.

Scholarships - The Western New Mexico University Foundation offers numerous scholarships funded by the contributions of businesses, non-profit entities, and individuals.

Student Employment or Work Study - On-campus employment opportunity for enrolled students; consists of Federal, State, and Institutional employment; a type of financial aid.

Subsidized Loans - Interest and principal payments are deferred as long as a student is enrolled at least half-time.

Third Party Payer - An agency which agrees to provide partial or complete payment on the student's behalf. This would include such agencies as employers and job training organizations.

Tutor.Com - An electronic tutoring service available to all WNMU students. Tutoring is available 24/7. With Tutor.com, a student can connect and interact with a live tutor, submit their writing assignments for class to the online Writing Center, or submit a question and receive a reply from a tutor. An interactive whiteboard and verbal connection are also available. The student can request a bilingual tutor.

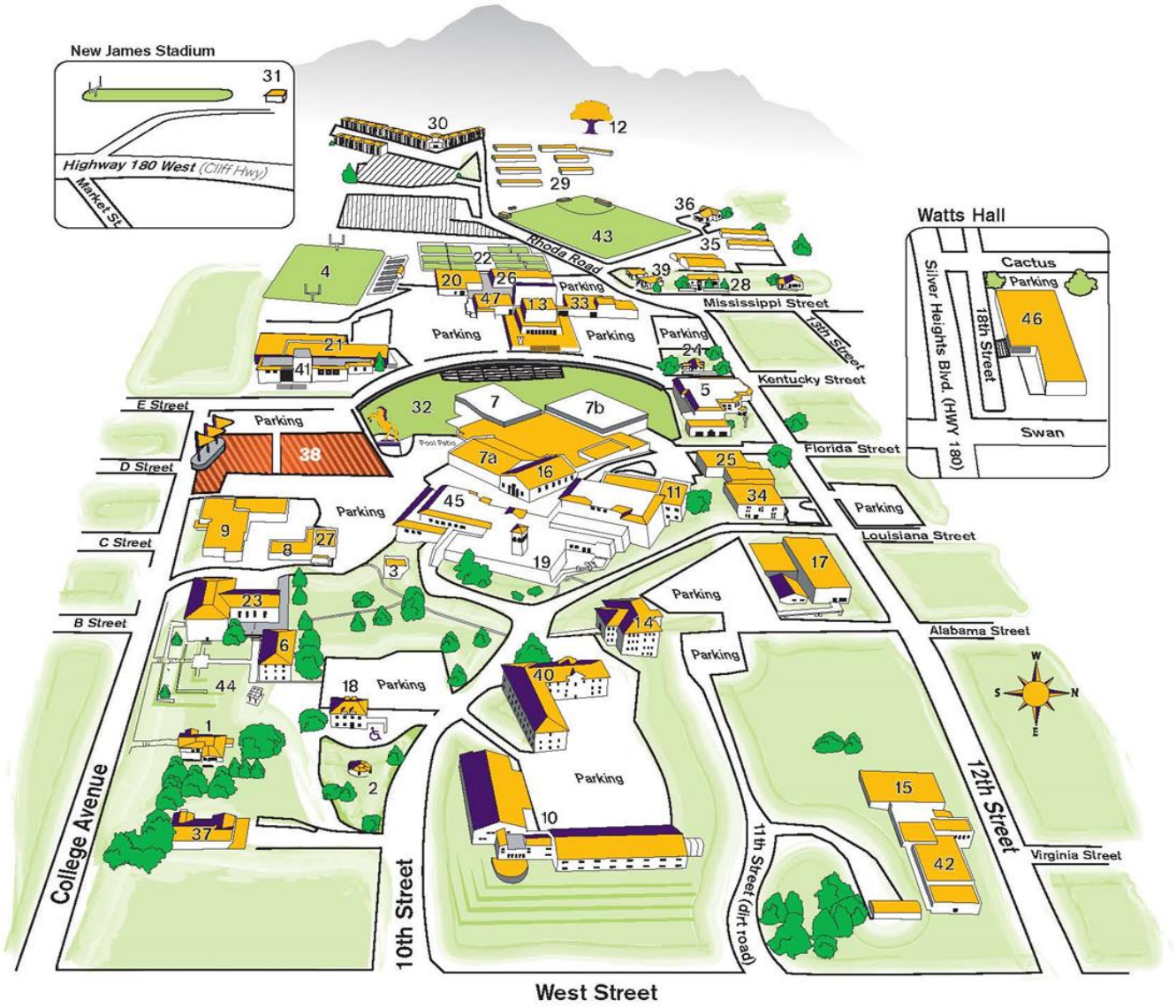
Undergraduate Certificates - Credit hours vary dependent on major; generally completed within a year.

Unsubsidized Loans - Interest and principal payments are deferred as long as a student is enrolled at least half-time.

Verification Process - The Federal Department of Education selects students randomly to ensure information provided on FAFSA matches tax information.



CAMPUS MAP



Western New Mexico University Campus Map Legend

1. 502 W. Annex
2. Alumni Garden
3. Barnard Hall
4. Ben Altamirano Field
5. Besse-Forward Global Resource Ctr | **GRCENT**
6. Bowden Hall
7. Brancheau P.E. Complex | **PECOMP**
   a. Field House
   b. Intramural Gym
8. Campus Police
9. Castorena Hall - Administration Bldg.
10. Centennial Hall
11. Chino Bldg | **CHINOB**
12. Tree Rock Monument
13. Fine Arts Center Theatre | **FACTCR**
14. Fleming Hall - University Museum | **FLEMHL**
15. Glaser Hall | **GLASHL**
16. Graham Gymnasium | **GRAGYM**
17. Harlan Hall | **HARLHL**
18. Hunter Hall | **HUNTHL**
19. J. Cloyd Miller Library | **MLIBRY**
20. James B. Fox Athletic Complex | **FOXCMP**
21. Juan Chacon Bldg. | **JUANCB**
22. Kilpatrick Tennis Courts
23. Light Hall | **LIGHTL**
24. Math Annex
25. Martinez-Fall Bldg. | **MARTINB**
26. McCray Art Bldg. | **MCCRAY**
27. M.E.Ch.A. Bldg.
28. Mississippi House
29. Muir Heights
30. Mustang Village
31. New James Stadium (Off Campus) | **JAMSTA**
32. Old James Stadium
33. Parotti Bldg. | **PAROTT**
34. Phelps Dodge Bldg. | **PHELPS**
35. Physical Plant
36. Physical Plant House
37. President's Residence
38. Regents Square
39. Rhoda House
40. Ritch Hall
41. School of Nursing Bldg. | **NURS**
42. Sechler-Rhoades Hall | **SECHHL**
43. Softball Field
44. The Gardens at WNMU
45. Thomas B. McDonald Student Memorial Ctr.
46. Watts Hall (Off Campus) | **WATTHL**
47. Webb Drama Bldg. | **WDRAMA**