



New Mexico Junior College • 1 Thunderbird Circle • Hobbs, New Mexico • 1-800-657-6260



2008 - 2009 CampusHousing HANDBOOK

[www.nmjc.edu](http://www.nmjc.edu)


# C O N T E N T S

- Campus Map ..... Inside Cover
- Introduction ..... 2
- Philosophy ..... 2
- Student Responsibilities ..... 2
- Student Rights ..... 2
- Housing Options ..... 3
  - Housing Move In – Move Out Dates ..... 3
  - Schedule of Rates per Semester ..... 3
  - Application and Payment ..... 4
- Cancellation Policy ..... 4
- Payment Policy ..... 5
- General Policies ..... 5
- General Courtesies ..... 6
- Housing Regulations ..... 7
- Entering Residential Rooms ..... 9
- Health / Safety Room Checks ..... 9
- Discipline and Campus Housing ..... 9
- Problems ..... 9
- Student Housing Disciplinary Policy ..... 10
  - Code of Conduct ..... 10
  - Disciplinary Procedures (General) ..... 12
  - Use of Alcohol / Drugs Prohibited ..... 13
- Alcohol Policy as Applied to Student Housing ..... 13
- Drug Policy as Applied to Student Housing ..... 15
- Discipline and Students' Rights ..... 15
- Grievance Procedure for NMJC Students ..... 16
- Food Service ..... 16
- In Case of Illness ..... 16
- Optional Insurance ..... 16
- Traffic ..... 17
- Questions ..... 17
- Key Dates ..... 17
- Key Telephone Numbers ..... 18
- Receipt of Handbook Tear-out ..... 19
- NMJC Mission, Vision, & Values ..... Inside Back Cover

ANY AND ALL POLICIES AND PROCEDURES OUTLINED IN THIS HANDBOOK MAY BE DELETED, REVISED, OR ALTERED AS DEEMED NECESSARY BY NEW MEXICO JUNIOR COLLEGE AT ANY TIME WITHOUT PRIOR NOTICE.

**Map Legend**

1. Western Heritage Museum & Lea County Cowboy Hall of Fame (WHM)
2. Watson Hall (WH)
3. Mansur Hall (MH)
4. John Shepherd Administration Building
5. Ben Alexander Student Learning Center (SC)
6. Parnell Library
7. Heidel Hall (HH)
8. Caster Activity Center (CC)
9. McLean Hall (MC)
10. Central Plant
11. Mary Hagedorn Instructional Arts Center (AC)
12. Don Whicker Automotive Center (ATC)
13. Greenhouse
14. Harold Kamms Hall
15. C.M. Burke Hall
16. John Watson Student Apartments
17. Carroll Leavelle Student Apartments
18. Extended Learning Center
19. Warehouse Maintenance
20. Bob Moran Hall (MB)
21. Driving Range
22. Ray Birmingham Thunderbird Baseball Field
23. Concession Stand
24. Track Field
25. Security
26. Training & Outreach Center
27. Rodeo Complex
28. Transportation Safety Training Center
29. Oil & Gas Training Center


  
**NEW MEXICO** Junior College
   
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## Introduction

Welcome to NMJC Student Housing. Campus Housing is a vital part of NMJC, and we are proud you have chosen to take part in Student Housing life. Living on campus can be one of the most rewarding experiences of your college life. Convenience, friendship, social activities, and educational programming are just a few of the reasons you should enjoy living on campus.

## Philosophy

The NMJC Residence Hall communities strive to incorporate the following:

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

## Student Responsibilities (while in NMJC Student Housing)

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

## Student Rights (while in NMJC Student Housing)

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

## Housing Options

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

- The student's permanent residence is in Lea County;
- The student is married;
- The student is a veteran;
- The student is 21 years old or older or will turn 21 during that school term;
- Campus Housing is at 100% occupancy;
- By permission from Associate Dean of Students or the Vice President for Student Services

Two different building styles are available. Each provides modern, comfortable living accommodations for convenience and independence. There are 392 beds on campus (200 in residence halls and 192 apartment style).

If you prefer a traditional residence hall, C. M. Burke Hall and Harold Runnels Halls will more than meet your housing needs. Each room consists of two beds, two desks, shelving, closet space for storage, and access to local phone service, wireless Internet service, and cable TV. Living in the residence halls does require that you select either the 15- or 19-meal plan option.

If you prefer to cook your own meals and require a bit more privacy, you will find the accommodations at the John Watson or Carroll Leavell Student Apartments more to your liking. Your private carpeted bedroom will be furnished with an extra long twin bed, a desk, shelving, closet space, and access to local phone service, wireless Internet service, and cable TV. You will share a bathroom with one other person. The full kitchen and living area will be shared by four people.

## Housing Move In – Move Out Dates

(Fall 08) Residence halls open at 9:00 a.m. .... Aug. 13, 2008  
(Fall 08) Residence halls close at 5:00 p.m. (students must move out) ..... Dec. 11, 2008  
(Spg. 09) Residence halls open at 9:00 a.m. .... Jan. 7, 2009  
(Spg. 09) Residence halls close at 5:00 p.m. (students must move out) ..... May 7, 2009  
(Sum 09) Residence halls open at 9:00 a.m. .... May 23, 2009  
(Sum 09) Residence halls close at 5:00 p.m. (students must move out) ..... July 31, 2009

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

Residence Halls (16 Weeks)	Meal Plan	Rate
Double \$ 825	15 meals per week (240)	\$ 1075
Single \$ 1200	19 meals per week (304)	\$ 1150

**(Students in residence halls must select a meal plan from above)**

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

Apartments	Meal Plan	Rate
Single room \$ 1,700	7 meals per week (112)	\$ 525

**(Students in apartments are not required to purchase a meal plan; however, the 7-meal-per-week plan is available to apartment residents only.)**

### Application and Payment

- Residence halls and apartments require a \$25 non-refundable application fee prior to assignment.
- Students who cancel their room before June 1 (for fall) will receive no penalty.
- Students who cancel after the above date will be subject to our cancellation policy.

### Cancellation Policy

1. Students may cancel the agreement without penalty on or before June 1 (fall term).
2. Students who cancel their agreement after the above date will be charged according to the schedule below:
  - For cancellation after the applicable deadline but before the beginning of the semester, the student will be charged a \$250 fee for breach of the agreement.
  - Room cancellations made after the beginning of the semester will receive a refund based on the following schedule.
    - 70% during the first week of term
    - 60% during the second week of term
    - 50% during the third week of term
    - 40% during the fourth week of term
    - 30% during the fifth week of term
    - 0% during & after the sixth week of term

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

### Payment Policy

Payment in full may be made at the NMJC Business Office or at the cashier's window in the Ben Alexander Student Learning Center. A payment plan may be set up through the e-Cashier located on the NMJC webpage - [www.nmjc.edu](http://www.nmjc.edu).

All amounts owed to the college for housing / meals are payable in full to the NMJC Business Office by the last day of regular registration. A student shall be considered delinquent if payment is not received by the last day of regular registration. If the student fails to make payment within the time designated, the student will be removed from college housing and meal privileges discontinued.

The NMJC Campus Housing Handbook is also available at [www.nmjc.edu](http://www.nmjc.edu), or you may contact the Student Life Office for additional information.

### General Policies

Signing and returning the 'Room and Board' agreement with a \$25.00 housing application fee constitutes acceptance of the agreement by the student.

Part-time living arrangements may be made with approval of the Associate Dean of Students. Full-time students are given priority. The student may move from campus housing at the end of a semester or upon withdrawal from college. Release, however, from the 'Room and Board' agreement is not automatic. Established check-out procedures must be followed.

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

Students living in campus housing must supply personal hygiene items, towels, washcloths, soap, cleaning and laundry supplies, telephone, toilet paper, shower curtain (70"x72"), and sheets (extra long, 36" X 84"). Students are not permitted to bring or use hot plates, toasters, toaster ovens, space heaters, firearms, or pets. Candles, incense burners or any open flames are also prohibited.

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

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

## General Courtesies

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

1. Radio, television, or stereo volumes must be kept at a reasonable level. If someone asks you to turn it down, you are expected to comply. Continued disturbance will result in confiscation of the equipment. Stereos may not be played through open windows or in hallways.
2. No apparatus can be hung out of the windows or affixed to the outside of any building.
3. Activities such as football, soccer, broom hockey, wrestling, basketball, skate boards, bicycles, golf, etc., are not to be played inside residence halls.

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

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

Generally, requests for hosting overnight guests must be submitted to and approved by the hall supervisor at least 24 hours in advance. Overnight guests must be the same gender as the occupant(s) of the room. Overnight guests will be charged a \$10.00 / night fee in advance, and the occupant must be responsible for his / her guest's compliance with housing policy

regardless of physical presence / absence. Abuse of this policy may lead to eviction from campus housing.

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

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

Student Name  
NMJC # (Box Number)  
1 Thunderbird Circle  
Hobbs, NM 88240

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

## Housing Regulations

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

1. Each student is expected to conduct him / herself in accordance with generally accepted standards of citizenship and good taste.
2. A student may not use and / or possess illegal controlled substances and / or alcoholic beverages on the campus in accordance with state laws. This also includes any empty liquor containers or decorative bottles.
3. A student may not participate in gambling activities on NMJC property.
4. A student may not have in his / her room firearms or other potentially dangerous weapons, fireworks, firecrackers, or any dangerous chemicals.
5. A student may not participate in unauthorized group activities (i.e., riots, raids, etc.) or engage in illegal entry of any type.
6. A student may not engage in disorderly, vicious, or immoral conduct in campus housing.

7. A student may not keep pets of any kind in campus housing.
8. A student may not misuse, abuse, steal, or destroy NMJC property or the property belonging to others.
9. A student may not use or possess unauthorized appliances or devices (i.e., clothes dryers, sun lamps, space heaters, etc.) in campus housing.
10. A student may not use campus housing for commercial purposes or in association with commercial vendors.
11. A student may not install or place within or outside of the student's room any equipment which NMJC officials deem unsightly, dangerous, or otherwise undesirable (i.e., outside aerials, clotheslines, etc.)
12. A student may not repair motor vehicles or motorcycles in campus housing areas either in or out of doors. Also, motor vehicles, motorcycles, or bicycles may not be stored anywhere inside housing facilities.
13. Bicycles may not be kept inside the residence halls; however, bicycle racks are located outside between the two residence halls. Motor vehicles, and motorcycles must be parked in the appropriate parking areas.
14. Students may change room assignments only when proper procedures have been followed and when approval has been granted.
15. A student displaying inappropriate behavior in campus housing over a period of time, indicating he / she has not adjusted to the requirements of group living or who repeatedly violates Campus Housing rules, can be evicted from campus housing.
16. A student may not interfere with fire extinguishers or fire alarms except when use is legitimately warranted.
17. Unauthorized persons may not adjust, obscure, or tamper with, in any way, alarm systems, and / or any security system or device installed within campus housing facilities.
18. A student may not move or alter furniture, fixtures, and / or property in campus housing without permission. Water furniture is prohibited in campus housing.
19. Students may not engage in door propping at outside exits.
20. Window screens may not be removed except with permission of the residence hall supervisor. Windows should not be left open when the room is unoccupied. Smoking is prohibited in all campus buildings according to the NMJC campus smoking policy. Burning of incense, candles, or other open flames in the suite is prohibited.
21. Do not hang anything on the brick walls by use of any type of fastener that penetrates or removes paint from the brick surface (example: nails, double-sided tape, etc.)

## Entering Residential Rooms

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

## Health / Safety Room Checks

In order to assure that no potential health, fire, or safety hazards are present, NMJC Housing staff conduct health / safety checks of each residence hall / apartment, once a week, throughout each semester. Residents are responsible for sharing in the cleanliness and regular upkeep of the common areas such as kitchens, bathrooms, and living areas. It is each resident's responsibility to maintain his / her room within reasonable standards of room cleanliness. Residents are not to adjust, obscure, or tamper with, in any way, alarm systems and / or any security system or device installed within campus housing facilities. During these health / safety checks, any policy violations will be documented and referred for disciplinary action.

## Discipline and Campus Housing

Students living in campus housing do not give up their rights as students as a result of being Housing residents. However, problems that arise in campus housing or violations of Campus Housing regulations are usually taken care of immediately by the residence hall supervisor. The Associate Dean of Students imposes penalties for violations of campus housing policies. Any disciplinary appeal should be forwarded to the Vice President of Student Services.

## Problems

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

## Student Housing Disciplinary Policy

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

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

### Code of Conduct

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

1. Weapons possession and possession of illegal drugs will not be tolerated and could result in expulsion from the College, as well as loss of scholarship and / or other financial aid.
2. Possession, use, distribution and / or being under the influence of alcoholic beverages, in any form, in or about College grounds, instructional buildings, residence halls, or at any College approved activity on or off campus;
3. Use, manufacture, distribution, or possession of illicit drugs, narcotics, and / or chemicals.
4. Disruption of the education process;
5. Disorderly conduct, such as, but not limited to, acts that are against the public peace, order, or safety, and / or lewd, indecent, obscene conduct or public peace, order, or safety, and / or lewd, indecent, obscene conduct or expression on or off the campus;
6. Unauthorized or illegal entry into a building, classroom, office, room, vehicle, or residence hall, and / or unauthorized use or possession of College property;
7. Violation of regulations and policies governing residence in College-owned or controlled property (see the Residence Hall Agreement);
8. Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or

- misuse of College documents, or identification;
9. Physical assault (including rape / sexual assault) or harassment (including sexual harassment / verbal abuse), threat of physical harm of any person or self, and / or conduct which threatens or endangers the health, safety, or welfare of any such person;
10. Failure to comply with directions, verbal or written, of college officials, law enforcement agents, or residence hall staff acting in the performance of their duties. Refusing to respond to an official request related to alleged violation of College policy or regulation or giving false testimony or fraudulent evidence in College disciplinary proceedings;
11. Failure to fulfill obligations associated with an official disciplinary sanction;
12. Possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature on College property or at College functions;
13. Theft, attempted theft, possession, sale or barter of, or damage to property of the College or of a member of the College community or campus visitor;
14. Failure to register a motor vehicle operated on the campus and failure to abide by the stated rules of the College regulating the use of such vehicles;
15. Engaging in overt physical acts which interfere with the normal or sponsored activities of the College on or off the campus, including, but not limited to, the blocking of ingress or egress to the College's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, College officials, law enforcement agents, faculty members, employees, and invited guests;
16. The instigation of false fire, or other emergency alarms, bomb threats, tampering / misusing or damaging fire extinguishers, alarms, or other safety equipment;
17. All forms of hazing such as any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause mental or physical harm or injury to any person on or off the College campus;
18. Violation of policies, procedures or regulations included in official publications of the College such as, but not limited to, the *Catalog*, *Student Handbook*, *Campus Housing Handbook*, bulletins, posted notices, and other departmental publications;
19. Misuse, abuse, and unauthorized use of computing resources, and / or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the College or another user without permission;

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

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

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

### **Disciplinary Procedures (General)**

The following procedural guidelines are established for the handling of disciplinary matters in housing:

1. Reports of an alleged incident where a student's conduct may have violated housing rules shall be brought to the attention of the Associate Dean of Students, who will report the incident to the Vice President for Student Services.
2. Upon receipt of a report concerning an alleged violation of housing rules, and prior to the completion of the investigation, the Vice

President for Student Services will make a determination regarding any risk of harm to property, self, or others and may impose interim suspension sanctions.

3. The Associate Dean of Students shall undertake the investigation of the incident, using such departments and persons as are needed to conduct an investigation. Upon completion of the investigation, the Associate Dean shall receive a report and shall make a determination as to whether a violation occurred and if so, the discipline and other consequences to be applied to the student. The student shall be provided a copy of the Incident Report.
4. A student who wishes to appeal the determination of the Associate Dean either as to the occurrence of a violation or as to the discipline to be imposed shall submit a signed written statement to the office of the Vice President for Student Services within three (3) days of receiving notice of the violation and discipline decision from the Associate Dean. The determination will be reviewed and a decision issued within three (3) days of receiving the appeal. All decisions of the Vice President for Student Services are final.

### **Use of Alcohol / Drugs Prohibited**

No alcoholic beverages or drugs (other than legitimate prescription and non-prescription medications) are permitted anywhere on the campus of New Mexico Junior College, including dorms and student apartments, or in vehicles owned or used by NMJC. Students may not take or be under the influence of alcohol or drugs while participating in official school functions or events, whether such functions or events occur on campus or elsewhere. Possession, use, distribution and / or being under the influence of alcoholic beverages or illegal drugs, in any form, in or about College grounds, instructional buildings, residence halls, or at any College approved activity on or off campus is considered a violation of the Student Code of Conduct subject to discipline, up to and including, removal from NMJC housing and removal from school, and additionally could result in arrests and charges being filed under local, state, or federal laws.

### **Alcohol Policy as Applied to Student Housing**

Persons who accept housing in a dorm or a student apartment from NMJC are responsible for violations of the Alcohol Policy which occur in their dorm room or apartment if they know or have reason to know of such violations. Each of the following is a violation of the Alcohol Policy at NMJC:

- 1) To knowingly sell, serve, give, or provide alcoholic beverages to any person within any of the locations where this policy applies, including dorm rooms and student apartments.

- 2) To knowingly remain in a location where alcoholic beverages are being served or consumed in violation of the Alcohol Policy.
- 3) To buy alcoholic beverages for, or facilitate the service of alcoholic beverages to, a person under twenty-one years of age.
- 4) To knowingly possess alcoholic beverages in a dorm or student apartment or to knowingly remain in the presence of others who are in possession of or consuming alcoholic beverages within one's dorm room or student apartment.
- 5) To knowingly possess any bottle, can, or other receptacle containing any alcoholic beverage or to knowingly remain in the presence of such containers in a dorm room, student apartment, or other location where this policy applies.

#### Enforcement

This Alcohol Policy applies to all NMJC students, and shall be enforced against all persons who violate the policy, whether due to their own actions or due to their knowing presence or participation in violations of this policy by others.

#### Enforcement Procedures

Violations of this Alcohol Policy shall be reported to the office of the Associate Dean of Students, who will be responsible for determining whether a violation has occurred, and if so, the disciplinary action to be taken in accordance with the disciplinary procedures outlined above. It is the policy of NMJC to contact the Lea County Sheriff's Department immediately upon becoming aware of a possible violation of the Alcohol Policy, and NMJC retains the right to permit law enforcement to enter any dorm room or apartment upon suspicion of a violation of the Alcohol Policy. NMJC will recommend that criminal charges be brought against a student found by law enforcement to have violated any laws.

The mandatory sanctions for violations of the Alcohol Policy are as follows:

#### **FIRST OFFENSE:**

Should a student choose to violate a first time:

1. Complete 25 hours of community service approved by the Associate Dean of Students
2. Complete an alcohol awareness course (student pays class fee)
3. NMJC will notify parents / legal guardian, by mail, if student is less than 21 years of age
4. A fine in the amount of \$50.00

#### **SECOND OFFENSE:**

Should a student choose to violate a second time:

1. Complete 50 hours of community service approved by the Associate Dean of Students
2. Complete an alcohol awareness course (student pays class fee)
3. Placed on housing probation (any further violations of the Student Code of Conduct will result in removal from housing)
4. NMJC will notify parents / legal guardian, by phone, if student is less than 21 years of age.
5. A fine in the amount of \$150.00

#### **THIRD OFFENSE:**

Should a student choose to violate a third time:

1. A fine in the amount of \$250.00
2. Student will be removed from housing.
3. NMJC will notify parents / legal guardian, by phone, if student is less than 21 years of age.
4. Case will be referred to disciplinary committee to determine whether student will be removed from NMJC as a student.

Violations based upon a person's knowing presence or participation in the violations of the Alcohol Policy by others are subject to the same disciplinary actions as direct, active violations based upon one's own actions.

## **Drug Policy as Applied to Student Housing**

New Mexico Junior College has a zero tolerance policy for the use / possession of illegal drugs / paraphernalia. Should a student be found to be in possession of illegal drugs / drug paraphernalia, the student will be removed from campus immediately (including housing). The Lea County Sheriff's Department will be notified and NMJC will recommend full charges be brought against the student.

## **Discipline and Students' Rights**

Students of New Mexico Junior College shall be afforded all rights required by due process. The rights of the student include, but are not limited to:

1. The right to be informed of possible charges;
2. The right to be informed of possible penalties;

3. The right to a fair hearing with an appropriate authority; and
4. The right to appeal prescribed disciplinary action.

Complete rights of accused students are located in the NMJC Student Handbook.

## Grievance Procedures for NMJC Students

Any student with a grievance other than one relating to academic matters will present his / her grievance in writing for discussion with the Vice President for Student Services.

## Food Service

The College dining room is located in the Student Center and offers a wide variety of nutritious meals. Breakfast, lunch, and dinner are served Monday through Friday. Brunch and dinner are served Saturday and Sunday.

Cafeteria hours:

<b>Full Breakfast</b>	Monday - Friday	7:00 am - 8:45 am
<b>Continental Breakfast</b>	Monday - Friday	8:45 am - 9:30 am
<b>Lunch</b>	Monday - Friday	11:30 am - 1:15 pm
<b>Brunch</b>	Saturday & Sunday	10:30 am - 12 noon
<b>Dinner</b>	Monday - Sunday	5:00 pm - 6:30 pm

Campus housing facilities will be closed and no meals will be served during most official College holidays, during summer school, and in the interim between semesters. A calendar identifying times and dates of closing will be available by July 1 for the approaching academic year.

Please note that all students living in C.M.Burke or Harold Runnels Halls must participate in the meal program. A special 7-meal plan is available for residents of John Watson and Carroll Leavell Apartments. Contact the Student Life Office for meal program options and rates.

## In Case of Illness

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

## Optional Insurance

Full-time and part-time students at NMJC **may** choose to purchase medical / accident insurance coverage. Information regarding the insurance coverage is available in the Student Life Office.

## Traffic

NMJC traffic and parking procedures apply to any person operating a motor vehicle on campus. Please refer to the traffic rules and regulations for specific information.

## Questions

If you have any questions or would like a clarification of any portion of the campus housing regulations, please do not hesitate to come by the Student Life Office.

## Key Dates

	<b>Fall 08</b>	<b>Spring 09</b>
Housing Opens	Aug 13	Jan 7
Last Day to Pay before Disenrolled	Aug 14	Jan 8
Welcome Activities	Aug 15	Jan 9
Classes Begin	Aug 18	Jan 12
Last Day to Add Classes or Drop w/refund	Aug 22	Jan 16
Book Buy Back	Dec 8-10	May 4-6
Final Exams Date	Dec 8-10	May 4-6
Housing Closes (students must move out)	Dec 11	May 7

## Key Telephone Numbers

Activities Office .....	492-2580
Admissions & Records Office .....	492-2546
Athletics Office .....	492-2740
Bookstore .....	392-5392
Cashier .....	392-5207
Caster Activity Center .....	492-2740
Extended Learning / Continuing Education .....	492-4710
Dean of Arts & Humanities .....	492-2841
Dean of Careers and Technology .....	492-2687
Dean, Division of Public Safety .....	492-2720
Dean, Division of Extended Learning .....	492-4709
Dean of Math and Sciences .....	492-2800
Financial Aid Office .....	392-5172
Guidance and Counseling .....	492-2577
Housing Office .....	392-5366
Maintenance .....	492-2661
Residence Halls	
Carroll Leavell Student Apartments, Supervisor .....	492-4735
C.M. Burke, Supervisor .....	492-2567
Harold Runnels, Supervisor .....	492-2569
Security .....	492-2589
Security Cell Phone .....	399-2033
Switchboard .....	392-4510
Testing Center .....	492-2591
Transitional Studies .....	492-2625

I have received the 2008-2009 Student Housing Handbook and have had the opportunity to read and understand the rights and responsibilities described herein.

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Date

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Student (Printed Name)

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Student Signature

**Mission**

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

**Vision**

New Mexico Junior College's mission will be achieved by building a culture that values and promotes excellence, effectiveness, responsiveness, access, and community involvement.

**Values**

New Mexico Junior College is committed to the following values in support of its mission as we provide services to a diverse college community. New Mexico Junior College defines college community as its students, employees, partners, and citizens of the area we serve.

**Access**

In keeping with this value, the college helps members of the college community overcome their barriers to success; provides convenient, affordable educational opportunities and services; provides support for students transitioning to college and on to other postsecondary educational opportunities and to the workplace; offers education, training, and activities that meet the diverse interests and needs of the college community; and supports educational opportunities through technology.

**Responsiveness**

In keeping with this value, the college continually scans the environment locally, regionally, and nationally to identify opportunities that will meet the ever-changing needs and interest of a diverse and dynamic college community; enriches and increases partnerships to identify and meet the educational needs of the college community; remains flexible to respond creatively and appropriately to the changing world and to the educational, social, and cultural needs of the diverse college community; provides employees with opportunities for professional growth and development; ensures fiscal responsibility and public accountability; offers relevant programs and support services that meet the needs of a diverse college community; and contributes to the social, cultural, and economic development of the college community.

**Effectiveness**

In keeping with this value, the college will build its understanding and commitment of effectiveness by establishing and tracking student outcomes to evaluate and improve learning; promoting employees' roles and responsibilities in fostering a climate of learning; promoting high academic standards through excellent instruction; engaging in sound planning, management, and systematic evaluation for the improvement of programs and services; ensuring adequate, fair, and equitable benefits, policies, and procedures; acquiring allocating resources to support the mission and goals of the college; keeping the college community aware of college activities, needs, and performance; providing a supportive, caring, student-centered environment; fostering a work environment that encourages open communication, innovation, productivity, accountability, and personal commitment; and providing and using current technologies that support educational and training objectives.

**Excellence**

In keeping with this value, the college will build its understanding and commitment of high standards and quality by committing to an environment of self evaluation and continuous improvement; setting benchmarks to develop an understanding of excellence; nurturing the development and practice of leadership; encouraging and rewarding initiative, innovation, outstanding performance, ethical decision making, and accountability; offering support services that are designed to foster success; and striving for an environment that does not accept mediocrity.

New Mexico Junior College is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, or other non-merit reasons, in admissions, educational programs or activities and employment, as required by applicable laws and regulations. Inquiries may be addressed to Equal Employment Opportunity Chairperson, NMJC, 5317 Lovington Highway, Hobbs, NM 88240 or Director, Office of Civil Rights, Health, Education and Welfare, Washington, DC 20201.

Admission to specific courses and/or specific programs of study may be denied if the admission presents a significant health or safety threat as noted in the Americans with Disabilities Act and related statutes.

Any individual with a hearing impairment may reach NMJC by using one of the following methods:

New Mexico Relay for the Deaf: 1-800-659-1779

or

Voice/TDD, 392-5411 (Learning Career Services)