

Eastern New Mexico University-Roswell

Housing Handbook

A Message from the Director of Student Housing

Welcome to Eastern New Mexico University-Roswell Student Housing community. The “residential” collegiate experience is one of social, intellectual, cultural, and emotional development. At ENMU-Roswell, we realize and welcome the challenge of serving a young-adult, collegiate population.

We expect all tenants to show mutual respect and consideration for each other. Students are expected to building the necessary foundation for the pillars of understanding, respect and appreciation for one another. The diversity of our community spans a continuum not limited to ethnicity and gender, including economic, political, and sexual orientation as well.

As you enjoy the freedom of the campus environment, it is most important to also realize the responsibility that accompanies that freedom. Respect and consideration are a must in supporting and assisting your neighbors and fellow classmates as they pursue their academic successes.

Your participation in our resident’s life and educational programming activities is an unlimited opportunity for you to learn, grow, and share your ideas with others.

Have a great educational experience and do no harm to others.

Sincerely,

Ron Morales
Director of Student Housing

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Eastern New Mexico University - Roswell Housing Handbook

SECTION I INTRODUCTION

Welcome to the Eastern New Mexico University-Roswell Sierra Vista Village. We hope that you have many rewarding experiences during your stay in our residence halls. The basic objective of on-campus housing is to provide students with a living and learning environment conducive to academic success and personal growth.

Each resident is expected to live and learn in a mature manner, considering how his or her behavior will affect other residents in the community or immediate area. The Student Housing Program considers each resident to be an adult and expects residents to make adult decisions. Adult decisions often mean doing the right thing even when faced with persecution by peers. During your stay, you will come into close contact with a variety of students. Many of these students will have ideas and values different from yours. Living in this environment will allow you the opportunity to exchange ideas and broaden horizons.

The guidelines and procedures governing campus living are designed to enhance community living in an educational environment. By using disciplinary interventions such as warnings, individual consultation, monetary fines, behavioral contracts and campus community service, residents are held accountable for their actions. Removal from the community is only used when it is determined that a student has made no effort to comply with the above procedures or is engaged in behavior, which is dangerous or disruptive to the education and comfort of other residents, himself or herself. **The use of illegal drugs, alcohol or weapons on the Eastern New Mexico University-Roswell campus will result in immediate removal from the community.**

Eastern New Mexico University-Roswell is an Affirmative Action and Equal Opportunity Employer. The University does not discriminate on the basis of race, color, national origin, sex or handicap in its programs, activities or employment. Persons seeking additional information about the University's nondiscrimination policy should contact the Director of Affirmative Action, ENMU-Roswell, P.O. Box 6000, Roswell, New Mexico 88202-6000. In accordance with the Americans with Disabilities Act (ADA), physically challenged individuals who require accommodations should contact University Special Services at (575) 624-7286 prior to arrival on campus. New Mexico is an open records state: Therefore, it is the policy of the University to reveal the public identities of the applicants for whom on-campus interviews are scheduled.

Affirmative Action and Equal Opportunity policies are policies to which Eastern New Mexico University-Roswell is committed. Women and minorities are actively sought for our workforce. Vietnam era veterans, disabled veterans, and handicapped persons are also invited to apply. New Mexico is an open records state: therefore, it is the policy of the university to reveal the public identities of the application for whom on-campus interviews are scheduled.

SECTION II STUDENT HOUSING STAFF

Director of Student Housing

The Housing Director is a full-time Eastern New Mexico University-Roswell professional staff member responsible for the supervision of resident students and the community. The Housing Director and his or her staff are important resources in your adjustment to collegiate community living and in your educational success. They are responsible for the implementation of Student Housing and University policies. This includes the enforcement of those policies as well as the care and protection of the residential facilities and students.

Resident Advisors

Each hallway in the residence halls has a Resident Advisor. Resident Advisors are student employees of Eastern New Mexico University-Roswell who are familiar with community living or have been living at Sierra Vista Village for one or more semesters before employment. They are Eastern New Mexico University-Roswell registered students trained to help students living on campus.

Resident Advisors are generally responsible for

- a. Assisting the students in adjusting to community living;
- b. Working with the Housing Director to provide emergency response to students as necessary;
- c. Supervising a designated area of the community to ensure that students are in compliance with the Residence Hall Rules and Regulations; and
- d. Planning, developing, engaging and encouraging student participation in resident's life and education activities on and off campus.

SECTION III TERMS OF CAMPUS HOUSING AGREEMENT

The Housing Agreement is a legal document. **By signing the agreement, the student acknowledges understanding and acceptance of all the terms and conditions stated within the agreement. All students living on campus are required to sign the Housing Agreement prior to moving into Sierra Vista Village.** For convenience and information, the conditions are outlined in this section of the handbook.

Condition of Occupancy

The Housing Agreement grants the occupant use of the dwelling for habitat. The Agreement does not authorize the occupant to allow additional persons to live, to alter or change the unit in any manner. The occupant cannot remove furniture, fixtures or equipment belonging to or under the management of the University.

Eligibility requirements

To be considered eligible for on campus living, each student must meet the following requirements:

1. The student must either be newly admitted into ENMU-Roswell, or be a continuing student in good standing as defined by the University Catalog and these rules.
2. The student must maintain a minimum credit level of 3 credit hours during fall, spring and summer semesters. A student who falls below the minimum credit level will be required to move out of the housing complex, unless a written variance is submitted to the Housing Office and approved by the Director of Student Housing.
3. The student must not have been evicted from the community during the immediate past semester.
4. If the occupant fails to pay total fees when due, the College may take possession of the unit 24 hours after notice that the charges are delinquent from Accounts Receivable.

A student who lives in the residence halls accepts the obligation to conduct him/herself in a manner compatible with group living and the goals of the educational community. Thus, a student is required to comply with the rules that govern the community as a whole. Any student whose behavior violates these rules or is otherwise deemed counterproductive to the welfare of the community is subject to disciplinary actions by the Director of Student Housing.

Occupancy Terms

	10 Month Lease or 12 month Lease
2 bedroom 1 bath suite	\$419/per student per month
4 bedroom 2 bath apartment	\$461/per student per month
2 bedroom 1 bath apartment	\$488/per student per month
	* Rates subject to change.

Check-in Procedures

Students are allowed to move in on August 1st of the current school year. When you arrive on campus the day of check-in, you should proceed to the Sierra Vista Village Leasing Center. A Sierra Vista Village staff member will have your keys and any necessary forms needed to complete the check-in process.

Students will be permitted to stay during the interim or break periods provided the student's rental payments are current. Exceptions to the move in date are subject to the approval of the Director of Student Housing Director.

The Director of Student Housing will also be available to answer any questions. A suite or apartment, mailbox and building key will be issued to each occupant of the assigned unit. Carefully inspect the suite or apartment before signing a check-in form.

Repairs needed, damages, missing items, and the general condition of the unit are to be recorded by the occupant and a University Official before the check-in form is signed. The signed check-in form establishes acceptance of the apartment's condition as described on the check-in form, and it is used to determine damage assessment when the student moves out of the unit. Damages incurred during the lease term will be billed to the occupant.

Unpaid damages may result in the student's inability to obtain a copy of his/her grades, transcripts, or diploma, probation or suspension from the community or denied re-admittance to the residence halls until such time that these charges are cleared.

Miscellaneous

- a. Mail.** When the student checks in, a mailbox will be assigned for that semester. Mail delivery is handled through the Housing Office. Mail is delivered to students no later than 2:00 p.m., Monday through Saturday. Resident students mailing addresses:

Building One:	Building Two:	Building Three:
(Student Name)	(Student Name)	(Student Name)
26 W. Martin St.	30 W. Martin St.	32 W. Martin St.
Box _____	Box _____	Box _____
Roswell, NM 88202	Roswell, NM 88202	Roswell, NM 88202

The College accepts no responsibility for anything shipped directly to the campus. Items sent by UPS are received at the Housing Office Monday thru Friday deliveries will not be accepted on Saturday or Sunday.

NOTE: Anyone tampering with mail or mailboxes will be subject to University disciplinary action. Mail sent to P.O. Box 6000 or 52 University Blvd. may be rejected by the University mailroom or the University Shipping and Receiving Office. It is your responsibility to make sure the individuals sending you mail know your correct address.

A student may also rent a personal post office box at the Walker Branch of the Post Office.

b. Telephone. Pay telephones are provided for student use on the main part of the campus.

Private Phone: A student may also have a telephone installed in the room of the student at the expense of the student. Private telephone installation should be arranged by the student with CableOne at (575) 623-2391; however, arrangements should be made **after** check-in.

c. Laundry. Coin operated laundry facilities are available to resident students. Change is available in the Housing Office. Hours of Operation are from 8:00 a.m. to 11:00 p.m. Monday through Sunday.

d. Food. Snack and soft drink machines are provided for student use.

Check-out Procedures

Students must move out by notifying the leasing staff one month in advance. A move out date and time will be scheduled with the leasing center staff. Students must follow the steps below when moving out of the residence halls.

1. Make an appointment with a staff member at least 24 hours prior to the time you are ready to move out. This appointment is essential during final exams.
2. Residents are expected to vacate their apartment or suite by 5:00 p.m. the Saturday immediately following the posted last day of the current semester.
3. Leave your room and apartment clean. The staff members will hold a meeting to discuss checkout procedures and provide printed instructions for cleaning.
4. A Housing staff member will inspect room before leaving your apartment or suite.
5. Return keys to the Housing Office along with check-out form.
6. Sign the checkout form. Signature of the occupant on the checkout form confirms the conditions of the apartment and possible charges to your student account.
- 7. Failure to follow checkout procedures will result in a \$100.00 improper checkout fee.**

Please note: When moving in or out of resident halls driving and/or parking on the sidewalks and/or lawns will result in a fine. Please park vehicles in designated areas only.

Room Assignments

The assignment and reassignment of rooms is at the sole and absolute discretion of the Director who has full authority. The fact that a student is assigned a room is no guarantee that the student will complete the semester or any other semester in that room.

The Director may re-assign a student to another room for any reason and any such reassignment is not subject to appeal. The Director will take student preferences into consideration when making room assignments and will attempt to make reasonable accommodation to the preferences of the students.

Students are required to reside in the room assigned to them, unless re-assigned by the Director. If a student is found to be living in an area that is not assigned to him or her, appropriate disciplinary action will be taken for all students involved.

Room Keys

If a student loses a key(s) he must pay a fee to have his/her residence locks replaced and to obtain another key from the Director. If a student is locked out of the room during regularly scheduled office hours, the student should go to the Office for assistance.

Should the student be locked out before or after regular scheduled hour(s), he should go to the Resident Advisor on duty to ask for assistance. Student are granted two free key-in after the 3rd lockout, there is a penalty fee that must be paid at the time of requesting housing personnel to unlock the door.

a. Fees for student lock out

- During office hours \$ 5.⁰⁰
- Between 5:30 p.m. & 10 p.m. \$ 7.⁰⁰
- Between 10 p.m. & 7:30 a.m. \$ 10.⁰⁰

As provided in Section 30-14-2 NMSA 1978, no person shall knowingly make or cause to be made any duplicate key for rooms in the Eastern New Mexico University-Roswell Housing community.

Locks may not be changed or modified by students. Replacement charge will be assessed for any lock that must be replaced due to a student's negligence or intentional act or omission.

b. Key Replacement Costs

- Apartment or Suite Key \$ 25.⁰⁰
- Mail key \$ 25.⁰⁰
- Replace Door Lock \$ 89.⁰⁰
- Set of Suite Replacement Keys \$ 100.⁰⁰
- Set of Apartment Replacement Keys \$ 200.⁰⁰

Room Damage

The student is liable for any damage to the residence hall/apartment and its contents and agrees to pay for restoration of property to its original condition. Charges for repairs will be billed to the students' account. Students will be billed for materials and labor to restore damages.

Reasonable wear and tear is expected and will be defined by the Student Housing Office and supervisor of the Physical Plant. A blanket assessment for damage to common areas (i.e. hallways, laundry room, vending and lounge areas) is levied against all occupants of a suite, an apartment, building or floor when no individual responsibility for damage has been determined.

The responsibility for determining the cost of damages and assessing charges is solely that of Eastern New Mexico University-Roswell. If this happens, students are charged to restore property to its' original condition.

The following additions or alterations to suites, apartments, bedrooms or facilities are prohibited:

- **Do not attempt to drive nails or screws into the walls when decorating your room.**
- **Waterbeds (all formats) are prohibited in the Eastern New Mexico University-Roswell facilities.**
- **Dartboards are strictly prohibited in resident's quarters and will be confiscated by Student Housing Staff.**
- **Outside furniture must be approved by Housing Office staff.**

Students or their guests causing damage to ENMU-Roswell property or not exercising proper care and cleanliness are subject to special damage fees.

Each bedroom, suite and apartment is furnished. All furniture has been inventoried and given a code number. All items **must** stay within the room or apartment, and they are not to be traded or placed in any other area. Decorating your room is encouraged, however all tack holes, tape marks, or nail holes must be repaired before a student checks out. Unrepaired tack holes, tape marks, or nail holes will be viewed as damage and charged back to the student.

Students are not to move bedroom furniture into the living area and vice versa. Violation of this policy could result in disciplinary action and the student responsible will be charged the cost of moving or replacing the furniture.

Students wishing to store excess furniture will be referred to local storage companies.

Room Change

No room changes will be made during the first and last two weeks of any semester. **NO EXCEPTIONS!!**

Students wishing to change their current room assignment must submit a request to the Housing office, which is subject to the approval of the Housing Director of Student Housing. **Room** change forms may be obtained in the Student Housing Office.

The student initiating the Room Change must pay a non-refundable \$30.⁰⁰ room change fee before the student will receive keys to their new room. Students are only allowed two room changes during the Fall/Spring semesters and one during the Summer semester.

Between semesters, students may change their room assignments without charge. If approved, Students wishing to change their rooms during a break must completely vacate their apartments.

Room Consolidation

It is understood and agreed between the College and occupant that the University reserves the right to move residents from one unit to another for best utilization of the facilities at the discretion of the Director of Student Housing.

For example, when a student is assigned to the two-bedroom apartment option and the student becomes the only occupant in the unit that normally accommodates two people, Eastern New Mexico University-Roswell Housing Department will request that the student move to another room in the same building or to other facilities. If the student chooses not to move and there is available space, the student will be charged for the unoccupied rooms in the suite or apartment. If the student is unable or unwilling to pay the room upgrade fee he/she will be forced to move to the consolidated accommodation.

Private/Single Room Accommodations

When space is available during the semester, students may occupy a double room as a private (single) accommodation by making an application with the Director of Student Housing and paying the total occupant rate established by Eastern New Mexico University-Roswell. Any student occupying a room without a roommate may be subject, at any time, to the total occupant rate.

Termination of Housing Agreement by Occupant

The Housing Agreement may be terminated, if the occupant officially withdraws from College and that withdrawal is confirmed by the Director of Admissions and Records.

Occupants are bound to the Housing Agreement for the specified lease term 10 or 12 months on the contract and may not terminate in order to change place of residence to a private home or apartment. Special consideration requests must be submitted to the Housing office in writing and are subject to the approval of the Director of Student of Housing. Eastern New Mexico University-Roswell does not have an alternative contract. If you contract for housing, your Housing Agreement is for that specified lease terms.

Room Charges and Refunds

Refund of suite or apartment charges, for reason other than disciplinary action, upon receipt of appropriately approved withdrawal notices. Pre-paid rents will be pro-rated based on months not occupied. **(Disciplinary removals from the Student Housing community will result in FORFEITURE of room payments.)**

The \$5.⁰⁰ residence hall activity fee (RHA) is not refundable. Refund of the \$150.⁰⁰ security deposit will occur two to four weeks after a student has vacated the premises with the understanding that the student's rooms was left damage free and clean. This understanding allows Physical Plant staff time to do a thorough inspection for damages before the \$150.⁰⁰ is released back to the student.

SECTION IV CAMPUS DINNING / FOOD SERVICE

2009-2010 Meal Plan

The expenses for providing a Meal Plan are taken up front and the balance of the money provided by the student will be used to purchase anything in the cafeteria at **COST**.

Below are some suggestions to help decide what would be best for each student. Variables to consider would be how many times the student will be eating in the cafeteria each week; how big of an eater each student is and how much money the student wishes to spend of food.

19 Meals a Week: Average Eater	\$1675. ²⁰	An Average Eater could be defined as one who would eat an entrée and normal side servings at each meal, three times a day.
15 Meals a Week: Average Eater	\$1479. ⁰⁰	
10 Meals a Week: Average Eater	\$1446. ⁷⁵	Prices subject to change without notice.

Residence Hall and Dining Services Agreement

The Residence Hall and Dining Services Agreement is a Legal and Binding agreement between the student and Eastern New Mexico University-Roswell. The student's signature indicates their commitment to pay for services for the current or upcoming semester. Application for admissions to the University and application for on-campus housing and meals are separate processes, acted upon separately by the University.

Meal Plan Conditions and Terms

The Meal Plan requirement extends for the current semester. For specific Meal Plan requirements and additional information, contact the universities' Department of Food Services at (575) 624-7408. Students not indicating a Meal Plan preference on the application will be assigned and billed for 19 meals/week on Package "B".

Change in Meal Plan

Changes in the Meal Plan, other than refunds during the university refund schedule, can be made by the student by adjusting the amount of money they wish to use for purchasing food. The portion of the Meal Plan designated for plan expenses cannot be changed. The Director of Food Services, after the initial check in at the residence halls, must initiate any refunds or changes. The Director of Housing, at the time of initial check in to the residence halls, can make adjustment to the funds the student desires to use for purchasing food.

Meal Plan Refunds

Any money set aside for the purchase of food, at the end of the term, is refundable or can be rolled over to the next term. The portion of the Meal Plan allotted for expenses is not refundable after the drop/add period. Any refunds will be in accordance with the universities refund schedule. In the event a student runs out of food fund money, the student can contact the Food Service Director to add more money to the student's meal plan.

A Meal Plan guarantees that you will eat each day if you have money in your pocket or not. A balanced meal is served along with other choices to provide you with various options for the day. Lunch and Dinner include our 30-item Salad Bar and choice of beverages and desserts.

During lunch, Meal Plan Members may choose any item from the Buffet, Salad Bar, Stir Fry or Pasta Bars and any Item on the Grill menu.

A Meal Plan's cost per meal is less expensive than purchasing the same meal with cash. In order to provide proper service, meals are prepared for the number of persons on the meal plan.

Meal Plan Rules

Drinks are only provided during meal hours and the flatware, plates, and bowls provided must be used and not removed from the cafeteria. Refills are unlimited as long as you are in the cafeteria. If you get a drink in a Styrofoam cup, you will be charged cash for refills.

Candy and snack items are not included in the Meal Plans and must be purchased separately.

All meals must be consumed in the cafeteria. Special arrangements may be made if you are ill or a class schedule does not allow you time to eat on premises. These or any other dietary arrangements must be made through the Director of Food Service.

We will extend ourselves in every possible way to be sure you are able to eat the meals you purchased. If your class schedule takes you off campus during meal times let the Director of Food Service know in advance and we will serve you early (depending on the meal). We can provide you with a sack breakfast or lunch. If you will not be back from an off-campus class until after the cafeteria

is closed, we could arrange for your meal to be at the residence hall when you arrive. This request will require prior planning on your part.

Refund of board charges, upon receipt of appropriately approved withdrawal notices for reasons other than disciplinary action, will be based on the Eastern New Mexico University-Roswell Tuition and Fee Schedule. If the student leaving the Residence Halls has had his or her Meal Plan paid for by a State Agency, the refund must be made to the State Agency.

****Note: All students living in a Building One Suite must have a meal plan.***

SECTION V

CAMPUS HOUSING APPLICATION PROCESS

Only Eastern New Mexico University-Roswell registered students may reside in the ENMU-Roswell residence facilities. Exceptions must be submitted in writing to the Student Housing Office. The Director of Student Housing will reply in writing 5 working days. The University reserves the right to cancel any assignment if any of the following occur:

- If the occupant does not meet the eligibility requirements stated above.
- If it becomes apparent that the occupant misrepresented facts on the application for University housing.
- If the occupant fails to pay rent or other bills when due; in which case, the University may take possession of the dwelling unit 24 hours after notice from Accounts Receivable that the charges are delinquent.
- If the resident is removed from residence facilities due to disciplinary action.

Assignment of Accommodations

To reserve a housing assignment, a new student must be registered at ENMU-Roswell. In addition, the new student must complete a housing application along with a \$150.⁰⁰ deposit. The housing application is available at www.roswell.enmu.edu.

The University Housing Director will assign accommodations according to student preference, and according to guidelines. However, the University does not guarantee assignment to a particular building, type of accommodation, or with a specific roommate. The University reserves the right to assign or reassign space for the benefit of the University, an individual student, or living unit.

Applying for Next Year

Rooms in the campus residence halls are reserved on a space-available basis upon receipt of a completed application form, signed Housing Agreement and payment of \$150.⁰⁰ security deposit. The deposit will remain in the Housing Office as long as the student continues as a resident student and there is no significant damage to the residence. Students will sign a Housing Agreement for

each succeeding lease term that they are assigned campus accommodations. Continuing students do receive preference over new and transferring students when assigning space. Housing is assigned on a first come, first serve basis.

Cancellation of Application for Accommodations

Cancellations must be written and submitted to the Student Housing Office. If a cancellation is received:

- after August 1/fall semester,
- January 1/spring semester, or
- June 1/summer semester for the contract period, a cancellation fee will be assessed.

Cancellations after the above dates will result in a \$75.00 penalty fee from the security deposit if an assignment has been made.

If you cancel and no assignment has been made, a full refund is applicable. However, if you are offered a contract after the above dates and decide to cancel, you will be considered a late cancel and the \$75.⁰⁰ penalty fee will apply.

No cancellations will be taken by phone.

Students who are disabled or need special accommodations may refer contact the Director of Housing or the Director of Special Services for a description of accommodations offered. Wheelchair Accessible Units are available upon request. Comparable costs will be assessed where single room accommodations are preferred over community suite accommodations. The boarding of a guide dog is permitted to students living on campus who may require such assistance.

For further information, please contact the Student Housing Office 624-7113 or 624-7117. Inquiries concerning Title VII, Title IX, Section 504 and the Americans with Disabilities Act (ADA) may be referred to the Director of Special Services 624-7286.

SECTION VI DISCIPLINARY GUIDELINES

General Rules and Regulations

A student is expected to abide by state and federal laws as well as the General Rules and Regulations of Eastern New Mexico University-Roswell. Failure to do so will cause the student to be subject to appropriate disciplinary action.

In the event a student violates a state law or violates a university or housing guideline, a student may be asked to present appropriate credentials to properly identify the student to Eastern New Mexico University-Roswell personnel. This requirement is for the safety of the community.

General Standards of Behavior

The behavior of all students is expected to be conducive to a harmonious group living environment. Each student is expected to respect the safety, well-being and property of the other students. Behavior to the contrary, as determined by

the Director, may result in disciplinary action. Students, faculty, and visitors are entitled to an environment that is safe, secure and emotionally and physically non-threatening.

Any student that is determined to be in violation of the housing disciplinary guidelines is subject to the disciplinary process as outlined in the handbook.

Major Rule Violations

Major rule violations are defined as incidents that threaten the health and safety of a single student, staff member or the community. Students found in violation of these rules are subject to immediate removal from the residents halls. Major rules include rules regarding the following:

Major Rule Violations: Alcohol
Drugs or Illegal Substances
Acts of Intimidation or Harassment
Disorderly Conduct
Weapons, Explosive Devices, Incendiaries
Fire Safety
Self Harm or Injury

Violations of any one or more of the following disciplinary restrictions may result in termination of the Housing Agreement/Contract.

Alcohol and drug policy

In compliance with the Drug-free Schools and Communities Act 1989 and the Drug-free Workplace Act 1990, this policy is intended to inform students of the College's policy concerning violations of local, state and federal laws controlling drugs and alcohol.

1. Alcoholic beverages

Unlawful or unauthorized use and possession of alcoholic beverages, or the use of alcoholic beverages is a violation of College, State, or Local Policy. Eastern New Mexico University-Roswell is a state-supported institution and does not permit alcoholic beverages or containers anywhere on the Campus. The following items are not permitted on or in an occupant's quarters or the residential facility properties:

1. Beer kegs
2. Party balls
3. Tapped devices or keg pumps
4. Aluminum, glass or plastic containers intended to transport or contain alcoholic beverages

The use, consumption, transportation, possession, manufacture, sale, dispensation, or distribution of controlled substances or use of toxic vapors for the purpose of intoxication, or use of alcohol, is prohibited on Eastern New Mexico University-Roswell property or as part of any College activity. This prohibition applies to all students and to all employees. Sanctions for violations of this Code may include warning,

probation, and suspension. Students who are found to be in violation may also be subject to official ineligibility for financial assistance, expulsion from College housing, or suspension or dismissal from the College itself.

Disciplinary actions

- Upon a student's first violation of this policy, they will be automatically placed on a Resident hall's probationary agreement and subject to a behavior contract.
- A second violation will result in termination of the Student's Housing contract.

2. Drugs/ Illegal substances

Unlawful use, possession, or distribution of narcotics or nonprescription drug substances anywhere on the ENMU-Roswell campus is strictly prohibited. Any student found possessing or distributing illegal drugs will be evicted from the residence halls and will be referred to the appropriate law enforcement authorities. Possession of drug paraphernalia will result in disciplinary action.

The use, possession or distribution of narcotics or illegal drugs on campus is a violation of State Law and University policy. Violation of this policy **WILL** result in removal from the residence halls and termination of the Housing Agreement. Students will be given a maximum 24 hours to vacate their room or apartment. Any drug paraphernalia such as bong, pipes or roach clips will be confiscated and the owner is subject to disciplinary action.

The ENMU-Roswell Student Housing drug violation policy specifies that upon discovery of a drug violation by staff member, all persons present in the room/apartment will be subject to termination of the Housing Agreement. It will be the responsibility of the student to prove that they have not used illegal substances when involved in the above circumstance.

***Specifically related to the use of marijuana; smoke and odor of marijuana, ARE sufficient evidence for removal and eviction from student housing.**

The use, consumption, transportation, possession, manufacture, sale, dispensation, or distribution of controlled substances or use of toxic vapors for the purpose of intoxication, or use of alcohol, is prohibited on Eastern New Mexico University-Roswell property or as part of any College activity. This prohibition applies to all students and to all employees.

Disciplinary actions

- Upon a Student's first violation of this policy his or her Housing Contract will be terminated. **NO EXCEPTIONS!!!**

3. Acts of Intimidation or Harassment

Any act of intimidation or harassment toward students, staff, faculty or visitors to the ENMU-Roswell Campus and/or Dormitory facilities

is prohibited. Community living necessitates mutual respect for all participants. Students, staff, faculty and visitors are entitled to an environment that is safe, secure, and emotionally and physically non-threatening.

Disciplinary actions

- Upon a Student's first violation of this policy his or her Housing Contract will be terminated. **NO EXCEPTIONS!!!**

4. Use of tobacco products

All ENMU-Roswell buildings, including all Residence Halls and bedrooms, apartment, suites are SMOKE FREE/TOBACCO FREE facilities. The use of tobacco cigarettes, smokeless tobacco, cigars or pipes is strictly prohibited at all times in the ENMU-Roswell Residence Halls. Tobacco users are to use receptacles provided outside each residence hall as designated smoking areas. Tobacco users caught disposing of cigarette butts, plugs or pipe ashes improperly will be subject to disciplinary actions.

ENMU-Roswell complies with the Drug-free Schools and Communities Act of 1990 and the Drug-free Workplace Act of 1989.

Disciplinary actions

- Upon a Student's first violation of this policy a verbal warning will be issued.
- Upon a Student's Second violation of this policy a written warning will be issued to the student.
- Upon a Student's third violation of this policy a \$50.⁰⁰ cleaning fine will be assessed to the students account and for each subsequent occurrence.

5. Unauthorized group activities

Participation in unauthorized group activities including but not limited to loitering in ENMU-Roswell residence halls' parking lots, gang activities, hate-groups, riots, raids and or illegal entry is prohibited. No gang-related attire, colors, activities or paraphernalia such as chains, pocket knives and other weapons are to be brought to the ENMU-Roswell residence halls. If found they will be confiscated and mail to the students permanent address at their expense. Campus Security and appropriate law enforcement agencies will be notified.

Disciplinary actions

- Upon a student's first violation of this policy, he or she will be automatically placed on a Resident hall's probationary agreement.
- A second violation will result in termination of the Student's Housing contract

6. Disorderly Conduct

Disorderly behaviors, vicious acts, unlawful activities or repeated domestic (or personal) problems that affect the rightful peace, tranquility, education and/or safety of residents are prohibited. The conduct includes physical assaults, written or verbal harassment or acts of intimidation toward other residents, students, visitors, or University Officials. If you are found to engage or participate in these types of behavior, you will be evicted from the residential housing complex and your housing contract will be terminated. Campus Security and appropriate law enforcement agencies will be notified.

Disciplinary actions

- Upon a student's first violation of this policy, he or she will be automatically placed on a Resident hall's probationary agreement.
- A second violation will result in termination of the Student's Housing contract.

7. Animals & Pet Policy

Possession, care or harboring of mammals, reptiles, insects or birds is prohibited. Visitors in College residential facilities will not be granted exception to the above stated regulation.

The ownership, care or boarding of pets in or around ENMU-Roswell residential facilities is strictly prohibited at all times. Exceptions may be submitted in writing to the Student Housing Office and final approval is at the discretion of the Director of Student Housing. Exceptions to this policy are limited to documented service animals.

Disciplinary actions

- Residents found to be in violation of the pet policy are subject to cleaning and damage fines and or termination of the Housing Agreement.

8. Misuse of Property

Misuse, abuse, theft or destruction of University, vendor and/or other applicable property (such as that of other students and University Officials) or unauthorized entry to College facilities is not permitted.

Disciplinary actions

- A resident found to be misusing university property will be responsible for any and all damages and the student's housing contract will be terminated.

Window Screens

Window screens and mini blinds in residence halls and apartments are not to be removed or tampered with for any reason. Removal of screens contributes to the damages of the screen itself. It also contributes to a reduction in security, insect problems and other related problems.

If a student removes or damages a screen, the fine is \$60.00. Designated room occupants may be held liable for any and all damage to screen/mini-blinds.

Disciplinary actions

- Upon a student's first violation of this policy, he or she will be automatically placed on a Resident hall's probationary agreement and also subject to restitution in the amount to restore the property to its original state
- A second violation will result in termination of the Student's Housing contract.

9. Auto Mechanic or Auto Body

Any Auto Mechanic or Auto Body repair is prohibited on the ENMU-Roswell facilities and parking lots. Broken down vehicles will be towed at the student's expense within 5 working days. Extensions may be submitted to the Housing Office and are subject to approval by the Director of Student Housing.

Students may utilize the Campus Auto Mechanic or Auto Body programs for auto repairs by calling 624-7115 for more information.

- a. The following are allowable vehicle maintenance checks:
 - **Tire change and or pressure check**
 - **Cleaning (ENMU-Roswell hoses must be properly returned)**
 - **Oil level check and add**
 - **Water level checks and adds**
 - **Wiper fluid level check and add**

Disciplinary actions

- A student's first violation will result in a verbal or written warning and clean-up of any spilled chemicals.
- A second violation will result in a written warning cost of damages to clean up any chemical spills.
- A third violation will result in loss of ENMU-Roswell parking privileges.

10. Solicitation

Solicitation of funds, clothing, books, votes, signatures, memberships or subscriptions, sales of tags, tokens or literature, or similar action is not permitted in or around Sierra Vista Village by outside agencies or commercial enterprises or by students on the behalf of the outside agencies or commercial enterprises.

All salespersons, agents or peddlers, or students acting on behalf of outside agencies or commercial enterprises who are found to be soliciting business in the community will be reported to the ENMU-Roswell Housing office or to the Campus Security.

Disciplinary actions

- Upon a Student's first violation of this policy a verbal warning will be issued.
- Upon a Student's Second violation of this policy a written warning will be issued to the student.
- A third violation of any housing guideline will result in termination of the student's housing contract.

11. Weapons/Explosive Devices/ Incendiaries

Our campus and community is a weapons free zone. Use or possession of explosive devices of any nature, firearms, or lethal weapons, including air and gas-operated guns (i.e. BB guns, paint pellet guns, blowguns, gun powder, potato guns, slingshots, fireworks, etc.) is not permitted on Sierra Vista Village or campus grounds.

Disciplinary actions

- Upon a Student's first violation, a written warning will issued to the student and appropriate law enforcement will be notified. In addition, the student's housing contract will be terminated.

Firearms and Explosive Weapons

Weapons of any kind (functional or not), ammunition, explosive substances or chemicals, or any other incendiary devices are expressly prohibited at all times on the Eastern New Mexico University-Roswell campus and in all on-campus residential facilities.

Items specifically prohibited include, but are not limited to, the following:

Explosive or incendiary devices, sheath knives, stilettos, switchblades, dirks, daggers, pocket knives, and firearms of any description, BB or pellet guns, bows and arrows, crossbows, any device capable of propelling a projectile, martial arts weaponry, staffs, throwing stars, clubs, and any other item or object deemed potentially harmful by Eastern New Mexico University-Roswell Officials.

Disciplinary actions

- Upon a Student's first violation of this policy his or her Housing Contract will be terminated and appropriate law enforcement will be notified.

NO EXCEPTIONS!!!

12. Fire Safety

Periodically, fire drills will be held throughout each semester in the residence halls. All students and staff must leave the residence halls as directed during the drill. Fire drills and evacuation regulations are posted in each building.

Tampering with or unauthorized use of fire equipment is strictly prohibited (i.e. extinguishers, alarms, lighted exit signs, etc.). Individuals found to

have initiated a **false fire alarm** will be evicted from the community and referred to the appropriate law enforcement officials.

a. False or Prank Alarms caused by a student

If the responsible individual does not come forward, all individuals living in that hall will be charged a fine of \$10.⁰⁰ a day. This fee will continue to be charged until a maximum of \$300.⁰⁰ is reached or the individual comes forward.

This fee is non-refundable until the liable person is named or comes forward. If the responsible party is a guest of a resident, guest policies will be enforced.

Potential Fire Hazards

All **fires**, no matter how small, must be reported to the Director and the campus Security Office. For the safety of all students, visitors, and College Officials, the following items are prohibited in ENMU-Roswell apartments, suites and residence halls:

- **Cigarettes, cigars, pipes, tobacco, papers (and all other smoking paraphernalia)**
- INCENSE
- CANDLES
- Open flames
- Oil lamps
- Portable barbeques
(ENMU-Roswell has large B-B-Qs for outdoor activities)
- Fireworks or any other incendiary materials
- Electric fry pans
- Hot plates
- Electric ovens
- Stoves
- Gasoline cans
- Oily rags
- Oily or soiled clothes
- Automotive parts
- Solvents, parts cleaner
- Extension cords
(overloaded, under rugs, without ground or surge protection)

Policies Concerning The Use of Fire Equipment, Emergency Call Box and Fire Safety

Any resident who purposely and maliciously attempts to set fire to, or burn, or cause to be burned or procures the burning of any building in the Student Housing Complex, or any of the furnishings or equipment in, attached to, or around such buildings will be subject to prosecution and penalty under the laws of the state of New Mexico.

Disciplinary actions

- Violation of this policy will result in removal from the residence halls and termination of the Housing Agreement and appropriate law enforcement will be notified.

Fireworks, firecrackers, open flames (candles or oil lamps), explosive materials of any kind, and the burning of incense are prohibited at all times in Eastern New Mexico University-Roswell residence halls.

Disciplinary actions

- Residents found to be in violation may be removed from the community. Students are aware of the danger of fire and are expected to keep their rooms from becoming a fire hazard. The College reserves the right not to permit any electrical devices in the residence halls which may overload existing circuits or in any way constitute a fire hazard.

13. Cooperation

Failure to cooperate with Student Housing Staff or University Officials in University or Residence related matters can be grounds for dismissal from the community. Students understand and agree that the University reserves the right to refuse housing to any student who has demonstrated an unwillingness to abide by Student Housing standards and regulations or who demonstrates behavior which is incompatible with maintaining order and acceptable standards of civility within the community.

14. Report accurate information

Failure to report accurate information to Student Housing Staff is prohibited. This includes, but is not limited to, giving false names or incorrect ID number information.

15. Noise and Quiet hours

Residents are expected to respect the rights of others and to exercise self-discipline and good judgment such as keeping stereos at a reasonable volume level. Common courtesy is expected of each resident 24 hours a day.

Quiet Hours provide each student on campus with an environment conducive to studying for a specified period of time. Quiet Hours have the potential to improve overall grade point averages of the residents in the Student Housing System.

Quiet Hours are:

- **Hours of 8:00 p.m. to 8:00 a.m., Sunday through Thursday, and**
- **Hours of 11:00 p.m. and 10:00 a.m., Friday and Saturday.**

These hours are subject to change at the discretion of the Director of Student Housing.

Radios, gaming equipment, stereos and some musical instruments are permitted in the residence facilities unless the privilege is abused. The use of amplified musical instruments or drum sets in any residence facility is prohibited.

When playing stereos in or around any Student Housing facility, the resident is expected to be considerate of others and to follow the posted quiet hours.

Disciplinary actions

- If problems exist due to abuse of the stereo (too loud or too often), the resident will, at the discretion of Student Housing staff, have the speaker wires or speakers taken as a first warning for a period up to seven days. If repeated violations and abuse continue, the stereo equipment may be confiscated and returned to the resident at the discretion of the Housing Director or boxed up and returned home at the owner's expense. In addition, the resident may be subject to further disciplinary action.

16. Sports Activities Indoors

- The playing of sport activities indoors is prohibited due to the likelihood of personal injury, property damage and noise.

Disciplinary actions

- Upon a Student's first violation of this policy a verbal warning will be issued.
- Upon a Student's Second violation of this policy a written warning will be issued to the student.
- A third violation of any housing guideline will result in termination of the student's housing contract.

17. Cleanliness of Room and Cooking Equipment

Students are expected, for health and safety reasons, to keep their apartments clean and presentable. An acceptable standard of room cleanliness, as defined by Student Housing staff, is expected of all residents.

Residents not complying with standards will be expected to clean their room to standard as requested within the requested time frame. Failure to bring one's room up to the standard level will result in further disciplinary actions and fines.

Food kept in the rooms of the residence halls must be properly contained in closed metal or plastic containers. Students are allowed to have microwave ovens, micro-fridge units, crock pots, popcorn poppers and soup warmers in their rooms.

Appliances with open coils such as toaster ovens, hot plates and toasters are also prohibited in residence hall facilities. Students may be assessed charges for clogged sinks where food items are put in the sink.

Disciplinary Actions

- Upon first notification of your room/suite being below Health and safety standards the student will be given a 24 to 48 hour period to bring the area up to standard.
- If the student does not bring their apartment up to standard with-in the allotted time frame a written warning will be issued and the period will be extended an additional 24 to 48 hour period.
- If the student fails to bring the identified area up to standard with-in a 24 hour period the Housing office will issue a health and safety fine of \$5.00 a day until the identified area is brought up to standard.

SECTION VII ROOM ENTRY AND INSPECTION

ENMU-Roswell recognizes and respects the student expectations for privacy within the context of a community living environment. In an effort to provide and guarantee this privacy, while at the same time attempting to maintain a safe, secure, and healthy living condition, the Housing Director or other College Official generally will not enter any occupant's apartment/suite unless accompanied by the occupant, representative or a second authorized University representative.

No person will enter the room of a student without knocking and allowing a lapse of time sufficient for the student to open the door, knocking a second time allowing subsequent lapse of time for the occupant to respond.

However, the University reserves the right to enter any occupant's apartment, suite or bedroom without permission of the resident for the purpose of inspection when an authorized University official has reason to believe that conditions, which include but are not limited to the following, may exist:

- An occupant of the community may be physically harmed or endangered.
- Significant damage is being done to University property.
- There has been a violation of the provisions as contained in the Disciplinary Guidelines, General Rules and Regulations or subsequent written notice applicable to the operation and administration of residence halls and apartments of ENMU-Roswell.
- Maintenance or repair is necessary.
- **Routine Maintenance Checks:** every 3rd Monday of the month the residence hall staff in all residence hall/apartment facilities conducts a maintenance check.
- **Occupancy Verification Checks:** Student Housing Staff will check each room or apartment to verify occupancy.

- A request for maintenance repairs submitted to the appropriate University official automatically authorizes entrance to a dwelling unit to perform requested repairs even though the resident is not present. Appointments are not made; however, a door-tag or email will be left on your door notifying you of the entrance to your dwelling.

Individual Property Loss and Liability

ENMU-Roswell shall accept no responsibility for the damage, theft or loss of money or other personal effects of students or visitors. It is understood and agreed that the occupant will assume all risk and/or liability to occupant's self, guests, invitees or persons entering upon the premises for the purposes of transacting business with the occupant or being a guest of the occupant.

The occupant further agrees to save and hold ENMU-Roswell harmless from any liability, charges or cost incurred by the occupant, his guests, invitees or persons entering upon the premises for the purposes of communicating or doing business with the occupant. It is further understood and agreed that the occupant shall notify and expect any guests or invitees to comply with all the standards and regulations of ENMU-Roswell.

To guard against loss or theft, students should mark all belongings in such a way that they can be readily identified. It is advisable to keep doors locked and outside doors closed at all times and to keep valuables in a safe place. ENMU-Roswell shall exercise appropriate care and judgment in the operation of the accommodations but shall not be held liable or responsible in any way for the injury to any person or for loss or damage to the occupant's property or to the property of guests or other persons from any cause whatsoever.

Occupants are encouraged to carry private insurance for protection from such liability, fire, theft and personal injury.

All property of the occupant shall be removed from the premises upon vacating. In the event such property is not removed from the premises, ENMU-Roswell may dispose of the items at its discretion without any liability to the College. The occupant shall pay for all costs of removal of such property.

Fire Safety Procedures

Posted in the halls are fire safety instructions which are designed to enhance safety and minimize the hazard of fire. Student residents are to make note of smoke detector devices and must NOT disconnect smoke detectors. Should mechanical problems exist, please contact housing staff. Other precautions students are asked to follow are not burning candles, not covering light fixtures with material or paper and being cautious in the placement of halogen lights. Students are not permitted to tack blankets in front of windows. This is considered blocking a fire exit and a violation of the fire safety code.

In spite of the above mentioned precautions, it is recognized that fires can still happen, that fire prevention is everyone's concern, and that the manner in which residents react in the event of fire can mean the difference between life or death.

For these reasons, please read carefully and familiarize yourself with fire safety procedures.

In Case of Fire:

When you Move in to Your Room

Make note of fire exit plans, alarm boxes, smoke detectors and extinguishers.

What to Do in the Event of a Fire:

- Sound the alarm.
- If you discover a fire, put it out with the nearest fire extinguisher if it can be done safely.
- Contact Student Housing Staff (RA, Housing Director) or campus security. Provide as much information as possible about the fire. Be mindful of disabled residents or the sound-sleepers in your area.
- Leave the building via posted instructions or the nearest safe exit.

Where To Go:

Keep low to the floor if there is smoke in the room.

Feel the doorknob and door before opening any doors. If it's hot **DO NOT** open the door. If the knob is not warm, open the door slowly.

If heat and heavy smoke are in the corridor, close the door and stay in the room.

If you cannot exit the room, seal cracks under the door with clothing items or a rug. Hang an object (sheet or shirt) out the window and close the window. The hanging object will notify fire personnel that the room is occupied.

If you exit the room, close all doors and windows.

If you are trying to exit through a smoke-filled corridor/room, move quickly in a crouched position (remember, smoke rises). Place a wet towel or clothing item over your head to prevent serious smoke inhalation. Take short breaths through your nose.

Exit the building according to evacuation plan and meet Student Housing Staff at designated area. Do not re-enter the building for personal belongings. Stay calm until re-enter signal is given.

SECTION VIII VISITATION POLICY

To promote resident safety and personal comfort levels, all non-residents of ENMU-Roswell Housing must leave at 10 p.m. Sunday through Thursday and 12 a.m. Friday and Saturday.

All indented overnight guests who are not residents of the facility must be registered with your Resident Advisor (RA) and the Housing Office 24 hours prior to their arrival on campus. (***Roommate approval is also necessary.***)

Visitor registration forms may be obtained in the Housing Office or through your resident Advisor. Any overnight guest in the room of a student must be of the same sex as the student.

Overnight guests are typically permitted Thursday through Saturday nights. No student may have more than three overnight guest passes at one given time.

No guest may stay more than three consecutive nights. During the first two weeks of the semester and the last two weeks of each semester, in preparation for and during final exams, overnight guests who are not enrolled ENMU-Roswell students are not permitted.

“Guest” Responsibility of Resident

It is understood and agreed that the occupant will assume all risk and/or liability to occupant’s self, guests, invitees, or persons entering the occupant’s room/suite for the purpose of transacting business with the occupant or being a guest of the occupant.

As an occupant of the room/suite, you are responsible for the behavior of your guests/invitees at all times throughout the residence facility.

Subletting Room or Apartment

Under no circumstances may the resident sublet his or her room/suite to another individual. Residence hall rooms or suites are to be occupied by College-contracted individuals only. Student found to be in violation of this policy will have their Housing contract terminated.

SECTION IX TERMS OF CAMPUS HOUSING OCCUPANCY

Neither admission of a student into ENMU-Roswell or the continuation of a student in good standing at ENMU-Roswell is a guarantee that residence hall accommodations will be made available to the student. ENMU-Roswell reserves the right to refuse applications for housing for any reason.

Decisions with respect to the application for residence accommodations will be made in a timely manner, and the applicant will be notified of the decision to approve or deny the application before the semester begins.

Assignment of Space

Subject to admission, residence hall apartments, suites and rooms are assigned on a first-come, first-serve basis for new and transferring students. ENMU-Roswell attempts to assign accommodations according to the stated written preferences of each student. However, ENMU-Roswell cannot guarantee each student’s preference.

ENMU-Roswell reserves the right to assign students to a room. In addition, student room assignments may be changed by the Director to accommodate special situations that may arise throughout the semester. ENMU-Roswell will make room assignments only after the student has

- a. Completed an application for housing on a form provided for that purpose by ENMU-Roswell, and
- b. Submitted the advance reservation fee as established by the Housing Contract and
- c. Been admitted to the University for the current or upcoming semester.

Occupancy Periods

The term of the Residence Hall Contract may apply to one or both of the regular semesters or to the summer session. The Director of Student Housing will make determination of the contract period. Once the student has signed a Residence Hall Contract, that student is bound by the Contract for the semester(s) or summer session specified.

- a. For the purposes of establishing charges and refunds, the period of occupation by a student starts on the first day of a registration month and ends on the last day of the month ending the semester.
- b. A student leaving or abandoning the residence hall will be charged to the end of the semester or summer session, and no refunds will be given.
- c. A student contracting for housing before or during the first week of classes will be charged the full semester rate regardless of the date the student checks into the accommodations. A student contracting for housing at any time after the drop and add period will be charged for the remainder of the month and is subject to all stipulations contained in SECTION III of Housing Handbook.
- d. Thanksgiving, Winter Break, Easter Weekend, the Fourth of July and Spring Break holidays are included in the Residence Hall Contract without additional charge.
- e. A student who will be returning to the residence halls for the following semester may leave the personal belongings of the student in the storage area, if approved and as directed by the announcement of the Director before the end of the semester.
- f. A student who will not be returning to the residence halls for the following semester must vacate the room of the student by 5:00 p.m. of the last day of final examinations. Late fee will be assessed to a student who does not vacate the rooms by this deadline.

Payment

The student will pay the published housing fees and properly billed charges at the time scheduled by ENMU-Roswell. Payment is usually made in full, either in advance or at the time of general registration. Payment can be made according to an installment plan. Information with respect to the installment plan is

available in the Business Office. Failure to make timely payments will result in one or both of the following:

- a. A hold on the academic transcripts and records of the student.
- b. Eviction from the housing community.

Withdrawal during the Term of the Residence Hall Contract

a. Early withdrawal

If a student officially withdraws from ENMU-Roswell during the term of the Residence Hall Contract, the student will be charged for the numbers of days (s)he held keys to assigned apartment or suite.

b. Unofficial withdrawal

If a student leaves the college and/or assigned apartment or suite without following proper checkout procedures, the student will be charged for the entire semester

Check out Procedures

Make an appointment with a Housing staff at least 24 hours before the time you are ready to move out. This appointment is essential and required during finals week. Residents are expected to vacate their apartment or suite by 5:00 p.m. on the Saturday immediately following the posted last day of the current semester.

Failure to follow checkout procedures will result in fines, as established by the Director of Student Housing, and a hold will be placed on all the academic transcripts and records of the student.

Refunds

Refunds will be prorated to the remaining contract months. A Housing Check-Out form must be completed before a refund can be processed. The refund procedure takes from 14-18 working days before the student receives a check.

SECTION X DISCIPLINARY PROCESS

To ensure due process is provided to the student and that disciplinary actions are not initiated without cause, the following procedures will be followed. Exceptions are made when the extreme nature of the infraction endangers the safety and well being of other residents and immediate removal is necessary.

1. The Director of Student Housing in conjunction with a member of the Student Housing Staff will investigate allegations of violations.
2. Should the evidence warrant action, the staff member will file an incident report with Director of Student Housing.
3. The Director of Student Housing will interview the student, presenting the student with the incident report information and evidence collected. At this interview, the student may present his/her perspective regarding the

incident. During the interview, the Director of Student Housing will explain the charges, the disciplinary procedure, possible disciplinary action, and the appeal process.

4. After the student has presented information on his/her own behalf, the Director of Student Housing, or his/her designee, will render a decision and designate the appropriate disciplinary action. Failure to appear for the scheduled interview or refusal to cooperate in the interview process will result in the rendering of a decision based on the evidence available.
5. Based upon the information gathered and presented in the above steps, an appropriate disciplinary action will be applied. Failure to complete the imposed sanction will result in further disciplinary action.

Disciplinary Actions

Violations of the ENMU-Roswell Housing Rules and Regulations and provisions as stated in Section VI (Disciplinary Guidelines) may result in one or more of the following disciplinary sanctions and/or community service assignment.

A. Warning or Reprimand

These are defined as an oral or written censure of a student for less serious violations of the ENMU-Roswell Housing Rules and Regulations accompanied by a written warning that repetition of such violations would warrant the imposition of more serious sanctions. Warnings or reprimands are cumulative and not limited to the Student Housing system. They apply throughout the academic year and are considered official University actions.

Levels of Warning or Reprimand

1. **Informal Instruction/ Reminder** of University Housing rules typically given during move-in and early semester periods
2. **Verbal Warning**--will be issued when a student has violated a Housing regulation that is of lesser serious nature. All verbal warning will be follow up with a written reminder
3. **1st written warning**—will be issued when a rules violation has occurred after a verbal warning has taken place or a rule of more serious nature is violated
4. **2nd written warning**—will be issued after a 1st written warning has been issued and will be accompanied with a **Behavior Contract** or **Campus Community Service** or **Removal/ Contract Termination**.

B. Restitution

Restitution is defined as reimbursement to the University, or other appropriate parties, for damage to or destruction of property. Other disciplinary sanctions may also be imposed.

C. Behavioral Contract

A behavioral contract is defined as a written agreement between the resident and an administrative Student Housing official. The agreement

specifically outlines behavioral expectations and provisions that sanction the continued occupancy of the resident in University Housing. The duration of the contracted period is established during the disciplinary interview.

D. Campus Community Service

Defined as service performed on the ENMU-Roswell campus for the purpose of the work performed by one that labor that does not produce and establishes one good character. Community service will be issued in three increments 10 hours, 25 hours and 40 hours dependant on the student infraction of Housing or University regulations

E. Removal / Termination

Any violation of stated regulations and guidelines while on behavior contract WOULD result in the **immediate termination of the Housing Contract and removal from the residential facility**. In the event of such notification, the resident will be given a maximum of 48 hours to vacate residence.

Disciplinary Appeals' Procedure

The primary function of an appeal is to review the disciplinary action to ascertain whether or not the hearing was conducted fairly and that the evidence was accurate and sufficient for the decision reached by the Student Housing representative. The process for those decisions involving termination of a Housing Contract and removal from the Student Housing property is as follows:

Within the 48-hour period allotted to vacate residency, the resident must submit a written statement of appeal to the Office of Student Affairs (Attention: Vice President of Student Affairs). The Vice President of Student Affairs is the final appeal authority available for violation of the Housing Contract. There are three acceptable reasons for appeal. The student may ascertain:

- 1) His/her due process rights have been violated through the administrative process
- 2) The sanction was inappropriate for the infraction, and/or
- 3) There is new information, which may alter the determination of the case.

The format of the appeal must include the following:

- Basis for the appeal
- Applicable policies
- Reasons why the appeal should be granted

The Office of Student Affairs and resident will be notified as to the time and place of the requested appeal hearing. When the Vice President of Student Affairs hears an appeal, use of legal counsel will be in accord with Student Conduct Code. The decision of the Vice President of Student Affairs shall be final and shall be delivered in writing to the student and concerned parties.

The appeal process is informal in those incidents involving the following disciplinary measures:

- Verbal Warning
- Written Warning
- Behavioral Contract

In these instances, the student will make an appointment to review the actions with the supervisor of the staff member initiating the discipline.

SECTION XI TERMINATION OF RESIDENCE HALL CONTRACT

Upon reasonable notice and for good cause, ENMU-Roswell, through the Director of Student Housing, reserves the right to terminate the Rental Contract for failure of the student to abide by these rules. Reasons for termination are:

1. Persistent or substantial infraction of the community guidelines.
2. Violation of state or federal laws.
3. Failure of the student to adhere to the general expectations for all members of the community.
4. Any act of harassment or intimidation including but not limited to physical contact.
5. Failure to promote a positive group living environment.
6. Appears to be a threat to self or others.

Reasonable notice of termination by ENMU-Roswell will normally be 24 hours. If the Rental Contract is terminated by ENMU-Roswell, the student is responsible for payment.

Any student evicted from the community is not eligible for readmission to the community until the passage of one full semester following the semester in which eviction occurs, unless the Director of Student Housing grants the student a written variance.

SECTION XII

MAINTENANCE OF STUDENT HOUSING FACILITIES AND EQUIPMENT

General/routine maintenance, incidental repair and light bulb replacement in resident rooms or apartment should be reported to the Resident Assistant (RA) or Housing Office staff, not the Physical Plant. Once a maintenance request is received in the Housing office it will take a minimum of 10 working days to resolve the necessary repairs. Students are never permitted to perform maintenance on the Residential facilities

Emergency Maintenance

Emergency maintenance is reserved for problems, which cannot wait overnight. Emergency Maintenance requests reported are at the discretion of the Housing Office staff member on duty. If repairs are not attended to, please notify the Residence hall/Housing Office staff again.

The following items are a list of the prices for each individual piece of furniture or repair. If a piece of furniture or repair is not listed, the student will be responsible for the determined amount of the repair or furniture item.

List of Repair/Replacement charges (labor and parts)

*Damages or repairs not listed will be charge at the current market price.

*Price list subject to change without notice.

Living Room

Chair (Living Room)	\$ 153. ⁹⁰
Sofa	\$ 363. ⁹⁰
Coffee Table	\$ 89. ⁰⁰
End Table	\$ 73. ⁰⁰
Television Stand	\$ 92. ⁰⁰
Sofa Chair	\$ 216. ⁰⁰

Bedroom

Bed Frame	\$ 99. ⁵⁰
Mattress	\$ 92. ⁰⁰
Dresser	\$ 167. ⁸⁰
Dresser Lock	\$ 7. ⁵⁰
Desk	\$ 114. ⁰⁰
Closet Rack	\$ 40. ⁰⁰
Desk Chair	\$ 69. ⁰⁰

Restroom

Shower Head	\$ 20. ⁰⁰
Shower Curtain Rod	\$ 35. ⁰⁰
Toilet Paper Holder	\$ 20. ⁰⁰
Toilet Seat	\$ 20. ⁰⁰
Towel Rack	\$ 25. ⁰⁰
Medicine Chest	\$ 60. ⁰⁰
Mirror	\$ 50. ⁰⁰

Kitchen

Dining Table	\$ 129. ⁰⁰
Dining Chair	\$ 70. ⁰⁰
Bar Stool	\$ 83. ⁰⁰

List of Repair/Replacement charges (continued)

Miscellaneous

Cabinet Damages	\$ 50. ⁰⁰	Faucet Handle	\$ 25. ⁰⁰
Doors	\$ 195. ⁰⁰	Cable Outlet	\$ 25. ⁰⁰
Holes in Wall (tack or nail)	\$ 13. ⁰⁰ each	Cleaning Fee	\$ 50. ⁰⁰
Carpet Stains	\$ 15. ⁰⁰ each	Trash Removal	\$ 50. ⁰⁰
Carpet Damages (tear)	\$ 150. ⁰⁰	Property Removal	\$ 50. ⁰⁰
Counter Top Damage	\$ 40. ⁰⁰	Improper Check-Out	\$ 50. ⁰⁰
Fan/Light Fixture	\$ 195. ⁰⁰	Repaint Wall	\$ 50. ⁰⁰
Lock Replacement	\$ 89. ⁰⁰	Carpet Shampooing	\$ 50. ⁰⁰
Window	\$ 105. ⁰⁰	Sofa Cushion	\$ 90. ⁰⁰
Window Screen	\$ 60. ⁰⁰	Sofa Arm	\$ 130. ⁰⁰
Window Blinds	\$ 60. ⁰⁰	Key Replacement	\$ 25. ⁰⁰
Closet Rack	\$ 40. ⁰⁰	(Per key)	
Door Stop	\$ 11. ⁰⁰	Appliance Cleaning	\$ 25. ⁰⁰
Tub Cleaning	\$ 30. ⁰⁰	(Per appliance)	
Upholstery Cleaning	\$ 45. ⁰⁰		

SECTION XIII

SPECIAL SERVICES VOCATIONAL TRAINING PROGRAM THE DEVELOPMENT OF INDEPENDENCE GUIDELINES

Purpose: The Development of Independence Guidelines are established for the students' protection and safety as they learn to live independently.

Students enrolled in the Special Services Occupational Training Programs must sign a Special Services Development of Independence Guidelines Form. This form is an agreement to abide by the program guidelines and rules established by the Special Services office. This form must be signed before the student will be allowed to register for housing. Refusal to sign and abide by this contract forfeits the student's right to register for housing.

The Special Services Department has established the following Development of Independence Guidelines to support students as they become independent and responsible citizens. To support students as they move toward independence, the following guidelines are required 1st semester and fade as student's progress through the program:

1. Reside in Suites
2. Nightly curfew
3. Sign In/ Sign Out log
4. Weekly room inspections
5. Visitation guideline
6. Weekend checkout procedures

1. Reside in Suites

All new students enrolled in the Special Services Occupational Training Program are required to reside in the suites in Building 1 during the 1st semester.

2. Curfew Guidelines

All new students enrolled in the Special Services Occupational Training Program and living in the ENMU-Roswell resident halls will be required to abide by a 10:00 p.m. curfew Sunday through Thursday and 12:00 a.m. Friday and Saturday. Nightly curfew checks are performed for students on curfew.

3. Sign In and Sign Out Log

After 4 p.m. daily, students are required to sign-in and out of their halls as they come and go. Failure to sign-out could lead to disciplinary action. However, students are encouraged to sign-out every time they leave the housing complex.

4. Room Inspections

All students living in the Housing facilities who are enrolled in the Special Services Occupational Training Program will have weekly room-inspections. Random room inspections to identify safety, health and fire hazards will also be performed twice a week by Housing and Special Services' personnel.

5. Visitation Guidelines

Special Services Occupational Training Program students are not allowed to visit friends of the opposite sex in their suites.

6. Weekend Check Out Guidelines

Students may not check out during the evenings of Sunday through Thursday without special permission from the Director of Student Housing or the RA on call for that evening. Check out for the weekend must be in writing and approval must be given by parents to travel anywhere but home for the weekend.

Students who check out for the weekend and return early are not permitted to check out again after they have returned to the campus. (i.e. a Student who checks out on Friday night for the weekend, and returns on Saturday at 3:00 is not permitted to leave and check out Saturday night. He/ she must be in for curfew or face disciplinary actions.)

The Development of Independence 3-Step Process

Special Services students who demonstrate adequate academic progress, positive social behavior, and who complete a full semester without an incident write-up will be eligible to move toward independence by the removal of guidelines. An "eligible student" is a student who received approval from Special Services staff, Housing staff, and legal guardians (if applicable) based on academic and social progress.

The "Development of Independence" for eligible students are outlined in the 3-step process below:

- | | | |
|---------------|--------------------------------|--|
| STEP 1 | 1st Semester | ALL Guidelines apply to all Special Services students |
| STEP 2 | 2nd Semester | <ol style="list-style-type: none">1. Curfew removed for eligible students;2. Students may submit a formal request to move to building two or three in Sierra Vista Village (See details below) |
| STEP 3 | 3rd Semester | <ol style="list-style-type: none">1. Curfew removed for eligible students;2. Students may submit a formal request to move to building two or three in Sierra Vista Village (See details below)3. Sign In/Sign Out log no longer required4. Room inspections conducted as needed5. Opposite sex visitation hours allowed during designated times. |

Process to Move to Building 2 or Building 3

Special Services students may request to move into Building 2 or Building 3 for the 2nd and 3rd semesters. Students must make this request in writing by obtaining an Apartment Application form from the Housing Department. This request must be made two weeks before the semester starts. Applications will be accepted based on academic and social progress during the previous semester. The Director of Student Housing and Special Services reserve the right to accept or deny any application. Note: The Special Services Development of Independence Guidelines are not enforced for students living in the apartments in building two or building three.

Medical Statement

Students who require medications will be responsible to administer their own medications. In the event of an emergency, an ambulance will be called and student/parents may be responsible for all costs (ambulance, ER, etc.) incurred relating to the incident. Also, it is the student's/parent's responsibility to insure that their insurance coverage will be accepted at the primary care physician's office and the designated pharmacy. Students/parents are ultimately responsible for payment of all health care costs.

Transportation Statement

ENMU-Roswell policies forbid Housing Office personnel to transport students in private vehicles for any reason. The Special Services' Life Skills Coach and Housing Personnel are authorized to transport students to and from University-approved activities only in University vehicles with appropriate certification.

Emergency Statement

Emergencies must be reported immediately to the Housing Office during regular office hours or to the RA on call after Housing Office hours, usually between 5:00 p.m. and 8:00 a.m. The University is not responsible for unreported incidents.

If there are any questions regarding these guidelines, please contact the Special Services Department at 624-7286.

EASTERN NEW MEXICO UNIVERSITY-ROSWELL

Sierra Vista Village

Development of Independence Guidelines Special Services Occupational Training Program

The Special Services Department has established the following Development of Independence Guidelines to support students as they become independent and responsible citizens. To support students as they move toward independence, the following guidelines are required 1st semester and fade as student's progress through the program:

1. Reside in Suites in Building 1
2. Nightly curfew
3. Sign In/ Sign Out log
4. Weekly room inspections
5. Visitation guideline
6. Weekend checkout procedures

Medical Statement

Students who require medications will be responsible to administer their own medications. In the event of an emergency, an ambulance will be called and student/parents may be responsible for all costs (ambulance, ER, etc.) incurred relating to the incident. Also, it is the student's/parent's responsibility to insure that their insurance coverage will be accepted at the primary care physician's office and the designated pharmacy. Students/parents are ultimately responsible for payment of all health care costs.

Quiet Hours: 8:00 pm to 9:00 am Sunday-Thursday; 11:00 pm to 10:00 am Friday & Saturday

Any noise (stereos, television, voices, etc.) must be kept at a level that cannot be heard by neighbors. Courtesy hours are 24 hours a day. THE QUIET AND COURTESY HOURS MUST BE RESPECTED BY ALL STUDENTS AND THEIR GUESTS!!

Fire Drill Notice

In a fire drill or false alarm all residents will leave the hall **NO EXCEPTIONS!!** Please open blinds, closets, bedroom and suite doors on your way out to the SOUTH parking lot. If a student resident or their guest pulls a false alarm, the student resident will be held accountable and referred to the appropriate law enforcement authorities. If the student or guest is not found, the entire building will be fined \$10.00 per resident until the violator comes forward. In case of fire, move swiftly; do not panic as you exit the building. There will be a minimum of two fire drills per semester.

The following items are **NOT ALLOWED** in the residence halls under any circumstance and possession could lead to cancellation of your contract:

- | | | | | |
|-----------------|---------|-----------|------------|--------|
| * Guns | Alcohol | Incense | Explosives | Knives |
| * Illegal drugs | Candles | Skilllets | Hot Plates | |

The first infraction will lead to the cancellation of Housing Contract and possible expulsion from Eastern New Mexico University-Roswell.

Fill out bottom and detach top. Top = student copy Bottom = student file

_____ I have reviewed a copy of the ENMU-Roswell Housing Hand Book.

I have reviewed a copy of the Residence Hall Rules, the Regulation Hand Book, and the Lifestyles Guidelines for Eastern New Mexico University-Roswell. I agree to the stated policies and procedures for the Residence Halls. A copy of the handbook is available for your review at: www.roswell.enmu.edu.

Student Signature

Date

Room

Housing Representative Signature

Date

EASTERN NEW MEXICO UNIVERSITY-ROSWELL

Sierra Vista Village Student Lifestyle Guidelines

Quiet Hours: 8:00 p.m. to 9:00 a.m. Sunday- Thursday;
11:00 p.m. to 10:00 a.m. Friday and Saturday

Any noise (stereos, television, voices, etc.) must be kept at a level that cannot be heard by neighbors. Courtesy hours are 24 hours a day. **THE QUIET AND COURTESY HOURS MUST BE RESPECTED BY ALL STUDENTS AND THEIR GUESTS!!**

Fire Drill Notice

In a fire drill or false alarm all residents will leave the hall **NO EXCEPTIONS!!** Please open blinds, closets, bedroom and suite doors on your way out to the SOUTH parking lot. If a student resident or their guest pulls a false alarm, the student resident will be held accountable and referred to the appropriate law enforcement authorities. If the student or guest is not found, the entire building will be fined \$10.⁰⁰ per resident until the violator comes forward. In case of fire, move swiftly; do not panic as you exit the building. There will be a minimum of two fire drills per semester.

Visitation

You may have visitors according to the schedule:

Sunday-Thursday visitors must leave by 10:00 p.m.

Friday-Saturday visitors must leave by 12:00 a.m.

The following items are NOT ALLOWED in the residence halls under any circumstance and possession could lead to cancellation of your contract:

- | | | |
|-----------------|---------|------------|
| * Guns | Alcohol | Incense |
| * Explosives | Knives | Hot plates |
| * Illegal drugs | Candles | Skillets |

* = **The first infraction will lead to the cancellation of Housing contract and possible expulsion from Eastern New Mexico University-Roswell.**

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Fill out bottom and detach top.

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Student Signature

Date

Room

Housing Representative Signature

Date

SECTION XIV HOUSING OFFICE FEES

Rental Prices

Suite Occupancy per month per student	\$ 419. ⁰⁰
Four Bedroom Two Bath Apartment per month per student	\$ 461. ⁰⁰
Two Bedroom One Bath Apartment per month per student	\$ 488. ⁰⁰

*Lease Options are 10 and 12 months

Daily Rates

Daily Rate Suite per student	\$ 25. ⁰⁰
Daily Rate Four Bedroom Two Bath Apartment per student	\$ 30. ⁰⁰
Daily Rate Two Bedroom One Bath Apartment per student	\$ 35. ⁰⁰

Other Fees

Apartment Deposit (\$125 deposit, \$25 application fee)	\$ 150. ⁰⁰
Improper check out procedure	\$ 50. ⁰⁰
Room change request	\$ 30. ⁰⁰
Late cancel penalty fee	\$ 50. ⁰⁰
Mail box key (cost per key)	\$ 25. ⁰⁰
Suite or Apartment Key (cost per key)	\$ 25. ⁰⁰

All prices subject to change without notice

The Administrative Council of the Eastern New Mexico University-Roswell campus has adopted these guidelines and regulations. These guidelines are applicable to students, residents, and guests. The Administrative Council must approve amendments and revisions to these rules and regulations.

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Important Telephone Numbers

Administration	624-7345
Admissions And Records	624-7134
Advising	624-7163
Basic Skills Test	624-7272
Bookstore	624-7192
Business Office	624-7123
Cafeteria	624-7196
Campus Security	624-7180
Cashier	624-7180
Computer Lab	624-7491
Counseling	624-7163
VP Of Administrative Services	624-7121
VP Of Instruction	624-7161
VP Of Student Affair	624-7158
Degree Planning	624-7163
Hearing Impaired Program (TDD)	624-7300
Housing Office	624-7113
Financial Aid	624-7152
GED Program	624-7227
Gym (PEC)	624-7338
Special Service	624-7286
Student Activity Board	624-7124
Student Services.....	624-7163
Swimming Pool	624-7195
Switchboard	624-7000
Testing	624-7227
Tutoring	624-7220
Veterans Affairs	624-7143

***Area Code 575 for All Phone Numbers in the Roswell Area**