Notice
Since programs, policies, statements, tuition and fees, calendar dates, and/or courses contained herein are subject to continuous review and evaluation, ENMU-Roswell reserves the right to make changes at any time, by way of appropriate administrative procedure, without prior notice. The information contained within this handbook is a description of programs and courses current at the time of publication.

Equal Educational Opportunity Policy
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, NM 88202-6000. In situations where students determine a scheduled class, activity, or facility is not accessible to them because of a disability, they should immediately contact the Affirmative Action Officer on the Roswell Campus and report the situation. Students requesting assistance such as a sign language interpreter or any other special service should contact the Director of Special Services at (575) 624-7286.

Internet Address
http://www.roswell.enmu.edu
Welcome to Eastern New Mexico University-Roswell!

Whether your goal is to transfer to a four-year institution, train for a technical job, upgrade your professional skills, or add to your list of life-long learning courses for self-fulfillment, ENMU-Roswell is a great choice.

This Student Handbook is designed to assist you with your personal, professional, and academic success during your time at ENMU-Roswell. Specifically, the Student Handbook provides you with general College information; an overview of College resources that are available to you; important College policies for both inside and outside the classroom, including important Financial Aid policies; information on how to connect with other students through student activities, clubs, and organizations; and your responsibilities as a student.

From enrollment to graduation, and everything in-between, Student Affairs will be there to support you in your academic endeavors. Take advantage of all of the support services the College has to offer you. Get involved in co-curricular activities – it will make your experience here much more enjoyable and memorable.

Again, welcome to the College. I'm here to be your advocate and I wish you much success this academic year!

Sincerely,

Michael “Mike” Martinez
Vice President for Student Affairs
P.O. Box 6000
Roswell, NM 88202-6000
Phone: (575) 624-7158 or 1-800-243-8687 ext.158
Fax: (575) 624-7440
Email: mike.martinez@roswell.enmu.edu
Website: www.roswell.enmu.edu

[Eastern New Mexico University-Roswell logo]
FORWARD

This official Student Handbook is published for the students at Eastern New Mexico University-Roswell. It is intended to serve as an essential guide to many facets of college life, including campus facilities and the services available to students.

Also included are policies, standards and regulations that contribute to the orderly operation of the ENMU-Roswell community.

Students in the college community are encouraged to become familiar with the rules and regulations applying to them. They must judge themselves by these standards and decide if they can adapt and meet the demands of community living. Students must also recognize the opportunities available to make contributions to the college community.

ENMU-Roswell is here for the students and students are encouraged to take advantage of the many services available to them. Active participation in the activities and events at ENMU-Roswell will make college a memorable experience.
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## ORGANIZATIONS

### BOARD OF REGENTS

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<tr>
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<th>Name</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Governor, State of New Mexico</td>
<td>The Honorable Susana Martinez</td>
<td>(ex officio)</td>
</tr>
<tr>
<td>Secretary, Higher Education</td>
<td>Dr. Barbara Damron</td>
<td>Department (ex officio)</td>
</tr>
<tr>
<td>President</td>
<td>Mrs. Jane Christensen, Portales</td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>Mr. Robert “Chad” Lydick, Clovis</td>
<td></td>
</tr>
<tr>
<td>Secretary / Treasurer</td>
<td>Mr. Chase Sturdevant, Portales</td>
<td></td>
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<tr>
<td>Member</td>
<td>Mr. Randy Harris, Clovis</td>
<td></td>
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<tr>
<td>Member</td>
<td>Mr. Brett Leach, Roswell</td>
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### COMMUNITY COLLEGE BOARD

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Eloise Blake, Roswell</td>
<td></td>
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<tr>
<td>Secretary</td>
<td>Mireya Trujillo, Roswell</td>
<td></td>
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<tr>
<td>Member</td>
<td>Chad Hamill, Hagerman</td>
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<tr>
<td>Member</td>
<td>Dawn Tschabrun, Roswell</td>
<td></td>
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<tr>
<td>Member</td>
<td>Ralph Fresquez, Roswell</td>
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### ENMU-ROSWELL FOUNDATION

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<tr>
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<tbody>
<tr>
<td>President</td>
<td>Betty Patton</td>
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<tr>
<td>Secretary</td>
<td>Kay Rogers</td>
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<tr>
<td>Treasurer</td>
<td>Jon Hitchcock</td>
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<tr>
<td>Member</td>
<td>Judy Armstrong</td>
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<tr>
<td>Member</td>
<td>Robert Armstrong</td>
<td></td>
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<tr>
<td>Member</td>
<td>Eloise Blake</td>
<td>(ex officio)</td>
</tr>
<tr>
<td>Member</td>
<td>Charlie Blanco</td>
<td></td>
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<tr>
<td>Member</td>
<td>Jose Chavez</td>
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<tr>
<td>Member</td>
<td>Sonny Espinoza</td>
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<tr>
<td>Member</td>
<td>Steve Henderson</td>
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<tr>
<td>Member</td>
<td>Laurie Jerge</td>
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<tr>
<td>Member</td>
<td>Joseph Kelly</td>
<td></td>
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<tr>
<td>Member</td>
<td>Brett Leach</td>
<td>(ex officio)</td>
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<tr>
<td>Member</td>
<td>Dr. John R. Madden</td>
<td>(ex officio)</td>
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<tr>
<td>Member</td>
<td>Morgan Nelson</td>
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<td>Member</td>
<td>Al Pitts</td>
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<td>Member</td>
<td>Jim Waldrip</td>
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<tr>
<td>Member</td>
<td>Ray Willis</td>
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THE UNIVERSITY ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Steven Gamble, B.A., M.A., Ph.D., Texas Tech University</td>
<td>President, ENMU Campuses</td>
</tr>
<tr>
<td>John Madden, B.A., MA, Western Michigan University Ed.D., University of Albany</td>
<td>President, ENMU-Roswell</td>
</tr>
<tr>
<td>Ken Maguire</td>
<td>Vice President for Academic Affairs</td>
</tr>
<tr>
<td>A.A.S., Northeast Technical Community College</td>
<td>B.S., M.Ed, University of Nebraska</td>
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<tr>
<td>Ph.D., Iowa State University</td>
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<tr>
<td>Eric Johnston-Ortiz</td>
<td>Vice President for Business Affairs</td>
</tr>
<tr>
<td>B.S., Brigham Young University</td>
<td>M.B.A., University of New Orleans</td>
</tr>
<tr>
<td>Michael C. Martinez</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>B.S., M.Ed., Eastern New Mexico University</td>
<td></td>
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<tr>
<td>Chad Smith</td>
<td>Dean of Business &amp; Science</td>
</tr>
<tr>
<td>A.S., B.S., Eastern New Mexico University</td>
<td>M.S., Troy University</td>
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<tr>
<td>Vacant</td>
<td>Dean of Liberal Arts</td>
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<tr>
<td>Vacant</td>
<td>Dean of Health</td>
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<tr>
<td>Vacant</td>
<td>Dean of Career and Technical Education</td>
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GENERAL INFORMATION

ACCREDITATION

ENMU-Roswell is accredited as an operationally separate campus by the Higher Learning Commission, a member of the North Central Association of Colleges and Schools. Beginning with the 2014-2015 academic year Eastern New Mexico University-Roswell will be participating in the Higher Learning Commission’s new Pathway Accreditation Process. This process will replace PEAQ, which the university used for its last accreditation visit from the HLC in 2006.

The Higher Learning Commission
(312) 263-0456; (800) 621-7440
www.ncahigherlearningcommission.org or www.ncahlc.org

Extended degree courses offered on the Roswell campus are accredited through Eastern New Mexico University and New Mexico Highlands University.

ENMU-Roswell is also a member of the American Association of Community Colleges, and various programs are certified by their own accrediting agencies.
VISION

Eastern New Mexico University-Roswell is the region's first and best choice for learning.

MISSION

Eastern New Mexico University-Roswell is a regional asset, creating quality, personalized learning experiences and fostering community development.

Purposes:

- Provides opportunities for entry, transfer and completion of Certificates, Associate degrees, Bachelor's and Master's programs.
- Prepares individuals for opportunities in higher learning through programs such as Adult Basic Education, high school concurrent and dual enrollment and outreach services.
- Offers personal enrichment and career development opportunities through traditional course work, community education, and customized training as well as services for individuals with disabilities.
- Fosters direct community and economic development through business and workforce development, partnerships for health and social service outreach, and ever increasing business and community partnerships. Revised September 24, 2012.

NOTICE TO STUDENTS

In compliance with Department of Education Federal Regulations, the Campus Crime Report and the Graduation Rate Report are available on the ENMU-Roswell website at: www.roswell.enmu.edu. A printed copy is available upon request from either Campus Security or the Vice President for Student Affairs. Students may call 1-800-243-6687 or mail a request to Campus Security at: P.O. Box 6000, Roswell, NM, 88202-6000.

TERMS STUDENTS SHOULD KNOW

ACADEMIC - Pertaining to University courses, faculty work and organization.

ACADEMIC HONESTY - Students are expected to be honest and adhere to the University's policy on academic honesty and plagiarism which is detailed in this handbook. Any work submitted by students must be their own work or be marked in accordance with the handbook guidelines for citing material and information that is not that of the student.

ACADEMIC PROGRESS - Students will be considered in good standing and making academic progress if they maintain at least a 2.0 cumulative GPA (full-time students are to complete 24 hours, three-quarters...
time students are to complete 18 hours, and half-time students must complete a maximum of 12 hours per year).

**ACADEMIC YEAR** - This is the period of the annual session, exclusive of summer school. It is divided into two semesters and extends from late August through the middle of May.

**ACCREDITED** - Certified as fulfilling standards or requirements; courses recognized and accepted by other collegiate institutions.

**ACCOMMODATIONS** - Students needing accommodations (i.e., note-taker, interpreter, special seating arrangements, extended test time, etc.) may notify the Director of Special Services in the Arts and Science Center.

**ACTIVITIES, EXTRA-CURRICULAR** - Activities that are part of student life generally considered to benefit students but which are not part of the curriculum.

**ADMINISTRATION** - Offices, such as the president or vice president, which direct University affairs.

**ADMISSION** - Acceptance of a candidate for enrollment in the college.

**ADVISOR** - A faculty or staff member appointed to assist students in the academic or career area.

**AFFIRMATIVE ACTION** - Program ensuring fair and equal recruitment, employment and advancement for all members of the campus community.

**ASSOCIATE DEGREE** - A two-year degree awarded upon completion of a prescribed program of study.

**AUDIT** - To audit a class means to enroll for informational instruction only. Students attend class or classes without having to participate and without credit.

**BRANCH COLLEGE** - Division of a college or university located away from the main campus, generally offering occupational and transfer programs.

**CATALOG** - An official college publication detailing University policies.

**CERTIFICATE** - A document indicating satisfactory fulfillment of the requirements of a particular program of study.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)** - A method of gaining credit by examination. Further information may be obtained at the Testing Center (IC 208).

**COUNSELING SERVICES** - The provision of guidance and counseling ranging from personal to academic matters; also serves as a referral agent.

**COURSE** - Organized subject matter in which instruction is offered within a semester and for which credit toward graduation or certification is usually given.
**COURSE CREDIT** - The semester hour is the unit of credit and is defined as the amount of credit given for one hour a week for 16 weeks or its equivalent. A class meeting three hours a week, therefore, counts three semester hours credit to a course. In general, three hours of carefully planned and supervised laboratory work are equivalent to one hour of lecture.

**COURSE LOAD** - The number of semester hours the student is permitted to schedule in a given semester, usually 12-18 hours during the fall and spring semester and 6-12 during the summer sessions. Any student wishing to take more than 18 hours during the fall or spring semesters or more than 12 hours in the summer must receive approval for an overload from the Vice President for Student Affairs.

**CURRICULUM** - A body of courses required for a degree or constituting a major field of study.

**DEAN'S HONOR LIST** - Students enrolled for 12 or more credit hours at ENMU-Roswell whose end-of-semester GPA is 3.25 or better will be listed on the Dean's Honor List. This list is prepared for the fall and spring semesters only.

**DEGREE PLAN** - A guide to the courses students should take to best achieve their educational and vocational plans. This plan should be worked out with an advisor early in the student's freshman year.

**DIVERSITY** - ENMU-Roswell recognizes the importance of contributions from diverse cultures and encourages their study in relation to courses offered.

**DIVISION** - An instructional department within a college.

**ELECTIVE** - Any of a number of courses that a student is allowed to select. A course not required in the curriculum is referred to as an elective.

**EXPLANATION OF COURSE OFFERINGS** - Courses are designated by a name and number along with a descriptive title. The name used designates the department in which the course is offered. The first digit designates the academic level of the course. A first digit of 1 designates a freshman course, and a first digit of 2 designates a sophomore course. The remaining digits are the distinguishing numbers of the particular course. Thus, English 102 is a freshman course.

**FACULTY** - The personnel comprising the University teaching staff.

**FEES** - Charges other than tuition.

**FINANCIAL AID** - This is the University department responsible for administering and supervising student scholarships, loans, grants and work study programs.

**FRESHMAN** - A student with 29 or fewer semester hours of credit at the beginning of the semester.

**FULL-TIME STUDENT** - Students who register for 12 or more credit hours per semester are considered to be full-time students. The normal semester load for full-time students is 12-18 credit hours; however, some programs require more.
**GRADE POINT** - The numerical value assigned to each grade students receive in a course to provide a more exact determination of scholarship. Every credit hour of "A" carries four grade points; "B," 3 grade points; "C," 2 grade points; "D," 1 grade point; "F," zero grade points.

**GRADE POINT AVERAGE (GPA)** - This average is found by dividing the number of hours attempted into the grade points received. Example: A student who enrolled in 15 hours and received 32 grade points would have a grade point average of 2.1 (A grade of "W" or "I" will not be used in computing Grade Point Average).

**HOLD** – A restriction on the release of a student’s records or registration due to many possible causes, including an overdue balance, failure to comply with financial aid regulations, probation or suspension, behavior, unpaid parking tickets, etc.

**HUMANITIES** - Cultural subjects, such as art and theater.

**I.D. CARD** – Official personal identification, entitling access to student benefits.

**"I" (INCOMPLETE)** - The "I" grade is given for passing work which could not be completed due to circumstances beyond the student’s control. The following regulations apply to "I" grades:

1. In no cases is an "I" to be used by faculty to avoid the assignment of "D" or "F" grades for marginal or failing work.

2. Change of an "I" is accomplished by the instructor submitting a change of grade form to the Registrar when the work has been completed. An "F" grade may be given for inadequate work or work not completed in a timely fashion.

3. A student cannot change an "I" by re-enrolling in the course. Repeating a course will give the student a new grade, but will not remove the "I" from the previous registration.

4. An "I" grade will not replace an "F" grade for grade point average determination.

5. Students can remove an "I" by completing their course work in a manner acceptable to their instructor before the end of the next regular semester.

**MAJOR** - The specific subject area to which students devote most of their studying in college.

**MATRICULATE** - To enroll in a college or university for the first time.

**MINOR** - A student’s secondary subject choice. It normally consists of 18 or more semester hours in a specific area for a bachelor's degree.

**NON-CREDIT COURSES** - A course for which no college credit is given.

**NON-RESIDENT STUDENT** - Generally a student registering in college before living in the state 12 months; or a student under 18 who lives away from home and whose family lives in another state (regardless of how long the student has lived in the state); or a student under 18 whose family has not
lived in New Mexico for 12 months prior to registration; or an alien without permanent residence, visa, or citizenship declaration papers.

**PART-TIME STUDENT** - A student enrolled in fewer than 12 semester hours in the fall and spring; fewer than 6 in the summer.

**PLAGIARISM** - To steal and pass off the ideas or words of another as one's own. (Please refer to the section of this handbook on academic honesty.)

**PREREQUISITE** - A registration requirement in a particular course that must be completed successfully prior to registration in a class or program.

**PROBATION** - The status imposed upon a student because of low grades or improper conduct, usually defined by a specific time limit.

**RESIDENT STUDENT** - Generally a student under 18 whose family has lived in the state for 12 months preceding registration or a student over 18 who has lived in the state 12 months prior to registration is a resident student.

**REQUIRED COURSE** - One which must be taken in order to fulfill program requirements.

**REGISTRATION** - The official process of enrolling in specific classes each semester.

**SCHEDULE** - A published announcement of course offerings for one semester.

**SCHOLARSHIP** - Monies awarded for high performance or demonstrated need.

**SEMESTER** - A 16-week course of study during the fall and spring semesters. An 8-week course of study during the summer.

**SUSPEND** - To require a student to leave the University with or without possible reinstatement due to poor academic performance or improper conduct.

**TERM PAPER** - A written paper usually requiring original investigation.

**TRANSCRIPT** - A record of student's course work and grades maintained by the Office of Admissions and Records.

**TUITION** - A fixed amount charged to each student for academic instruction.

**VICE PRESIDENT** - A supervisory, administrative officer of the college community.

### HOW TO SUCCEED IN SCHOOL

Students, by definition, study. They also take tests, write papers, learn languages, and do experiments. Basically, being a student is a lot of work, but there are ways to make it easier on yourself. Here are a few techniques that can help you control the work so the work doesn't control you!
YES, YOU CAN WRITE

Writing is something you learn, just like anything else. And just like everything else, writing takes practice. Here are some steps to help you get started:

- Define your subject.
- Write down your thoughts quickly, as they come to you. Don't worry about organization at this point.
- Make an outline. Be sure to include an introduction and a conclusion.
- Write to your outline. Don't stop for editing.
- Revise and reorganize for style, completeness and continuity. Keep revising until you're happy with the result.
- Read your work out loud, preferably to someone.
- Proofread for grammar, punctuation and spelling.
- Turn it in. You're done!

HOW TO STUDY FOR A TEST

The key to studying is managing review time. There are different kinds of reviews; added together they form a comprehensive study plan. If you review right, by the time the test comes up you'll already have studied. All that will be left to do is to take the test.

1. Daily reviews. Go over your notes from each class to keep the information fresh in your mind. Keep this review short, about 10 minutes per class.

2. Weekly reviews. Review your class notes for the week and any reading you've done. This review should take you about an hour per class.

3. Major reviews. Do a major review before a major exam (midterms and finals). Review all your notes and reading material with the aim of understanding the whole picture. Spend about two to five hours on each major review per class.

Review tools can be a big help. Make checklists and flash cards to help you remember facts. You can also design tests for yourself. Reviewing builds knowledge. The result is comprehension rather than memorization and comprehension is knowledge that lasts.

GET THE MOST OUT OF NOW

Time is precious in college. You have only 16 weeks (fall or spring; eight weeks in summer) to complete a course. Obviously, planning is the key. Knowing when to study, where to study and how to study can save you a lot of time. Here are a few time-management techniques that can help you get the most out of now:
When to Study

• Study two hours for every hour you spend in class.
• Study difficult (or boring) subjects first.
• Avoid marathon study sessions.
• Study during the time of day you're most alert.
• Study while you're waiting in line, on the bus, etc.

Where to Study

• Establish a regular study area.
• Don't get too comfortable—avoid beds and other sleep-inducing places.
• Use the library—it's quiet, the chairs aren't too comfortable and the books you need are there.

Controlling Distractions

• Take breaks when your attention starts to wander.
• Make sure your living mates respect your study time.
• Avoid noise—the TV, radio, other people talking; they all distract you.
• Stay off the phone. Put on your answering machine if you have one, or unplug the phone.
• Learn to say "no." Don't rearrange your study schedule unless it's really important.
• Hang a "Do Not Disturb" sign on your door.

What to Do When You Get Stuck

• Break a big task up into small jobs.
• Don't beat yourself up. Frustration inhibits concentration.
• Don't do more than you have to; do what's appropriate.
• Pay attention to the time and don't waste it.

You nearly always have the energy to do one more problem or write one more line before you quit. That's one less thing you'll have to do when you start up again.

STUDY WITH PEOPLE

Education often looks like competition, but actually it's more like cooperation. Studying with others allows an exchange of ideas. You learn something and they learn something—everyone wins.

Guidelines for a study group:

1. Test each other by asking questions.
2. Practice teaching each other.
3. Compare notes.
4. Brainstorm for 5 or 10 minutes at the beginning of each session.
5. Make sure discussions and debates are open and free of preconceptions.
6. Set an agenda for each session.
7. Get to know each other personally. We all need emotional as well as intellectual support.

**OVERCOMING TEST ANXIETY**

*Test anxiety is just a habit; one you can change. Here's how:*

- Prepare well in advance. Study regularly up to the day before the test, and get a good night's sleep. Last minute cramming doesn't work.
- Have an aggressive yet realistic attitude. Decide to show your instructor what you know. You take the test; don't let the test take you!
- Test yourself. Develop your own exams and take them. Try to simulate the actual length and time of test conditions.
- Be on time for the test.
- Give yourself time to get settled and prepare mentally.
- Don't talk to the other students before or after the test. You know what you know and you did the best you could. Leave it at that.
- Listen carefully to all verbal instructions.
- Read over the entire test before you begin and plan your approach. Make sure you know the point value of each question so you can divide up your time appropriately. Don't spend more time on a problem than it's worth!
- Ask the instructor if you aren't sure. Don't waste time trying to figure out an unclear instruction. Ask for help right away.
- Focus on the here and now-the test. Don't think about what you should have, could have, and would have done. Just take the test.
- Jot down memory aids in the margins-these might include formulas, facts, key phrases or dates.
- Answer the easiest, shortest questions first. Go for the multiple choice, fill-in-the-blank and true/false questions first. A general rule of thumb is to trust your first instinct-it's usually the right answer.
- If you're stumped, go on to the next question. Come back to the hard one later. Then jot down anything you can think of to get yourself started. It will come, just give it time.
- Be clear.
- Be brief.
- Review, if there's time.
- Use a pen. If possible, cover only one side of the paper; use a second sheet to write more.
• Relax physically. Breathe regularly. Pause frequently. Stretch. Be kind to yourself. Most of us suffer to some degree from test anxiety. In fact, it's a fairly normal condition of college life.

**STUDENTS’ RIGHTS AND RESPONSIBILITIES**

Students' Rights and Responsibilities may serve as a policy statement for problems that develop between a staff member and a student. Usually a conflict is the result of a simple misunderstanding of what is expected from the other person. Direct communication between the student and the staff member will usually resolve these matters. The following regulations incorporate a definition of Students’ Rights and Responsibilities and both formal and informal means of the due process and conflict resolution.

**STUDENTS’ RESPONSIBILITIES**

1. Responsible for selecting a program of study that is consistent with his/her interests, skills and abilities.
2. Responsible for selecting courses that are consistent with his/her program objective and readiness levels.
3. Responsible for enrolling for a schedule of courses in accordance with the time and effort allocated to academic requirements.
4. Responsible for being punctual and attending classes.
5. Responsible for being attentive and for appropriately participating in class activities.
6. Responsible for completing all class assignments as directed by the instructor.
7. Responsible for consulting with the instructor as soon as possible if problems arise.
8. Responsible for complying with official announcements.
9. Responsible for seeking appropriate support services, to improve his/her level of academic achievement and to enhance the quality of college life.
10. Responsible for behaving in a humane, ethical and unbiased manner both in the classroom and in all communication and contact with the instructor, other staff members and other students.

**STUDENTS’ RIGHTS**

1. Right of access to scheduled class meetings and appropriate instructional and support services.
2. Right to a syllabus describing course objectives; evaluation procedures; major course requirements such as term papers, book reviews, field trips and reports; and rules of attendance, grading, and conduct.
3. Right to have instruction that begins promptly; is presented in a clear and concise manner; and provides relevant, structured activities consistent with the contact hour requirement of the course.
4. Right to be treated in a humane, ethical, fair and unbiased manner, both in the classroom and in all communication and contact with the instructor.

APPELLING VIOLATIONS OF STUDENTS' RIGHTS

A substantial violation of a student's rights may be appealed in accordance with the following procedure:

1. **If the matter is a disciplinary problem,**
   A. The concerned student should request an individual conference with the staff/faculty member involved to clarify and remedy the specific violation.
   B. If the matter is not resolved the student may request a conference with the appropriate supervisor.
   C. If the matter is not resolved to the satisfaction of both parties, the student may meet with the Administrative Assistant to the Vice President for Student Affairs to obtain a conflict resolution form and request a hearing with the Student Disciplinary Committee.
   D. The Student Disciplinary Committee is an Ad-Hoc Committee consisting of two faculty members, two student representatives and a professional from the Student Affairs. The student must present a written appeal to the Student Disciplinary Committee which sets forth the reasons for the appeal. The student will be afforded an opportunity to state the appeal informally, or present information in support of the appeal, including mitigating circumstances. Appeals must be presented to the Vice President for Student Affairs within 72 hours (exclusive of weekends or holidays) of the initial request for a hearing.
   E. The recommendation of the Student Disciplinary Committee is presented to the Vice President for Student Affairs for a final decision.

2. **If the matter is an academic problem,** which impacts grades and/or academic records, and before one year from posting of grade has elapsed. (Please note the failure to comply with the order stated below may void the appeal process):
   A. Student must first speak with the instructor of the course in question to attempt to resolve the issue.
   B. Student meets with the Program Chair or the Lead Instructor, if the problem remains unresolved.
   C. Student then meets with the Dean of the appropriate division, if the problem remains unresolved to the satisfaction of the student.
   D. Student may submit a written appeal to the Academic Standards Committee (ASC). The Academic Standards Committee is comprised of the following representatives: Faculty (All areas represented), Professional Staff, Support Staff, Academic Advisor, and Dean. The Director of Admissions & Records chairs the committee.
Appeal Process

- Student must fill out and submit the Academic Appeal Form and provide appropriate documentation of support to the Director of Admissions & Records. The Academic Appeal Form may be located online on the Admissions & Records homepage or by visiting the Student Services offices located in the Student Services Center on campus.

- All ENMU-Roswell representatives of interest regarding the course, program or division in question will be notified by the Director of Admission and Records of the appeal no later than 10 calendar days (excluding holidays) from initial received date of petition. The Academic Appeal will be available for review in the Office of the Director of Admissions & Records. ENMU-Roswell representatives must notify the Director of Admissions & Records within 10 calendar days (excluding holidays) if they wish to review documentation or waive their right to review. If reviewed, ENMU-Roswell representatives who wish to respond to the Academic Appeal must present the proper documentation in writing pertaining to the student’s appeal within 10 calendar days (excluding holidays) of the review of the Academic Appeal.

- Documentation will only be reviewed when submitted in writing by student and the ENMU-Roswell representatives contacted regarding the Academic Appeal. On the rare occasion when clarification may be necessary, verbal communication may only be given at the request of the ASC.

- The student may review documentation provided by RNMU-Roswell representatives and add information that identifies the rights allegedly violated, specific circumstances and evidence of violations no more than 10 calendar days (excluding holidays) after the response documentation has been received. No further submissions will be allowed from either party at this time.

- Recommendations will be made by the ASC, and will be sent directly to student, ENMU- Roswell representatives, and Vice President for Academic Affairs.

- The student may request a conference with the Vice President for Academic Affairs if the matter is not resolved to their satisfaction after ASC has made their recommendations within 10 calendar days (excluding holidays) of written notification.

FAMILY PRIVACY ACT

The Family Rights and Privacy Act of 1974 (FERPA) gives students certain rights regarding their records:

1. To inspect eligible records in their files;
2. To petition to change their records upon proof of error;
3. To have their records remain private except for the following circumstances:
   a. Parents of dependent students will be allowed to see the student’s academic records once appropriate documentation has been provided to demonstrate the student’s dependent status;
   b. Institutional officers may access student records on a "need to know" basis;
   c. Students may authorize release of any part of the eligible record;
d. Approved researchers may access student records provided the data secured is not to be released in any identifiable way with specific students; and

e. The following information has been designated as directory information and is subject to release to the public: Students' names, addresses, telephone listings, dates and places of birth, major field of study, classifications, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, various honors and awards received and most recent, previous educational agency or institution attended by students; and

f. Government authorities providing aid or service to the students; and

g. Other educational institutions to which students have applied for admission. Academic disciplinary measures (probation, suspension, dismissal and similar matters) will be released to other institutions;

h. Government authorities operating under the Solomon Act.

i. When the student has completed a release of information form allowing another individual to obtain information concerning his/her records;

4. To withhold any directory information by completing the proper form. Requests for withholding directory information must be obtained and filed at the Office of Admissions and Records for each enrollment period (fall, spring, interim, summer), within the first two weeks of the fall or spring semesters and the first week of an interim or summer session;

5. ENMU does not release records of other institutions: transcripts, test scores, etc;

6. For the purpose of interpreting FERPA regulations, ENMU-Roswell defines "student" as any person who has been fully accepted to the University, has registered for classes and has made a payment commitment for that registration.

Other information regarding disclosure of student data is posted at the Office of Admissions and Records in compliance with the Act.

ACADEMIC RULES AND REGULATIONS

ACADEMIC STANDARDS

Academic standards are established to provide an orderly system to the University and to provide a framework of interaction among students, faculty and administration.

ACADEMIC INTEGRITY

Students are responsible for achieving academic and course goals and objectives as prescribed by their instructors and for demonstrating attainment in an honest manner. Failure to do so may result in either grade changes and/or disciplinary action. Misrepresentation of knowledge can influence a course grade
or determination of satisfactory fulfillment of an academic requirement. In addition, the following acts, or any other acts of academic dishonesty, that compromise the integrity of the academic process and community are subject to disciplinary action. For more information, see Penalties for Academic Dishonesty below.

**Plagiarism**

Plagiarism includes, but is not limited to, offering the work of another as one's own; offering the work of another without proper acknowledgement; and/or failing to give credit for quotations or essentially identical expressions of material taken from books, encyclopedias, magazines, reference works, term papers, reports, or other writings of another individual.

**Cheating Behavior**

Cheating behavior includes, but is not limited to:

a. Dishonesty of any kind on examinations, quizzes, written assignments and projects;
b. Unauthorized possession of examinations, quizzes or instructor records;
c. Use of unauthorized notes or information during an examination, quiz, or exercise;
d. Obtaining information during an examination or assignment from another individual and/or assisting others in cheating;
e. Alteration of grades on an examination, an assignment, or records of an instructor or the college;
f. Illegal entry or unauthorized presence in an office of the college or residence of an instructor, or unauthorized access to grade records or examination and assignment requirements; and
g. Any act of fraud or misrepresentation.

**PENALTIES FOR ACADEMIC DISHONESTY**

It is the responsibility of instructors to determine what constitutes academic dishonesty and identify its occurrence. Although the following procedures represent potential penalties for academic dishonesty, instructors have the responsibility to enforce policies distinct to their classes, programs, and/or academic departments. Students should refer to individual course syllabi for instructors' policies regarding Academic Dishonesty.

Any student aiding another student in academic dishonesty will be potentially subject to the following actions. Students who help other students cheat, plagiarize, or perform other acts of academic dishonesty are as responsible as the students who take and use the information. **Written records documenting academic dishonesty, provided by the instructor, will be added to the student's permanent file in the Office of Admissions and Records.**
For an offense of academic dishonesty, one or all of the following actions may be taken:

1. The student will receive zero credit for the assignment(s).
2. The student, if enrolled in an online course not already requiring monitored testing, will be required to complete assessments in a proctored environment approved by the instructor. It is the student's responsibility to find an eligible proctor.
3. The student will sign, and thereby agrees to, a written statement listing the consequences for further acts of academic dishonesty either in the current course or any other courses taken at ENMU-Roswell.*

*If a student is involved in a second act of academic dishonesty, determined by review of the student's Admissions and Records file by the Vice President for Student Affairs, the case will be forwarded to the Academic Standards Committee. This body will review the prior and current acts of academic dishonesty and assign appropriate penalties; student appeals of the Academic Standards Committees ruling should be directed to the Vice President for Academic Affairs and also the Vice President for Student Affairs.

4. The student will be removed from the course in which the infraction occurred and will receive a semester grade of F. Note: Avoiding a grade of F through a withdrawal will not be allowed.
5. The student will be administratively withdrawn from all coursework for the remainder of the semester except the course in which the infraction occurred where a grade of F will be assigned.*

*The instructor reserves the right to have a student removed from his or her class; however, the power to remove a student from the University resides with the Vice President for Academic Affairs and the Vice President for Student Affairs therefore, a student must meet with these individuals if a faculty member requests that the student be suspended from the University.

APPEALING ACADEMIC DISHONESTY PENALTIES

Appeal Process

1. Student must fill out and submit the Academic Appeal Form and provide appropriate documentation of support to the Director of Admissions & Records. The Academic Appeal Form may be located online on the Admissions & Records forms page or by visiting the Student Services offices located in the Student Services Center on campus.
2. All ENMU-Roswell representatives of interest regarding the course, program or division in question will be notified by the Director of Admission and Records of the appeal no later than 10 calendar days (excluding holidays) from initial received date of petition. The Academic Appeal
will be available for review in the Office of the Director of Admissions & Records. ENMU-Roswell representatives must notify the Director of Admissions & Records within 10 calendar days (excluding holidays) if they wish to review documentation or waive their right to review. If reviewed, ENMU-Roswell representatives who wish to respond to the Academic Appeal must present the proper documentation in writing pertaining to the student’s appeal within 10 calendar days (excluding holidays) of the review of the Academic Appeal.

3. Documentation will only be reviewed when submitted in writing by student and the ENMU-Roswell representatives contacted regarding the Academic Appeal. On the rare occasion when clarification may be necessary, verbal communication may only be given at the request of the ASC.

4. The student may review documentation provided by ENMU-Roswell representatives and add information that identifies the rights allegedly violated, specific circumstances and evidence of violations no more than 10 calendar days (excluding holidays) after the response documentation has been received. No further submissions will be allowed from either party at this time.

5. Recommendations will be made by the ASC, and will be sent directly to student, ENMU- Roswell representatives, and Vice President for Academic Affairs.

6. The student may request a conference with the Vice President for Academic Affairs if the matter is not resolved to their satisfaction after ASC has made their recommendations within 10 calendar days (excluding holidays) of written notification.

CREDIT HOURS AND COURSE LOAD

All courses are recorded in terms of academic credit hours. Generally, one credit hour of instruction is equivalent to one 50-minute class period per week for 16 weeks. Courses that include laboratory work specify the number of lab hours that are required weekly. For self-paced courses or those that involve field experiences, credit hour value is not determined by the number of class meetings.

FULL-TIME STUDENTS - Students who register for 12 or more credit hours per semester are considered to be full-time students. The normal semester load for full-time students is 12 to 18 credit hours; however, some programs require more.

PART-TIME STUDENT - Students who register for fewer than 12 credit hours per semester are considered to be part-time students.

CLASSIFICATION OF STUDENTS - Students who have earned fewer than 29 credit hours of satisfactory academic work are classified as freshman. Those who have accumulated 30 or more credit hours are classified as sophomores.
**STUDENT LOAD** - A full-time course load is 12 through 18 credit hours during a regular semester and 6 through 12 during an eight-week summer session. Students exceeding 18 hours in a regular semester or 12 hours in a summer session require approval by the Vice President for Student Affairs and will be assessed additional tuition.

**CLASS ATTENDANCE**

When students enroll in the University, it is assumed that the necessary arrangements have been made to attend classes faithfully. Regular class attendance is important. Students are responsible for material presented at each class meeting. Students in vocational programs are expected to view class attendance in the same way they would view attendance in a job situation. Vocational instructors are expected to be able to speak to a student’s job habits as exhibited by job skills just as readily as the technical skills obtained.

**ATTENDANCE - ACADEMIC PROGRAMS**

Students are expected to attend all course sessions and to complete all course work and arrange to make up work as specified in the course syllabus. When circumstances make attendance impossible, such absences should be reported to the instructor as soon as possible. The attendance policies for all programs will be included in the course syllabi.

**ATTENDANCE - CAREER AND TECHNICAL PROGRAMS**

Because of the unique and special requirements of the career and technical programs, the attendance policies for the programs will be included in the course syllabi.

**ATTENDANCE - WEB COURSES**

Students should devote as much time to their web classes as they do to their on-site classes. Assignments are available the first day of class and students may find themselves getting behind if they do not login to their online class the first week of classes.

**STATE AND FEDERAL REGULATIONS**

Veterans Administration regulations require that all faculty track student attendance. Students who stop attending class without following the proper withdrawal process and students who withdraw before the end of the semester may be required to return a portion of their Veteran’s benefits and/or financial aid.

**COURSE / UNIVERSITY WITHDRAWAL**

Students may withdraw from a course and/or completely withdraw from the University between the last day to register (End of the Drop/Add period) and the Friday of week 10.

**Student Withdraw**
When an officially enrolled student decides to cease attending any or all courses, the student is responsible for initiating withdrawal action through the appropriate division dean. Merely discontinuing class attendance does not constitute a drop or a withdrawal. To complete this process, the student must complete the following procedures:

1. Students may initiate the withdraw process by visiting the Division Dean’s office, completing the personal information on the form, obtaining the required faculty signatures, and returning the completed form to the Advising and Retention office for final approvals. Students should complete the withdraw process in person. If withdraw cannot be done in person, see Number 2.

2. Students may initiate the withdraw process by email and submit their request to the Division Dean through their ENMU-Roswell email account. The email must include the student’s ID number, student contact phone number, the course name and number, CRN, and the instructor’s name. The email will be forwarded to the appropriate instructor for approval. The instructor will respond within 72 hours. If unable to do so, or extenuating circumstances exist, Division Deans will have override authority to advance the withdrawal to the Advising and Retention office for final approvals. Withdrawals will be effective as of the date of the email.

3. Students may initiate the withdrawal process through a signed fax to the appropriate Division Dean. The faxed request must include the student’s ID number, student contact phone number, the course name and number, CRN, and the instructor’s name. The request will be forwarded to the appropriate instructor. The instructor will respond within 72 hours. If unable to do so, or extenuating circumstances exist, Division Deans will have override authority to advance the withdrawal to the Advising and Retention office for final approvals. Withdrawals will be effective as of the date of the fax.

4. The student is NOT OFFICIALLY withdrawn until the instructor, division dean, and advisor have approved the withdrawal and it is received in the Admissions and Records office.

5. Telephone requests for withdrawal will not be accepted, and a third party, other than a designated official of the University, may not request a student’s withdrawal without the expressed, written authorization of the student.

**Administrative Withdrawal**

Administrative withdrawal is for non-academic reasons only, (i.e., non-attendance, accident, illness, behavior issues; and failure to pass a drug screen or successfully meet the requirements of a background check; or failure to meet other requirements of prospective clinical sites). Administrative withdrawal may be initiated by instructors with approval from the Vice President for Academic Affairs. The instructor must acknowledge and sign the withdrawal form and submit to the Division Dean’s office. Withdrawal is effective immediately. The Division Dean’s office will submit the withdrawal form to the Admission and Records Office. Students who are forced by emergency circumstances to leave the University without officially withdrawing should notify their class instructors or the respective Division Dean in writing and request an administrative withdrawal.
SEMESTER REFUND SCHEDULE

The refund schedule is based on the first day of the semester, not on the initial class meeting.

   a. Refund of 100% through day 5.
   b. Refund of 90% through day 10.
   c. Refund of 50% through day 15.
   d. Refund of 25% through day 20.

Specific dates will be published each semester in the Class Schedule.

GRADING SYSTEM

The following are letter grades given and their equivalents in grade points.

   "A" - 4 grade points per credit hour; “A” grade indicates exceedingly high achievement.

   "B" - 3 grade points; “B” grade indicates above average achievement.

   "C" - 2 grade points; “C” grade indicates satisfactory achievement.

   "D" - 1 grade point; “D” grade indicates marginal achievement.

   "F" - 0 grade points; “F” grade indicates unsatisfactory achievement.

GRADE POINT AVERAGE - (GPA) COMPUTATION

The following illustration describes the computation used to arrive at the GPA under a 4 point system:

Example:

<table>
<thead>
<tr>
<th>COURSES</th>
<th>GRADES</th>
<th>SEMESTER HOURS</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 102</td>
<td>&quot;C&quot;</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Accounting 201</td>
<td>&quot;B&quot;</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>CIS 293</td>
<td>&quot;B&quot;</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>History 102</td>
<td>&quot;A&quot;</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Math 107</td>
<td>&quot;F&quot;</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Psychology 101</td>
<td>&quot;W&quot;</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Attempted 14 semester hours, passed 11 semester hours, earned 33 grade points. GPA is 2.35 (33 divided by 14).

Click on the link below or copy and paste it to the address bar for an electronic GPA calculator
http://www.roswell.enmu.edu/student-services/advising-and-retention/gpa-calculator
DEAN’S HONOR LIST

Students enrolled for 12 or more credit hours at ENMU-Roswell, whose end-of-semester GPA is 3.25 or better, will be listed on the Dean's Honor List. Audit courses are not included in the credit hour calculation. This list is prepared for the fall and spring semesters only.

ACADEMIC STANDINGS

Students who do not maintain adequate academic standing (Good Standing) will begin to progress from Academic Warning to Academic Probation and finally to Academic Suspension.

Academic Warning

- All students whose GPA falls below a cumulative GPA of 2.0 for the first time will be placed on Academic Warning at the end of that semester.
- Students whose cumulative GPA remains below 2.0 after being placed on academic warning will continue on academic warning status as long as their semester GPA is 2.25 or higher, or until the Cumulative GPA is again above 2.00.
- Students whose cumulative GPA and Semester GPA are below 2.0, and have attempted less than 16 hours will remain on academic warning status. Once 16 hours have been attempted, failure to meet either the semester or cumulative GPA requirement will result in Academic Probation Status.

Academic Probation

- Students whose cumulative GPA remains below 2.0, whose semester GPA is below 2.25, and who have attempted at least 16 hours, will be placed on Academic Probation.
- Students whose cumulative GPA remains below 2.0 after being placed on academic probation will continue on academic probation status as long as their semester GPA is 2.25 or higher, or until the Cumulative GPA is again above 2.0.
- Students whose cumulative GPA remains below a cumulative 2.0 and semester GPA remains below 2.25 after one semester of probation will be placed on Academic Suspension.

Academic Suspension

- Students suspended for the first time will be allowed to apply for readmission to ENMU-Roswell after one regular academic semester (fall or spring) has elapsed.
- Students suspended for a second time will be allowed to apply for readmission after two regular academic semesters (fall or spring) have elapsed.
• Students suspended for a third time will be allowed to apply for readmission after a period of five years has elapsed.
• Readmission in any of these instances is not automatic.

Students whose cumulative GPA is raised to 2.0 or higher after being placed on Academic Warning, Academic Probation, or Academic Suspension, will be placed back into Good Standing status. Subsequent failures to meet the above academic standards will result in Academic probation or suspension statuses, accordingly.

Continuing students on academic warning, probation and suspension waiver may enroll only during regular registration periods and once grades have been posted for the current semester. Failure to meet the conditions of the Suspension Waiver may result in disenrollment, further suspension or denial of readmission to the University.

Students suspended from any ENMU Campus are suspended from the University. Suspended students must apply for readmission to the University, regardless of the campus of enrollment, and must submit an Academic Standing - Appeal for Readmission Form to the Academic Standards Committee. The Academic Standards Committee will review the appeal and determine whether or not the student will be allowed readmission to the university. Students allowed readmission after suspension will be placed on a suspension waiver with specified conditions for enrollment. These conditions may include a required minimum semester GPA, repeat of certain courses, or other requirements deemed appropriate by the Academic Standards Committee.

**Transfer Students Probation and Suspension**

If students on probation from another university wish to enroll at ENMU-Roswell, their first semester of attendance will be a probationary semester. Students may be suspended at the end of that semester if they fail to obtain a 2.0 semester grade point average.

If students on suspension from another institution wish to enroll in courses at ENMU-Roswell, they may appeal to the Academic Standards Committee for an admission waiver. They should be warned, however, that credits earned during suspension periods may not be accepted by receiving institutions.

**Auditing**

Students may audit classes by indicating NC (noncredit) on the registration form. Students may change the registration to credit during the drop/add period provided that all requirements for regular admission are met. It is also possible for students to register for credit and change to audit during the drop/add period. Courses taken for noncredit will appear on the student's transcript as “NC” with no credits recorded and no grades assigned.
Fees for auditing classes are the same as for taking classes for credit.

Clemency Policy

The ENMU-Roswell academic clemency policy allows qualified students to redeem their academic record.

Philosophy
Students who have attempted college work previously and were not successful in their effort and now wish to resume their college careers but are held back by poor academic records, may, through the application of academic clemency, exclude from current work the poor academic record under certain conditions.

Criteria
To be considered for the academic clemency program, a student must have last attended ENMU-Roswell five or more years ago, be readmitted through normal channels and complete at least 12 hours after returning with a GPA of at least 2.0 on those hours.

Procedure
Students who meet these criteria may apply for clemency in the Admissions and Records Office. No courses taken prior to the student’s return will be counted in the ENMU-Roswell GPA. Courses with a grade of "D" or better will be carried forward as earned credit only and can be used to meet degree requirements.

Note:
1. This policy pertains to the calculation of the GPA for progress toward degree completion and does not pertain to GPA calculated for professional certification and/or licensing.
2. Students can apply for and benefit from policy only once, and it is not reversible. Grades earned before clemency remain on the student’s record, and a statement at the time of clemency will explain the action taken.
3. The student who has already graduated may not apply for clemency.

Graduation

All students expecting to complete their programs of study (either certificate of employability, certificate of occupational training, certificate of
completion, associate of arts, associate of science, or associate of applied science) must file an application for graduation by the following deadlines:

Fall Semester – October 16, 2015
Spring Semester – November 13, 2015
Summer Session – April 8, 2016

Students who file an application for graduation before the close of the semester preceding the expected completion date will be notified in writing of requirements needed to complete their program of study. The application must be filed with the Admissions and Records Office.

In addition, any student with 45 or more credit hours will be reviewed by the Student Advising and Retention Center and by Instructional Divisions for eligibility for graduation. After all degree requirements have been evaluated, the Advising and Retention Center and Instructional Divisions will notify of the Admissions and Records Office of any additional students that are eligible for program completion and graduation. However, it is still the student’s responsibility to complete an application to graduate.

At the end of the semester in which the student is eligible to graduate, diplomas will be ordered and students will be notified through the ENMU-Roswell campus email system of their final graduation status. Diplomas will be mailed to graduation students approximately 8-10 weeks after the end of the semester. Degrees will be posted at the same time diplomas are ordered. Students wishing to participate in Commencement ceremonies and have their names published in the graduation program or newspaper must state so on their application for graduation.

Students must have an institutional cumulative grade point average of 2.0 in order to meet graduation requirements.

NOTE: Participation in graduation ceremonies does not constitute meeting degree requirements. Completion of degree requirements will be verified once final semester grades have been posted.

CREDIT BY EXAMINATION

The maximum amount of credit from a combination of special credit (CLEP, Advanced Placement (AP), Challenge, or Military Service Credit) which may be applied to an associate degree is 32 credit hours. Any credit earned through CLEP and Advanced Placement must be mutually exclusive. For example, students cannot earn three (3) hours of English credit through Advanced Placement and another three (3) hours of credit for English through CLEP.
NON-ACADEMIC RULES AND REGULATIONS

UNIVERSITY STANDARDS

Students at ENMU-Roswell are assumed to have a serious purpose and sincere interest in their social and intellectual development. They are expected to cope with problems with intelligence, reason and consideration for the rights of others, and to utilize mature and peaceable means to support changes they desire. Just as students appreciate their own rights and freedom, they are expected to respect the rights and freedom of others.

Students may be asked to present identification to properly identified University personnel upon their request while these persons are in the performance of their duties. If they refuse or are unable to do so, they shall be treated as non-students until they can be proven to be students.

STANDARDS OF BEHAVIOR

Student behavior is expected to adhere to the legal codes of the United States, the State of New Mexico, the City of Roswell and the regulations of Eastern New Mexico University-Roswell. Listed below are some examples of behavior that are UNACCEPTABLE and NOT in keeping with the educational aims, purposes and philosophy of ENMU-Roswell and which subject students to disciplinary action:

- Forgery, alteration, destruction or misuse of University documents, records, ID cards, meal stickers or tickets, or other University property, including misrepresentation of identification or presentation of such by unauthorized persons.
- Obstruction, disruption or unauthorized interruption of teaching, research, administration, disciplinary procedures or other University activities, including its public service functions or other authorized activities on University premises.
- Physical or verbal abuse of any person on University-owned or controlled property or at University-approved or supervised functions, or conduct that threatens or endangers the health or safety of any such person.
- Theft or damage to property of the University, of a member of the University community or of a campus visitor, including possession, sale or attempted sale of stolen property of the University, of a member of the University community, of a campus visitor, or to the civic community/citizens.
- Unauthorized use of, or entry into, University facilities or systems.
- Use, possession, distribution or being under the influence of narcotics or drugs, except as permitted by law while on University-owned or controlled property or at University-sponsored, approved or supervised activities. (Refer to Drug-Free Campus Policy and Information for more detail.)
- Disorderly conduct or lewd, indecent or obscene conduct or expressions on University-owned or controlled property or at a University-approved or supervised function.
• Possession of any weapons while on University-owned or controlled property or at University approved or supervised activities, such as, but not limited to, rifles, shotguns, ammunition, hand guns and air guns, including explosives such as firecrackers, etc.
• Failure to pay promptly all University bills, accounts and other University financial obligations when due.
• Gambling on University-owned or controlled property.
• Any act which interferes with or adversely affects the University's normal functioning or which injures or endangers the welfare of any member of the University community.
• Possession or use of alcoholic beverages on University-owned or controlled property.
• Gang related attire, including colored bandanas, will not be allowed on campus.
• Violation of properly constituted rules and regulations governing the use of motor vehicles on University-owned or controlled property.
• Failure to comply with directions of University officials acting in the performance of their duties.

**DISCIPLINARY ACTIONS FOR VIOLATIONS**

In the event that a violation is found to have occurred, the Vice President for Student Affairs will determine disciplinary actions or sanctions appropriate to the offense. Disciplinary actions or sanctions may include, but are not necessarily limited to, admonition, warning, probation, suspension of rights and privileges, restitution, eviction from the University residence halls or suspension from the University. ENMU-Roswell handles allegations of academic dishonesty in accordance with the processes found under Academic Integrity. For more information on appealing to violations of student rights refer to page 18.

**DRUG-FREE CAMPUS POLICY AND INFORMATION**

ENMU-Roswell is a drug-free campus. Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff and students; impairs work and academic performance; jeopardizes the safety and well-being of other students and members of the general public; and conflicts with the responsibility of ENMU-Roswell to foster a healthy atmosphere for the pursuit of education and service.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the premises of ENMU-Roswell, including, but not limited to its campus grounds, facilities, vehicles, or any activity held on campus premises. As a condition of enrollment, any student of ENMU-Roswell shall abide by the terms of the Drug-Free Campus Policy.

**LEGAL SANCTIONS**

Legal sanctions will be in accordance with applicable state laws and local ordinances. Students and employees engaged in unlawful possession, distribution, or use of controlled substances may also be subject to expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.
DRUG FREE SCHOOLS ACT 1990
ENMU-Roswell, in compliance with the Drug Free Schools Act of 1990, has implemented a program to deter illicit possession, use, or distribution of controlled substances. ENMU-Roswell is committed to drug and alcohol education for students and staff and takes an active approach toward the health and safety of all members of the University community.

ENMU-Roswell recognizes the institution's responsibility, but also holds the student and employee responsible for their own decisions/actions.

STATE AND FEDERAL LAW
The ENMU-Roswell policy is in keeping with the education mission of the institution and applicable state laws governing controlled substances. The policy applies to the illegal possession, distribution and abuse of alcohol as defined in New Mexico statutes by both students and employees. Federal regulations prohibit possession and distribution of alcohol and illegal drugs and provide for penalties of imprisonment and fines. Specific language of the regulations can be obtained from the Office of the Vice President for Student Affairs.

EDUCATION AND SUPPORT
Eastern New Mexico University-Roswell's Division of Student Affairs offers confidential assistance to students for drug and/or alcohol prevention. These services include short-term counseling, problem assessment and referrals to outside agencies which include outpatient and self-help groups.

COLLEGE REGULATIONS
No alcoholic beverages are allowed on campus (i.e., public buildings, lounges, patios, foyers, arenas, parks, parking lots and other open spaces on campus). Violators of state statutes and/or university regulations governing the possession and/or consumption of alcohol or controlled substances shall be subject to sanctions as set forth by ENMU-Roswell policy. This is in addition to the regulations and/or penalties described in the New Mexico state statutes. Residential students are individually responsible for maintaining an atmosphere and community in the residential areas that is in concert with the academic mission of the University. Drunken and/or disorderly behavior will not be tolerated.

ENMU-Roswell's Drug-Free School policy requires the Division of Student Affairs to provide each student with a copy of the policy. The program also requires each student, as a condition of enrollment, to abide by ENMU-Roswell's Drug and Alcohol Policies. Those students who receive federal or state money under Financial Aid benefits must sign a certification of awareness of the University's Drug-Free School policy and program.

SMOKE-FREE CAMPUS
ENMU-Roswell is a tobacco-free institution; therefore, the use of any form of tobacco is prohibited in ENMU-Roswell buildings and vehicles.

Violations by students are to be handled according to the University's policy on discipline.
AIDS/COMMUNICABLE DISEASES

ENMU-Roswell recognizes that students or employees with communicable diseases, including AIDS, may wish to engage in as many of their normal pursuits as their condition and ability to perform their duties allow, including attending classes or working.

As long as these students or employees are able to meet acceptable performance standards and medical evidence indicates that their conditions are not a threat to themselves or others, the administration of the University should be sensitive to their condition and ensure that they are treated consistently and equally with other students and employees. At the same time, ENMU-Roswell has an obligation to provide a safe environment for all students and employees.

Students or employees with a communicable disease are required to report the condition to their supervisor or to the Vice President for Student Affairs as appropriate. Failure to inform the University may result in dismissal of the students or employees from the University. Every precaution should be taken to ensure that a student or employee's condition does not present a health and/or safety threat to others.

The fact that students or employees have a communicable disease does not relieve them of the requirement to comply with performance standards as long as they enroll in classes or remain employed with the University. All efforts will be made to protect the student or employee's rights to confidentiality.

STUDENT SEXUAL MISCONDUCT POLICY

The Eastern New Mexico University Board of Regents' policy applying to students and those who interact with students on either the ENMU-Roswell Campus or at ENMU-Roswell sponsored events, expressly prohibits sexual misconduct of any kind including that defined herein:

KINDS OF MISCONDUCT:

1. **FORCED SEXUAL CONDUCT:** Any unwelcome contact of a sexual nature with another person (including exposure, disrobing, telephone calls, etc.), that is accomplished toward another without his/her consent including any such act accomplished by means of actual or implied force, threat, coercion, or by taking advantage of a victim's helplessness.

2. **FORCED PHYSICAL SEXUAL CONTACT:** Any unwelcome contact of a sexual nature with another person (including touching, fondling, etc.), that is accomplished toward another without her/his consent and by means of actual or implied force, threat, coercion, or by taking advantage of a victim's helplessness. Using force or intimidation to make a person touch another's intimate parts shall also constitute sexual contact.
3. **FORCED SEXUAL PENETRATION:** Intercourse (vaginal penetration), sodomy (anal penetration), oral copulation (oral-genital contact), or penetration with any object or body part, by the use of force, threats, coercion, or by taking advantage of a victim's helplessness.

**UNIVERSITY AND CRIMINAL CODE ACTION:**
A student charged with sexual misconduct, including acquaintance or date rape, can be prosecuted under New Mexico criminal statutes and disciplined under the University judicial processes.

Even if the criminal justice authorities choose to prosecute, the University can pursue disciplinary action.

**CLARIFICATION OF CIRCUMSTANCES OF A VIOLATION:**
A violation occurs when there is participation in any kind of sexual misconduct by a student individually or in concert with others. Since the University hopes to educate students in order to prevent violations, students should understand that:

1. Sexual misconduct as defined above is sexual misconduct whether the assailant is a stranger or an acquaintance of the victim.
2. Alcohol and/or drug use, intoxication, or any impairment of the accused, does not absolve responsibility for sexual misconduct.
3. In situations where the victim is incapable of giving consent, or is unable to resist sexual advances due to alcohol/drug use or other impairments, the accused may be held responsible for sexual misconduct.
4. Force and/or coercion is defined as:
   a. The use of physical force or physical violence; or
   b. The use of threats, including but not limited to physical threats, abduction, extortion or retaliation directed against the victim or another when the victim believes that there is an ability to execute such threats; or
   c. The use of verbal comments or nonverbal behaviors and/or gestures to intimidate the victim or another when the victim believes that there is a present ability to execute such threats.
5. Threat is defined as an expression of intention to hurt, destroy, or punish the victim or another.

**REPORTING MISCONDUCT AND UNIVERSITY REACTION:**
Where there is cause to believe that the University policy prohibiting sexual misconduct has been violated, the University will initiate disciplinary review. The University is obligated to protect the rights of the accused as well as of the victim.

1. Reports of misconduct or alleged misconduct can be made to any University personnel. Individuals receiving such reports shall keep them confidential and immediately transmit them to Campus Security after ensuring that the affected individual has apparent health and counseling needs met. For the University to take disciplinary action beyond warning, reports of misconduct must be in writing and signed by the complainant. The University will advise a complainant that it can keep the identity of a complainant confidential unless the University is compelled to go into a due process proceeding with the accused.
2. Accusations of sexual misconduct will be investigated by Campus Security and/or the Vice President for Student Affairs according to campus security and student discipline conduct procedures.

3. If information is available to indicate that the charge of sexual misconduct is proven, or if guilt is admitted, the penalty for such misconduct may include any disciplinary action such as probation, suspension, dismissal or expulsion and possible criminal charges.

ENMU-ROSWELL STATEMENT ON SEXUAL HARRASSMENT

ENMU-Roswell strives to maintain an academic and working environment free from all forms of harassment and insists that all students be treated with dignity, respect and courtesy.

A comment of conduct of a sexual nature, where such behavior threatens or offends any student is unacceptable.

To help clarify what is unlawful sexual harassment the Federal Equal Employment Opportunity commission has issued Guidelines on the subject. Those Guidelines state that unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature will constitute unlawful sexual harassment when:

- Submission to sexual conduct is an explicit or implicit term or condition of an individual's employment or classroom evaluation;
- Submission to or rejection of such conduct by an individual is used as basis for academic or employment decisions affecting such individual;
- When sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's class performance or an individual's work performance or creates an intimidating, hostile, or offensive working or classroom environment.

ENMU-Roswell recognizes that employees and students of both sexes work together and communicate. Although there is no absolute definition of conduct that constitutes sexual harassment in every case, all ENMU-Roswell employees and students are asked to conduct themselves in accordance with the guidelines set forth above.

The University strongly disapproves of any form of sexual harassment at the workplace or in the classroom, including acts of non-employees. Disciplinary action will be taken promptly against any student, employee, supervisor or other person engaging in unlawful sexual harassment. The University will not tolerate any conduct which fails to comply with the letter and spirit of these guidelines.
PROCEDURE FOR REPORTING INCIDENTS

Reports of misconduct or alleged misconduct can be made to any University personnel. Individuals receiving such reports shall keep them confidential and immediately transmit them to Campus Security after ensuring that the affected individual has apparent health and counseling needs met.

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY, RESPONSIBILITY AND AUTHORITY

ENMU-Roswell's affirmative action program and equal employment opportunity effort is assigned to the Director of Human Resources/Affirmative Action. This individual will also serve as the Title IX Coordinator for this University. He/she will be responsible for monitoring and implementing these programs.

In addition, Title IX Employee Organizational Facilitators (EOF's), who are basically ombudspersons (counselors and spokespersons), have been selected. These persons are:

Louella Chavez  Students' point-of-contact  ext. 044
Dr. Steve Chambers  Faculty/staff point-of-contact  ext. 411

If you have a concern, grievance, or question concerning sexual harassment or any other part of Title IX, please contact the applicable individual listed above.

TRAFFIC, PARKING AND SAFETY REGULATIONS

The following brief summary of traffic, parking and safety regulations has been adopted for the benefit of all parties concerned. For detailed information, reference is made in the Policies and Procedures Manual of ENMU-Roswell.

ENMU-Roswell campus security officers have the authority and duty to enforce all applicable traffic laws of the University and the State.

All students are reminded that while on campus they are subject to the New Mexico Motor Vehicle Code and the University traffic regulations. The University utilizes video cameras. If you are involved in a vehicle accident on university property, do not move the vehicle. Call Campus Security at 624-7180 immediately.

ENMU-Roswell assumes no responsibility for damage to motor vehicles or any loss while they are operated or parked on campus. Questions about these regulations need to be referred to the Chief of Security, ENMU-Roswell.

Motor vehicles shall not be left unattended overnight in University parking lots. Any person wishing to leave their motor vehicle overnight must first contact the ENMU-Roswell Campus Security Department and obtain a special overnight parking permit. Any vehicle left unattended without a special permit is subject to being towed at the motor vehicle owner's expense after 72 hours.
The ENMU-Roswell Campus Security Department provides security and law enforcement for the college. The college employs security officers who are responsible for the college's security. The security officer may be contacted through the switchboard, or by calling (575) 624-7180. Preventing crime is a shared responsibility between the college and its campus members.

Please promptly report crime or suspicious activities that occur on campus to a security officer at (575) 624-7180. For emergencies, first call 9-911 followed by notifying the Campus Security at (575) 624-7180.

**COMPUTER USE POLICY**

The Computer Services Department and other ENMU-Roswell units provide computer services to a large number of faculty, staff and students, as well as other individuals and groups that represent constituencies that are related to the University. The University seeks to make access to basic computing available to all students, faculty, staff and campus affiliates who agree to University policies and who use equipment, facilities, and systems responsibly.

All computer users have the responsibility to use the ENMU-Roswell computer systems in an effective, efficient, ethical and lawful manner.

ENMU-Roswell’s policy for use of its computing facilities is based on Title 18 of the United States code and on the United States Copyright Law and the laws of the State of New Mexico: Chapter 30, article 45, Computer Crimes.

The University has various specific rules, regulations, and procedures, which govern the use of computing equipment and facilities that are posted in the labs. Users shall cooperate with the operators, consultants and supervisors.

In accordance with established University practices, violations may result in disciplinary action, which could lead to expulsion, and/or legal action.

ENMU-Roswell reserves the right to limit a computer user's session if there are insufficient resources, or if the user is determined by appropriate authorities to be acting in an irresponsible or unlawful manner.

Students are encouraged to utilize Computer Services and other ENMU-Roswell consulting services; however, obtaining assistance in completing computer related academic assignments, when forbidden by an instructor, is prohibited.
STUDENT SERVICES

ENMU-Roswell fully accepts its responsibility to provide a program of student services consistent with its institutional purposes and available resources. These services begin with the facilitation of enrollment and extend throughout the student’s tenure with the institution.

ADVISING AND RETENTION CENTER

Website:  

Location:  
Student Services Center

Telephone:  
575.624.7294

Hours:  
Fall/Spring/Summer  
7:30am - 6:00pm M - TH  
8:00am - 12:00pm F

Purpose: The Advising and Retention Center guides students in planning and achieving their education, career and life goals. The Advising and Retention Center advises all first-time degree seeking students, dual enrollment students (with a regular admissions application), transfer students (transferring in on probation/suspension), probation students with zero credit hours earned, and returning students with zero credit hours earned. Students outside of these criteria are welcome to utilize the services provided by the Advising and Retention Center, but should seek advising assistance from the program director for their field of study.

STUDENT OUTREACH PROGRAM

Website:  
http://www.roswell.enmu.edu/student-services/student-outreach/student-outreach-home

Location:  
College Services Center, Suite 202

Telephone:  
575.624.7201

Hours:  
Fall/Spring/Summer  
7:30am – 5:30pm M-TH  
8:00am - 12:00pm F
Purpose: The Student Outreach Program, TRiO, is a composite of three programs designed to improve academic performance, increase student motivation and smooth the transition from one level of education to the next. These programs include the following:

- Educational Opportunity Center
- Educational Talent Search Program
- Upward Bound Program

Educational Opportunity Center: provides eligible adults who seek to enter or continue a program of postsecondary education with information about educational and career opportunities.

Educational Talent Search Program: identifies disadvantaged young people with potential for postsecondary education and encourages them to graduate from secondary school and to enroll in programs of postsecondary education. The program also encourages high school dropouts to return to school.

Upward Bound Program: is designed for eligible high school youth to generate the skills and motivation necessary for success in education beyond high school through academic instruction and individual tutoring.

TRiO/Student Support Services

Location:
Learning Resource Center Room 131

Telephone:
575-624-7117

Hours:
8:00- 6:00 M-Th
8:00-12:00 F

Purpose: TRiO/ Student Support Services (SSS) is a systematic student success program that assists and empowers students to graduate from ENMU-Roswell and then transfer to a four-year college or university. All SSS participants are overcoming obstacles to education, such as limited income, first generation to college, or a disability. Specifically, participants in the SSS are provided services that include:

- academic planning and course selection
- peer mentoring
- study skills development
- FAFSA and scholarship assistance
- financial literacy and counseling
- transfer guidance and assistance
- career exploration
- cultural activities

For eligibility and program requirements, please contact the SSS office.

**STUDENT FINANCIAL AID**

**Website:**

**Location:**
Student Services Center

**Telephone:**
575.624.7400

**Hours:**
Fall/Spring/Summer
7:30am – 6:00pm M-TH
8:00am - 12:00pm F

**Purpose:** The Financial Aid Office provides assistance to students in the form of grants, loans, work-study, and scholarships. The amount and type of aid depends on the availability of funds and a student's established financial need. All students seeking financial aid assistance must complete the FAFSA (Free Application for Federal Student Aid) which can be completed online by logging onto www.fafsa.ed.gov. Because financial aid resources are limited, completed files are reviewed and awarded on a first-come, first-served basis. For more information regarding financial aid and processes, go to the ENMU-Roswell website at www.roswell.enmu.edu or call the office.

**CAMPUS BOOKSTORE**

**Website:**
www.enmu-roswellshop.com

**Location:**
College Services Center, First Floor

**Telephone:**
575.624.7194

**Hours:**
Fall/Spring/Summer
7:30am – 6:00pm M-TH
8:00am - 12:00pm F
**Purpose:** The Bookstore offers an extensive selection of new and used textbooks. Students may return or exchange textbooks during the Add/Drop period if the student has a valid receipt and book(s) are in their original purchase condition. Distance Learners can order textbooks online at: [www.enmu-roswellshop.com](http://www.enmu-roswellshop.com). During finals week, the Bookstore offers a buyback service and will purchase some or all of a student’s used books, providing the textbook is being used the following semester.

**Student Success Center**

**Location:**
Learning Resource Center, Room 120

**Telephone:**
575.624.7003

**Hours:** Varies by services needed; call in advance

**Purpose:** The Student Success Center provides free math and science tutoring as well as essay writing assistance for currently enrolled students to increase the student’s comprehension of these courses. Professional and student tutors assist students with a variety of math classes including the integration of advanced computer programs. Tutoring for science classes may include biology, astronomy, geology, physics and chemistry. Writing tutors are also available to assist any student who is having difficulty in beginning, working on, and completing written assignments that may be part of the class syllabus. Students can come into the Student Success Center and work one-on-one to develop ideas and then formulate a plan for completion of the written assignment. Any student from any class is welcome. This is not a drop off service for papers to be fixed, but one designed to assist the student by close, intense one-on-one tutoring. Any student who has a paper to write can be helped.

**SPECIAL SERVICES**

**Website:**
[http://www.roswell.enmu.edu/areas-of-study/special-services/special-services-home](http://www.roswell.enmu.edu/areas-of-study/special-services/special-services-home)

**Location:**
Arts and Sciences Center, Room 100

**Telephone:**
575.624.7268

**Hours:**
7:30am – 5:30pm M-TH

**Purpose:** ENMU-Roswell is concerned that all students reach their academic goals. Special Services, in particular, concerns itself with maximizing the educational experience for all students with disabilities.
This department includes the Occupational Training Program, which offers courses that lead to certificates of completion.

**SERVICES AVAILABLE THROUGH SPECIAL SERVICES:**

**Adaptive Equipment**

- Computer Software (e.g. screen readers)
- TDD

**Accommodations**

- Extended testing time
- Note taker
- Books on tape and/or CD
- Readers
- Preferential Seating
- Taping of Lectures
- Large Print Material

**Other Services**

- Priority registration
- Sign language interpreters

**AMERICANS WITH DISABILITIES**

In accordance with the Americans with Disabilities Act of 1990, ENMU-Roswell continues to ensure equal access to educational opportunities for all persons with disabilities.

**Persons with Disabilities:** Students needing special accommodations should contact the Special Services Office at Eastern New Mexico University-Roswell at (575) 624-7286.

**COORDINATOR OF SERVICES**

The Director/Deputy Director of Special Services assists students with disabilities with their academic and personal adjustments to the University. The office serves as a liaison with such agencies as D.V.R. (Division of Vocational Rehabilitation), the Commission for the Blind and the NM School for the Deaf, and serves as a consultant for students, faculty and staff regarding questions about disabilities.

Students who need special arrangements in order to apply for admission should contact the Special Services Office for necessary accommodations.

**RECEIVING SERVICES**

Individuals who have been tested and diagnosed with a disability should bring that information to the Special Services Office and make an appointment to discuss their accommodations.
Students wishing to set up accommodations must schedule an intake appointment with the Director of Special Services. The information gathered during this appointment and documentation verifying the student's disability will be used to determine qualifications for accommodations.

This information is kept in a confidential file that is not part of the permanent student records. Providing students with services may require communicating with appropriate college personnel who have a legitimate educational need to know about the disability so additional services can be provided.

There is no charge to students for Special Services accommodations. Students who think they may need support services should contact (575) 624-7286 or write to:

Special Services, ENMU-Roswell, P.O. Box 6000, Roswell, NM 88202-6000.

Planning ahead will help students obtain services in a timely manner.

**TESTING SERVICES**

**Website:**
http://www.roswell.enmu.edu/student-services/testing-services/testing-services-home

**Location:**
Instructional Center, 2nd Floor, Suite 208

**Telephone:**
575.624.7227 / 575.624.7183

**Hours:**
Fall/Spring/Summer
7:30am – 5:30pm M-TH
8:00am – 12:00pm F

**Purpose:** Provides a variety of testing assessments and examinations for ENMU-Roswell students, staff, and individuals in the community. Besides the Accuplacer University Skills Test (which is offered on computer, online nationally, and paper and pencil), Testing Services administers ENMU-Roswell University Outcomes Testing (CAAP Critical Thinking, English 104, and Post-CAAP, NOCTI), standardized national exams such as CLEP (College Level Examination Program), GED (General Educational Development) and other tests as requested by individuals and departments.

In addition to these standardized tests, Testing Services offers and provides computer based testing for the PRAXIS, MCASE (Microsoft Certified Application Specialist Exam), MSCE (Microsoft Computer Specialist Examination), FAA and the A+ Examination. In addition, Professional Prometric Center is housed in the Testing Services Department offering more than 600+ professional licensure and certification examinations such as MCAT, Promissor Insurance, USMLE-United States Medical Licensing Exam, PMI-Project Management Institute, TOEFL, IRS Special Enrollment Exam, Certified Nurses’ Exam, FINRA, ASE, and the National Board of Occupational Therapy to name a few. This site is open during the week and on Saturdays by appointment only.

Please visit the Testing Services Webpage for further information.
Students with special needs should contact Testing Services prior to the test to make arrangements for appropriate accommodations.

**OUTCOME ASSESSMENT:** Student participation in the assessment program (Post CAAP) is mandatory. Students scoring above national average will receive a gold seal on their diploma. Students who refuse to participate in the assessment program will not be allowed to graduate, nor will their transcripts be released.

**CAMPUS SECURITY**

- **Location:** Security Department, Building #845 (between the IC and ITC buildings)
- **Telephone:** 575.624.7180 / 575.624.7181
- **Hours:** On duty 24 hours a day, seven days a week including holidays

**Purpose:** Provides security for the college. The security officers can be contacted through the switchboard, or by calling (575) 624-7180. Preventing crime is a shared responsibility between the college and its campus members. *Please promptly report crime, suspicious activities that occur on campus to a security officer at (575) 624-7180, for emergencies, first call 9-911, followed by notifying the Campus Security at (575) 624-7180.*

Campus statistics relating to crime can be accessed through the University web site at [http://www.roswell.enmu.edu/criminal-offenses](http://www.roswell.enmu.edu/criminal-offenses).

If your family needs to get in touch with you while you are in class at night, they can call Campus Security at (575) 624-7180.

**EMERGENCY EVENT NOTIFICATION SYSTEM** - The University utilizes text messaging as the primary notification of emergency events happening on the campus. In order to get these notifications, check your campus email and register your text messaging address.

The severe storm and tornado warning system will be tested at 12:00 noon the first Monday of every month; be aware of this test.

**CAMPUS SAFETY**

The ENMU-Roswell Campus Safety Office is here to provide a hazard free learning environment. To report any hazards, call (575) 624-7110.
RESIDENCE HALLS

Website:
http://www.roswell.enmu.edu/student-services/housing/housing-home
http://sierravistavillage.com/

Location:
Leasing Center, Sierra Vista Village Clubhouse

Telephone:
575.347-7132

Hours:
8:00am – 5:00pm M-F

Purpose: ENMU-Roswell’s residence halls offer students more than a place to sleep and study. The facility is an important part of the educational process. Students learn by sharing their thoughts, concerns and interests with other students in an environment outside the classroom. Living in the residence halls allows students to develop a sense of independence and responsibility for themselves and others, as well as an awareness and understanding of different lifestyles.

Students who live in the residence halls assume an obligation to conduct themselves in a manner compatible with group living and the goals of the educational community. Thus, students are required to comply with the rules that govern the community. All students are expected to be familiar with and abide by the rules stated in the Residence Hall Rules and Regulations Handbook.

Students are expected to work actively with staff members to develop and maintain a group living environment that is beneficial to 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 action by the General Manager of Sierra Vista Village.

Persons interested in tours of the residence halls or desiring general housing information can call the Housing Department at Eastern New Mexico University-Roswell at (575) 347-7132, or http://www.sierravistavillage.com/.

FOOD SERVICES

Website:
http://www.roswell.enmu.edu/student-services/housing/housing-home

Location:
Campus Union Building

Telephone:
575.624.7408

Hours:
6:30am – 6:30pm M-F
Purpose: A full service cafeteria is located in the Campus Union Building for the convenience of students, faculty, staff, and the general public. Dine in, carryout and catering services are available. A Meal Plan is mandatory for students living in residence hall suites. Optional reduced meal plans are available for those students residing in the apartments on campus. For students not living in the residence halls, an alternative to a Meal Plan would be our Cougar Card, which is a debit card. Purchases are deducted from the balance as it is used. For more information on Food Services or the Deferred Balance Meal Plan, call the Director of Food Services at (575) 624-7408.

LA CASA FAMILY HEALTH CARE

Website: www.lacasafamilyhealth.com
Location: Health Science Center, Suite 130
Telephone: 575.624.7106 (for appointments)
Hours: 9:00am – 12:00pm / 1:00pm-4:00pm M-TH
        9:00am – 12:00pm F

A Nurse Practitioner is available for limited health and health promotion services. Appointments are preferred. Student Assistance Service (counseling) is available only on Thursdays by appointment only.

AMBASSADORS FOR COLLEGE EDUCATIONAL SUCCESS (A.C.E.S.)

Website: http://www.roswell.enmu.edu/student-affairs/student-activity-board/student-activity-board
Location: College Development Office, Suite 111
Telephone: 575.624.7404

The official student organization at ENMU-Roswell is the Ambassadors for College Educational Success (A.C.E.S.) also known as the Student Activity Board. The mission of the Student Activity Board is to represent the opinions of the student body to the faculty and the administration of Eastern New Mexico University-Roswell and to organize social and educational activities to benefit both the students and the local community.
This organization is authorized to speak for the student body, to supervise the expenditures of student activity fees and to develop a program of student activities and services consistent with the mission of the institution. The nature of those student activities is subject to approval by the College Development Office.

All student fee expenditures are subject to approval by the College Development Office.

**CLUBS AND ORGANIZATIONS**

**Website:**


Any ENMU-Roswell student group officially recognized by the University is declared to be a student organization and is subject to the Clubs, Organizations, and Advisor Handbook. Initial recognition of a student organization constitutes approval of its proposed program and purposes (constitution). Recognition is a charter to exist and continued recognition may be withdrawn or suspended by the Vice President for Student Affairs. Recognition by ENMU-Roswell gives a student organization/club the right to use the name of ENMU-Roswell and in turn implies the responsibility of the organization to use the name wisely. Recognized organizations may use facilities according to established policies.

Each organization needs to apply for recognition through the College Development Office. The organization will be asked to complete and turn in a copy of its proposed constitution, by-laws and an organizational application form, all provided on the ENMU-Roswell Website. Its purposes shall be compatible with the philosophy and educational objectives of ENMU-Roswell. It shall agree to submit to the College Development Administrator an annual organization application form. Any changes in the constitution of a student organization must be reviewed and approved by the Student Organizational Review Committee (an ad hoc committee formed to review student issues) before they become effective.

Student clubs and organizations are encouraged to participate in activities sponsored by the College Development Office.

The application form and handbook can be accessed via the ENMU-Roswell web site. Please submit forms at the College Development Office. For more information, contact (575)624-7404.

A current list of ENMU-Roswell Clubs and Organizations includes:

**A.C.E.S. (Ambassadors for College Educational Success)** - The official student organization at ENMU-Roswell is the A.C.E.S Committee. The mission of the committee is to represent the opinions of the student body to the faculty and the administration of Eastern New Mexico University-Roswell and to organize social and educational activities to benefit both the students and the local community. This
organization is authorized to speak for the student body, to supervise the expenditures of student activity fees and to develop a program of student activities and services consistent with the mission of the institution. The nature of those student activities is subject to approval by the College Development Office. All student fee expenditures are subject to approval by the College Development Office.

**ACTIVITIES ALLIANCE** - Committee members provide and organize music, arts, and activities to students and community members.

**AMERICAN DENTAL HYGIENE ASSOCIATION STUDENT CHAPTER** - The purpose of the organization is to cultivate, promote, and sustain the art and science of dental hygiene, to represent and to contribute toward the improvement of oral health to the public.

**ART CLUB** – An organization seeking to promote interest, understanding and participation in the arts.

**CATCHY NAME MUSIC CLUB** - The purpose of the music club is to foster a sense of community for student musicians.

**Circle K (CKI)** - The goal of this organization is to develop college students into responsible citizens and leaders with a lifelong commitment to service, and to provide opportunities for fellowship, personal growth, professional development, and leadership skills. The motto of this club and of CKI is “Live to Serve, Love to Serve.”

**DRAMA CLUB** – Provides students a place to foster and advance their interest in theater.

**LITERARY GUILD** - The literary guild student club promotes campus events revolving around literature and literacy. Students will engage in the creativity of thought through reading and creative writing.

**SIERRA VISTA VILLAGE DORM COUNCIL** – The council promotes social and recreational activities, academic achievement and assists residents with compliance to the residence hall regulations, for the welfare of all residents.

**PHI THETA KAPPA** – This organization recognizes and encourages scholarship among two-year college students. To fulfill this purpose, Phi Theta Kappa provides an outlet for leadership development, fellowship among student members, community service, and continuing academic excellence.

**MEDICAL ASSISTING STUDENT ASSOCIATION** – An organization designed to increase the knowledge and professionalism of its members. The group also hosts various fund raising activities to raise funds to attend the State Convention for educational sessions.

**NAVIGATORS** - The purpose of the organization is to provide students with bible study and fellowship on campus.

**OCCUPATIONAL THERAPY ASSISTANT CLUB** – This club is designed to further promote ENMU-Roswell’s Occupational Therapy Assistant program and aid the student in deriving the greatest understanding and enjoyment from the OT program.
OUTRUN FEAR ORGANIZATIONAL COMMITTEE – The committee is designed to organize events and to build awareness of the Chaves County Cancer Fund.

RESPIRATORY THERAPY STUDENT ASSOCIATION – This is an organization established to foster fellowship and professionalism among all respiratory therapy students in the program.

SKILLS USA – This organization gives students access to career resources and contacts with various industries and businesses. Skills USA prepares students for the work force with leaderships skills and a competitive spirit.

STUDENT NURSES’ ASSOCIATION – ENMU-Roswell's Student Nurses' Association (S.N.A.) is an organization established to foster fellowship and professionalism among all nursing students in the program. Leadership opportunities in S.N.A. are numerous for both freshman and sophomore students. Officers are elected every year and there is a nursing faculty sponsor.

THE SATELLITE – A UNITED METHODIST CAMPUS MINISTRY – The organization provides a study space, fellowship, food, films, discussion, bible study and worship. It is located at 144 Earl Cummings Loop just north of the fire station, south of the Health Science Center, and west of the airport terminal building.

UNITY GAMES CLUB - Do you like to play games and just have fun? Unity Games Club is an organization developed to bring students together to play various board games and video games. There will be tournaments and other fun activities in place for students.

ENMU-Roswell encourages students with interests not represented in this list to work with the Student Activity Board in establishing additional associations. To be a part of an ENMU-Roswell Student Organization contact the College Development Office at (575) 624-7404.

ORGANIZATIONAL FUNDRAISING

Student fundraising projects must be scheduled through the Club Sponsor/Advisor and then approved by the Vice President for Student Affairs.

The following conditions should be tentatively considered by the organization prior to seeking approval:

- Projects must be scheduled one week prior to the activity and before any financial commitment is made. Provide the following information:
  - The type of activity;
  - Purpose of activity;
  - Location, date and time of activity;
  - The number of fundraising activities by the requestor during the academic year;
- Approval by the Vice President for Student Affairs for instructional activities;
- Approval by the organization’s sponsor and/or advisor;
- Approval by other areas involved - Food Services, Academics, Campus Security, etc.
NOTE: "TICKET SALES" relating to solicitations of donations will not be approved as fundraising projects. Projects of a service nature to the University or community are recommended. In all cases, fundraising projects must be legal and the type of event should reflect favorably upon the organization and the University.

**INTRAMURAL SPORTS**

**Website:**
http://www.roswell.enmu.edu/student-services/student-activity-board/intramurals-sports

**Location:**
Physical Education Center

**Telephone:**
575.624.7338

**Hours:**
Fall/Spring
7:30am – 9:00pm M-TH
7:30am – 12:00pm F
10:00am – 2:00pm S
Summer
7:30am – 7:00pm M-TH
7:30am – 12:00pm F

**Purpose:** ENMU-Roswell encourages students to develop skills in activities that contribute to their lifelong physical fitness. An intramural program and a variety of physical education courses take place throughout the year. Intramural sports competitions include arena football, basketball, flag football, horseshoes, racquetball, tennis, volleyball, wallyball and weight lifting.

Worthy use of leisure time and competition is an important part of the total educational process. Many of the important skills necessary for everyday life are learned through planned physical activities. Your planned play and sports activities will help make for a rich college life. In addition, those individuals who participate in enjoyable sports activities during their college life will receive experience helpful to the development of a healthy, effective life.

As a student of ENMU-Roswell, the opportunity to take advantage of the programs and facilities is yours. It is up to you to use them for immediate and future benefits.