

NOTES

- 1) *New Mexico Tech's Student Handbook is not intended to create or impose any contractual obligations by or upon Tech; it is intended only to offer guidelines for New Mexico Tech and its students.*
 - 2) *This document does not pertain to Academic Dishonesty issues. Please refer to the New Mexico Tech catalogue for regulations regarding that topic.*
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New Mexico Tech's Mission Statement

New Mexico Tech is an institute of higher learning that serves the diverse population of New Mexico by integrating education, research, public service, and economic development through emphasis on science, technology, engineering, mathematics, natural resources, communication, and cultural awareness. Our mission is to:

1. Help students learn creative approaches to addressing complex issues;
 2. Acknowledge state and national diversity by developing an inclusive learning environment;
 3. Create and communicate knowledge;
 4. Solve technical and scientific problems.
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Equal Opportunity Policy

The New Mexico Institute of Mining and Technology is committed to the policy that all persons shall have access to its programs, facilities, and employment without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, physical or mental handicap or serious medical condition, spousal affiliation, or gender identity, as required by the New Mexico Human Rights Act, Title VI and Title VII of the 1964 Civil Rights Act as amended, Civil Rights Act of 1866, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, The Age in Employment Discrimination Act of 1990, Vietnam Era Veterans Readjustment Assistance.

Proviso

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and New Mexico Institute of Mining and Technology. New Mexico Tech reserves the right to change any provisions or requirements at any time within the student's term of residence.

From The President



Dear New Mexico Tech Students:

We begin another school year at New Mexico Tech with many challenges and many successes. We recently refurbished the Athletic Field and have begun construction of a new 150-bed dormitory on the south side of the field. Throughout the coming school year, we will have some minor disruptions to traffic on the south side. The good news is that by the fall 2013 semester, we expect to accommodate all student requests for on-campus housing.

For the third straight year, New Mexico Tech's incoming class is record size. Having more than 400 new students on campus creates some challenges, but these are good challenges to have.

During your time at Tech, you'll find that our scientists, researchers and professors are doing world-class work. From astronomy and atmospheric physics to geology, biology and chemistry to our engineering departments, Tech faculty and engineers are breaking ground in many areas – and teaching the next generation of scientists. We take pride in our commitment to involve students in all research projects. You can do your part by seeking out these projects and getting some important experience. Just talk to your advisor and other professors and find out what Tech has to offer you.

You are here for the quality education, but the Student Activities Board, the Performing Arts Series and other groups offer an ever-improving list of fun events. I encourage all of you to give your minds some rest from time to time and get involved in student activities. An engaged mind is a healthy mind. Plus, the bonds and friendships you form through extracurricular involvement will last a lifetime.

On behalf of all the faculty, staff and administration at Tech, I would like to welcome you to another year and express my personal appreciation for your contribution to the university and the larger Socorro community. Students – and our alumni – make Tech a special place.

Sincerely,

Dr. Daniel H. Lopez
President, New Mexico Tech

**From The Vice President for Student and University Relations
and The Dean of Students**



Dear Students:

Welcome to another great school year! We have so many new things this year – I'm excited to get started!

We have caring and committed people ready to help you in all of our offices, including Career Services, Auxiliary Services, the Registrar, the Gymnasium and the Alumni Office (because you will be a graduate before too long!).

We have taken a truly progressive attitude toward instruction here at Tech. Thanks to three federal Title V grants, we are adding SmartClassroom technologies all over campus and making learning more interactive and engaging. More and more professors are using the iClicker technology and making their lectures available online. I hope you'll take advantage of all the educational opportunities here.

I also hope you'll take full advantage of the physical health facilities as well. The gym is free to use every day of the week and we offer many fitness classes. The athletic clubs are great avenues to get to know your fellow Techies and enjoy the camaraderie of competition. Of course, the swim center and the golf course are open year-round too.

We also have plenty of student clubs that cater to the varied interests of the 21st century Tech student. Get involved and find your place in our oasis in the desert!

Sincerely,

Melissa Jaramillo-Fleming
*Vice President, Student and University Relations
and Dean of Students*

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New Mexico Tech's Guide to Conduct and Citizenship

1.0 General Campus Rules

See *New Mexico Tech Catalog* <http://www.nmt.edu/catalogs>

2.0 Grievance Policy

Occasionally, students may have a legitimate grievance against a staff member at Tech. Students should be aware that the Dean of Students is available to all students to discuss and advise on any troublesome matter of concern and frequently helps to expedite resolution of such matters.

3.0 Academic Honesty Policy

See *New Mexico Tech Catalog*; <http://www.nmt.edu/catalogs>

4.0 Alcohol & Drug Policies

4.1 Introduction

The Tech Student Alcohol and Drug Policy is intended to comply with the letter and the spirit of the provisions of the 1998 Congressional amendments to the Higher Education Act titled, "Collegiate Initiative to Reduce Binge Drinking and Illegal Alcohol Consumption" on college campuses.

All Tech students should read this policy to become familiar with its provisions and the possible consequences of violating Institute rules and New Mexico State laws.

Tech is concerned with both the welfare of the Institute community as a whole, and with the academic and personal development of each student. The Institute strives to create a healthy environment, one in which alcohol use will not interfere with learning, performance, or development. Alcohol abuse disrupts this environment and places at risk the lives and well being of the members of the Institute community, as well as the potential of students for contributing to society. All members of the Institute community are responsible for preventing the illegal or high-risk use of alcohol or other drugs.

As members of the Institute community, students are expected to comply with and abide by the policies and guidelines as stated, as well as the laws of the State of New Mexico.

Although Tech does not have as serious a situation as some colleges, alcohol abuse occurs and students need to understand the health risks.

4.2 Tech's Policies and Procedures on the Consumption of Alcohol

Students who have attained the legal drinking age (21 years) do have a right to consume alcohol under certain circumstances. Tech acknowledges this right by allowing alcohol consumption when the use is within New Mexico's law, as well as within campus rules. However, the Institute strongly discourages the abuse of alcoholic beverages. Tech has established this policy governing the possession, sale, and consumption of alcoholic beverages on the campus to encourage responsible behavior. This policy is subject to change in order to comply with new local, state, or federal laws, or changes in Institute operating procedures pertaining to the possession and consumption of alcoholic beverages.

The following guidelines and rules shall apply to all student functions held on the Tech campus, or officially sanctioned by the Institute:

- No alcoholic beverages will be dispensed or served at Institute-sanctioned student functions. An exception may be made for a function held at Macey Center, but only with the recommendation of the

Dean of Students and approval of the President of the Institute. (Students who seek to take advantage of this limited exception should first discuss the matter with the Dean of Students.)

- Tech students who are 21 years of age or older may consume alcohol only in private residence hall rooms or in licensed facilities. New Mexico law specifically prohibits open containers in public, which includes all common areas on campus. Kegs (party kegs, pony kegs, party balls, etc.) are expressly prohibited.
- All students attending an activity where alcoholic beverages are served, consumed, or present must maintain on their person a clear means of picture identification as appropriate proof of age. Students and other individuals who alter their ID cards to falsify their age are in violation of Institute regulations and are subject to its disciplinary proceedings and sanctions. Students or other individuals who alter government agency documents (driver's license, birth certificate, etc.) may also be in violation of the laws of the state of New Mexico and subject to its proceedings and sanctions.
- Non-alcoholic beverages must be available during approved campus functions at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages. Food must also be available in appropriate quantities.
- A means of readily identifying students who have attained the legal drinking age must be provided by the sponsoring group(s) involved.
- The consumption of alcoholic beverages must not result in a disturbance to a social event or to the educational environment. Intoxication may result in disciplinary action as defined in the Student Discipline Policy.

4.3 Student Activities

All Tech-sponsored activities for students are alcohol-free. The Student Activities Board (SAB) is a Student Government Association programming committee that sponsors events and activities such as concerts, ski trips, comedy shows, movies, and dances. Consistent with its educational mission, Tech also assists its members in finding alternatives to alcoholic beverages for promoting social interaction and stress reduction.

4.4 Off-Campus Events

Tech has a responsibility to ensure that an environment exists in which students can pursue their academic and personal development. However, in general, the Institute cannot monitor the environment external to the university campus. Student organizations are registered or recognized to function only on the Tech campus unless otherwise contracted or agreed to by standard written Institute procedures. Tech is not responsible for the activities of individual students or student organizations when those off-campus activities occur, unless this activity is formally recognized and approved by the Institute.

4.5 Residence Halls

See the Residential Life Alcohol Policy at:

<http://www.nmt.edu/current-student-info/144-residence-halls-standards>

5.0 Drugs and Controlled Substances

Institutional Sanctions Regarding Alcohol and Controlled Substances

Note: New Mexico State law supersedes any policy developed and/or in place by Tech with regards to drug use or possession. This means students are subject to the State Law as well as those of Tech.

Tech does not condone the possession, use, or distribution of marijuana, LSD, or other hallucinogens and illegal narcotics by anyone in any campus facility or on the campus grounds. Any individual known to be possessing, using, or distributing such drugs or drug paraphernalia is subject to criminal and/or disciplinary action and possible arrest, imprisonment, or fine according to state law. The rules strictly prohibit:

- Manufacture, distribution, dispensation, possession, sale, purchase, or use of illegal drugs on Tech premises or in Tech vehicles;
- Storing any illegal drug anywhere on Tech premises;
- Misuse of prescription drugs or over-the-counter substances; and
- Being under the influence of an illegal drug on Tech premises or businesses or in Tech vehicles.

Student organizations or individual students who violate Tech's controlled substance policies and state or federal laws may be subject to civil, criminal, and Institute proceedings and sanctions. The Tech campus is not a

sanctuary that relieves students of their responsibilities as citizens to abide by local, state, and federal laws, or Institute regulations, policies, and procedures. Violations of this campus drug policy will be referred to appropriate Institute officers, including Campus Police.

Students and student organizations may be subject to sanctions by more than one appropriate agency. Sanctions for the violation of Institute policies are based upon the severity and frequency of the violation. Sanctions may include, but are not limited to:

- Notification of the parents of students under the age of 21 years;
- Suspension of student organization status;
- Appropriate probationary conditions imposed upon student organizations;
- A requirement to complete community service projects;
- Removal from campus housing;
- Suspension of individual students or some other penalty as designated by the Student Discipline Policy, including permanent dismissal from the Institute.

5.1 Resources for Students

The Counseling and Disability Office in the Fidel Center (-5443) provides brief therapy for students with alcohol and/or drug issues. Students who are concerned about the use or abuse of alcohol or other drugs may receive assistance from the Counseling Office. Students concerned about others using or abusing alcohol or other drugs may also receive assistance from the Counseling Office. Such requests for assistance will be subject to the same confidentiality guidelines that govern all counseling procedures. For general concern, students may contact the Counseling and Disability Office.

In the Socorro community, resources are also available at Socorro Mental Health (835-2444).

6.0 New Mexico Tech Digital Media Policy

Students at New Mexico Tech are prohibited from downloading, uploading, sharing and otherwise infringing upon the rights of any and all copyrighted material. Copyright infringement is a crime and the University has the responsibility to monitor digital traffic on its networks and ensure that network users are not violating federal laws related to file-sharing.

The policy below outlines federal laws and New Mexico Tech's policy. Students are advised to read this thoroughly.

6.1 Background Paper for Students Regarding the HEOA and the DMCA:

In the summer of 2008, Congress passed and the President signed H.R. 4137, the Higher Education Opportunity Act (HEOA), <http://www2.ed.gov/policy/highered/leg/hea08/index.html>, a massive piece of legislation that added dozens of new federal requirements for colleges and universities. Several of those requirements are intended to reduce unauthorized duplication and distribution of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. New Mexico Tech is providing you this notice in compliance with sections 485 and 487 of that legislation and you are **STRONGLY ADVISED** to read it thoroughly and give it careful consideration.

Tech provides wired and wireless networking as well as other information technology resources to help you accomplish your educational goals. By using the Tech network, you agree to abide by the University's Computing and Communications Policy. More specifically, you agree not to use University resources for unauthorized duplication, use, or distribution of copyrighted materials, including music and video files. Such activity is illegal under the Digital Millennium Copyright Act (DMCA)

<http://www.copyright.gov/legislation/dmca.pdf>

and exposes you to serious civil and criminal penalties. The DMCA is a federal law that criminalizes production and dissemination of technology, devices, and services intended to circumvent copyright protections. In addition, the DMCA heightens the penalties for copyright infringement on the Internet.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the

file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at <http://www.copyright.gov/help/faq>.

In December 2008, the Recording Industry Association of America ("RIAA") announced that it was abandoning its longstanding practice of filing lawsuits against students for infringing copyrights via illegal file sharing. The RIAA had reportedly filed over 17,500 lawsuits through early 2008 (see <http://www.p2plawsuits.com>). Despite the new moratorium on lawsuits, the RIAA's aggressive enforcement campaign continues on other fronts and the University urges all students to refrain from copyright infringing behavior. Note, however, that this does not mean that the RIAA and/or other groups won't resume filing lawsuits at some point in the future.

New Mexico Tech does not routinely monitor the content of network transmissions except as necessary to identify and repel network attacks, viruses, worms, and other malware. However, many P2P networks are used almost exclusively for illegal file sharing and are also favorite channels for spreading malware due to their popularity and pervasiveness. To mitigate these threats, the University employs various methods to block illegitimate P2P network traffic at the perimeter of its network. Note, however, that these methods are not 100% effective and all P2P traffic is not blocked at all times. Students should assume that P2P file sharing activity on the campus network is visible to the RIAA and other content owners that monitor the Internet for copyright infringement activity.

6.2 Copyright Enforcement Activities

The Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and other content owners are aggressively trying to stop unauthorized downloading, copying, and sharing of music and video by college students. They monitor the Internet continually to identify Internet Protocol (IP) addresses involved in these activities, but they require assistance from the Internet Service Provider (ISP) to communicate with an alleged infringer. They generally seek the ISP's help in communicating one or more of the following:

DMCA Takedown Notices, Preservation Requests, Pre-Litigation Settlement Letters, and Subpoenas (in connection with lawsuits).

Note that these four communications operate independently and do not necessarily progress from one to another. For example, nothing prevents the initial communication from being a subpoena that seeks the identity of a user connected at a specific IP address at a specific day and time.

6.3 DMCA Takedown Notices

When a content owner determines that an IP address has been used to violate its copyright, it sends a Takedown Notice to the applicable Internet Service Provider (ISP) describing the IP address, date, time, and material involved in the alleged infringement. The notice requests that the ISP remove or disable access to the listed material under the terms of the DMCA.

When Tech receives such a Takedown Notice, it reviews its network activity records to independently validate the legitimacy of the complaint. If the complaint appears valid, the University suspends the offending user's or computer's network access until the infringing material is removed. First offenders regain network access once proof of removal is provided and an acknowledgement is signed. Repeat offenders are referred to the Dean of Students for additional sanctions, up to and including expulsion from the University.

The University also notifies the sender of the Notice either that a) appropriate removal actions have been taken, or b) the allegation could not be validated through network activity records. The University does not provide any user identifying information to the sender of the Notice unless the Notice is accompanied or followed by a lawfully issued subpoena.

6.4 Preservation Requests

Preservation Requests are used to notify the ISP that a subpoena may be served on it seeking identifying information about a network user who has allegedly infringed a content owner's copyrighted material. Like the Takedown Notice, the Preservation Request identifies an alleged infringer's IP address at the time of the alleged infringement. The Preservation Request asks the ISP to preserve the identifying information for the user connected via that IP address at that time.

Tech's practice is to first determine if the information provided in the Request may be sufficient to implicate a specific user. If not, the University notifies the requesting party of its inability to comply. If a specific user is implicated, the University preserves the information as requested and forwards the Request to that user via email. The cover email explains the nature of the Request, encourages the user to preserve evidence relating to the claims in the Request, and informs them that they may wish to obtain legal advice before taking any other action. Once again, Tech will not release a user's identifying information in response to a Preservation Request unless and until the Request is accompanied or followed by a lawfully issued subpoena.

6.5 Pre-Litigation Settlement Letters

Prior to abandoning the "sue the customer" strategy, the RIAA's outside legal counsel sent what were known as "Pre-Litigation Settlement Letters" to many universities and other ISP's. The Settlement Letter was generally sent to the ISP with a request that it be forwarded to the user of a particular IP address. The Letter alleged that the user of that particular IP address had violated copyright laws and presented an opportunity to settle the claim as early as possible at a "significantly reduced amount" compared to the judgment that a court might impose at the end of a lawsuit. The Letter also informed the user to preserve evidence relating to the claims and instructed the user to retain, and not delete, any peer-to-peer programs.

Should the RIAA or another copyright owner resurrect lawsuits and settlement letters, Tech's practice is, and has always been, to forward a Settlement Letter along with an explanation to the alleged infringer if the University's network activity logs can establish the identity of the person at the specified IP address with a reasonable degree of certainty. Because network log data can be unavailable or inconclusive, the University cannot guarantee that all Settlement Letters will be forwarded to alleged infringers. Individuals should not expect to receive such a letter prior to being sued for copyright infringement.

Based on the wording in recent Settlement Letters, recipients must settle within twenty (20) days of the date of the Settlement Letter or face a lawsuit. Recipients are encouraged to seek legal counsel before taking any action.

6.6 Lawsuits and Subpoenas

In cases where no settlement is reached, the RIAA and member companies had been filing lawsuits in Federal District Courts. The suits alleged that unnamed students have infringed copyrights by downloading certain information and, for some, distributing the information to others over the Internet. After filing these "John Doe" lawsuits (so named because they name IP addresses rather than people) identifying IP addresses, the companies served subpoenas on universities seeking the identity of the users associated with those IP addresses.

If and when Tech receives such a subpoena, the University first ensures that the subpoena is valid and lawful. If so, and if the information sought in the subpoenas exists, the University is legally required to provide the desired information. While complying with the subpoena, the University notifies the individuals being identified in the subpoena response. The University has heard but cannot confirm that companies first used the subpoenaed information to try to settle the matter with the identified individuals, and if a settlement was not reached, the companies would amend the lawsuits to name the individual students and proceed in court.

6.7 Obtaining Legal Advice

Information provided in this notice does NOT constitute legal advice. It is intended for informational and educational purposes only. Every situation is unique and you are encouraged to consult an attorney if you need specific legal advice. Links to legal web sites, such as those provided below, do not constitute an endorsement of any legal services. Neither the downloading of materials nor any communication with respect to this Notice constitutes the formation of an attorney-client relationship. In reading and acting upon this Notice, you acknowledge that nothing in the Notice is intended to or constitutes the practice of law or the giving of legal advice.

Find an attorney to explain your rights and options.

7.0 Residential Campus Network (RCN) Acceptable Use Policy

<http://www.nmt.edu/information-services-department/247-rcn-policy>

- Anything that will disrupt other peoples' use of the resources is prohibited.
 - Use of the network to do anything illegal is prohibited. This includes sharing or distributing copyrighted software, copyrighted MP3 files, and/or distribution of virus material.
 - Providing services of any kind off campus is prohibited. This connection is provided for you to use as a client to obtain services provided by non-RCN subscribers. Certain Tech authorized services can be provided, on campus only, for your personal use. Examples of this include ssh, sftp, and http, so you may access your machine from on campus. Examples of unauthorized services are PC Anywhere and online game servers that are accessible from off campus.
 - Connecting any computer to both a modem and RCN port is prohibited. This includes voice and data services.
 - Use of excessive bandwidth is prohibited. Using 10 percent of the bandwidth 5 percent of any given time is considered excessive.
 - Use of the network for commercial purposes is prohibited. Running and/or supporting a business from your computer is prohibited.
 - Port scanning is prohibited.
 - Modifying the existing network wiring is prohibited. For problems with a network port, contact ISD at -5700.
 - Use of any additional networking equipment, such as hubs, switches, routers, wireless hubs, gateways, multiple network cards, address translation, etc. is prohibited.
 - Abusive behavior such as stalking, spamming, etc. is prohibited.
 - The assigned IP address must be used for the length of the network connection.
 - The network's primary objective is to provide students with an educational resource. Online games are not considered educational and they will not be given priority as a network issue.
 - Any infraction(s) COULD result in forfeiture of the use of the RCN port (without refund) and/or the denial of future usage of the port.
 - Any inappropriate behavior will be reported to the proper authorities for action.
 - Tampering with/destroying DSL boxes installed in your room may result in a repair fee charged to your student account.
 - Since your TCC email is ISD's primary means of communication, you must have a TCC email account for the length of your connection. If we find that it has been closed or terminated, your port will be disabled until the account is reactivated.
 - ISD reserves the right to keep a secure infrastructure. This may include port scanning, traffic monitoring and logging, and security/threat analysis.
 - This agreement may be changed at any time by ISD.
- Check <http://www.nmt.edu/information-services-department> for updates.

8.0 Pet Policy

1. Dogs, cats, and other pets must be leashed and attended whenever they are on the campus grounds.
2. Pets are not allowed in Institute buildings.
3. Dogs must carry city tags.
4. Animals in violation of 1, 2, and/or 3 will be picked up and taken to the Socorro Animal Shelter.

9.0 Privacy of Information

In accordance with requirements set forth in the Family Educational Rights and Privacy Act (FERPA), students are hereby notified that Tech maintains the following files on students: *All of these files will be reviewed and purged in accordance with the Schedule of Records Retention and Disposal published by the State Records Center and Archives, January, 1982. A copy of this schedule is available in the Office of the Registrar.*

<http://www.nmcpr.state.nm.us/nmac/parts/title01/01.020.0003.htm>

No additional information will be released without written permission from the student involved except to authorized school officials. Authorized officials are identified as the President, Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Research and Economic Development, Vice President for Student and University Relations, Dean of Students, Dean of Graduate Studies, department chairs, Registrar, a student's academic advisor, and other officials who might be considered to have a legitimate academic interest. Legitimate academic interest is defined as a need to inspect a student's record to ensure satisfactory academic progress toward a degree objective, check for course prerequisites, or ensure safety of the student. A record of all disclosures to any individual or agency will be kept with the record in question.

Failure of New Mexico Tech to comply with the regulations of the Family Educational Rights and Privacy Act may be reported to the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 330 Independence Ave., SW, Washington, DC 20201.

- 9.1 **Academic Affairs** maintains files on academic grievances, academic disputes, and cases of academic dishonesty.
- 9.2 **Academic Departments** maintain files containing grades, waivers, reference letters, approved elective sequences, and correspondence. Department chairs and clerical staff are responsible for maintaining these files. Access is limited to department faculty and clerical staff.
- 9.3 **Bureau of Geology and Mineral Resources** maintains records for current and past employees. The Director and his/her secretary are responsible for maintaining these files. Access is limited to division staff.
- 9.4 **Business Office** maintains employment authorizations, accounts receivable, and payroll information. The Business Manager is responsible for maintaining these files. Access is limited to Business Office staff and authorized auditors.
- 9.5 **Career Services, Student Affairs** maintains files containing a placement registration form, release forms, unofficial transcripts, and materials such as resumes. Career Services is responsible for maintaining these files. Access is limited to Career Services personnel.
- 9.6 **Center for Student Success** maintains files containing name, address, student level, and situation. Access is strictly limited to the Director and appropriate faculty/staff unless a signed release is obtained from the student. Files are reviewed every year.
- 9.7 **Counseling & Disability Services** maintains files containing name, address, student level, and situation. Access is strictly limited to the counselor and/or appropriate healthcare staff unless a signed release is obtained from the student. This office also maintains student health insurance records. Access to records is limited to appropriate office staff.
- 9.8 **Dean of Students** maintains files regarding disciplinary matters. Access is limited to the Dean of Students (and other professional staff as designated by the Dean) and clerical staff. In cases where disciplinary matters are brought before the Student Discipline Committee, members of the committee may have access to the files.
- 9.9 **Financial Aid Office** maintains all aid applications, supporting financial documents, loan records, and academic progress records for students who apply for aid. The Financial Aid Office is required by federal law to keep these records five years or until loans are paid in full. Access is limited to authorized educational personnel and auditors as required by federal law. Access for any other individual requires written permission of the student. Other documents maintained include work authorization forms and scholarship information.

9.10 Graduate Office maintains copies of correspondence, transcripts, applications for admission, letters of acceptance, assistantship appointment forms and contracts, progress reports, grade reports, special course request forms, reports of advisory committees, records of degree completion for current and past M.S.T., M.S. and Ph.D. students. These files are designed to assist in advising and checking degree progress. The Dean of Graduate Studies is responsible for maintaining the files. Access is limited to the Dean, clerical staff, graduate academic advisors, academic department chairs, research supervisors, and graduate employment supervisors.

9.11 International & Exchange Programs Office, *Student Affairs* maintains and is responsible for files on international students. These files include copies of I-20 or IAP-66 and I-94 visas, the annual census form, correspondence, and additional necessary documentation. Access is limited to department staff and other personnel concerned with the legal status of international students. Since this Office is responsible for international undergraduate admission, those application files are stored here until admission is complete. Files generated by student exchange activities (both international and domestic) are also stored here. Upon enrollment at Tech, these files are transferred to the Office of the Registrar and become part of the student's permanent record.

9.12 Multicultural Programs Office, *Student Affairs* maintains confidential files of students in special programs only. Access is limited to the administrator.

9.13 Office of Admission maintains files containing applications, ACT or SAT scores, transcripts, and correspondence. The Director of Admission is responsible for maintaining these files. Access is limited to the Director of Admission and Admission Office staff, as well as the Director of Financial Aid and the Financial Aid staff. Upon enrollment at Tech, these files are transferred to the Office of the Registrar and become part of the student's permanent record.

9.14 Office of the Registrar maintains official academic records of students, which include all transcripts from other institutions, official records of courses taken at Tech, copies of all official correspondence, test scores, and applications for admission. The Office of the Registrar is responsible for maintenance of these files. Routine access to these files is limited to the Registrar staff, academic advisors, and authorized college administrators.

9.15 Payroll Office maintains files containing pay determinations and tax information. Access is limited to Human Resources, Payroll staff, and authorized auditors.

9.16 Residential Life maintains documents pertaining to students' housing and meal plan contracts while at Tech. Access to these files is limited to the Residential Life Office staff and authorized college administrators unless the student has provided written consent.

9.17 Student Health Center maintains files containing name, address, student level, and situation. Access is strictly limited to healthcare staff unless a signed release is obtained from the student.

10.0 Tech Computer Center Policies and Procedures

The Tech Computer Center is here to serve the academic computing needs of the campus community.

See the latest **TCC Hotline**: <http://infohost.nmt.edu/tcc/newsletters.html> [PDF format]

10.1 Policy on Computer Accounts

http://infohost.nmt.edu/~tcc/policy/policy_acct.html

- Students can have one computer account that is billed monthly to their Banner ID as long as they are enrolled.
- Full time permanent staff employees can have one personal computer account that is deducted from their paycheck monthly.
- Staff employees can have computer accounts that are billed to general ledger accounts (i.e., 111A-12345) but the departmental business officer must authorize the expenditure.

- Full-time permanent faculty can have one computer account that is paid by the Vice President for Academic Affairs, but it must be approved by Academic Affairs and Accounting.
- Faculty can have computer accounts that are billed to general ledger accounts (i.e., 111A-12345) but the departmental business officer must authorize the expenditure.
- Course accounts (i.e., CS122, MATH283, etc.) will be paid by the department requesting the account, but the departmental business officer must authorize the expenditure.
- Departmental accounts must be paid by the department.
- Spouses of full-time staff or full-time faculty can have one computer account that is deducted from their spouse's paycheck monthly. The Payroll Department must approve the deduction and the employee must cosign the form.
- Employees of affiliated entities (i.e., NRAO, UNM faculty, NMSU faculty, UNM students, NMSU students) can have one computer account, but they must first open an Accounts Receivable account in the Business Office and must also prepay six months of usage in advance. They must provide the receipt.
- Graduated alumni of NMT can have an email address on @alumni.nmt.edu.
- Community Education Program instructors and adjunct faculty can have one personal computer account when they are teaching. If the Community College Coordinator approves, the charge can be billed to the Community College; otherwise the employee must first open an Accounts Receivable account in the Business Office and must also prepay six months of usage in advance.
- Master of Science for Teacher students can keep their computer account for the entire year after they enroll in a summer MST class. Enrollment in the MST program must be verified.

10.2 Access and Usage Policy

<http://infohost.nmt.edu/~tcc/policy/access-2003.html>

Approved by the Faculty Council, October 2, 2003; Approved by Board of Regents.

10.3 Introduction

Open access to the academic network and associated academic computer facilities (Academic Computer Network or ACN) of Tech and the world is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. This document has been prepared to help people retain that privilege. The preparation of this document included review and modification by the people using the Tech academic network and computers.

This document contains the official policy on access and use of the academic computing facilities and the academic network at Tech. In addition to this policy, academic departments at Tech may have supplemental computer usage policies. You will need to contact them to find out about their policy.

The policy presented here applies to all academic computer systems at Tech, regardless of their operating system or manufacturer.

The term "academic computer" is meant to include any computer that is used primarily for academic efforts at Tech. It may or may not be connected to the Ethernet network at Tech.

The term "academic computer system" may include network resources as well as the computer.

The phrase "general use academic computer facility" is meant to include facilities, machines, and peripherals that are intended to be used by more than one person in support of Tech's educational mission. (This would, as an example, include user areas that a department has created for use by students enrolled in its programs. It would not necessarily include computing facilities in a professor's office.)

The term "Computer Staff" includes any professional staff and part-time student employees who work in academic computer facilities.

None of the statements in this policy are to be interpreted in a manner that would hinder the educational mission of Tech. If there is conflict, or ambiguity, between statements of this policy and those of other Institute policies, they will be resolved by the Director for Academic Computing and the appropriate Tech representative(s).

This policy will naturally change over the course of time as required to stay abreast of changes in the direction of Tech, in the computer field, and in society. Any such changes will be subject to comment and review by the Tech community and will require approval by such bodies as the President of Tech deems necessary, before going into effect.

10.4 Advisories

All data on any academic computer are considered to be the sole property of the owner of the account that created the data, except in instances where the account owner has previously assigned those rights to another, or the original work is not that of the account owner.

10.5 Access to Academic Computing Facilities

Any member of Tech may apply for an account to use designated general-use academic computing facilities. Accounts may also be created for faculty and staff of other schools by special arrangement. Valid identification must be presented when applying for an account. Students may also be required to present a current class schedule and proof of validation to show that any required fees have been paid.

Each account holder (or applicant) is required to supply the Computer Staff with the information necessary to properly maintain the system's account information database. [It should be noted that portions of this data may be accessible to anyone with access to the system, and that some of the Computer Staff would have full access to the database. In particular, no right to anonymity or privacy exists. That is, users should know that it is possible for others to determine a user's name, given their login ID.]

Persons granted special access means (e.g., means to access facilities outside the normal hours of operation) must restrict this access to themselves. If they wish to have permission to allow others access to their special privilege, they must specifically ask for it. In any case, they must understand that the responsibility for the facilities so accessed still rests with them. In no case should the means of access (keys, access cards, combinations, passwords, etc.) be lent or given to others. If this occurs, access may subsequently be denied to both the user and the borrower.

10.6 Client Privileges and Responsibilities

Prior to receiving the privileges associated with an academic computer account, users must sign a statement that they also accept the responsibilities that accompany those privileges. People using the academic computer facilities are responsible at all times for using those facilities in a manner that is consistent with this policy and its intent.

They are responsible for obeying all official notices posted in the user areas, attached to equipment, displayed in the message of the day, posted in local policy newsgroups by appropriate staff members, or announced using electronic mail. They are also responsible for knowing and abiding by the policy set forth in this document, along with any changes announced by any of the means noted in this paragraph.

Users are also responsible for any and all activity initiated by their account. For this reason, as well as to protect their own data, they should select a secure password for their account and keep that password secret at all times. Passwords should not be written down, stored online, or given to others. (Passwords should never be given to ANYONE, even to someone claiming to be a Computer Staff member.)

Users are responsible for protecting their own files and data from reading and/or writing by others, with whatever protection provided by the operating system in use. They are also responsible for picking up their printer output in a timely fashion to avoid theft or disposal.

Those using the academic computing facilities must act in a manner that will not cause damage to the academic computing resources of Tech. Examples of acts that can damage Tech's computing resources include, but are not limited to, electronic distribution of chain-letters, pyramid-schemes, harassing mail, illegal mail and posting material inappropriate for a targeted Usenet news group.

Theft, accidental damage, or damage caused by other parties must be reported to the Computer Staff as soon as possible so that corrective action can be taken.

Anyone observing or suspecting security violations, harassment, or other inappropriate behavior (for example, noise pollution in a user area) is encouraged to report such behavior to the Computer Staff.

10.7 Proper Use

The academic computing facilities exist as a resource of Tech to support its missions. The academic computing facilities are not to be used for any commercial activity not already associated with legitimate research activity. Commercial activities include, but are not limited to, consulting, typing services, and developing software for sale.

Game playing and the development of computer games are permitted on academic systems only when resources and facilities permit. These activities may be limited by time and locations. Work in pursuit of the goals of Tech has priority over game playing and game development (unrelated to course work).

Many resources, such as consoles, disk space, CPU cycles, network bandwidth, printer queues, batch queues, and software licenses, are shared by many people. Use of one or more of these resources in any way that unreasonably restricts its use by others is inappropriate and may require action by the Computer Staff to free the resource. Anyone repeatedly using these limited resources in an unreasonable way, and showing willful disregard for this policy, may be seen as attempting to deny services to others and may lose their access.

Anyone conducting experiments on computer security or self-replicating code must have that activity initially, and then periodically, reviewed to address the risks the work may place upon the rest of the Tech community. The Director of Academic Computing must be notified of the activities of such work well in advance of their occurrence in order to evaluate the risks involved. When possible, special arrangements will be made to provide an adequate environment for these efforts without risking damage to, or impairment of, other's work. Codes that fall into the above categories would include, but not be limited to, virus code, worm code, password cracking code, and password grabbing code.

The state of the systems security at any given time is not to be interpreted as an opportunity for abuse either by attempting to harm the systems or by stealing copyrighted or licensed software. Deliberate alteration of system files can be considered vandalism or malicious destruction of Tech property.

The ability to connect to other systems via the network does not imply the privilege to make use of or even connect to these systems unless properly authorized by the owner(s) of the system(s) in question. Tech facilities and network connections may not be used for the purposes of making unauthorized connections to, breaking into, or adversely affecting the performance of other systems on the network, whether these systems are Tech owned or not.

Other organizations that operate computing and network facilities that are reachable from Tech may have their own policies governing the use of those resources. When accessing remote resources from Tech facilities, users are responsible for obeying both the policies set forth in this document and the policies of the other organizations.

10.8 Computer Staff Authorities and Responsibilities

Tech attempts to acquire and maintain resources that will be beneficial to most people. Tech also makes every reasonable effort to provide sufficient resources to ensure that reasonable use is possible for all users.

Tech will not, at its own expense, acquire, write, or maintain programs or hardware peculiar to a particular person's application. Tech will maintain a person's resources, at that person's expense, if there is sufficient time and staff available to do so. The Computer Staff has the responsibility to provide, when possible, advance notice of system shutdowns for maintenance, upgrades, or changes so that people may plan around periods of system unavailability. However, under some circumstances, the Computer Staff may shut down a system with little or no advance notification. Every effort will be made to give people a chance to save their work before the system is taken out of service.

From time to time the Computer Staff may be required to adversely affect a person's work (for example, terminate their process) to protect either the computer system (machines and/or network) or other

people's work. When such action is required, the Computer Staff will attempt to contact the users in question and inform them what needs to be done. If they cannot be contacted in the time permitted by the situation, then the Computer Staff member responsible for affecting the users' work must deliver notification, to the user, of what happened and if possible what can be done to prevent it from happening again.

In accordance with federal and state law, the Computer Staff will undertake reasonable effort to maintain the privacy of a person's files, electronic mail, and printer listings. The following actions will require prior authorization, by the faculty or staff member responsible for granting accounts on the systems in question, before they can be carried out:

1. Disclosure of these files to Tech officials with a legitimate and necessary interest.
2. Examination of a person's files, electronic mail, or printer listings in the normal course of examining and repairing system problems, and when investigating instances of improper use of academic computing facilities.

Computer Staff are also responsible for reporting any violations of Tech policy, state law, or federal law pertaining to the use of Tech computer facilities to the appropriate authorities whenever such violations come to their attention.

10.9 Copyrights and Licenses

It is against federal or state law and this policy to violate copyrights or patents. This applies to, but is not limited to: software, music, video, and any eligible digital item. It is against this policy and against federal or state law, to violate software license agreements.

Copying of licensed software is illegal except as allowed for by the license. Licensed software is not to be copied by anybody except as allowed by license. Many software packages have a limited number of licenses and so require people to share the licenses. The license agreements for some software found on academic computing systems may specifically restrict the software to instructional use. The System Administrator for the system on which the software resides must be consulted beforehand when planning the use of third party software (found on academic computing systems) for research or administrative tasks in lieu of purchasing research or administrative licenses for this software. To ensure compliance, only the System Administrator for the system may install software.

Source code for licensed software may not be included in any software developed at Tech, in part or in whole, except as specifically permitted by the license pertaining to that source code.

If you have doubts, or questions, about the legality of copying any software, please contact the Director of Academic Computing before you undertake any copying.

10.10 Violations

Students and other users of Tech's Academic Computer Network (ACN) facilities and equipment are expected to adhere at all times to the rules and guidelines established by state or federal law and by this document and related documents adopted by other academic departments. Individuals who violate these rules are subject to disciplinary action.

The disposition of situations involving a violation of the policies set forth in this document and the penalties that may be imposed upon the person guilty of the violation(s) are described in this section.

Accidental infractions of this policy such as poorly chosen passwords, overloading systems, excessive disk space consumption, poor judgment, and so on, are typically handled internally in an informal manner by electronic mail or in-person discussions.

More serious infractions, such as unauthorized use, denial of service, attempts to steal passwords or data, attempts to steal licensed software, violations of Tech policies, harassment, or repeated minor infractions, may result in the temporary or permanent loss of academic computer system privileges without advance notice or warning.

Offenses that are in violation of state or federal laws can result in immediate loss, without advance notice or warning, of all academic computing privileges. The appropriate authorities will be notified of any such infractions, and penalties may be imposed under Tech regulations, New Mexico law, or the laws of the United States including the New Mexico Statutes 1978, Annotated, Chapter 30, Article 45.

10.11 Bringing of Charges

Charges of violations of these rules may be brought by any member of the student body, staff, and faculty. Charges should be directed to the faculty or staff member responsible for the academic computing system involved with the infraction. That person will determine if further action is required. He or she may require that the charges be made in writing. Normally, charges will be brought within ten days of the alleged violation, but in special cases, the time limitation may be extended.

10.12 Notification of Charges

If further action is required, the faculty or staff member will turn the matter over to the ACN Discipline Committee. This committee is comprised of two members of the faculty, two students, and a Computer Staff member from the system involved (all of whom are users of the ACN and familiar with its operations). Members are selected and appointed by the Vice President for Academic Affairs. The committee will, after meeting with the individual charged and other parties who have information relevant to the case, decide what penalties, if any, are appropriate to the case.

10.13 Discipline Policy

Users of Tech's Academic Computer Network (ACN) facilities and equipment are expected to fully adhere to the general Rules, Regulations, and Guidelines established by the Vice President for Academic Affairs in the Student Handbook. Students who violate the rules will be subject to the disciplinary procedures and penalties as enumerated in this section. Faculty and staff using ACN facilities and equipment are subject to the policies and procedures set forth in the Disciplinary Action section of the Tech Employee Handbook. Some situations involving faculty may be covered by regulations governing academic freedom and tenure. Users are fully subject to the appropriate state and federal laws as well.

If a violation is sufficiently serious, the matter will be referred to the appropriate authority (e.g., the Director of Academic Computing, Dean of Students, Vice President for Academic Affairs, Human Resources Director).

If a complaint concerns the appropriate nature of content, such as electronic mail or World-Wide-Web homepage, a Mediating Committee composed of the Dean of Students, Director of Public Information, Director of Academic Computing, and President of the Student Association, or their designees, will meet with the individual to discuss the complaint. If no voluntary remedy can be reached, the issue will be referred to the ACN Discipline Committee.

10.14 Disciplinary Action

Any individual who is found to have violated ACN rules and/or policies is subject to one or more of the following penalties:

- A letter of warning from the faculty or staff member
- Mutually agreed upon service to the ACN user community
- Suspension of ACN privileges for the current semester
- Suspension of ACN privileges for the academic year
- Permanent suspension of ACN privileges.

The committee may also decide to file charges of violation of the General Campus Rules with the Dean of Students.

10.15 Appeal of Disciplinary Action

Students who have been found to have violated ACN policies may appeal that finding to the Dean of Students. Further appeals will follow Institute policies on appeals.

11.0 TCC Software Requests

http://infohost.nmt.edu/~tcc/policy/software_request.html

11.1 Introduction

When the TCC moved to a centralized file server, one of the side effects was the planning and scheduling of software installations. When a faculty member requests that new software, or upgraded software, be installed on the server, considerable effort has to be expended to ensure that the new software is compatible with the existing operating systems, the SAMBA server, the print server software, the license manager, and the file system. This can be a difficult effort for some software. Therefore, it is imperative that the TCC have advance notice of such requests.

11.2 Cost

If the faculty member submits the request at least 30 days prior to the start of the semester, then the TCC will evaluate and install the software at no cost. However, if the request is submitted less than 30 days prior to the start of the semester, then the requestor will be charged the current programming rate AND no guarantee is made that the software will be available at the start of the semester.

12.0 Vehicles (Motorized & Non-Motorized) Policy Statement

12.1 Respect the property of others! Damaging the property of the Institute is a violation of the General Campus Rules. Riding on elevated surfaces that are painted, stuccoed, or otherwise fragile will not be tolerated.

12.2 Education comes first! Riding in a manner that disrupts teaching, research, or other Institute activities is a violation of the General Campus Rules. Please ride in a way that does not create excessive noise in areas around classrooms, offices, and residence halls.

12.3 Pedestrians always have the right of way! Interfering with or causing danger to bystanders will not be tolerated.

12.4 Be careful! Ride at your own risk; this Institute is not responsible for injuries resulting from riding a non-motorized vehicle. Non-motorized vehicle riders must adhere to the same traffic and safety rules as automobile drivers. Bicycle parking is not allowed in interior hallways.

12.5 Signs prohibiting skating denote areas on campus where skating tends to violate campus rules. Please be especially considerate in these areas.

13.0 Campus Services

13.1 Advancement, Fidel Center (-5525)

The Office for Advancement is responsible for fundraising, encouraging, and acknowledging gifts; and developing and maintaining donor relations with Tech's constituents.

13.2 Alumni Relations, Advancement, Fidel Center (-5525)

To promote, support, and strengthen communication between the university and its alumni, Alumni Relations organizes reunions and gatherings, produces an alumni newsletter and magazine (*Gold Pan*), promotes alumni chapters, and sponsors activities. The Office encourages alumni participation and recognizes outstanding alumni achievements.

13.3 Auxiliary Services, Fidel Center (-5050)

The Auxiliary Services Office strives to recreate the essential elements of home and community on campus, thus enriching and completing each student's college experience. The Auxiliary Services Office has financial and management responsibility for the Bookstore, Children's Center, Dining Services, Game Room, Golf Course, Macey Center, Residential Life, the Student Activity Center, Summer Conferences, the Swim Center, and Tech's Albuquerque facility.

13.4 Bookstore, Fidel Center (-5415)

The campus bookstore is operated by the Texas Book Company and sells new and used textbooks; in addition, the bookstore offers a textbook rental program, as well as general reading books, school supplies, imprinted clothing and gifts, and a variety of other convenience items. The bookstore buys back textbooks throughout the year. Textbooks in good condition, which are adopted for the following semester, are

purchased at up to half the purchase price in quantities to fill the bookstore's need for the following semester. If a textbook is not adopted for the next semester, or if the publisher has announced a new edition, the textbook will be purchased at the current published buying guide price.

Textbooks returned with a receipt during the first five days of the fall and spring semesters will receive a full refund. Thereafter, a full refund is given through the twelfth class day with a receipt and a drop slip. A cash register receipt must accompany all refunds and returns. Returns may be made within five class days of the summer session. Special orders, non-textbook specific study guides, and test preparations are non-refundable.

All other merchandise may be returned within three days of purchase with a receipt. New materials must be returned in original condition. Shrink-wrapped items may be returned for refund if unopened. Refunds are not allowed during the week prior to or during finals.

13.5 Career Services, Student Affairs, Fidel Center (-5060)

Current students and alumni can take advantage of services, including career counseling; résumé, cover letter, interviewing, and networking assistance; on-campus interviews for permanent, intern, summer, and cooperative education jobs; Career and Graduate School Fairs in the fall and spring semesters; and job search assistance. Students can find on-campus, internship, summer, cooperative education, and permanent employment positions via Career Connect at: <http://www.nmt.edu/job-postings>.

Career Services offers workshops on various job search and graduate school application topics and hosts events such as Etiquette Dinner and employer informational sessions each semester. The office also maintains a "Career Closet," allowing students to borrow professional attire for interviews. Information on upcoming events and other services is available at www.nmt.edu/career-services.

Although Tech assumes no responsibility for obtaining employment for its students, every effort is made to assist those students who take advantage of Career Services.

13.6 Children's Center (-5240)

Tech's Children's Center offers quality and developmentally appropriate education and care for children of Tech students and employees, as well as community members. The Children's Center equally places a high priority on responsiveness and close working relationships with each child and family in a relaxed and casual setting for children ages 2 through 5. The Center uses the Creative Curriculum and developmentally appropriate practices of the National Association for the Education of Young Children (NAEYC).

The Children's Center mission is to complement the service and educational objectives of Tech by:

- Providing education, care, and nurturing for the children of students, staff, faculty, and community members;
- Utilizing culturally and developmentally appropriate practices; and
- Serving as a role model of child care excellence for the community.

The Children's Center seeks to provide the best possible environment for the care, education, and development of children. The curriculum encourages:

- Programs that are designed to be different, flexible, and encourage active hands-on learning because all children are unique with individual skills and interests;
- Freedom and opportunity to develop physical, cognitive, and social skills at a child's own pace;
- A warm relationship with adults that gives children a feeling of support while developing a sense of self-worth and independence; and
- Consistent and understanding adult guidance, which supports needs yet limits actions and promotes a child's gradual growth towards responsibility and self-control.

The goal of the Children's Center is to build and maintain a strong, diverse, and inclusive organization that allows for the achievement of the following objectives:

- Supporting families in achieving their own goals;
- Providing opportunities and resources for children to develop cognitive, motor, communication, and social skills;
- Promoting developmental progress of a child's self-care, self-esteem, and self-control;

- Promoting child engagement, mastery, and independence; and
- Providing and preparing for life experiences.

The Center is open year-round, 7:30 a.m. to 5:30 p.m., Monday through Friday. For more information e-mail asullivan@admin.nmt.edu or visit <http://externalweb.nmt.edu/children/missionchild.htm>

13.7 Cooperative Education Program, Student Affairs, *Fidel Center* (-5060)

Included within Career Services is the Cooperative Education Program. Cooperative education ("co-op") allows students to obtain hands-on work experience in their fields while in school. A co-op student is typically off campus for three to eight months, working full time in a position related to his or her major. The student is enrolled in a one-credit course and has the rights and responsibilities of any other student. Information and application materials are available in Career Services and at www.nmt.edu/career-services.

13.8 Financial Aid, *Fidel Center* (-5333)

The Financial Aid Office administers the federal and state Title IV financial aid programs, the New Mexico Tech scholarship program, the State of New Mexico scholarships such as the Legislative Lottery Scholarship, and student employment on campus.

13.8.1 Employment (Student)

Students are allowed to work on campus through part-time student employment and through federal and state work-study. In general, the students must be classified as regular, degree-seeking students. To work through part-time student employment, the student must be enrolled full time. To work through the federal or state work-study program, the student must have qualified for an award from one of these funds when awarded financial aid. The Career Services Office can assist the student with finding a position. On the student's first day of work, the student needs to go to the Payroll Office to complete the paperwork for an I-9, and then go to the Financial Aid Office to get a Student Work Authorization. More details regarding student employment can be found in the Student Employment Handbook located at:

http://www.nmt.edu/images/stories/financial_aid/pdfs/stu_employ_handbook_04.pdf

13.9 Health Center, *Fidel Center* (-5094)

The Student Health Center offers general, primary, medical care for students registered for 6 or more credit hours. Coverage includes gynecological services (pelvic exams, pap smears, contraceptive information, and pregnancy testing); diagnosis, treatment, and follow-up examinations for sexually transmitted diseases; and refrigerated storage of allergy medications. A licensed Nurse Practitioner can prescribe medication, administer allergy injections, and suture simple wounds.

The Center is open 40 hours per week during academic sessions. If there is an emergency after hours, students should call 911 or go to the Socorro General Hospital Emergency Room. Medical conditions beyond the scope and capabilities of the Center will be referred to outside providers. Charges by outside providers are the sole responsibility of the student, as are charges incurred for laboratory procedures and medication. Optical, dental, and hospital services are not covered.

While the Center is available for assistance to students with chronic illness or disabilities, it cannot provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature. The Office of Counseling & Disability Services is available for some of those services.

Emergency transportation for the seriously ill or injured may be arranged through Campus Police (-5434 or 911).

13.9.1 Health Insurance, *Fidel Center* (-6619)

Students are responsible for maintaining health coverage throughout their studies at Tech and for notifying Tech of any changes to that coverage. This regulation applies to:

1. Undergraduate students registering for 6 or more credit hours;
2. Graduate students registering for 3 or more credit hours; and
3. Any student registering for 3 or more credit hours during the summer session.

New Mexico Tech sponsors a student health insurance plan. Information on this plan is available through the Office of Counseling and Disability Services.

International students studying in J1 non-immigrant status must have specific levels of insurance coverage for themselves and all dependents in the U.S. The Tech sponsored policy will provide at least the minimum levels of coverage required.

13.10 Housing (On-Campus)

See Residential Life.

13.11 Housing (Off-Campus)

Students are not required to live on campus at any time during their studies at Tech. A listing of real estate agencies is available in the Socorro phonebook.

13.12 International & Exchange Programs, Student Affairs, Fidel Center (-5060)

The International and Exchange Programs Office offers support services designed to aid international students to maintain legal F-1/J-1 student status while they are living in the United States. In addition, the Office provides fall and spring orientation programs to help ease the students' transition to living in the U.S., and frequently coordinates other activities, seminars and workshops, as well as an annual international exhibit. The Office is also responsible for the processing of all international undergraduate admission applications.

In addition, OIEP coordinates opportunities for Tech students to study overseas, maintaining information about study abroad and international exchange opportunities available in countries throughout the world. Tech is also a member of the New Mexico International Education Consortium, thus opening the door for Tech students to study abroad through the programs of other member universities.

13.13 Lost and Found, Fidel Center Management Office, Fidel Center (-6513)

Lost and found items may be turned in to the Fidel Center Management office located on the third floor of the Fidel Center.

13.14 Macey Center (-5342)

Macey Center, opened in 1982, is Tech's performing arts, special events, and conference venue. The Center contains meeting rooms, a 600-seat theater, and two spacious lobbies. Macey Center has served as a venue for student events including departmental conferences, dances, movie nights, and comedy nights as well as for weddings and anniversaries.

In Macey Center's Art Gallery, artists are featured every four to six weeks, and display works include photographs, paintings, quilts, sculptures, and jewelry. The Gallery is open 8 a.m. to 5 p.m., Monday through Friday and on weekends as events are hosted.

13.15 Multicultural Programs, Student Affairs, Fidel Center (-5060)

The Multicultural program promotes diversity and cultural awareness at NM Tech. Multicultural programs offer a wide variety of resources to students, including scholarships, internships, grants, career connections, educational events and resource center.

The Office works closely with multicultural-oriented student organizations such as AISES, SHPE, and AME, providing advocacy for these organizations and assistance with conferences and outreach activities.

13.16 Performing Arts Series, Macey Center (-5688)

The Performing Arts Series (PAS) presents a variety of quality multicultural performances in music, theater, dance, and family entertainment. PAS shows are usually free to Tech students and affordable for family and friends. Socorro may be a small town, but the PAS line-up is of equal caliber to many nationwide venues, though with cheaper tickets, a more intimate venue and easier to park! PAS brings the world of arts and entertainment to Socorro. It is an excellent creative and social diversion for students, a perfect setting for socializing with professors and staff, and a great way to spend quality time with visiting relatives. More

information is available at <http://www.nmtpas.org/> or visit us on Facebook at <http://www.facebook.com/NMTPAS>.

13.17 Physical Recreation

13.17.1 Golf Course (-5335)

Long regarded as one of the premier layouts in the Southwest, Tech's superb 18-hole golf course offers all of the amenities of a full-service golf club. There are extensive practice facilities, a full-length driving range, golf classes offered each semester, as well as individual golf lessons and group clinics available by appointment.

As a full-time student, rental clubs are available free of charge and green fees and memberships are among the most affordable anywhere. The New Mexico Tech Golf Club competes throughout the state.

13.17.2 Gym (-5131)

Encouraging team sports, physical fitness, and balanced lifestyles is part of the Physical Recreation Department's educational mission. Athletic programs promote healthy bodies and help instill healthy lifelong fitness habits. Athleticism also teaches communication skills, teamwork, ethical conduct, and leadership—all critical professional qualities.

Students, employees, and the Socorro community can use Tech's athletic facilities. The Gym is comprised of two large multipurpose gyms, a martial arts room, a weight and fitness room, a bouldering wall, two racquetball courts, and one squash court. Additional recreational areas include a large, multiuse athletic field and tennis courts.

Students are encouraged to take part in intramurals, which include soccer (indoor and outdoor), basketball, softball, and volleyball. Classes include aerobics, yoga, weight training, rock climbing, and more.

Tech's sports club program provides opportunities for participating at a higher level of competition. Sports clubs serve as avenues for working with people toward mutual goals, while developing leadership skills. These clubs are formed, developed, directed, and controlled by members and are registered with, and operate through, the auspices of the Department of Physical Recreation. Sports clubs include baseball, biking (road and mountain), caving, climbing, golf, martial arts, paintball, men's and women's rugby, shooting, men's and women's soccer, men's and women's volleyball, and ultimate Frisbee. *(These clubs will vary from year to year and are dependant on student interest)*. For more information about joining a club or starting one, e-mail Dave Wheelock, Sports Club Coordinator, at dwheelock@admin.nmt.edu.

Students with valid Tech identification may check out items including basketballs, volleyballs, soccer balls, and racquetball, squash, and tennis equipment. The Gym also has sleeping bags, backpacks, canoes, and paddles for loan. The Gym sells protective eyewear and athletic supplies.

A valid student identification card is required for entry to the Gym. For a small fee, students may bring one guest, 17 or older, per visit. The host must accompany the guest and be responsible for the guest while in the facility. Full-time students may receive passes for their spouse and dependent children (ages 11 to 21). These are renewable each semester.

13.17.3 Swim Center (-5221)

The Swim Center is available year-round and is free to full-time students. The pool is 25 yards long and has six lap lanes. There are three time periods (morning, noon, and evening) for lap swimming and two lap lanes available during open swim times. Open swim is from 1:30 p.m. to 4:50 p.m. daily. More information is available at: <http://www.nmt.edu/swimming-pool-fs-campus-services>.

13.18 Public Information, *Brown Hall* (-5617)

Tech's Public Information Office is responsible for writing and distributing press releases and representing Tech to the news media.

13.18.1 Publications

Gold Pan: The Alumni newsletter; *Paydirt*: The Student Association newspaper; and SCOPE: A twice-weekly, electronic newsletter.

13.18.2 RAVE- Emergency Notification System

New Mexico Tech's Rave Emergency Alert System will reach students via cell phone voice and text and also via email. Returning and new students are automatically "Opted In" to the Rave Emergency Notification System when they register each semester.

Emergency notifications are issued for any special situations that concern campus safety, such as severe weather advisories, special instructions due to street closures and emergency instructions that will affect students of what to do and where to proceed to in the event of an emergency situation. This will allow students to stay safe and keep them out of harm's way as a situation is happening, or to stay clear of an incident scene.

Students can log in at <https://www.getrave.com/login/nmt> to update contact information.

13.19 Residential Life, *Fidel Center* (-5900)

The Residential Life Office strives to promote personal growth and social awareness while enhancing student learning. Residential Life staff endeavor to create safe and supportive opportunities for the development of interpersonal and leadership skills in a residential environment.

The Residential Life Office manages eight residence halls, all within walking distance of classrooms and other university buildings. These residential complexes accommodate a little over 700 students and provide a stimulating and active community that promotes learning outside the classroom. Those students who choose to live on campus participate in scholarly and social activities that bring them together as part of the residential life program. Information on Residential Life Policies and Procedures is available at:

<http://www.nmt.edu/current-student-info/144-residence-halls-standards;>

13.20 Student Affairs, *Fidel Center* (-5060)

Tech Student Affairs includes the offices of Career Services, International and Exchange Programs, and Multicultural Programs, which are located in the Student Affairs Office Room 262 in Fidel Center.

13.21 Student Government Association, *Fidel Center* (-5869)

Each student who has paid the mandatory Student Activity Fee and is enrolled at Tech is a member of the Student Government Association. As a member, students are entitled to attend all activities sponsored by the SGA and to vote in all elections.

During the spring semester, a President and Vice President are elected to serve for one academic year. The President appoints a cabinet that consists of a Chief Financial Officer, Student Activities Officer, *Paydirt* Editor-in-Chief, Student Activities Technical Director, KTEK staff, and five Supreme Court Justices. The President and Vice President work directly with the Administration and are the official voice of the SGA. The President is responsible for all activities and expenditures, for representing the student body while dealing with entities outside the SGA, and for upholding the SGA constitution. The President's and Vice President's main duties are to keep the SGA organized and to represent the SGA to the Board of Regents and other administrative bodies.

The SGA senate is the governing authority of the student body. It provides a link between students and the Administration. It also arranges most of the campus student activities and functions. The senate consists of 21 senators, three of which are graduate student representatives and 3 of which are newly registered Freshman. Senators are elected on a staggered basis of 8 senators each fall and 10 senators each spring semester to serve for a full year. The Graduate Student Association (GSA) selects graduate student senators, while the undergraduates are chosen in general elections held in the fall and spring semesters. Students on academic probation are ineligible.

The purpose of the Senate is to bring students together as a legislative body, to take action, to communicate to Tech's Administration matters that directly affect students, and to disburse funds received from the Student Activity Fee. SGA money is used for student clubs and organizations to aid in providing a better social life at Tech. SGA committees play an important role in helping to govern student affairs. These appointments are made by the SGA Vice President and approved by the Senate. Committees include Finance, Legislative Standards, Club Advisory, and Public Relations.

Student clubs and organizations play an important role on campus, and all SGA approved clubs receive an allotted budget. The eligibility of organizations to receive funding from the SGA is determined by the Vice-President and Club Advisory Committee. A club fair, organized by the SGA VP, is held at the beginning of each semester to showcase the various clubs and organizations that are available on campus through the SGA.

It is important to note that Tech's policy of nondiscrimination on the basis of race, religion, ethnic origin, age, sex, or disability applies to student organizations. Nondiscrimination on the basis of sexual preference or political affiliation is also included in the SGA Constitution. Additional information about student organizations may be obtained from the SGA Office on the first floor of the Fidel Center.

14.0 Campus Contacts

Academic Affairs	5227	Electrical Eng Dept	5330	Management Dept	5440
Administration and Finance	5606	EMRTC	5312	Materials/Metallurgical Eng	5229
Admission	5424	Environmental Eng	5500	Mathematics Dept	5393
Affirmative Action	5165	Facilities Management	5533	Mechanical Eng Dept	5693
Alumni Relations	5525	Financial Aid	5333	Mineral Eng Dept	5345
Auxiliary Services	5050	Garage	5940	MRO	6431
Biology Dept	5612	Game Room	5927	Networking Services	5700
Bookstore	5415	Golf Shop	5335	NRAO	7000
Budget & Analysis	5295	Graduate Office	5513	Payroll	5510
Bureau of Geology	5490	Graphic Artist	5620	Performing Art Series	5688
Business Office	5315	Gym	5131	Petroleum Eng Dept	5412
Career Services	5060	Hazardous Waste	5842	PRRC	5142
Cashier	5515	Health Center	5094	Physics Dept	5328
Center for Student Success	5208	Human Resources	5206	Police (Campus)	5434
Chartwells	5111	ICASA	5926	Post Office	5119
Chemical Eng Dept	5412	Information	5434	President's Office	5600
Chemistry Dept	5263	Information Services Dept (ISD)	5700	Psychology Dept	5216
Children's Center	5240	Information Technology	5126/5440	Public Information Office	5617
Civil Eng Dept	5500	Instrument Room	5512	Purchasing Services	5888
CLASS Dept	5445	International & Exchange	5060	Registrar	5133
Computer Education Program	5735	IRIS/PASSCAL	5070	R & E D	5646
Computer Science Dept	5126	Key Control	5435	Residential Life	5900
Counseling Services	5443	KTEK	5265	Science Fair/Olympiad	5678
Dean of Students	5880	Langmuir Laboratory	5423	Shipping & Receiving	5547
Disability Services	6619	Library	5614	Student Affairs	5121
Distance Education	5511	"M" Mountain Grill	6736	Student Gov Assoc (SGA)	5869
Earth/Environmental Science	5634	Macey Conference Center	5342	Student & University Relations	5880
				Swim Center	5221
				Technical Communication	5445

15.0 Campus Map

Go to: http://www.nmt.edu/images/stories/maps/map_big.jpg