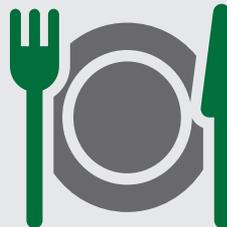




GUIDE TO CAMPUS LIVING



EASTERN
NEW MEXICO
UNIVERSITY





Welcome to life in residence on the campus of Eastern New Mexico University! We believe your experience in community living will prove both enjoyable and rewarding. Living on campus can contribute significantly to what you learn while in college.

You will meet people who will become lifelong friends, and have the chance to learn new things about yourself, about living and working with others, and about being part of a community. The success of campus living, in part, depends on you.

The information in this handbook is intended to help you succeed. Part of being a responsible member of a community is to be aware of your rights and responsibilities. It will be useful for you to read through this guide and keep it as a reference.

I encourage you to take advantage of the opportunities to get involved with your Eastern experience beyond the walls of your classrooms. The Office of Housing and Residence Life staff and I are here to assist you in your endeavors.

Have a great year!

Steven Estock
Director of Housing and Residence Life

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INTRODUCTION

This Guide to Campus Living explains your responsibilities and rights, informs you about campus facilities, and outlines important policies and procedures you need to know. Policies and regulations that pertain to conduct in this document and the Student Code of Conduct (enmu.edu/CodeOfConduct) are applicable to students residing on all campus-owned property. This covers all residences managed by the University including Curry Hall, Eddy Hall, Guadalupe Hall and West Campus Apartments. This document also applies to San Juan Village, an apartment residence managed by an outside vendor, but existing on University-owned property.

Our philosophy, goals and objectives, and operation are focused on helping you complete a degree at ENMU. We encourage you to keep and use The Guide to Campus Living, as you will be responsible for complying with its content. Please direct questions to the Office of Housing and Residence Life at 575.562.2632 or by email to steven.estock@enmu.edu or to your residence staff.

MISSION STATEMENT

ENMU Housing and Residence Life provides a comprehensive residential program designed to meet the diverse needs of resident students. The University's commitment to whole student life recognizes that students come seeking preparation for a career, as well as growth and development intellectually, socially, emotionally, physically and spiritually. A variety of living options and support structures provide generous opportunities for learning as well as the control necessary to support student academic success. The fundamental base for successful operation of the residence life program consists of students working cooperatively in all areas, with each area contributing to the total growth and development of each student.

CHOOSING YOUR HOME AT COLLEGE

ENMU offers a variety of living options to ensure you will have a quality living experience that meets your needs as a student. We care about your success and pledge to do all we can to assist residents living on campus.

Eddy Hall

- Coed residence
- Sinks in rooms
- Double rooms
- Three floors
- Two double-room suites with private bath for four residents
- South side of campus

Curry Hall

- Coed residence
- Sinks in rooms
- Three floors
- Double rooms
- North side of campus

Guadalupe Hall

- Coed residence
- Two double room suites with private bath for four residents
- Sinks in rooms
- Three floors
- South side of campus

West Campus

- 30 two-bedroom apartments
- 66 one-bedroom apartments
- Coed apartment complex
- Married, families, graduate, upperclassman and non-traditional students
- Available to students with a minimum of 30 credit hours
- One- and two-story buildings
- Limited unfurnished apartments available
- A half-mile west of central campus
- Playground area, pavilion and barbecue pits.

DINING AT ENMU

Dining Services are provided by Sodexo, a contracted corporation that specializes in providing a quality dining experience to customers. Sodexo offers "All-You-Care-to-Eat" unlimited dining in the Crossroads Café Dining Hall located in Campus Union (CUB) as well as five other venues on the ENMU campus. The Crossroads Café Dining Hall is where meal plan holders dine.

Meal plans and Flex Dollars are loaded on your ENMU ID card. You may not give access to your meal plan to any other individual, sell it, or transfer ownership to anyone else. It is for your use and only you may use it. Violations will be dealt with as violations to the Student Code of Conduct (available online at enmu.edu/CodeOfConduct).

Resident Meal Plans

There are four meal plans available to residents of Curry, Eddy or Guadalupe Hall. According to University Residence Policy, students living in a residence hall are required to sign up for one of the following meal plans:

- Carte Blanche
- Option 19
- Option 14
- Option 10

When you apply for housing, this option is included in the housing application.

Carte Blanche Meal Plan

If you have a Carte Blanche meal plan, you use your ENMU ID to enter the Crossroads Café dining hall as many times a day as you want during the normal hours of operation (see ENMU Dining Locations and Hours, Page 10).

Option 19, 14 and 10 Meal Plans

The Option Meal Plans give you a set number of meals per week paired with a varying number of Flex Dollars (see 2018-19 Meal Plan Prices, Page 9). These plans give you flexibility to use your meal plan funds to not only eat in the Crossroads Café, but also at the various dining venues on campus. If you are on one of these plans that have a limited number of meals per week (Option 19, 14 or 10), each time you swipe your

ID card to enter the Crossroads Café, that counts as one of your meals for the week. Meals are allotted for the week; additional meals beyond your designated number cannot be used.

Commuter Meal Plans

Commuter meal plans are for on campus apartment, off campus apartment and commuter students. The plans in this category consist of a combination of a set number of meals in the Crossroads Café and flex dollars that can be spent in any Sodexo operated retail food venue.

These plans are intended for visitors, commuters, and apartment residents and are not available to residents of Curry, Eddy, or Guadalupe Hall.

Block 80, 50, 35 Meal Plans

Block meal plan holders will swipe their student ID card to enter the dining hall. Each swipe will deduct a meal from their 80, 50 or 35 meal total. The Flex 250 plan is exclusively Flex Dollars but comes with three free meal swipes into the dining hall. Block plans and the Flex 250 plan can be purchased multiple times throughout the semester as students need.

Flex Dollars

Every meal plan includes Flex Dollars that can be spent in any Sodexo operated retail food venue on campus. Sodexo management and staff can assist you in checking your Flex Dollar balance.

Flex Dollars are good for the academic year. Unused balances from the fall semester will carry over to the spring semester. Flex Dollars are not refundable and should be used before the end of the spring semester. If you run out of Flex Dollars, you can go to [enmu.SodexoMyWay.com/shop](https://enmu.sodexomyway.com/shop) to purchase more.

2018-19 Meal Plan Prices

Resident Meal Plans

Plan	Number of Meals	Flex Included	Price
Carte Blanche	Unlimited	\$150	\$1,833
Option 19	19 per week	\$250	\$1,833
Option 14	14 per week	\$450	\$1,833
Option 10	10 per week	\$650	\$1,833

Commuter Meal Plans

These plans are not available to students living on campus.

Plan	Number of Meals	Flex Included	Price
Block 80	80	\$200	\$855
Block 50	50	\$200	\$530
Block 35	35	\$200	\$521
Flex \$250	3	\$250	\$250

If you have questions or wish to purchase a meal plan, call Housing and Residence Life at 575.562.2631 or email housing.office@enmu.edu. To contact ENMU Dining Services by Sodexo call 575.562.4050.

ENMU Dining Locations and Hours

Crossroads Cafe “All You Care to Eat” Dining Hours of Operation

Monday-Friday

7:30 a.m.-7:30 p.m.

Saturday-Sunday

10 a.m.-1 p.m.-Brunch

5 p.m.-6:30 p.m.-Dinner

Crossroads Cafe Hours/Class Cancellation Hours of Operation

On holidays and any class cancellation days, the dining hall will be open for the following holiday hours:

10 a.m.-1 p.m.-Brunch

5 p.m.-6:30 p.m.-Dinner

Retail Food Venues

Sodexo offers several options on campus for using Flex Dollars including:

Campus Union (CUB)

World of Wings
Greyhound Cafe

Education Building (ED)

Brewed Awakening

Jack Williamson Liberal Arts (JWLA)

Zime

Golden Student Success Center (GSSC)

Einstein Bros. Bagels

For more information about hours of operation for these locations go to ENMU.SodexoMyWay.com.

MOVING IN

Traditional halls (Curry, Eddy and Guadalupe) will open on the same day in the fall and spring semesters. Apartments operate on a lease basis and move-in can be arranged with either Housing and Residence Life (West Campus) or San Juan Village (575.226.7581).

1. Go directly to the building or apartment complex assigned to you in your confirmation letter. The staff will be waiting for you.
2. Give your name and confirmation information to the staff.
3. All housing materials will be verified and a staff member will escort you to your residence and give you your keys.
4. A completed room inspection sheet will be given to you to read and confirm.
5. Because the majority of the other residents will be moving in on the same day, there are a few things you can do to make the day go smoother. First and perhaps most importantly, bring a dolly with you.
6. Drop off your belongings and then move your car as directed by the ENMU Department of Public Safety and move-in managers.
7. Do not leave your car parked in front of any residence. It creates significant traffic congestion and blocks emergency vehicle access.
8. Follow all directions.

CHECKING OUT

1. Contact your residence hall staff to arrange a time to check out.
2. Clean your portion of the residence, and remove all your belongings.
3. Have a resident assistant/apartment manager perform a residence inventory.
4. Read the inventory and acknowledge any damages by signing. Charges determined at the time of checkout are not final and additional charges may be assessed depending on the necessary time and materials needed for cleaning and/or repairs.
5. Turn in all residence keys.

Students who fail to check out will immediately forfeit their \$150 deposit and may be charged an additional “break lease” fee and/or failure to check out, or key/lock change charges.

STUDENT RESPONSIBILITIES

The University considers cultivation of self-discipline to be of paramount importance in your educational process and essential to your development as a responsible citizen. Eastern expects you to maintain standards of personal discipline that are in harmony with the educational goals of the institution and to conduct yourself in a manner that reflects credit upon the University. If you live on campus, you are expected to conform to standards of conduct consistent with the educational objectives of ENMU. It is your responsibility to become familiar with all the policies and regulations within this booklet and the Student Code of Conduct (enmu.edu/CodeOfConduct), and any other pertinent University code for behavior.

Respect for Your Building Staff

Members of the residence, custodial and maintenance staffs are to be treated with courtesy and respect at all times. Failure to respond or live up to this standard of behavior will result in disciplinary action. The custodial staff is responsible for general cleaning of common areas.

Neatness and cleanliness of the residence is responsibility shared by all residents. Charges for extraordinary clean-up or personal trash left in common areas will be billed to the resident(s) responsible. Vacuums and other cleaning equipment are available to be checked out.

You are responsible for cleaning your own residence. All students in residence are required to take their own trash to the dumpster daily.

Respect Your Roommate and Fellow Residents

Your enjoyment of life in the residences will depend, to a large extent, on the consideration you demonstrate for your roommate and your neighbors. You have the responsibility to:

1. Respect a roommate's and neighbor's belongings.
2. Allow other residents to read and study free from undue interference including unreasonable noise and other distractions.
3. Allow roommates and other residents to sleep without undue disturbances including noise, guests, etc.
4. Provide open and frequent communication.
5. Maintain your residence at an acceptable level of cleanliness.
6. Allow roommates and neighbors to be free from fear of intimidation, harassment, and physical or emotional harm.
7. Ensure that guests respect the rights and privacy of the host's roommate and other residents.

COMMON FEATURES IN RESIDENCE HALLS

Each hall facility offers such amenities as:

- Fully furnished rooms
- Reception and security desks
- Staff
- Leadership, service and involvement opportunities
- Computer connections
- Study lounges
- Big screen TV lounges
- Social rooms
- Laundry machines
- Cable TV service
- Internet service

Planning and creating your “home” while living on campus makes your room more comfortable and a more pleasant place to be. As you plan your decorating, we encourage you to talk with your roommate about what you would each like to have in your room. Some communication on the front end can help with your comfort later.

WHAT NOT TO BRING

Because of potential fire hazard, the following appliances are prohibited:

- Candles
- Coffee warmers
- Halogen lights
- Incense
- Microwaves
- Sunlamps
- Toaster ovens
- Hot plates
- Toasters
- Any other appliance with an open heating element

Microfridge products are allowed. They can be purchased according to specs approved by ENMU Housing and Residence Life or rented upon arrival.

CAMPUS LIVING IMPORTANT INFORMATION

Activity Fee

A portion of the room charge you pay is designated as an activity fee for the residence in which you live. The activity fee pays for activities. It also helps provide equipment, games, supplies and other residential needs. This fee is non-refundable.

Beds

The beds in traditional halls are designed to be bunked to provide more floor space in the room. The beds may also be separated and used as two twins. If you would like the beds bunked or unbunked in your room, please let your RA or another staff member know. The staff will arrange to have your bed bunked with approved equipment. Charges will be assessed for disassembled beds. All beds in traditional halls are extra-long twin size, and full size in apartments.

Bicycles

For obvious space and safety considerations, bicycles are not permitted in the residences. Bicycles should be locked in the racks provided outside Curry, Eddy and Guadalupe, and any time left unattended at any ENMU building or site. Bicycles locked to trees and light posts will be confiscated by ENMU Department of Public Safety. You may register your bicycle with ENMU Department of Public Safety to assist in the event of theft. You are encouraged to store your bicycle over the holidays rather than leaving it outside.

Break Housing (Living on Campus During Non-Contract Periods)

The Office of Housing and Residence Life reserves the right to consolidate and relocate students to specific halls, that will remain open during the non-contract time periods such as, but not limited to, winter break as well as early arrival time periods. There is also a charge for reservations for campus housing during this time. The residences will remain locked 24 hours per day. During break housing, no guests are permitted in the residential facility and all requests from residential staff must be followed.

Cable Television

Each room is provided with basic cable service, which is included in the cost of the room. Report any cable reception problems to the residence staff.

Candles/Incense

Due to health considerations and safety issues, the use and/or possession of candles and incense are not allowed in the residence halls.

Cleaning

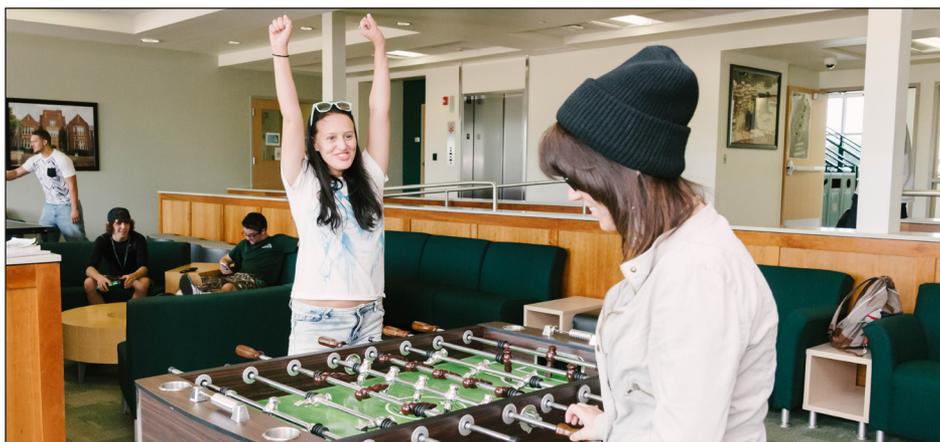
ENMU custodial staff will conduct routine cleaning in all public areas and bathrooms that open onto the lobbies and hallways. Bathrooms in suites and all apartment rooms are your responsibility. You are responsible for accidental spills, breakage and the like. Residence staff will not clean up bodily fluids or other high-risk materials. You are expected to keep your residence clean and sanitary. Report any unclean event or areas to the residence director/apartment manager.

Computers

Computers are not supplied by ENMU. There is network access in each room or apartment to connect a computer. There is no additional charge for the use of this connection. All questions about compatibility should be directed to the ITS Help Desk at 575.562.4357. Please check compatibility before selecting a computer to bring into your residence.

Cooking

For health and safety reasons, cooking in individual rooms is not permitted. Electric coffee pots, popcorn poppers, small crockpots and microfridges are allowed (see What Not to Bring, Page 13).



Equipment Checkout

Residence hall front desk operation is responsible for checking out hall equipment. Equipment may include: sporting equipment, DVD players, games, cleaning supplies, vacuum cleaners and other services made available by the hall. An ENMU ID is required to check out equipment. If you have suggestions for items to be kept at the desk for checkout, please share your suggestions with your RA, the front desk staff or residence hall director. You may be held responsible for the equipment you check out and return damaged.

Front Desk

If you do not have your key, the desk staff may ask to see your ENMU ID to verify you are a resident. Apartments do not have a front desk (see Front Desk Staff, Page 25).

Guests

Residences are to be occupied only by the student(s) for whom they are reserved. As a resident, you take full responsibility for any guest(s) you invite to the residential facility. If your guest violates the regulations in this document or any other code of behavior endorsed by ENMU, you will be held accountable as if you had committed the violation.

Insurance Responsibility

The Office of Housing and Residence Life, its officers, employees or agents will not be responsible for the loss, damage or destruction of a student's personal property. If insurance coverage is desired, it is the student's responsibility to acquire such insurance to cover his/her property. ENMU strongly urges residents of halls or apartments to secure their own insurance or confirm existing homeowners' policies cover a campus residence.

Keys

A room key and an outside door key fob for the electronic door will be issued to you when you check in. The cost to replace a room key or an outside door key fob is \$25.

Kitchens

All apartment kitchens are equipped with stoves, sinks, preparation areas and dining areas. You are required to clean the area after use.

Laundry

Every residence has washers and dryers for residents' use only. They are maintained monthly to ensure proper service, and they accept coins or debit/credit cards. Do not use the washers and dryers for laundry belonging to people who are not residents of the specific residence to which you are assigned. Additionally, if you misuse or break any washer or dryer, you may be held responsible for the cost of repair or replacement.

Light Bulbs

Light bulbs will be provided for all light fixtures in your room. If a bulb burns out, contact your RA, and it will be replaced.

Lounges

Common spaces for all floor residents are available in each residence. The furniture in the lounges should not be removed.

Maintenance

Report any needs for maintenance to your residence staff. Let them know within a reasonable time if it has been fixed. Do not perform maintenance yourself.

Mail Service

ENMU has a U.S. Postal Service facility on campus and students may reserve an ENMU Post Office box. Mail is delivered and sorted Monday through Friday. There is a replacement fee for lost keys.

Overnight Guests

Cohabitation is prohibited in all campus residences. Guests are not permitted during early arrival or break housing periods. Disregard for your roommate's rights or repeated violation of this policy will lead to disciplinary action. Guests may be removed at any time for any reason. Abuse of the guest policy may result in disciplinary action.

Painting

Every effort is made by the Office of Housing and Residence Life to keep the residences in good repair inside and outside. If you think your residence is in need of painting, contact your RA. If painting is needed, we will try to expedite the painting over a holiday period.

Parking

Parking areas for residents are located adjacent to each of the residences. All vehicles parked on campus are required to have an ENMU parking sticker. Parking stickers are available from the ENMU DPS at no charge, and are issued at the beginning of each academic year. All regulations, especially those prohibiting alcohol, drugs and weapons – apply to parking areas (see enmu.edu/ParkingStickers for more information).

Pets

Pets are not allowed in the residences, either on a permanent or visitation basis. You may keep fish in an aquarium of 25 gallons or less. ENMU reserves the right to remove any pets that are illegal or found to be poorly cared for, or posing a health risk to humans.

Posting Guidelines

If you or your organizations would like to post information in the residence halls, contact the Office of Campus Life for approval. Signs posted without approval are subject to removal. The distribution of posters and fliers under residents' doors is not permitted.

Programs/Activities

Each resident assistant is responsible for coordinating community building programs and activities for the floors and/or the entire hall. These occur on a regular basis. Types of programming may include social, recreational, cultural and educational activities. Programming may be shared with other residences. There is always some type of activity going on, and it's a fun way to get involved and to get to know people.



Quiet Hours

Each hall maintains specific quiet hours. During those times, the noise level is kept to a minimum for those who wish to study or sleep. Anyone who disregards other residents' rights by creating noise will be subject to disciplinary action. Extended quiet hours are observed during finals week and the week prior to finals (see Student Rights, Page 35).

Refrigerators

Each residence has a limited supply of refrigerators that are rented on a first-come first-served basis prior to or at the start of the fall semester. Cost for the refrigerator will be billed directly to your student account. If you wish, you may bring your own refrigerator if it is no larger than 3.2 cubic feet and it requires no more than 120 volts of electricity. You may bring a microfridge no larger than 2.9 cubic feet and it requires no more than 120 volts of electricity. All equipment rented by ENMU Housing and Residence Life meets specifications.

Rodent/Pest Control

Report any rodent or pest control problems to your Resident Assistant or hall director. They will be attended to by a company contracted by the University at no cost to you.

Room/Apartment Consolidation

Unless you officially request a private room and pay the additional fee, you will be expected to have a roommate. After the first week of school, if you do not have a roommate, you will be asked to consolidate with other residents who do not have roommates. Residence hall staff may move someone into your room or you may be asked to move to another room. Refusal to consolidate or failure to respond to consolidation requests will result in private room costs or two-bedroom apartment costs being charged to your account.

Room Changes

Requests for room changes are made through the Office of Housing and Residence Life. You must receive approval and then proceed with proper checkout procedures before moving. Residents can move once for free during the first five weeks of school. After that time, the resident will be charged \$25 for each move. Residents moving without authorization will be charged \$50. Failure to check out of your old room is a fine of \$150. No room changes will be allowed after midterm week.

Smoking

ENMU has a smoking policy that can be found online at enmu.edu/SmokingAndTobacco. Students are expected to follow this policy and smoke only at the outdoor areas designated or in their privately owned vehicles.

Solicitation

Soliciting of any type is prohibited in the residence halls. Please consult enmu.edu/SalesAndSolicitation for further information.

Telephone Service

Some residences may have phone jacks in the wall. Typically, students are relied upon to utilize their mobile phones for personal business. If you are using a campus phone, dial 6 for the outside line, then the area code and number. Instructions will be at the front desk in each residence.

Trash Collection

Trash is collected daily from dumpsters located outside each residence. As a resident, you are responsible for taking your trash to the dumpster. You will be charged for leaving your trash in bathrooms, hallways, porches or other common areas.

Vending Machines

Coin-operated soft drink and candy machines are located in Curry, Eddy and Guadalupe residence areas.

Wall Decorations

You are welcome to personalize your room with pictures and posters, but you may only use tape that when removed does not harm the paint or wall or poster putty. If you use nails or screws or harm the paint or wall surface, you will be charged for the cost of patching and painting the room. That charge will be documented on your room inspection sheet when you check out.

SAFETY AND SECURITY

Alcohol

The University prohibits the use and/or possession of alcoholic beverages and their containers (including display items) in the residence. The director or apartment manager and/or the University adjudication officer will handle violations of this policy. ENMU has a 2-strike policy, ending in suspension. Parents may be informed at the discretion of the Adjudication Officer or Vice President for Student Affairs. A combination of fines, education opportunities, and community service will be issued. Counseling and assessment of alcohol dependency may also be mandated through discipline.

If in the residences or on ENMU property, students are observed to be intoxicated to the point of confusion, motor impairment, speech impairment or other overt signs of dangerous levels of intoxication, the student, by signing the housing contract or apartment lease, agrees to take one or a series of portable Breathalyzer tests to determine their level of intoxication. If the test(s) indicates the student may be in danger, the student will be transported to the hospital for more conclusive testing and treatment. Any charges for transport or treatment will be billed to the student. Please reference the Student Code of Conduct at enmu.edu/CodeOfConduct for specific information.

Crime

Campus residences are not immune to crime. Check the statistics for ENMU crime at enmu.edu/CriminalActivity. Safety is the responsibility of every individual on our campus. Do your part to be smart and safe. You can find helpful information at enmu.edu/CampusSafety.

Drugs

Use, possession and/or sale of narcotics or other dangerous drugs as defined by local, state and federal law are prohibited. Students involved in such behavior are subject to serious University disciplinary action. Possession of drug paraphernalia is not permitted.

Emergency Alert Services

ENMU sponsors RAVE alert to send text and email messages about threatening conditions on the campus. You are encouraged to sign up at enmu.edu/Rave or call the Office of Student Affairs at 575.562.2221. You may also benefit from the emergency alert downtown in Portales. Go to PortalesNM.gov or call 575.562.2221 for directions.

Fire and other Safety Drills

Occasionally, fire drills are scheduled in the residences in compliance with state regulations. During fire and other safety drills, you are expected to follow the directions given to you and maintain a mature attitude. It is a violation of state law to remain in a residence after an alarm has been sounded or to refuse to cooperate.

Fire Equipment

Misuse of the fire alarm/suppression equipment and any safety equipment can cause the loss of life or property and will not be tolerated. You risk a fine, severe University discipline and/or imprisonment if you tamper with fire safety equipment, sound a false alarm or tamper with any safety equipment in or on the property of any ENMU residence, building or grounds.

Firearms

All firearms (including paint ball and pellet guns), ammunition, bows and arrows, and the like are prohibited in the residences (including parking areas). You will risk severe University discipline and/or suspension if found with firearms or other dangerous weapon. Storage is available with the ENMU Department of Public Safety free of charge. Prior arrangements must be made to deliver and pick up firearms/weapons. See the Student Handbook for more details, enmu.edu/StudentHandbook.

Liability

The Office of Housing and Residence Life, its officers, employees or agents will not be responsible for the loss, damage or destruction of a student's personal property. If insurance coverage is desired, it is the student's responsibility to acquire such insurance to cover her/his property. Get insured or check to be sure your family policy covers your campus residence.

Security

For your security, you should keep your room locked and your keys in a safe place. Always lock your door when you leave your residence and carry your keys with you. If you are accidentally locked out of your room, you must present your ENMU ID to residence staff for reentry. Your first two lockouts are free; each additional lockout is \$10.

All exterior residence doors are locked 24/7. If you are locked out of your building, you may be required to show ENMU ID to verify that you are an assigned resident. Apartment front doors should remain locked even when occupied.

Curry, Eddy and Guadalupe residences have limited access doors that aid in the security of the building. Tampering with any residence lock or door will result in immediate University discipline that may include immediate contract termination, University discipline and/or suspension.

Security cameras are utilized for your safety in some areas of campus. The cameras do not cover all of campus, so use good common sense to stay safe. Call 911 from a mobile device if you are in a situation where you are concerned about your safety. Report any conditions that appear to be questionable to you. The ENMU DPS maintains an escort service. Call 575.562.2392. Never hesitate to call!

Shelter in Place

You may be asked to shelter in place during an emergency. Stay where you are. Barricade doors and windows, if possible. Do not answer the door. Wait until you are cleared to leave your location by an officer of the law.

Vandalism

Unchecked vandalism can cost thousands of dollars each year. Such charges would usually be passed on to the residents by increased rates. Group billing helps deter vandalism. The purpose of group billing is to assert peer pressure on the individual(s) responsible to come forward. If not, the hall or floor residents will be responsible to repair or replace the damaged area. Group billing charges will be assessed throughout the semester as damages occur. Residence staff will record charges assessed to each individual student. At the time of checkout, each student is responsible for paying their portion of all group billing charges in full. Students choosing not to pay group billing charges at the time of check out will be charged an additional \$10. The \$10 service fee and group billing charges will be deducted from the student's \$150 room deposit.

Weapons

University policy prohibits possession of any type of firearm, dangerous weapon, fireworks, paintball gun, air gun or the like, explosive device, knives, swords or axes on University premises, including residence halls and parking lots.

SEXUAL HARASSMENT/ASSAULT

ENMU will not tolerate sexual harassment, sexual discrimination, or sexual violence of any kind.

Has someone in authority over you asked you on a date?

Does one of your peers continuously call you after you have asked them to stop?

Do you believe you have been raped or forced to have physical contact against your will?

Are you receiving unsolicited pornographic email or texts?

These are but a few examples of situations that may be considered sexual harassment, discrimination, or violence. The information below will direct you to people who can help.

Your Rights

Title IX protects you from unlawful sexual harassment in all program, activities, classes, and in all locations. This extends to all university sponsored programs activities and class events off campus and on campus. Title IX protects all people, regardless of the identity of the alleged harasser. The following University policy links may give you more affirmation that ENMU will not tolerate sexual harassment, discrimination, or sexual violence.

Links

- Student Code of Conduct
Web link: enmu.edu/CodeOfConduct
- Policy 80-4 "Americans with Disabilities Act"
enmu.edu/AmericansWithDisabilities
- Policy 80-13 "Sexual Harassment"
enmu.edu/SexualHarassment

For additional information go to enmu.edu/TitleIX.

RESIDENCE LIFE STAFF

Hall Director/Apartment Manager

Your residence complex is managed by a director or manager. The director, a professional housing staff member, is responsible for the overall administrative and programmatic duties. The director is responsible for the development of community atmosphere and acts as a liaison between the residence and all other University departments.

Assistant Residence Director/Apartment Manager

The assistant director is responsible for assisting with all the administrative and programmatic areas. The front desk operations are the responsibility of the assistant director.

Residence Assistant (RA)

The RA is concerned with the welfare of the students and their success as students. They help enforce University regulations and disseminate information to the residents. The RA also collects and follows up on any maintenance requests submitted.

Front Desk Staff

Curry, Eddy and Guadalupe have a front desk operation. The front desk staff is available to answer questions and check out equipment. In addition, they monitor the security of the outside doors and general security for the late night hours.

Custodians

Each residence has a team of professional custodial staff assigned to attend to the cleaning and sanitary needs of public areas.

APARTMENT LIVING

Residents of campus apartments are required to be familiar with this document (The Guide to Campus Living), abide by the rules and regulations noted in this document, and act responsibly in light of this document.

Apartment Rental Agreement

All tenants of University-owned apartments are required to sign a rental agreement through the Office of Housing and Residence Life. Assignment to University housing does not include the right to use such housing for any business or professional purpose, for storage of commodities for sale, or for any purpose other than a personal residence. University housing is limited to students of ENMU. Please keep your copy of the contract on file for possible future reference. All rental leases are terminated when the University or the tenant terminates his or her status as a full-time student. Apartments will not be rented for multiple family use.

The student will be assessed a \$150 break lease fee for vacating the apartment unit during the specified semester dates and/or an additional \$150 if student fails to check out properly.

Apartment Rent Payment

Rent is charged from the first day of official check in to the last day of each month. Be sure to check the date and rental charge on the lease when checking-in.

Rent is payable between the first and 10th of each month at the cashier's window in the Administration Building (AD). Failure to pay rent in the prescribed manner constitutes breach of rental contract, and the tenant will be subject to eviction. Rent can be prepaid for the semester or year if desired by the student and approved by the director of Housing and Residence Life.

Extension Letters

Every semester, the apartment manager will distribute extension letters for continuing or vacating University housing. The spring extension letters will include options of commitment for the summer and the following fall.

Playground Area/Laundry

The supervision of children using the playground areas is the responsibility of the parent(s).

- The play areas are for the residents and their guests only.
- Residents are responsible for their guest's actions.
- Do not leave children unattended.
- Notify the manager for equipment repairs.
- Children should not play around the clotheslines.
- The stairwells, landings and fences are not play areas. Remind your children to be courteous of other residents, they may be studying or have young children who are napping.
- For the safety of the other residents and to minimize noise, please remind your children not to skate or play in front of apartment entryways.
- Use of basketball courts after 10 p.m. is prohibited.
- Do not leave children unattended in the laundry or storage areas of the apartments.

Swimming Pools

Children's wading and swimming pools must be supervised by an adult when in use, and must be drained when not in use to avoid a serious hazard for young children.

Toys

Please keep all children's toys in your apartment or on your back porch. This keeps the apartment complex clean and lessens the damage or theft of toys.

Walkways

To comply with the University safety code, all walkways must be kept clear from obstructions. Obstructions include bicycles, grills, furniture, children's toys, storage chests, etc.

Weather

Spring: spring is the time for volatile weather. In case of a tornado:

- If you are on an upper floor, proceed to the ground floor (or the basement if there is one in your building).
- Proceed to the innermost portion of the building.
- Stay away from windows (also applies to hail storms).
- Cover your head for protection.
- Crouch down, "make yourself small."

Civil defense alarms will sound when there is a tornado threat. Be aware of changes in the weather and listen to your radio when it looks stormy outside.

Winter: the stairwells and sidewalks are very slick after a snowstorm, please be careful on snowy days. Physical Plant staff will keep the stairwells and main walkways clear for your safety. If you notice an icy area, please contact your apartment manager.

If temperatures are expected to drop below freezing, please keep heaters set at a minimum of 65 degrees, leave cabinet doors under sinks open, and leave faucets dripping to prevent frozen pipes.

UNIVERSITY LIVE-IN RESIDENCE POLICY

All students who are under the age of 21 on the first day of class of the fall semester and who have earned fewer than 30 semester hours after graduation and who are enrolled for 12 or more semester hours must live in University residence halls and purchase a meal plan. The Carte Blanche meal plan provides unlimited meals during regular hours in the Crossroads Café dining hall. Exceptions to the residential/meal plan requirements may be granted to students living with a parent, married and/or having a dependent child. Freshmen will be required to live in Curry, Eddy or Guadalupe halls.

SERVICE AGREEMENT

The Residence Hall Agreement is a legal and binding agreement between you and ENMU. Your signature on the Residence Hall Agreement indicates your commitment to pay for residence and dining services for a full academic year (or the term of the academic year if you enter into the agreement after the start of the fall semester). Apartments require leases in which the terms and duration of the lease agreements are specified.

TERMS AND CONDITIONS

The Residence Hall Agreement has two purposes: 1) to serve as a source of information for students who live in ENMU residence halls, and 2) to serve as a binding agreement between students and University.

1. Period of Agreement

- a. The term of this agreement is the full academic year (fall and spring semesters), or if entered into after the start of the fall semester, for the remainder of the academic year.
- b. You may occupy an assigned room/bed/apartment beginning on the day the residence opens until the day the halls officially close. Failure to check into the residence by 5 p.m. on the day classes begin will result in the cancellation of your assignment and the loss of the deposit. Every effort will be made by the Office of Housing and Residence Life to hold the original assignment if your arrival is delayed and notification is received by the housing office prior to the delay.

- c. This agreement does not provide for housing during the academic recess between fall and spring semesters which includes early arrival and winter break. The majority of the residence halls will be closed during that time period but will remain open during the Thanksgiving and Spring Break recesses. The Office of Housing and Residence Life reserves the right to charge, consolidate and/or relocate you to a specific residence, which may remain open during the time period between semesters. You must leave the facility within 24 hours following your last final exam.

2. Room Assignment Process

- a. Priority of room assignments are made to all returning residential students who have submitted an application form during the room renewal process. The unused deposit is retained on your account. Thereafter, all room assignments are made upon receipt of the application form and deposit regardless of classification.
- b. Room assignments are based on the information provided on the application form.
- c. Cohabitation among unmarried men and unmarried women is not permitted anywhere on the campus of the University including campus residences, either traditional halls or apartments, regardless of whether operated or managed by the University or another party. Unless you can present a valid marriage license to the Office of Housing and Residence Life or to the general manager of other residences anywhere on the campus of the University, males must live with males in the same double, suite or apartment unit, and females must live with females in the same double, suite, or apartment unit. Same gender couples who are not legally married may not live in the same double, suite or apartment unit anywhere on campus. This applies to all residences on University property.
- d. There are no all-female or all-male buildings or apartment complexes.
- e. Private rooms may be assigned on a space available basis with preference given to graduate students and upperclassmen.
- f. Rental in all ENMU managed facilities is by bed. If two students are sharing a two-bedroom apartment at West Campus, each will pay the posted rent.

- g. For traditional halls, you will receive a room confirmation sent to the address on the application. The confirmation will include roommate name and address. The confirmation will be mailed two to three weeks after receipt of all housing materials and up to one week prior to the opening of the residence halls. Reserving an apartment will require a lease and the names of individuals living in the apartment. All student residents of any apartment must sign the apartment lease.
- h. The Office of Housing and Residence Life reserves the right to relocate or consolidate residents to eliminate non-paying private room/suites/apartment. You are responsible for finding roommates if you are unable to pay for a private room or be subject to consolidation. If you do not respond to consolidation instructions you will be charged the private room rate.
- i. A deposit of \$150 must be paid before you can occupy a residence hall or apartment. Upon exiting campus managed housing, the deposit will be refunded less outstanding housing charges. Full refund of the deposit will be made to you if you fulfill the agreement period and have no outstanding charges for damage or fines. The deposit is non-refundable if you fail to perform a proper checkout procedure.
- j. The Office of Disability Services and Testing will assist the Office of Housing and Residence Life in making sure accommodations respond to special needs. Notify the Office of Housing and Residence Life if you have a disability and require special accommodations.

3. Termination of the Agreement

- a. The University may terminate this agreement and take possession of the room at any time for the violation of provisions listed herein. This agreement is automatically terminated if your enrollment is terminated through any of the following circumstances:
 - Academic suspension.
 - University discipline.
 - Not enrolled full time.
 - If in its sole discretion, the University determines your health and safety, or that of other students residing in the residence hall so requires.
- b. If you choose to, or are required by ENMU to terminate this agreement before the end of the contract period for disciplinary reasons, your room deposit is forfeited. Any refund will be subject to the refund schedule or may be retained depending on the outcome of the disciplinary case.

4. Refund Schedule

The refund schedule applies only to students who have been officially released from this agreement by the Office of Housing and Residence Life. If you move out without official authorization, you will be held liable for the full academic year cost. If you cancel the housing agreement in writing prior to Aug. 1 (Jan. 2 for spring-only agreement), all of your room charges including deposit will be refunded. Cancellation for approved reasons between Aug. 1 (Jan. 2 for spring only agreement) and the opening date of the halls will forfeit the deposit, but receive full refund on any fees paid. If you cancel the agreement for approved reasons from the University after the halls open, credit/refunds will be made only if you receive approval in accordance with the Housing and Residence Life refund policy. Credits for semester board charges are prorated on a weekly basis. Credits for semester room charges are issued according to the University tuition and fee refund schedule published in the class schedule and online.

5. Student Responsibilities

You shall be knowledgeable of and observe rules and procedures in the Guide to Campus Living and all others University codes, especially but not limited to the Student Code of Conduct found online at: enmu.edu/StudentHandbook. This responsibility applies to those living in campus residences, whether they are managed by ENMU or an outside agency. This responsibility also applies to traditional residences or apartments. Violations of any of these regulations may result in 1) probation, 2) fines, 3) termination of agreement without reimbursement, 4) other University sanctions or 5) a combination of Items 1-4.

Only by respecting the rights of others can you expect to have your own rights respected. The spirit of the residence community is one of mutual respect and cooperation. Each resident has the right and the obligation not only to be responsible, but also to remind fellow residents of their responsibilities should their behavior depart from reasonable standards.

If you are disciplined due to inappropriate behavior, you will work with the residence hall director to correct the behavior. Most discipline is handled from within the residence hall by the hall director. Depending on the situation the director of Housing and Residence Life and/or the University adjudication officer may become involved. You should be knowledgeable of and observe the Terms of Agreement, contract/lease, guidelines, and regulations listed in this document, the Student Code of Conduct and all other rules and regulations that pertain.

Possible Violations

1. Use or possession of alcoholic beverages and their containers in and around the residence halls.
2. Use, possession and/or sale of narcotics or other dangerous drugs as defined by local, state and federal laws in and around the residence halls. This includes drug paraphernalia.
3. Participation in illegal gambling in the residence halls.
4. Possession and/or use of firearms, fireworks, dangerous chemicals or dangerous flammable materials in and around the campus residences.
5. Possession and/or use of dangerous weapons, knives, bow/arrow, and paint ball guns, etc.
6. Possession of any pets in the hall or room except for fish.
7. Misuse, abuse or neglect of any residence hall property.
8. Use of cooking appliances in residence hall rooms. This includes microwaves, hot plates, toasters, toaster ovens, deep fat fryers, electric skillets or any other open coil heating appliance. (See What Not to Bring, Page 11)
9. Cohabitation among unmarried men and unmarried women. (See Terms of Agreement, Room Assignment Process, Section 2-C, Page 4)
10. Sale, solicitation or advertising unless authorized by the director of Housing and Residence Life.
11. Unauthorized room change or transfers.
12. Violation of residence hall guest policy.
13. Unauthorized guests.
14. Tampering with any residence hall lock or door and/or duplication of University keys.
15. Tampering with any residence hall fire alarm, fire hose, fire extinguisher, smoke detector, security camera or other safety device.
16. Unauthorized or illegal use of telephone system.
17. Unauthorized or illegal use of data system.
18. Violation of quiet hours.
19. Alteration of residential facilities in any way.
20. Causing or living in unsanitary health threatening conditions.
21. Throwing any objects out of a residential facility window.
22. Use of water beds or other water-filled furniture.
23. Failure to cooperate with University officials in the performance of their duties, including residence life staff members.

24. Refusal to show ENMU ID to University officials or Housing and Residence Life staff.
25. Violation of residence smoking policy, as defined in the contract/lease.
26. Self-destructive behavior or actions.
27. Use or possession of candles, candle warmers and/or incense.
28. Removal of furnishings is prohibited.
29. Objects left outside apartment units or in residential hallways is not permitted.
30. Disregarding instructions during inclement weather, such as but not limited to keeping the heat on during vacations and cold weather instructions, is prohibited.

6. Conduct

If you are living in a campus residence, you are expected to conform to standards of conduct consistent with the educational objectives and priorities of ENMU. Respect and consideration for the rights of others and their needs for study and rest must receive priority. You are expected to respond appropriately to requests from staff and fellow students concerning behavior that is not conducive to academic success in the residence hall environment.

7. Room Entry

While the University respects the privacy of each student, the University shall, at all times during the term of this assignment, retain legal ownership and ultimate possession and control of students' residences managed by ENMU. This pertains to the property furnished by ENMU in your room/apartment managed by ENMU. Your signature on the application form indicates your agreement that Housing and Residence Life staff and University maintenance personnel may enter your residence at any reasonable time for cleaning, pest control, health and safety inspections, inventory, occupancy verification, and to investigate suspected violations of University rules and regulations, emergencies and/or other general repair needs. Whenever feasible, the University will provide prior notice of access. You also agree the University may allow any University or law enforcement official access to your room given proper identification and/or official search or arrest warrant. The Housing and Residence Life staff will conduct periodic safety inspections of all residences.

STUDENT RIGHTS

As a member of the ENMU resident hall community you have specific rights and responsibilities. They include:

1. The right to read and study free from undue interference in the residence. Unreasonable noise and distractions inhibit the exercise of this right.
2. The right to a clean environment.
3. The right to petition for redress of grievances.
4. The right to be free from fear of intimidation, harassment and physical and/or emotional harm.

VICTIM'S BILL OF RIGHTS

Victims of sexual assault, domestic violence, dating violence or otherwise violent crime will have the right to the following:

1. Reasonable changes to academic and living situations.
2. Referral to counseling, victim's advocacy and other resources.
3. Assistance in notifying law enforcement.
4. The same opportunity as the accused to have others present at disciplinary hearing(s).
5. Unconditional notification of the outcomes of hearings, sanctions and terms of sanctions in place.
6. Opportunity and assistance to speak or the choice not to speak to anyone regarding the incident or outcome.
7. Confidentiality to the extent allowable by law and University policy.

All students, residential and non-residential, including graduate, undergraduate, and part-time students are subject to the rules and procedures of the student conduct code. The Student Code of Conduct can be found at: enmu.edu/CodeOfConduct.

PHONE DIRECTORY

Residence	Phone	Residence	Phone
Eddy Hall (EH)	575.562.3334	Guadalupe Hall (GH)	575.562.1384
Curry Hall (CH)	575.562.3040	San Juan Village	575.226.7581
Office/Department		Phone	
Housing and Residence Life		575.562.2632	
Campus Union (CUB)		575.562.2108	
Counseling Center		575.562.2211	
Department of Public Safety		575.562.2392	
Dining Services		575.562.2217	
Financial Aid		575.562.2194	
Health Services		575.562.2321	
Student Activities		575.562.2108	

The University does not allow anyone to receive collect calls or to bill calls made from an off-campus location to a campus phone number. This feature has been blocked. If a call should get through the block, the student will be billed one and half times the rate for the long distance company charges for the call.

Dialing Instructions for On-Campus Phone Lines

Emergency calls	Dial 6, then 911
On-campus calls	Dial the four-digit number omitting the 562 prefix
Local calls	Dial 6, then the seven-digit number
Long distance calls	Dial 6 followed by the telephone credit card or prepaid calling card information, then the area code and phone number
International calls	Dial 6 followed by the credit card or prepaid calling card information, then 011 – country code – city code (if applicable) – then the phone number.

To reach an outside operator Dial 6, then 00 and the operator will assist you. All University telephones automatically send caller ID to the public network. This feature can be overridden on a per call basis by entering a code before placing a call. To temporarily block your caller ID (for one call only), press *42#, dial 6 to get an outside line and dial the off-campus number.