



# Student Handbook



## *Welcome to ENMU-Ruidoso!*

On behalf of the Community College board, faculty, and staff it is a pleasure to welcome you to *ENMU-Ruidoso*. Whether you are seeking a degree or simply want to enhance your skills, you have come to the right place. Regardless of the reason you are here you will soon recognize that everyone here is committed to you achieving your goals. The faculty and staff have dedicated themselves to serving the educational needs of residents throughout south central New Mexico.

I am also pleased to inform you that *ENMU-Ruidoso* continues to be the most affordable higher education institution in the state. In fact, our resident tuition and fees remain the lowest of any university or community college throughout the entire mountain region of the United States! **Our** commitment to you is to keep higher education affordable and accessible to everyone throughout Lincoln County.

As you use this handbook and learn more about this campus, it will become evident that there are many new and exciting opportunities that await you. Please take advantage of everything *ENMU-Ruidoso* has to offer. I am confident you will find your experience at *ENMU-Ruidoso* most memorable and fulfilling.

My best wishes!

Clayton Alred, Ph.D., President



## FORWARD

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

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

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

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

*Situations not specifically addressed in this handbook may be subject to policies set forth in the most recent Eastern New Mexico University-Portales student handbook available online at [www.enmu.edu](http://www.enmu.edu).*



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## BOARD OF REGENTS

Terry Othick · *President*  
Susan Tatum · *Vice President*  
Veronica Ayala · *Secretary*  
Dr. Dan Patterson · *Member*  
Jane Christensen · *Member*

## COMMUNITY COLLEGE BOARD

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James Paxton · *Secretary*  
Dr. Michael Budd · *Member*  
Dr. F. Lynn Willard · *Member*  
Gina Klinekole · *Member*

## COLLEGE ADMINISTRATION

Dr. E. Clayton Alred, Ph.D · *President, ENMU-Ruidoso*  
Pierre Laroche · *Vice President of Student Learning*  
Sheila Farquer B.B.A · *Business Affairs Director*  
John Hemphill, M.S.T · *Director of Workforce Development and ABE*  
Coda Omness, B.S · *Director of Communications and Student Services*



## GENERAL INFORMATION

### ACCREDITATION

Eastern New Mexico University and the **ENMU-Ruidoso** Branch are accredited by the Higher Learning Commission and are a member of the North Central Association of Colleges and Schools, 230 S LaSalle Street, Suite 7-500, Chicago, IL 60604-1411.

**The Higher Learning Commission**

**(800) 621-7440**

**[www.hlcommission.org](http://www.hlcommission.org) · [info@hlcommission.org](mailto:info@hlcommission.org)**

In addition, specific programs within the college hold accreditations by the following: the American-Speech-Language-Hearing Association, the National Council for Accreditation of Teacher Education, and the Association of Collegiate Business Schools and Programs. Eastern New Mexico University is an accredited institutional member of the National Association of Schools of Music. The chemistry program is approved by the American Chemical Society as meeting the Society's program criteria. Eastern's geology program is recognized by the American Institute of Professional Geologists as meeting/exceeding guidelines for undergraduate programs in geology. The Bachelor of Science in Nursing Completion Program is accredited by the National League of Nursing.

### VISION

**ENMU-Ruidoso** Branch Community College will provide opportunities for all citizens to achieve and realize their potential.

### MISSION

The overarching mission of **ENMU-Ruidoso** is to enhance the lives of our students and the communities we serve, now and into the future.



## HOW TO SUCCEED IN COLLEGE

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

### YES, YOU CAN WRITE

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

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

### HOW TO STUDY FOR A TEST


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

1. **Daily reviews.** Go over your notes from each class to keep the information fresh in your mind. Keep this review short, about 10 minutes.
2. **Weekly reviews.** Review your class notes for the week and any reading you've done. This review should take you about an hour per class.
3. **Major reviews.** Do a major review before a major exam (midterms and finals). Review all your notes and reading material with the aim of understanding the whole picture. Spend about two to five hours on a major review.

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

### GET THE MOST OUT OF NOW

Time is precious in college. You have only 16 weeks (fall or spring; eight weeks in sum-



mer) to complete a course. Obviously, planning is the key. Knowing when to study, where to study and how to study can save you a lot of time. Here are a few time-management techniques that can help you get the most out of now:

### ***When to Study***

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

### ***Where to Study***

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

### ***Controlling Distractions***

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

### ***What to do when you get stuck***

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


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

## **STUDY WITH PEOPLE**

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

### ***Guidelines for a study group:***

1. Test each other by asking questions.
2. Practice teaching each other.

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

### OVERCOMING TEST ANXIETY

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

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





## ONE STUDENT'S INSPIRING STORY

### One Step Towards the Stars

Nothing will mean more to me than the day I stepped foot inside Eastern New Mexico University-Ruidoso campus. It was the day I registered for classes, and I felt a surge of power overwhelm me. I had the door to higher education open to me, and it felt unbelievable. I was one step toward the stars.

I was seven years old when my father told me that I could do what I chose with my life, he told me "Reach for the stars, one of them is bound to be for you". At seven I had no idea this was hypothetical so every day I dreamed of owning a star. As I got older I knew what my father meant and I discovered all the endless possibilities for the outcome of my life.

Instead of dreaming of owning a star I began to dream of owning a Masters Degree in Physical Therapy; that was my star.

I've had many obstacles come my way and higher education seemed to be out of the question for some time in my life. At the end of my first semester in high school I believed that my dream had come to a pause. With the economy at such crisis I felt that I needed to keep working to help my family withstand the tide.

Then my father changed my mentality. Our economic standing changed completely, once he decided to be an entrepreneur. He lifted our household up with the tips of his fingers and he gave me the opportunity to a higher education.

The day I stepped foot in side this college I knew that my life was going to see change. The first in my family to attend a higher education institution and I am more than proud of myself. I am content with who I am and the direction in which I've chosen to take.

Eastern New Mexico University-Ruidoso has given me the opportunity to be more than I had ever imagined. Now that I am here I will not give up, as I know that one of those stars is bound to be mine.

*Gabriela Rodriguez*



## STUDENT'S RIGHTS & RESPONSIBILITIES


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

### STUDENT'S RESPONSIBILITIES

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

### STUDENT'S RIGHTS

1. Right of access to scheduled class meetings and appropriate instructional and support services.
2. Right to a syllabus describing course objectives; evaluation procedures; major course requirements such as term papers, book reviews, field trips and reports; and rules of attendance, grading and conduct.
3. Right to have instruction that begins promptly; is presented in a clear



and concise manner; and provides relevant, structured activities consistent with the contact hour requirement of the course.

4. Right to be treated in a humane, ethical, fair and unbiased manner, both in the classroom and in all communication and contact with the instructor.

### APPEALING VIOLATIONS OF STUDENT'S RIGHTS


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

1. The concerned student should request an individual conference with the faculty/staff member involved to clarify and remedy the specific violation. **Start where the problem originated.**
2. If the matter is not resolved, the student should submit an appeal in writing to the Student Services Director. When submitting a letter of appeal, students should begin by listing their concerns and justifications for the appeal. Letters of Appeal should be given to the Student Services Director. The Student Services Director will then forward the letter to the appropriate faculty/staff member for a response to the student's concern. If satisfaction is not received, the respondent's immediate supervisor will have an opportunity to resolve the concern.
3. **If the matter is a disciplinary problem and is not resolved to the satisfaction of both parties**, the student may submit a letter of appeal to the President. The President determines the final decision. The student may add information to their previously submitted appeal if desired, so that it identifies the rights allegedly violated, specific circumstances and evidence of violations.

### FAMILY RIGHTS AND PRIVACY ACT

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

1. To inspect eligible records in their files.
2. To petition to change their records upon proof of error.
3. To have their records remain private except for the following circumstances:
  - a) Institutional officers may access student records on a "need to know" basis;
  - b) Students may authorize release of any part of the eligible record;
  - c) Approved researchers may access student records provided the

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- data secured is not to be released in any identifiable way with specific students; and
- d) The following information has been designated as directory information and is subject to release to the public: Student's names, addresses, telephone listings, dates and places of birth, major field of study, classifications, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, various honors and awards received and most recent, previous educational agency or institution attended by students; and
  - e) Government authorities providing aid or service to the students; and
  - f) Other educational institutions to which students have applied for admission. Academic disciplinary measures (probation, suspension, dismissal and similar matters) will be released to other institutions;
  - g) Government authorities operating under the Solomon Act;
  - h) When the student has completed a release of information form allowing another individual to obtain information concerning his/her records.
- 4. To withhold any directory information by completing the proper form.
  - 5. Requests for withholding directory information must be filed at Student Services for each enrollment period (fall, spring, interim, summer), within the first two weeks of the fall or spring semesters and the first week of an interim or summer session.
  - 6. **ENMU-Ruidoso** does not release records of other institutions: transcripts or test scores, etc.
  - 7. For the purpose of interpreting FERPA regulations, **ENMU-Ruidoso** defines "student" as any person who has been fully accepted to the University, has registered for classes and has made a payment commitment for that registration.



# ACADEMIC RULES AND REGULATIONS

## ACADEMIC STANDARDS

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

## ACADEMIC INTEGRITY

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

### *Plagiarism*

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


### *Cheating Behavior*

Cheating behavior includes, but is not limited to,

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

## PENALTIES FOR ACADEMIC DISHONESTY

It is the responsibility of instructors to determine what constitutes academic dishonesty and identify its occurrence. **Although the following procedures represent potential penalties**



**for academic dishonesty, instructors have the responsibility to enforce policies distinct to their classes programs, and/or academic departments.** Students should refer to individual course syllabi for instructors' policies regarding Academic Dishonesty.

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


**For an offense of academic dishonesty, one or all of the following actions may be taken:**

1. The student will receive zero credit for the assignment(s).
2. The student, if enrolled in an online course not already requiring monitored testing, will be required to complete assessments in a proctored environment approved by the instructor. It is the student's responsibility to find an eligible proctor.
3. The student will sign, and thereby agrees to, a written statement listing the consequences for further acts of academic dishonesty either in the current course or any other courses taken at **ENMU-Ruidoso**.\*  
*\*If a student is involved in a second act of academic dishonesty, determined by review of the student's Admissions and Records file by the Vice President of Student Learning, the case will be forwarded to the Academic Council. The Council will review the prior and current acts of academic dishonesty and assign appropriate penalties. Student appeals of the Academic Council ruling should be directed to the Vice President of Student Learning.*
4. The student will be removed from the course in which the infraction occurred and will receive a semester grade of F. **Note: Avoiding a grade of F through a withdrawal will not be allowed.**
5. The student will be administratively withdrawn from all coursework for the remainder of the semester except the course in which the infraction occurred where a grade of F will be assigned.\*

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

## **APPEALING ACADEMIC DISHONESTY PENALTIES**

The student may appeal any academic penalties to the Academic Council. The appeal should be in the form of a written letter stating the student's description of the events, his or her role and why the enforced penalties should be overturned.



The appeal letter must be turned into the Vice President of Student Learning within 5 school days when the academic penalties are applied. The Academic Council will assemble and provide a ruling within 12 working days of receiving the letter. To obtain a clear understanding and accurate ruling, the Council will request the faculty member's version of the events, in either written or verbal form, and may request to speak with the student in person. While the appeal process is taking place, the course instructor reserves the right to deny the student access to the class. However, if the academic penalties are overturned, the instructor must provide the student the opportunity to complete missed assignments.

Student appeals of the Academic Council rulings should be directed to the Vice President of Student Learning and the President of the college. **Please note: If a suspension from the University stands, the student must appeal again to the Academic Council to be readmitted prior to the start of the following term.**

### CREDIT HOURS AND COURSE LOAD

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

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

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

**Classification of Students** - Students who have earned fewer than 29 credit hours of satisfactory academic work are classified as freshman. Those who have accumulated 30 or more credit hours are classified as sophomores.

**Student Load** - A full-time course load is 12 through 18 credit hours during a regular semester and 6 through 10 during an eight week summer session. Students exceeding 18 hours in a regular semester or 10 hours in a summer session require approval by the Vice President for Student Learning. Note: For Financial aid 12 credits hours is considered full-time in the summer.

### CLASS ATTENDANCE

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

### ***Attendance - Academic Programs***

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

### ***Attendance - Career and Technical Programs***

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

### ***Attendance - Web Programs***

Web courses require as much or more time as do onsite classes. Assignments are available the first day of class, and students may find themselves getting behind if they do not begin work the first week of classes. Names of students not logging in the first week of class will be submitted to the Early Alert system.

### ***State and Federal Regulations***

State and Federal regulations require that all faculty track student attendance. Students who stop attending class without following the proper withdrawal process and students who withdraw before the end of the semester may be required to return a portion of State and Federal financial aid funds received based on their last date of attendance.

### ***Veteran's Attendance Compliance***

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

## **COURSE OR COLLEGE WITHDRAWAL**

Students may completely withdraw from the course or college at any time before the date established in the Academic Calendar as the last day to withdraw from the college.

When an officially enrolled student decides to cease attending any or all courses, the student is responsible for initiating withdrawal action through Student Services. Merely discontinuing class attendance does not constitute a drop or a withdrawal. To complete this process, the student must obtain a Withdrawal Notice Form from Student Services.

Students should complete the withdrawal process in person. However, if the student is unable to appear, he/she may submit a written request to Student Services. **Signed Fax request will be processed as a written request. Please fax your request to: 575-257-9409.** Such withdrawals will be effective as of the date the letter is postmarked. Telephone requests for withdrawal will not be accepted and a third party, other than a



designated official of the college, may not request a student's withdrawal without the expressed, written authorization of the student.

Students who are forced by emergency circumstances to leave the college without officially withdrawing should notify the Vice President of Student Learning in writing and request an administrative withdrawal.

### SEMESTER REFUND SCHEDULE

The refund schedule begins on the official first day of the semester, not on the initial class meeting. Tuition and student fees charged for more than 18 hours in a regular semester and more than 9 in a summer semester will not be refunded.

Refund schedule for fall and spring:

- 100% through day 6
- 90% through day 10
- 50% through day 15
- 25% through day 20

Refund schedule for summer:

- 0% through day 4
- 50% through day 12

Specific dates will be published each semester in the Academic Calendar. For courses shorter than a regular semester, the refund periods will be prorated accordingly.

### GRADE POINT AVERAGE - (GPA) COMPUTATION

The following illustration describes the computation used to arrive at the GPA under a 4 point system: "A" = 4 points per credit hour; "B" = 3 points; "C" = 2 points; "D" = 1 point; "F" = 0 points; "W" and "I" are not computed in a GPA.

**Example:**

<b>Courses</b>	<b>Grades</b>	<b>Semester Hours</b>	<b>Grade Points</b>
English 102	"C"	3	6
Accounting 201	"B"	4	12
CIS 293	"B"	1	3
History 102	"A"	3	12
Math 107	"F"	3	0
Psychology 101	"W"	0	0
<b>TOTAL</b>		<b>14</b>	<b>33</b>

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

## ACADEMIC STANDING

**Good standing** - Institutional GPA of 2.00 or greater.

**Probation** - Provisional enrollment during which time the student must maintain a GPA of 2.00 or higher.


**Suspension** - Not eligible to enroll in classes.

## PROBATION AND SUSPENSION

Students will be placed on probation or suspension based on the following table:

<b>Hours</b>	<b>Academic Standing</b>	
<b>0-16</b>	<b>Warning</b>	ENMU GPA is below 2.0 following first enrollment period (summer, fall or spring). Student is placed on academic warning
	<b>Probation</b>	New student admitted on academic warning who fails to raise the ENMU cumulative GPA to 2.0 and to earn a semester GPA of 2.0 is placed on probation
<b>17-29</b>	<b>Probation</b>	ENMU cumulative GPA is below 2.0; student's semester GPA is 2.0 or above. Student is on probation
	<b>Suspension</b>	Admitted on probation, the student's ENMU cumulative and semester GPAs are below 2.0 <b>or</b> ENMU GPA is below 2.0 after one semester on probation
<b>30+</b>	<b>Probation</b>	ENMU cumulative GPA is below 2.0; student's semester GPA is 2.0 or above
	<b>Suspension</b>	ENMU cumulative GPA is below 2.0; student's semester GPA is below 2.0 following one semester of academic probation

The first suspension will result in a suspension for one regular semester (fall or spring). A second academic suspension will result in a suspension of two regular semesters. Upon a third academic suspension, the student is permanently suspended from the college and is not allowed to re-enroll at **ENMU-Ruidoso** for a minimum of five years and with the Vice President of Student Learning approval.



Students who have completed the mandated suspension period must go to Student Services as the first step in the re-instatement process and are subject to any enrollment restrictions stipulated by that office. Students may be required to complete an Action Plan for Success. Students will write a reinstatement letter to the Student Services Coordinator. Students may be required to take a part time course load to prove the student is capable of successfully completing courses.

Students may petition for a waiver of the mandated suspension period based on extenuating circumstances. Such students must submit a written appeal to the vice president of the college. Student may be placed on a suspension waiver with specified conditions of enrollment. These conditions may include a required GPA, repeat of certain courses or other appropriate requirements. Failure to meet the conditions of the suspension may result in disenrollment, further suspension or denial of re-admission to the college.

## **CLEMENCY POLICY**

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

### ***Philosophy***

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

### ***Criteria***

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

### ***Procedure***

Students who meet these criteria may apply for clemency by submitting a written request to the vice president of Student Learning. If approved courses taken prior to the student's return will be counted in the **ENMU-Ruidoso** GPA. Courses with a grade of "D" or better will be carried forward as earned credit only and can be used to meet degree requirements.

### ***Note:***

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



## GRADUATION

All students expecting to complete any degree or certificate must file an application for graduation by the following deadlines:

- Fall Graduation – October 1
- Spring Graduation – April 10
- Summer Graduation – July 1

Students who file an application for graduation before the close of the semester preceding the expected completion date will be notified in writing of requirements needed to complete their program of study.

After all grades have been evaluated at the end of the semester the student wishes to graduate, diplomas will be ordered. Diplomas will be mailed to graduating students approximately 8-10 weeks after the end of the semester. Degrees will be posted at the same time diplomas are ordered. Students are encouraged to participate in Commencement ceremonies and have their names published in a newspaper, but must state so on their application for graduation.

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



# NON-ACADEMIC RULES AND REGULATIONS


## COLLEGE STANDARDS

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

## STANDARDS OF BEHAVIOR

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

- Forgery, alteration, destruction or misuse of college documents, records, or other college property, including misrepresentation of identification or presentation of such by unauthorized persons.
- Obstruction, disruption or unauthorized interruption of teaching, research, administration, disciplinary procedures or other college activities, including its public service functions or other authorized activities on college premises.
- Physical or verbal abuse of any person on college-owned or controlled property or at college-approved or supervised functions, or conduct that threatens or endangers the health or safety of any such person.
- Theft or damage to property of the college, of a member of the college community or of a campus visitor, including possession, sale or attempted sale of stolen property of the college, of a member of the college community, of a campus visitor, or to the civic community/citizens.
- Unauthorized use of, or entry into, college facilities or systems.
- Use, possession, distribution or being under the influence of narcotics or drugs, except as permitted by law while on college-owned or controlled property or at college-sponsored, approved or supervised activities.
- Disorderly conduct or lewd, indecent or obscene conduct or expressions on college-owned or controlled property or at a college-approved or supervised function.
- Possession of any weapons while on college-owned or controlled property or at college approved or supervised activities, such as, but not



limited to, rifles, shotguns, ammunition, hand guns and air guns, including explosives such as firecrackers, etc.

- Failure to pay promptly all college bills, accounts and other college financial obligations when due.
- Gambling on college-owned or controlled property.
- Any act which interferes with or adversely affects the college's normal functioning or which injures or endangers the welfare of any member of the college community.
- Possession or use of alcoholic beverages on college-owned or controlled property.
- Gang-related attire, including colored bandannas, will not be allowed on campus.
- Violation of properly constituted rules and regulations governing the use of motor vehicles on college-owned or controlled property.
- Failure to comply with directions of college officials acting in the performance of their duties.

## DISCIPLINARY ACTIONS FOR VIOLATIONS


In the event that a violation is found to have occurred, the Student Services Director in collaboration with other authorities will determine disciplinary actions or sanctions appropriate to the offense. Disciplinary actions or sanctions may include, but are not necessarily limited to, admonition, warning, and probation, suspension of rights and privileges, restitution, suspension from the college.

## APPEALING DISCIPLINARY ACTIONS

The student may appeal the decision of the vice president of Student Learning to the President of *ENMU-Ruidoso*. The student must present a written appeal to the President which explains the reasons for the appeal. Appeals must be presented to the Community Education/Student Services within 5 school days of the notification of the original decision. The decision of the Vice President is presented to the President for a final decision. The provisions of this section do not apply to matters involving academic dishonesty (i.e. plagiarism, cheating, etc.). *ENMU-Ruidoso* handles allegations of academic dishonesty in accordance with the processes found under Academic Integrity.

## DRUG-FREE CAMPUS POLICY AND INFORMATION

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



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

### **Legal Sanctions**

Legal sanctions will be in accordance with applicable state laws and local ordinances. Students and employees engaged in unlawful possession, distribution, or use of controlled substances may also be subject to expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

### **Drug-Free Schools Act 1990**

*ENMU-Ruidoso*, in compliance with the Drug Free Schools Act of 1990, has implemented a program to deter illicit possession, use or distribution of controlled substances.

*ENMU-Ruidoso* is committed to drug and alcohol education for students and staff and takes an active approach toward the health and safety of all members of the college community. *ENMU-Ruidoso* recognizes the institution's responsibility, but also holds the student and employee responsible for their own decisions/actions.

### **State and Federal Law**

The *ENMU-Ruidoso* policy is in keeping with the education mission of the institution and applicable state laws governing controlled substances. The policy applies to the illegal possession, distribution and abuse of alcohol as defined in New Mexico statutes by both students and employees. Federal regulations prohibit possession and distribution of alcohol and illegal drugs and provide for penalties of imprisonment and fines.


### **College Regulations**

No alcoholic beverages are allowed on any premises where college business is being conducted (i.e., public buildings, lounges, patios, foyers, arenas, parks, parking lots, etc). Violators of state statutes and/or college regulations governing the possession and/or consumption of alcohol or controlled substances shall be subject to sanctions as set forth by *ENMU-Ruidoso* policy. This is in addition to the regulations and/or penalties described in the N.M. state statutes.

*ENMU-Ruidoso* also requires each student, as a condition of enrollment, to abide by *ENMU-Ruidoso* Drug and Alcohol Policies. Those students who receive federal or state money under Financial Aid benefits must sign a certification of awareness of the college's Drug Free School policy and program.

### **SMOKE-FREE CAMPUS**

*ENMU-Ruidoso* is a tobacco-free institution; therefore, the use of any form of tobacco is prohibited in *ENMU-Ruidoso* buildings.



ENMU-*Ruidoso* policy and procedures is to provide a smoke-free and tobacco-free environment. The university policy related to smoking and the use of tobacco products is as follows:

- A. The university is dedicated to providing a safe, healthy and low risk working and learning environment for employees and students.
- B. The goal of a safe, healthy and low risk university environment can in part be achieved through elimination of smoking and the use of tobacco products on university property. This policy applies to cigarettes, cigars, pipes, smokeless tobacco, all other tobacco products, and other legal smoking preparations, including but, not limited to, hookahs, electronic cigarettes, clove cigarettes, clove cigarettes and other legal smoking preparations. Smoking and use of tobacco products is permitted only in a small number of designated outdoor areas.
- C. Smoke-free and tobacco-free regulations are promulgated under the New Mexico Clean Indoor Air Act, NMSA 1978, §§ 24-13-1 through 24-16-11 ( as amended 2007 by the Dee Johnson Clean Indoor Air Act) and Legislature of New Mexico Senate Memorial 63 (2013)

Violations by students are to be handled according to the college's policy on discipline.

## **AIDS/COMMUNICABLE DISEASES**

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

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

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

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





## STUDENT SEXUAL MISCONDUCT POLICY

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

### ***Kinds of Misconduct:***

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


### ***College and Criminal Code Action:***

A student charged with sexual misconduct, including acquaintance or date rape, can be prosecuted under New Mexico criminal statutes and disciplined under the college judicial processes. Even if the criminal justice authorities choose to prosecute, the college can pursue disciplinary action.

### ***Clarification of Circumstances of a Violation:***

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

1. Sexual misconduct as defined above is sexual misconduct whether the assailant is a stranger or an acquaintance of the victim.
2. Alcohol and/or drug use, intoxication, or any impairment of the accused, does not absolve responsibility for sexual misconduct.
3. In situations where the victim is incapable of giving consent, or is unable to resist sexual advances due to alcohol/drug use or other impairments, the accused may be held responsible for sexual misconduct.
4. Force and/or coercion is defined as:
  - a. The use of physical force or physical violence; or

- 
- b. The use of threats, including but not limited to physical threats, abduction, extortion or retaliation directed against the victim or another when the victim believes that there is an ability to execute such threats; or
  - c. The use of verbal comments or non-verbal behaviors and/or gestures to intimidate the victim or another when the victim believes that there is a present ability to execute such threats.
5. Threat is defined as an expression of intention to hurt, destroy, or punish the victim or another.

### **Reporting Misconduct and College Reaction**

Where there is cause to believe that the college policy prohibiting sexual misconduct has been violated, the college will initiate disciplinary review. The college is obligated to protect the rights of the accused as well as of the victim.

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

For the college to take disciplinary action beyond warning, reports of misconduct must be in writing and signed by the complainant. The college will advise a complainant that it can keep the identity of a complainant confidential unless the college is compelled to go into a due process proceeding with the accused.

Accusations of sexual misconduct will be investigated by the Vice President of Student Learning according to campus policy and student discipline conduct procedures.

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

### **STATEMENT ON SEXUAL HARASSMENT**

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

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

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



a sexual nature will constitute unlawful sexual harassment when:

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

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

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

### **PROCEDURE FOR REPORTING INCIDENTS**

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

### **AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY, RESPONSIBILITY AND AUTHORITY**

ENMU-*Ruidoso* affirmative action program and equal employment opportunity effort is assigned to Human Resources. This individual will also serve as the Title IX Coordinator for this college. He/she will be responsible for monitoring and implementing these programs.

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



## COMPUTER USE POLICY

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

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

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

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

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

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

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



## STUDENT SERVICES

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

### STUDENT SERVICES

If you are a first-time degree-seeking student you must make an appointment with a student advisor before registering. Advisors will help you achieve your educational objectives by explaining requirements; answering questions about classes and programs; reviewing your past, current, and proposed coursework; guiding you in educational planning; and helping you with academic and related problems.

Advisors are available by appointment or on a drop-in basis. Appointments are the best way to obtain advisement. You may make an appointment by calling Student Services at 257-2120 or toll free at 800-934-ENMU.

### REGISTRATION

#### **On-campus Registration**

You may register online at your MyENMU-Ruidoso portal or in person at the ENMU-Ruidoso college campus, Monday - Friday, during regular office hours. After registering verify your schedule on your MyENMU-Ruidoso portal. Please check your class schedule carefully. If your schedule is not what you requested, return to your MyENMU-Ruidoso portal to make corrections. Go online to MyENMU-Ruidoso portal or to the cashier to arrange for payments for the classes you registered for. It is important to arrange a payment plan before classes begin.

#### **Online Registration**

Online registration is available for continuing students at [www.ruidoso.enmu.edu](http://www.ruidoso.enmu.edu). Students with holds, or students on probation cannot register online. To complete the registration process, you should call and make an appointment with an advisor in Student Services (575-257-2120). Sophomore (30+ hours) must be advised and cleared for registration by their advisor. Once all registration holds have been cleared, the student can register, drop and add classes online or at with Student Services.

1. Select MyENMU-Ruidoso Portal
2. Log in with your username and student I.D number
3. Click on "My Banner (SSB)"

*(If necessary, verify your information click yes if okay or click no then change it. If your birthday is January 5, 2001, your pin would be 010502. Click login.) Create a new PIN number and security question and submit (only if this is your first time to log in)*

4. Select Term

**Remember classes with a P are in Portales; classes with a U are in Ruidoso.**

5. Click on Add/Drop Classes
6. Scroll down and enter CRN numbers for your class choices.
7. Click on Submit Changes. Remember to print a Student Detail Schedule, which will be needed to get your books. Click Exit in the upper right hand corner to properly exit the Registration module.
8. Make payment arrangements for tuition and fees with the **ENMU-Ruidoso** office for Ruidoso classes. For Portales, contact the Accounts Receivable Office in Portales by calling 800-537-5367.

**Registration Cancellation:** Registration will be cancelled for students who have not paid their account or have not set up a payment plan with the Cashiers Office by the published deadline.

## PAYMENT OPTIONS

- Pay at the Cashier's Office with cash, check, money order or credit card
- Mail check or money order to: Cashier, **ENMU-Ruidoso**, 709 Mechem Dr., Ruidoso, NM 88345
- Pay by credit card. Call the cashier at 257-2120, or 800-834-ENMU (3668). **ENMU-Ruidoso** accepts Discover, MasterCard and VISA
- Set up a payment plan
- Pay online at [www.ruidoso.enmu.edu](http://www.ruidoso.enmu.edu). Sign in on MyENMU-Ruidoso portal. Click on pay bill under launch pad and follow the directions. Contact the cashier's office to find out more information on setting up payment plans for your account.

## STUDENT EMPLOYMENT

### **To apply for work-study,**

You must submit a FAFSA (Free Application for Federal Student Aid) to determine your eligibility. You must also submit an ENMU employment application which is available online at [www.ruidoso.enmu.edu](http://www.ruidoso.enmu.edu).

### **Plan your work schedule**

Once you are hired, you and your supervisor can plan your work schedule based on your class schedule and the number of hours you are able to work (not to exceed 20 hours per week).

Studies show that students who work tend to make better grades, learn to manage their time more efficiently, are more persistent in their goal to graduate, and may have to borrow less in loans to help pay for college expenses.

## STUDENT HEALTH SERVICES

ENMU-*Ruidoso* is not responsible for costs arising from injury and sickness. Students are encouraged to purchase their own health insurance and to carry their insurance card with them at all times. ENMU-*Ruidoso* does not endorse a particular health insurance company but may provide information for a variety of healthcare options.

## CAREER RESOURCE CENTER

New Mexico Workforce Connection provides free services to individuals who need job training, unemployment assistance, educational programs and career counseling. These programs are located in ENMU-*Ruidoso* 709 Mechem Dr, Ruidoso, NM 88345 to provide more efficient services.

**Telephone:** 575-258-1730

**Hours:** Monday - Friday 8:00 a.m. - 5:00 p.m.

**Purpose:** The Career Resource Center provides the following services:

- Learn strategies for finding a job
- View available job posting
- Learn to prepare an effective resume
- Learn about jobs and careers suitable for you
- Learn about jobs in demand and rates of pay
- Job referral and placement

## STUDENT FINANCIAL AID

Students may apply for all federal or state programs by filling out one application, the Free Application for Federal Student Aid (FAFSA). Students need to file electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The U.S. Department Education Federal Student Aid programs and the State of New Mexico provide grants, loans and work-study employment assistance to qualifying students. Federal and State aid can help cover expenses such as tuition and fees, room and board, books and supplies and transportation. Go to [www.studentaid.gov](http://www.studentaid.gov) or [www.hed.state.nm.us](http://www.hed.state.nm.us) for more information.

For more details about Financial Aid you can also find information in the ENMU-*Ruidoso* catalog (online at [www.ruidoso.enmu.edu](http://www.ruidoso.enmu.edu)).

## SCHOLARSHIPS

***ENMU-Ruidoso Foundation Scholarships*** - A source to help you fund your college education!

You are invited to apply for scholarships through the **ENMU-Ruidoso** Foundation. Scholarships are designed to reward, encourage and assist students in their pursuit of academic excellence and leadership roles.

Each scholarship is different and was established uniquely for a purpose. Many scholarships have been set up through endowments or trusts by benefactors of the college. These scholarships are awarded based on the criteria set by the donors. The amounts of these scholarships are determined by the amount of interest earned on the donation, which may change from year to year.

Scholarships are awarded for the academic year. This means that the total amount is divided between the fall and spring semesters. If a student graduates in December, only the fall portion will be awarded.

Many scholarships are renewable. To be eligible to receive a scholarship again, you must reapply each year.

All scholarship recipients who receive an **ENMU-Ruidoso** Foundation scholarship must adhere to the following **before** the scholarship will be awarded:

- Send a letter to thank the donors of the scholarship (Our office requests a copy)
- Attend the annual awards assembly and/or donor reception
- Failure to comply will result in the loss of the scholarship.

Scholarships are not the only way to pay for college. There are numerous opportunities to help you finance your education with **ENMU-Ruidoso**. Please check with Student Services at 575-257-2120 for more information on student loans, grants and other ways of paying for school of the many others.

## ONLINE BOOKSTORE

The online Bookstore offers an extensive selection of new and used textbooks. Students may return or exchange textbooks during the Add/Drop period if the student has a valid receipt and book(s) are in their original purchase condition by returning to the Barnes and Noble bookstore. Students taking classes from **ENMU-Ruidoso** should order their books from the **ENMU-Ruidoso** portal by pressing on the online bookstore tab. Students taking classes from Portales should order their books from the Portales Campus bookstore. Students taking classes from Roswell should order their books from the Roswell Campus bookstore.

Watch for buy-back opportunities. The online book store offers a buy-back service and will purchase some of or all of your used books, providing the textbook is being used the following semester.



## TUTORING SERVICES

Tutoring is offered free of charge for currently registered students. Stop by or call Learning Commons today and see if help is available in your course.

## ACCOMMODATIONS

- Extended testing time
- Books on tape and/or CD

## AMERICANS WITH DISABILITIES

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

### ***Person with Disabilities***

Students needing special accommodations should contact the Student with Disabilities Liaison at *ENMU-Ruidoso* at 575-257- 2120 for an appointment.

### ***Receiving Services***

The information gathered during this appointment and documentation verifying the student's disability will be used to determine qualifications for accommodations.

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

There is no charge to students for accommodations. *ENMU-Ruidoso* is committed to providing appropriate support services. Students who think they may need support services should contact The Student with Disabilities Liaison soon as possible at 575-257-2120. Planning ahead will help students obtain services in a timely manner.





# We appreciate our Student Discount Business Partners!

**Student Discounts available at these locations.**  
**A valid, current ENMU-Ruidoso Student ID is required for all discounts.**  
 Discounts subject to change at the discretion of the business partner.

**12th Street Coffee**  
**5% off with Student ID**  
 email: 12thstreetcoffee@gmail.com - 410 12th Street Carrizozo, NM 575-648-4299 - Coffee and pastries in intriguing Carrizozo.



**22 Bath and Body**  
**10% off of purchase with Student ID**  
 www.22bathandbody.com - 2501 Sudderth Dr. Suite B Ruidoso, NM 575-808-8522 - Thur - Tues, 10 a.m. to 5 p.m. - Bath, body and handmade soaps.



**Aaron's Rent to Own**  
**10% off of electronic, furniture and other merchandise with Student ID**  
 www.aarons.com/store-c1046-ruidoso-nm.aspx - 205 U.S. 70 Ruidoso, NM 575-378-1175 - Mon - Thur, 10 a.m. to 7 p.m.; Fri, 10 a.m. to 8 p.m. and Sat, 10 a.m. to 5 p.m. - Furniture and appliance rent to own center.

**Alto Ski Shop**  
**10% off of ski and snowboard clothing and merchandise with Student ID**  
 www.altoaskishop.com - 874 Highway 48 Alto, NM 575-336-4386 - 7 a.m. to 6 p.m. every ski season day. - Ski and snowboard gear shop.



**Anaheim Jacks**  
**10% off of total bill with Student ID**  
 www.facebook.com/jacksfacs - 1097 Mechem Dr. Ruidoso, NM 575-803-8340 - 6 a.m. to 8 p.m. everyday - Elaborate hamburger and frozen custard restaurant.

**Café Rio**  
**10% off of total purchase with Student ID**  
 www.caferiopizza.com - 2547 Sudderth Dr. Ruidoso, NM 575-257-7746 - Sun - Thur, 11:30 a.m. to 8 p.m., Fri & Sat, 11:30 a.m. to 9 p.m. - Quintessential pizzeria in Midtown Ruidoso



**Can't Stop Smoking**  
**10% discount with Student ID**  
 www.facebook.com/CantStopSmokin - 418 Mechem Ruidoso, NM 575-630-0000 - Wed - Mon, 11 a.m. to 7 p.m. - High quality bar-be-que.



**Carrizozo Café**  
**5% discount with Student ID**  
 www.facebook.com/carrizozocafe?ref=nl - 1108 E. Avenue Carrizozo, NM 575-430-9708 - Tues - Sat, 11 a.m. to 7 p.m. - Quaint café in historic Carrizozo.

**Casa Blanca**  
**Free soft drink, coffee, or tea with meal with Student ID**  
 www.facebook.com/CasaBlancaRestaurantRuidosoNM/time-line?ref=page\_internal - 501 Mechem Ruidoso, NM 575-257-2495 - Mon - Sun, 11 a.m. to 9 p.m. - Authentic Mexican food



**Cornerstone Bakery Café**  
**10% off of food purchase with Student ID**  
 www.cornerstonebakerycafe.com - 359 Sudderth Dr. Ruidoso, NM 575-257-1842 - Mon - Fri, 7 a.m. to 2 p.m., Sat & Sun, 7 a.m. to 3 p.m. - Great breakfast & lunch featuring fresh breads and other baked goods



**Coyote Howling**  
**10% off of Feed My Starving Children items and 20% off on all other purchases with Student ID**  
 www.coyotehowlingshopforacause.com - 1803 Sudderth Dr. Ruidoso, NM 575-808-8320 - Mon - Fri, 10 a.m. to 5 p.m.; Sat, 9 a.m. to 6 p.m.; Sun, 1 p.m. to 5 p.m. (special events only) - Coyote Howling Shop for a Cause features American-made and local/national/international fair-trade gifts and pledges a percentage of proceeds to Feed My Starving Children (FMSC).



**Fusion Medical Spa**  
**10% off of products and 15% off of procedures with Student ID**  
 www.fusionmedicalspa.net/ - 1900 Sudderth Dr. Ruidoso, NM 575-257-4772 - Mon - Thur, 9:30 a.m. to 5 p.m.; Fri, 9:30 a.m. to 4:30 p.m. - Cutting edge aesthetic medical spa.



**Maxtime Fitness**  
**Half price enrollment fee (a \$25 savings) \$39.99 for a 1 year contract or \$49.99 for month to month memberships! Day pass discount at \$5! Tanning as low as \$35 per month!**  
 www.maxtimefitness.com - 1129 Mechem Dr. Ruidoso, NM 575-808-8282 - 24-hour membership access, staffed hours: Mon - Thur, 9 a.m. to 6 p.m.; Fri & Sat, 9 a.m. to 5 p.m. - Ruidoso's 24 hour fitness and tanning center offering state of the art fitness equipment, personal trainers, tanning and free towel service.



**El Paraiso**  
**10% off food and drink with Student ID**  
 www.facebook.com/pages/El-Paraiso-Mexican-Restaurant/120266991427729?rf=114041358624398 - 721 Mechem Dr. Ruidoso, NM 575-257-0279 - Mon - Sat, 8 a.m. to 8 p.m. - Mexican restaurant within walking distance from ENMU - Ruidoso main campus.

**Personal Touch Computers**  
**\$25 off of regular charge with Student ID**  
 email: stambos@windstream.net - Mobile in Lincoln County 575-973-4064 - Home visit computer service, training and consultation.



**Pizza Hut**  
**20% off any regular priced menu item with Student ID**  
 https://order.pizzahut.com/locations/new-mexico/ruidoso/013493 - 725 Sudderth Dr. Ruidoso, NM 575-257-5161 - Sun - Thur, 11 a.m. to 10 p.m.; Fri & Sat, 11 a.m. to 12 a.m. - Pizza restaurant and delivery.



**Old West Studio**  
**20% off of total purchase with Student ID**  
 email: joelv@windstream.net - 2501-E Sudderth Dr. Time Square Plaza Ruidoso, NM 575-937-1811; 575-257-0901 - Recreational western photography studio. Seasonal hours.



**Oso Grill**  
**Free soft drink with meal purchase with Student ID**  
 www.facebook.com/osogrillcapitan - 100 Lincoln Avenue Capitan, NM 575-354-2327 - Mon - Sun, 11 a.m. to 8 p.m. - Grill food and beverages.



**Ruidoso Athletic Club (RAC)**  
**Half price day pass, \$46/month membership, three month membership prepaid at \$126 with Student ID**  
 www.ruidosoathleticclub.com - 415 Wingfield Ruidoso, NM 575-257-4900 - Mon - Fri, 4:30 a.m. to 8:30 p.m.; Sat, 8 a.m. to 6 p.m.; Sun, 1 p.m. to 6 p.m. 24 hour member access. - Fitness club offering personal training, group training, an indoor pool and more!



**Ruidoso Bowling Center**  
**\$3.25 plus tax per game with Student ID**  
 www.facebook.com/ruidosobowlingcenter - 1202 Mechem Dr. Ruidoso, NM 575-258-3557 - Mon - Thur, 1 p.m. to 10 p.m.; Fri & Sat 1 p.m. to 12 a.m.; Sun, 1 p.m. to 9 p.m. - Bowling alley with arcade.



**Ruidoso True Value**  
**10% off of total purchase (some products are not discountable) with Student ID**  
 www.truevalue.com/ruidosotruevalue - www.facebook.com/RuidosoTrueValueHardware - 1013 Mechem Dr. Ruidoso, NM 575-258-4525 - Mon - Sat, 8 a.m. to 6 p.m., Sun 9 a.m. to 5 p.m. - Hardware store offering excellent service.



**Sabor**  
**10% off purchase with Student ID**  
 www.facebook.com/Sabor-210491679042792/- 2319 Sudderth Dr. Ruidoso, NM 575-630-0070 - Mon - Sun, 10 a.m. to 5 p.m. - Sweets shop featuring fresh dipped caramel apples, blue bell ice cream and over 75 samples daily.



**Sacred Grounds Coffee and Tea House**  
**10% off food and drink purchases and 25% off of retail items with Student ID**  
 www.sacredgroundscoffee.net - 2704 Sudderth Dr. Ruidoso, NM 575-257-2273 - Mon - Thur, 6:30 a.m. to 5 p.m.; Fri, 6:30 a.m. to 8:30 p.m.; Sat, 6:30 a.m. to 8 p.m.; Sun, 8 a.m. to 4 p.m. - Coffee, tea, food, drink and gifts in an exceptional ambience.



**Salon Zia**  
**\$5 off of hair color and/or \$2 off of haircut with Student ID**  
 www.facebook.com/SalonZia - 2315 Sudderth Dr. Ruidoso, NM 575-937-7405 - Spa, beauty and personal care. - By appointment Mon - Fri, 8 a.m. to 4 p.m.



**Schlottzsky's**  
**15% off with Student ID**  
 www.schlottzskys.com/find-your-schlottzskys/new-mexico/ruidoso/1062/ - 2812 Sudderth Dr. Ruidoso, NM 575-257-7811 - Sun - Thur, 10:30 a.m. to 8:30 p.m.; Fri & Sat, 10:30 a.m. to 9:30 p.m. - Sandwich restaurant.



**Ski Apache**  
**Afternoon lift ticket after shadowing a ski or snowboard lesson (mini internship program) with Student ID**  
 www.skiapache.com - 1286 Ski Run Rd. Alto, NM 575-464-3600 - Winter Season, Mon - Sun, 9 a.m. to 4 p.m. - Premier ski and snowboard resort.



**Ski Ruidoso Ski Shop**  
**\$16 board rental & \$11 ski rental with Student ID**  
 www.skiruidososki.com - 1133 Mechem Dr. Ruidoso, NM 575-258-3024 - Mon - Thur, 7 a.m. to 6 p.m.; Fri, 7 a.m. to 11 p.m.; Sat & Sun, 7 a.m. to 7 p.m. - Ski and snowboard rental shop.



**Subway**  
**\$1 off of foot-long sandwich with purchase of 20 oz. drink with Student ID**  
 www.subway.com/storelocator/default.aspx?zip=ruidoso%20nm - 148 Sudderth & 1129 Mechem Ruidoso, NM 575-630-0251; 575-258-1394 - Mon - Thur, 7 a.m. to 9 p.m.; Fri & Sat, 7 a.m. to 10 p.m.; Sun, 8 a.m. to 8 p.m. - Fast food sub sandwich shop and more!



**Tree House Massage**  
**\$10 off with Student ID**  
 email: aloedara@gmail.com - 2315 Sudderth Dr. Ruidoso, NM 575-802-3169 - Massage Therapy by appointment only. Call or email for appointment.



**The Village Buttery**  
**10% off of purchase with Student ID**  
 www.thevillagebuttery.com - 2107 Sudderth Dr. Ruidoso, NM 575-257-9251 - Mon - Sat, 10:30 a.m. to 2:30 p.m. - Local lunch restaurant and distinguished bakery.



**Zocca Coffee**  
**\$1 off coffee or tea and 10% off all else with Student ID**  
 www.facebook.com/pages/Zocca-Coffee/181293301911102 - 1129 Mechem Dr. Ste. E Ruidoso, NM 575-258-1445 - Mon - Thur, 6 a.m. to 6 p.m.; Fri & Sat, 6 a.m. to 8 p.m.; Sun, 7 a.m. to 6 p.m. - Coffee shop with baked goods and ice cream.

