This publication is prepared to acquaint you with the general information, community standards, and services available to you as a resident. If after reading this, you have questions about any aspect of living on campus, please contact your Resident Advisor or a professional staff member.

Equal Opportunity Policy

The University of New Mexico is an Affirmative Action/Equal Opportunity Institution. To comply with the ADA and the Rehabilitation Act of 1973, UNM provides this publication in alternative formats. If you have special needs and require an auxiliary aid or service, please contact the Accessibility Resource Center. If you believe you have been discriminated against on the basis of your race, religion, color, national origin, physical or mental disability, age, sex, sexual preference, ancestry, or medical condition, you should contact the Office of Equal Opportunity.

Changes to RLSH Policies and Procedures

Changes or additions to Community Living Guide, Room Condition Reports, Hall Policies, and Housing Contract may be made as deemed necessary by the RLSH Staff and/or Residence Life and Student Housing office. Any such changes will be publicized prior to implementation and will be posted on residence hall bulletin boards. For the most current iteration of Community Standards, review the Community Living Guide online at housing.unm.edu.
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Message from the Director

Dear Resident Lobos!

On behalf of The University of New Mexico and Residence Life and Student Housing, I want to welcome you to the UNM Residence Halls. We truly believe that living with us can be a great experience that not only supports your academic pursuits but is an extension of the University’s academic mission. In addition to providing a comfortable, pleasant physical environment, we believe that education, personal growth and development occur outside the classroom and we will be purposeful in providing a variety of programs to support this aspect.

We also value having a positive sense of community. By choosing to live in the residence halls, you will be residing in a community with many others. This is an outstanding opportunity to experience the wide range of humanity. Please actively engage this opportunity to meet, explore, learn and embrace differences in those around you. The Resident Advisor Staff and Community Associations will plan programs to help develop a sense of community within floors, buildings and the entire residence hall system.

We have a dedicated staff of student and full time employees to help the university deliver this experience and included in this handbook is our mission statement and values. On behalf of the staff, I do wish our residents all the best in their academic and personal development.

Wayne Sullivan, Director

Residence Life & Student Housing staff celebrate UNM’s 125th Anniversary.
Mission & Values

Our Mission
To foster inclusive, community-based living environments consciously designed for our residents’ personal growth and academic success in well-maintained facilities.

Our Vision
Get Connected. Be Engaged. LIVE On Campus.

Our Values
Quality
Through continuous evaluation and student feedback, UNM Residence Life and Student Housing seeks to meet a high standard of excellence within our facilities, services and processes.

Caring
UNM Residence Life and Student Housing strives to create an environment of success for every individual resident. All of our student and full-time staff are highly trained and compassionate individuals who help residents connect to campus resources, personalize their housing experience, and achieve personal and academic goals.

Learning
The UNM residence halls are an extension of the collegiate academic environment. We believe that by living on campus, residents have the opportunity to learn and grow beyond the classroom. The programs, activities, and initiatives within our residence halls aim to develop residents into well-rounded individuals.

Community
UNM Residence Life and Student Housing embraces the idea that communities are comprised of diverse individuals from all walks of life. We nurture healthy, thriving communities that help residents feel connected to each other, as well as the institution. Residents are encouraged to participate as active and engaged citizens within their living areas.
Meet the Residence Life and Student Housing Staff

Resident Advisors (RAs)

Your RA will help you have a great experience living on campus. Carefully selected and well trained, they are student staff that are assigned to every living area and will develop a positive community, plan events and activities, and be available as a resource. In addition, they will help with residence hall administration work, follow up on community standards and policies, and help with residence hall emergencies.

Get to know your RA and be sure to ask any questions you have about living on campus! There is also an RA on duty for each community from 7:00PM to 7:00AM. The RA on duty’s cell phone number will be posted in your community, and can be found at the end of this handbook.

The RA staff is the first point of contact for residents for any part of living on-campus. Our RAs receive extensive training and if they don’t have the answer to your question, the will be able to connect you with someone who does.

Community Development Assistants (CDAs)

Community Development Assistants are staff members that work closely with the RAs to provide community building opportunities throughout the residence halls. CDAs work closely with the Community Association and are a great resource for residents looking to get more involved.

Student Hall Directors (SHDs)

Student Hall Directors are upper level students who work as student managers. The Student Hall Directors work with an Area Coordinator in the overall management of a residential community. Similar to the Professional Staff (described below) SHDs are the second point of contact for their buildings, after the RA staff. SHDs will have posted office hours, so if you need anything, be sure to stop in and see them.

Residence Education Professional Staff

The Residence Education Professional Staff team is comprised of Community Directors and Area Coordinators, and works with the Residence Life Manager. The Residence Education Professional Staff are full-time live-in professionals who are dedicated to creating welcoming and inclusive communities within the residence halls.
Community Directors (CDs)
Community Directors are professional staff members who have completed at least a Bachelor’s degree. CDs are the second point of contact for residents, after the RA staff. Community Directors are responsible for developing an educational environment within their building, working with residents on issues and concerns, serving as conduct hearing officers for residence hall students, and promoting the ongoing academic success of residents.

Area Coordinators (ACs)
Area Coordinators are professional staff members who have ideally completed their Master’s degree, and have at least two years of full time experience working in residence halls. In addition to all the duties outlined for the Community Directors, Area Coordinators are responsible for working with a Student Hall Director and guiding them in managing their building. For residents living in a building with a Student Hall Director, the Area Coordinator is an additional resource you can seek out.

Residence Life & Student Housing Management Team
Comprised of 7 individuals, led by the Director of Residence Life and Student Housing, the management team is responsible for the overall operation and implementation of the mission and values to ensure that the residential experience is the best possible.

Hourly Student Staff
The hourly student staff is comprised of the Desk Staff, Cellar Attendants, and mail room attendants. Desk Staff are student staff members who operate the front desks of the SRC, Hokona (West Desk) and Coronado (East Desk). They are responsible for customer service; checking out building equipment (e.g. vacuum cleaners). The Cellar Attendants operate and maintain the Hokona Cellar during open hours. Mail Room Attendants work in the central mail room and assist students by assigning mailboxes and assisting with packages.

Custodians
Custodians are assigned to each building and are responsible for cleaning common areas including laundry rooms, lounges, hallways, bathrooms, and study rooms. They are not responsible for cleaning your room. Each custodian wears a uniform that identifies him/her as an employee.
Maintenance Staff

Our maintenance staff is comprised of painters, carpenters, and electricians who work in all buildings as required. Staff members wear uniforms with the UNM logo and their name that identifies them as an employee.

Student Safety and Security Staff

On duty 24 hours a day, these staff members patrol residence hall facilities and adjacent areas. They ensure that entrance doors are locked, report suspicious non-resident behavior to Campus Police, check residence hall parking lots, etc. Safety and Security Aides will always wear their blue polo uniforms and an official Safety Staff photo ID badge.
**Community Organizations**

**Residence Hall Association (RHA)**

RHA is the student-led governing association for students living on campus at UNM. All residents who live on campus are members of the RHA and are encouraged to be actively involved in the RHA. This association serves as a voice for residents to communicate with the administration and provides a forum for feedback and offers an opportunity to develop leadership skills and experience. RHA also hosts a variety of activities throughout the year.

**Community Association (CA)**

The CA is an active student organization in each community. Each CA plays a key role to create a sense of community in each building. As a resident one of the easiest and most impactful ways to get involved is to be an active member of your Community Association. You can either run for an executive board position or be a general board member, but either way, being involved in your CA is one of the best ways to get involved in your residence hall.

**National Residence Hall Honorary (NRHH)**

The NRHH is a national student leadership organization. UNM’s chapter is the Cherry & Silver Chapter which is comprised of the top 1% of students living on campus who exemplify excellence in academics, leadership, service, and recognition.

**EcoReps**

EcoReps are students who live in the residence halls and promote sustainable practices. The EcoReps provide programming for the general residential community and promote energy efficiency, recycling, and waste reduction.

**Diversity & Social Justice Advocates**

The Diversity & Social Justice advocates are residence hall community members committed to promoting social justice within our community. DSJ Advocates provide educational opportunities and programming around issues of diversity and justice occurring on campus or within the broader community. Any resident is welcome to join.

**Health & Wellness Advocates**

Health & Wellness advocates strive to improve the overall health and well-being of students that live on campus. By offering a wide range of events and activities around various topics of health and wellness, residents have an opportunity to gain a broad range of knowledge and experiences to improve their own health and well-being. All residents are welcome to join.
Services and Amenities

Cable Service

Cable TV ports are located in every residence hall room. Upon check-in, you must plug your TV into the DTA module unit to receive cable service. It is important that the DTA module unit remain plugged in and connected to the wall cable outlet at all times. Failure to keep this plugged in will result in your module unit turning off and needing to be replaced and/or reprogrammed at your expense. If you experience service disruption, please place a work order through the housing website.

Computer Access

All residence hall rooms have high-speed direct connection to the Internet via the university network. In addition, residence hall and public areas, such as La Posada, have limited wireless connectivity. A central residence hall computer pod is located in the SRC Commons and provides exclusive service to residence hall students. Residents are reminded that there are possible financial and disciplinary consequences for violating copyright laws, including illegally downloading music and movies using the university network.

Equipment Rental

As a resident, you have access to check out equipment (i.e. DVDs, pots & pans, vacuums, cooking equipment, board games, etc.) from a service area desk between 1 and 24 hours (depending on the item) and then return it to the front desk. If the item is badly damaged and/or deemed unusable, you will be charged for the replacement of the item.

Kitchen Facilities

Santa Clara, Alvarado, Hokona and Coronado have kitchenettes with a stove, microwave and sink. Laguna DeVargas has a full kitchen in the basement. SRC Apartments and Redondo Village Apartments have full kitchens in each apartment. Residents are expected to keep the community kitchen clean and in proper working order.

Laundry

Washers and dryers are located in each building and are free for the residents of that community. The washer and dryer expense is included in your Residence Hall room rate; however, you must provide your own high efficiency detergent. Since the costs are included in your room rate, please do not allow people from outside the community to use the laundry facilities. Please report any issues with washers and dryers via the RLSH work order system.
Mail

Mail is distributed through the central mail room facility located behind the 24-Hour Desk in the Student Residence Center Commons Building. Mail is generally delivered by 2:00PM. Specific mail room operating hours are posted in the SRC Commons Building. Parcel Post, UPS, insured mail, etc. must be signed for by the student when their items are picked up at the mail room. For security reasons, do not use the mailbox as a temporary storage space for valuables or room keys. SRC mailboxes are an important mode of resident-bound communications for Residence Life and Student Housing and other university departments. Accordingly, it is an expectation that residents will pick up their mailbox key and check their boxes for communications regularly.

Maintenance and Housekeeping Work Orders

As a resident, you can place a work order to address facility issues that arise throughout the year. You can place a work order by calling 505-27QUICK (277-8425) during normal business hours, or by placing the work order on-line at housing.unm.edu 24 hours a day.

For any emergencies which happen outside of regular business hours, you should contact an RA or the SRC 24-Hour Service Desk at (505) 277-2606.

Parking

Residence Life and Student Housing and UNM Parking & Transportation Services work together to manage residence hall parking. Students who vacate the residence halls before the conclusion of the academic session are required to turn in their parking permits. Submitting fraudulent information or failing to turn in parking permits may result in a $100 fine.

Personal Property Insurance

You are encouraged to carry some form of personal property insurance to protect yourself in the case of theft, fire, flooding, etc. During check-in you received a brochure for a property insurance vendor, or you can often work with your current insurance company to arrange coverage. Note: The University is not responsible for loss of, or damage to, the personal property of the student from any cause, nor will the university assume responsibility while the student is a resident.
Recycling
UNM is dedicated to providing recycling throughout all of the residence halls. There are various recycling locations within the buildings and around the exteriors of buildings for small items like single soda bottles, as well as large containers near the building trash bins for larger quantities of recycling.

Telephone Service
An active local telephone line is not provided in your room. If you would like to have a phone line activated, please submit a work order on line at housing.unm.edu.

Use of Facilities by Outside Groups
Use of residence hall facilities by outside groups must be authorized by the Residence Life and Student Housing office. Facilities may not be used by outside groups or individuals without this authorization. Persons violating this policy will be asked to leave and will forfeit reservation privileges.

Vending
Each hall has a variety of vending machines with a wide assortment of products. Refund information is listed on each machine. Misuse or vandalism of the machines can result in a hall-wide damage charge.

Community Areas
Hokona Cellar
The basement of Hokona Hall contains a student recreation area known as The Cellar. A game room area, dance floor, and movie area with a wide-screen television are the central features of this facility. The Cellar is used by students for recreational activities and for structured residence hall programming events.

SRC Commons
The SRC Commons is a multi-purpose gathering space that all residents can utilize. Located within the commons are resident mailboxes, the 24-Hour Service Desk, a computer pod, a small convenience store, as well as lounge areas where residents can enjoy one another’s company.
La Posada Plaza

Located in the heart of campus housing, La Posada Plaza is an outdoor space that can be used by residents for a wide variety of purposes. From BBQ and dances to fund-raisers and advocacy events, the Plaza is a great space that residents are encouraged to utilize.

Lower Johnson

Lower Johnson is an outdoor recreation area located across from Coronado Hall. Lower Johnson has a volleyball and basketball court that can be reserved by Community Associations and Resident Advisors for large programs or simply enjoyed by residents on a daily basis.

Students enjoying The Hokona Cellar.
Housing Contract Items

There are many important provisions of the UNM Housing Contract you signed when applying to live in Residence Life. You, as a resident, agree to abide by certain conditions concerning policies, procedures, payment dates, refunds, and contract terminations. In the same way, the RLSH office agrees to provide you with shelter and an environment that will be conducive to your academic and personal development.

Important Contract Dates

Fall 2014

August 21  Fall Room Change Requests Due
August 22-24  Fall Room Changes Occur; changes must be completed by August 25
November 26  Contract Cancellation Requests Due; Spring Option
Room Change Requests Due
December 9  Winter Intersession Housing Application Due
December 13  Traditional Halls close for winter break; all residents must vacate by 2:00 PM. Winter Intersession residents move from traditional halls to apartments.

Spring 2015

January 7  Winter Intersession residents return to their traditional hall rooms
January 8  Traditional Halls Re-open
January 21  Spring Room Change Requests Due
January 23-25  Spring Room Changes Occur; changes must be completed by January 26
January 30  Priority Renewal for 2015-2016 Opens
February 13  Priority Renewal for 2015-2016 Closes
May 4  Summer Housing Application Due
May 9  All Halls Close: 2014-2015 Contract Ends; all residents must vacate by 2:00 PM
May 10  13-Week Summer Residents move to summer assignments
Room/Apartment Condition Report

A Room or Apartment Condition Report (RCR or ACR) records any damage, markings, or missing items within a room or apartment and is kept on file for each student. You are responsible for verifying the condition of each item recorded on the form and reporting any discrepancies to your RA the day you move in. You are responsible for maintaining your room in the same condition, and it will be rechecked for damage, markings, or missing items at the time of check-out. Any discrepancies may result in charges.

Check-out from the Residence Hall

At the end of the academic year and Residence Hall Contract, you must move out of the Residence Halls and complete the checkout process with your RA following the process outlined below. You are expected to vacate the Residence Halls within 24 hours after your last exam or if you withdraw from the university.

Check-out process:

- Set up a check-out time with your RA 24 hours in advance.
- Remove all your belongings from your room.
- Clean your room, bathroom, and kitchen, including cabinets and refrigerator (if applicable).
- Return all keys: room, entrance, bathroom, etc.
- Return mailbox keys to the SRC mail room during regular business hours.

A resident’s area must be clean before the checkout process begins. Failure to go through the official checkout process will result in a $100 improper check-out fee. You are also responsible to pay for any damages to your room, including furniture, windows, doors, and/or lost or damaged keys. See website for a comprehensive list of charges.

Hall and Floor Meetings

RAs conduct hall or floor meetings to help communicate important events or issues. These meetings are very important for all residents of the floor or hall. If you can’t attend, please talk to your RA about the information you may have missed.

Room/Hall and/or Roommate Changes

You may not change rooms without proper authorization from your SHD or Professional Staff member. Residents desiring a room change must submit a completed Room Change Form to their SHD or Professional Staff member. Approval for room changes is at the discretion of the SHD or Professional Staff member. Generally, changes are only granted...
for significant reasons and during a designated window of time during the beginning of the semester. Residence Life and Student Housing reserves the right to reassign residents whenever such action benefits the community.

**Room Preparation for a Roommate**

If you do not have an assigned roommate and are in a designated double, the unoccupied space must be move-in ready at all times.

**Space Management**

UNM Residence Life and Student Housing manages double room occupancy from a philosophy that residents that have been assigned to a double room without a roommate or have lost a roommate during the semester should be provided choices regarding their occupancy. Double room occupants who find themselves without a roommate have the following options:

1. Secure another roommate and move in with that person or have that person move in with you within 15 days of the conclusion of the general room change period or within 15 days of the date your roommate moves out, whichever situation is applicable.

2. Select the double as a single option. This option, contingent on available space, permits you to retain your double room on a single basis. Charges for doubles as singles are specified in the Rates and Payment Schedule.

3. Accept assignment by the Residence Life and Student Housing Office to another room/hall.

**Summer School Housing**

Housing accommodations are available to University of New Mexico students enrolled in classes during the summer months or enrolled in fall semester courses having renewed their housing contract. Summer school housing information and housing applications are available on the Residence Life and Student Housing website in March of each year.

**Contract Release & Damage Appeals**

Students have the right to appeal certain charges that occur as a result of canceling a housing contract or damage charges assessed upon check-out. To file an appeal, please contact the RLSH Manager’s suite at 505-277-2383, SRC Commons, Suite 212.
Community Standards

By choosing to live on campus, you are electing to reside in an academic community. As a member of this community, you have rights as a resident and as a student. Please also recognize that other members of the community have the same rights, and your rights should not infringe upon those of another. You are responsible and accountable for your behavior and for the choices you make as a member of the residence hall community. You may not engage in behaviors that are illegal or could endanger yourself or others in the community.

Community Standards are established to assist in shaping this environment, to protect your rights, and to define your responsibilities to others. In addition to these standards, as a resident you are expected to abide by all local, state, and federal laws, as well as the UNM Student Code of Conduct.

Responsibility for a violation of a Community Standard is determined on the preponderance of evidence. Preponderance of evidence can be explained as whether it is more probable than not that the violation occurred, as concluded by a reasonable interpretation of available facts and relevant information. You may be referred to the Dean of Students Office for alleged violations of the Student Code of Conduct, repeated violations of the Community Standards, or for not completing sanctions resulting from a finding of responsibility.

The Community Standards are developed from three overarching elements we believe are necessary for successful community living. Those are:

- Clery Act Violations
- Respect and Value of Others
- Safety and Facility Upkeep

As a resident, if you are involved in the violation of any of the Community Standards, you will need to participate in the Residence Hall Conduct Process. This process is educational in nature, and is outlined in further detail later on.

*It is important to note that violation of any of the Community Standards is grounds for the imposition of sanctions, which may include the termination of your housing contract and/or referral to the Dean of Students Office.*
Clery Act Violations

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year. To find more about UNM's disclosures, visit [http://police.unm.edu](http://police.unm.edu)

Alcohol

UNM is a dry campus. Even if you are 21 years of age, you may not possess or consume alcohol in your room or in any common space (hallway, lounge, community bathroom) on campus.

Alcohol Possession and Distribution

The following constitute possession of alcohol:

- The physical presence of alcoholic beverages in your assigned residence hall room/apartment.
- Holding or transporting an alcoholic beverage on university premises.
- The presence of any student in any room, building, or facility on university premises where alcoholic beverage(s) are available.
- Selling, producing, or providing alcoholic beverages to another student on university or university-related premises.
- The consumption of any amount of alcohol within the residence hall area.

Alcoholic Beverage Containers

You may not use alcoholic beverage containers (cans, bottles, boxes, kegs, etc.) as decorations, “trophy bottles,” or for any other purpose in your room, regardless of your age. This includes beer bongs, shot glasses, or other devices used to consume alcohol, regardless of whether they currently contain alcohol.

Bias-Related Incidents and Hate Crimes

Bias-Related Incidents

Bias is a preformed negative opinion or attitude toward a group or persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Bias-related incidents include, but are not limited to, non-threatening name calling
and using degrading language or slurs directed toward a person because of his or her actual or perceived membership in a particular group.

**Hate Crimes**

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias regarding a person’s race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.

**Drugs and Paraphernalia**

You may not possess, use, sell, or otherwise distribute any illegal drug or controlled substance in or around the residence halls/apartments. You may not use any prescribed drug in a manner that is inconsistent with the prescription, nor may you distribute your prescribed drug to others. Possession of drug paraphernalia is also prohibited.

- Drug Paraphernalia is not permitted in the residence halls. Paraphernalia includes, but is not limited to, bongs, pipes, hookahs, water pipes, or any items modified or adapted so that they can be used to consume drugs.
- Drug possession may include:
  - The physical presence of drugs in your assigned residence hall room
  - Holding or transporting drugs on university premises
  - Your presence in any room or area on university premises where drugs are available
  - Purchasing or procuring drugs and subsequently selling, giving, or furnishing drugs to another person in or/and around your residence hall
  - Being under the influence of drugs
  - Physical presence of drug paraphernalia with or without drug residue on you, your guest, your belongings, or in your assigned room
  - Growing or making drugs
  - Odor or scent of marijuana
  - Seeds

**Larceny/Theft**

Larceny-Theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
Intimidation

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

To be the victim of intimidation, you don’t have to be the intended target of the offender. For example, a person who reports seeing anti-gay threats on a bathroom wall is considered a victim. Intimidation also includes cyber-intimidation if the victim is threatened via computer.

Weapons

The University of New Mexico is a weapon-free campus. Students wishing to store firearms or other weapons on campus may do so at the UNM Police Department. UNM prohibits the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. The attempt to do any of the above is also prohibited.

Vandalism/Destruction/Damage

Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Immediate Referrals to the Dean of Student’s Office

Due to their severity, and the implications beyond your status as a resident, the following offenses, as outlined by the Clery Act, will result in immediate referral to the Dean of Student’s Office.

- Criminal Homicide (Murder, Non-Negligent Manslaughter, Negligent Manslaughter)
- Instances of Sexual Violence and Sex Offenses (forcible and non-forcible)
- Robbery
- Assault (simple or aggravated)
- Burglary
- Motor Vehicle Theft
- Arson
Respect and Value for Others

Businesses
Operation of any sort of business, legitimate or otherwise, out of your residence hall/apartment room is prohibited. This includes, but is not limited to, Internet sales and/or the sale of cosmetics, magazines, cookware, etc.

Community Sports and Game
You may not participate in any kind of sport, horseplay, or physically active game inside the residence hall/apartment, including, but not limited to, bouncing balls, roller-blading, skateboarding, riding scooters, bowling, wrestling, playing Frisbee or tag, and using squirt guns or having water fights.

Dining Hall (La Posada)
All Community Standards apply to La Posada Dining Hall. Resident diners must present a valid LoboCard to the cashier upon entry into the dining hall. Health and Safety Standards require that shirts and shoes be worn at all times. For additional information, go to dineoncampus.com/unm.

Disruptive Behavior
You are expected to act in a manner that will not disturb the academic pursuits, sleep or infringe upon the privacy rights, privileges, security, safety, or health of other persons. Any activity that has a negative impact on the reasonable use of residence halls/apartments by others is not permitted.

Gambling
Gambling is not permitted on the University of New Mexico campus. Gambling includes, but is not limited to, NCAA College Basketball Tournaments as well as other sporting events, playing cards for money, etc.

Guests
A guest is any person who is not assigned to the respective room and evidences behavior associated with occupancy such as sleeping overnight, storing clothing or personal items in the room, or spending long periods of time in the room which could cause inconvenience to a roommate. Residents who exceed/abuse the guest policy may be charged a per night fee based on the rates for conference housing.

- Residents are responsible for the behavior of their guests at all times, and are expected to escort guests at all times.
- Guests must follow all residence hall policies and expectations.
- Guests must use the appropriate designated male or female bathrooms
or guest bathrooms; guests are always welcome to use any bathrooms designated as gender neutral.

- Overnight guests are welcome under the following guidelines:
  - Roommate(s) agrees to guest staying in the room/apartment
  - Limited in number to one person over the occupancy of the room
  - Limited to a stay of three days and nights, not to exceed nine nights during a term.
  - Guests are not permitted overnight during the first or last two weeks of the semester.

**Harassment**

Harassment, sexual or otherwise, is prohibited. Harassment is any behavior, physical, verbal, written, or by the use of technology that victimizes an individual with repeated unwanted contact, including, but not limited to, stalking, slander, libel, etc. Sexual harassment is defined as unwelcome sexual advance, including requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of a student, faculty or staff member’s education or employment.
- Submission to or rejection of such conduct by a student, faculty or staff member is used as the basis for academic or employment decisions affecting that individual.

**Hazing**

Hazing is an abusive, often humiliating form of initiation into or affiliation with a group, which includes willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another.

**Pranks**

Pranks are not allowed in the residence halls as they may cause physical and/or psychological damage.

**Posting Materials/Solicitations**

**Bulletin Boards:** Resident Advisors maintain bulletin boards within each of the living areas, with information about upcoming events, important notices, etc. Organizations may request permission to have information posted by contacting the SRC Service Desk.
Mailboxes: Residence Hall student governments may post all appropriate student government announcements, including candidate endorsements for student offices, in residence hall mailboxes. Non-residence hall groups may only access residence hall mailboxes through the Campus Mail System or U.S. Postal Services, and all items must be individually addressed.

Residence Hall Living Areas: Door-to-door solicitation (commercial, political, or otherwise) is prohibited in the hall living units. If you encounter anyone doing so, please contact a member of the residence hall staff immediately.

Lobby Areas: Commercial solicitation, political campaign activities, etc. is only permitted in the SRC Commons Building with pre-approval and prearrangements. Activities must be scheduled through the SRC front desk and are limited to once a semester. Please report any unauthorized activity to a residence hall/apartment staff member or the SRC Desk.

Quiet Hours/Noise

Noise that is disruptive to others is prohibited both inside and outside of residence halls/apartments, including the courtyard and surrounding areas. Courtesy and consideration for others is expected at all times. As a resident, you are responsible for maintaining good study conditions within your hall. You are expected to respectfully approach others with requests for noise reduction and respond positively to requests to reduce noise.

- Quiet Hours (the absence of loud noise or distractions) are in effect Sunday–Thursday, 10:00PM-9:00AM; and Friday and Saturday, 12:00AM-10:00AM.
- Courtesy Hours are in effect 24-hours a day. Any loud noise or distraction that attracts the attention of other students and/or staff members is not compatible with an educational environment.
- Final Exam Quiet Hours are in effect 24-hours a day beginning the Thursday prior to finals week and ending the Saturday after finals have completed.

Contacting the RA to ask someone to keep the noise level down should occur only after you have asked the person at least two times to decrease the noise level and they have ignored your request. At that time, the RA will contact the person.

Roommate Agreement

You are expected to complete a Roommate Agreement form with everyone who shares your living space. The agreement outlines specific understandings for living together, and identifies issues that often arise among roommates. The agreement can be renegotiated throughout the year, but once completed acts as an additional set of policies for your living space.
Each student possesses the following rights as a roommate, and each individual should work at honoring these rights:

- Read, study, and sleep in the room with as little disturbance as possible.
- Have personal belongings which are used by no one else.
- Live in a clean and orderly room.
- Enter the room whenever one wants unless other provisions are agreed upon by both parties.
- Have guests provided they respect the rights of the roommate and follow the Guest Policy.
- Be free of physical or emotional harassment.
- Speak openly.
- Be treated considerately and thoughtfully.
- Address problems and concerns in a mature manner.

Here are three suggestions to follow to be a considerate roommate:

1. When you and your roommate experience problems, talk about the issues instead of letting them frustrate you.
2. Consider what types of personal habits you have which may be irritating to others.
3. Ask your roommate to tell you when you have said/done something that caused irritation.

Safety & Facility Upkeep

Damage to your room which occurs as a result of any of the following may subject you to fines/fees.

Air Conditioners

Personal air conditioners are not allowed in student rooms.

Balconies

Use of balconies in every hall except SRC is strictly prohibited. Balconies are considered an extension of your living space, so you are responsible for the activity on your balcony. You may not hang/display any banners from your balcony.
Bicycles
Bicycles should be parked/stored outside the residence hall/apartment at all times. You are permitted to store a bicycle in your room only if your bike does not interfere with entering/exiting your room. Use the bike racks provided for securing your bike; bikes attached to any ramps/handrails will be cut off and removed.

Cleanliness
Your room is to be kept clean and orderly. You are responsible for cleaning your assigned room/apartment and appropriately disposing of trash. Clean is defined as free from dirt, stains, odors, contaminants, impurities, blood borne pathogens, food waste, and anything else which may present a safety hazard.

Computing
You are expected to comply with all university and RLSH standards and guidelines governing the use of computers and networks at the University of New Mexico, including, but not limited to, Network Acceptable Use Policies. You are not to operate personal wireless routers on the university network or tamper with university wireless access points.

Cooking & Appliances
You may bring and use a microwave (800 watts or less), hot pot, coffee maker, rice cooker, and hot air popcorn popper. Appliances that have a visible heating element or use hot oil (e.g. toasters, toaster ovens, George Foreman grills) are not allowed. Possession of unauthorized cooking or heating appliances may result in the assessment of a $50 fine for each occasion.

Damages
Each resident is financially responsible for any university property missing from his/her room, or damaged beyond normal wear and use. All residents may also collectively share financial responsibility for damage that occurs in the common areas or the dining hall. RLSH has a strong preference to hold individuals responsible for the damages they cause (intentionally or by accident), but when this is not possible, all residents of the hall/apartment or a part of the hall/apartment may be billed.

Elevators
Use elevators only for the intended purpose of traveling from one floor to another. Residents are not allowed outside (above or below) the elevator cab under any circumstances.
Fire Safety

We expect you to practice effective fire safety at all times by exercising prudent judgment and following fire safety guidelines established or revised for residence halls/apartments. We expect you to not perform or condone anything that damages, misuses, or interferes with the ready and proper operation of any fire safety equipment or signs. This includes, but is not limited to, sprinklers, detectors, extinguishers, horns, pull stations, and exit signs. Do not prop open or otherwise interfere with the proper operation of intended smoke and heat barrier purposes of fire doors (typically corridor and stairwell doors), and do not block or otherwise obstruct hallways or building exits. Do not activate a false fire alarm or make any false report that may cause building evacuation (e.g., bomb threat).

Understand that if you do, or in any way participate in such an action, you will be subject to a monetary fine and eviction from the residence hall/apartment system, as well as possible suspension or expulsion from the university and criminal prosecution.

Residents should also follow all of the following fire safety regulations:

- In the case of alarm, evacuate any/all buildings according to established procedures.
- Do not remove or alter electrical fixtures or hardware.
- Use UL approved electric cords and products and follow manufacturer directions.
- Ensure that equipment or electrical appliances used in the building are in excellent working condition at all times.
- Do not overload any electrical outlets. Only power strips with surge protective/circuit breakers are permitted.
- Do not decorate ceilings with hangings or other flammable items (including holiday decorations). Do not affix anything to or on any lamp or light fixture.
- Do not hang any objects in front of your closet.
- Do not burn or possess candles, incense, kerosene lamps, lighter fluid, propane, or charcoal.
- Do not store or possess materials hazardous to the health and safety of residents in residence halls including, but not limited to, chemicals, gasoline, kerosene, charcoal, lighter fluid, and containers which have been used for storing gasoline.
- Halogen lamps are strictly prohibited in the residence halls and apartments as they are a fire hazard.
Furniture
Residence hall/apartment furniture should only be used for its intended purpose. Room furnishings shall not be removed or stored. Waterbeds, extra beds, free standing elevated beds, or lofting beds and other construction, including attaching shelves to walls, are not permitted in your room.

Public area or lounge furnishings shall not be moved from their original locations, and should not be found in resident rooms.

Key/Fob/Card Access
Keys, fobs, and ID cards are your responsibility and should not be given to others to use. You will be issued a key to your assigned room and, where applicable, an entrance door key to your building. Residents may not duplicate university keys. You are required to return all keys/fobs issued when you check-out.

Broken Keys: If you have a broken key, notify your area desk immediately. You will be issued a replacement at no charge unless it is determined that you intentionally mishandled your key.

Locked out of your room/hall: If you are locked out of your hall or room, contact your area desk or the RA on Duty. The area desk will allow you to check out a spare key for your room. After your second lockout, you will be charged a $10 fee per occurrence. You may only use the lockout keys for ten minutes. You must provide picture identification confirming your identity so staff members may verify that you are a resident of the building. If the area desk is closed, contact the RA on Duty for the building you live in.

Lost keys: When a room key is lost or stolen, the lock(s) will be changed and the student that is responsible for the loss will be charged for the lock change and the new keys. The student is given 72 hours to recover the key (except at the end of a term) prior to the initiation of the lock change. If the keys cannot be recovered within 72 hours, a lock change will be processed immediately.

Lost Fob/ID: Due to the perimeter doors of several buildings being accessible via a fob or a Lobo ID Card, there are different processes for handing a loss with each of them

- **Lost Fob:** If you lose your perimeter access fob, you will need to contact your area desk or the RA on-duty to get a temporary and/or permanent replacement. There will be a charge for permanent replacements.

- **Lost Lobo ID:** If you lose your Lobo ID Card, you will need to get a new Lobo ID from the LoboCard office in the SUB. If you are unable to get a new ID card immediately, you need to contact your area desk or the RA on-duty to get a temporary replacement.
Lobbies and Recreation Areas
Your residence hall has common areas that you and your guests may use. Appropriate conduct is expected of you and your guests. Please pick up any trash and return any furniture to its proper location. Sleeping is prohibited in lobby and recreation areas.

Mopeds/Scooters/Motorcycles
You may not operate, park, or store a moped, scooter, motorized bicycle, or motorcycle in your room or within your hall/apartment. Any motorized machine 50cc or above must have a UNM Parking permit and be parked in motorcycle parking spaces. Mopeds, scooters, and motorized bicycles may only be parked in designated bicycle rack areas.

Painting
You are not permitted to paint any part of your room.

Plants/Greenery
Within each hall there may be plants or greenery provided as interior decorations in public areas. Do not remove them from their assigned location. Live trees are not permitted in your room and should not be placed on RLSH premises by residents.

Pets
No pets are permitted in the residence halls, except fish, in a single 10 gallon or smaller tank. Residents who bring unapproved pets into the residence halls may be subject to a $150 cleaning fee.

In the event a service/therapy animal is needed, appropriate documentation must be completed with the Accessibility Resource Center and Residence Life and Student Housing, prior to the animal being brought into your room.

Restroom Facilities
Each facility with common restrooms will be closed for a small portion of the day for cleaning. When designated for a specific gender, restroom facilities should not be used by members of the opposite gender. Wherever possible, restrooms have been designated as gender neutral and are available for use by all members/guests of the residential community.

Roller Skating/Blading/Skateboarding/Scooter Riding/Trick Bicycles
Roller skating, roller blading, skateboarding, or riding a scooter is prohibited inside any university building. You must be in control at all times of your bicycles, skates, skateboards, and scooters. You must not endanger the safety of yourself or others. You may not disrupt business, interfere with pedestrian traffic, or damage physical structures when involved in these activities. All wheels should remain on the ground surface at all times when used for transportation.
Room Decorations

Items which cause permanent damage or are a safety hazard are prohibited. Some of these items include: nails, thumbtacks, pins, crepe paper, acetate, and adhesives (such as gum labels, contact paper, duct tape, hot glue, or rubber cement). Blue masking tape, or similar non-marking tape, may be used with care. Room decorations are to be in the interior of your room and may not extend into public spaces, including the hallway side of your room door. Decorations cannot impede entrance/exit into your room and/or interfere with plumbing, electric, or fire safety systems in your room.

Holiday lights may be used for decorative purposes only in your room. Lights are limited to the indoor style and a maximum two strands of lights in any one room. Use surge protectors (do not use extension cords), and turn lights off when you leave.

Smoking

UNM residence halls and campus are smoke-free environments. Smoking is permitted in university designated smoking areas. The use of electronic or simulated smoking materials (cigarettes, pipes, cigars, and hookahs) is also prohibited.

Trash Disposal

You are responsible for the proper disposal of your trash in the designated trash area for your living area. Trash must not be placed in the hallway or common areas. Residents may be fined $25 per item as well as any associated labor costs for cleanup of any accumulation of trash in individual or common areas.

Unauthorized Access

You are prohibited from entering restricted access areas that may include, but are not limited to, front desks, roofs of residence halls/apartments, balconies, elevator shafts, tunnels, and mechanical and custodial rooms. Additionally, you are only considered a resident of the building and community you live in, so you should not enter other residence halls, unless you are a guest a resident in that building and community.

Windows/Screens

You should not remove or damage any part of your windows or screens, nor should you hang banners or signs or satellite dishes from your exterior windows. For your own safety, and the safety of others, you cannot lean out of windows and/or balconies and/or overhead walkways or drop, suspend, throw, or shoot anything from or through windows or screens. There is a fee associated with re-hanging any windows damaged by residents.
Right to Privacy

The residence hall staff respects students’ rights to privacy in the residence halls, but authorized Residence Life and Student Housing personnel and other university officials reserve the right to enter and inspect resident rooms at any time to verify inventory records or occupancy; to perform maintenance; to enforce safety, health, and University Student Code of Conduct or Housing Community Standards; or during an emergency without any prior notification.

Room Inspection and Entry

During the year, periodic inspections will be made for health and safety, semester closing preparation, and maintenance. It is expected that you will comply with residence hall staff and other university officials when an inspection is requested. Whenever possible, room inspections will be conducted in the presence of you or your roommate and with prior notice. Staff will enter your room if your alarm clock or stereo is continuously making noise and if there is no answer at the door. Staff will leave a note when exiting the room.

Room Searches

The university reserves the right to enter and/or search rooms for the purposes of fire protection, sanitation, safety, and enforcement of policy. To preserve the student’s privacy, room searches are only conducted on reasonable grounds. Rooms are only searched by a member of the professional staff, except when there is imminent danger to human safety. Rooms which are searched without the present of the occupant will have at least two staff persons present. All residents will be notified the purpose of a search.

Maintenance Room Entry

Residence Life and Student Housing maintenance personnel may enter your room while you are gone to complete requested repairs or conduct routine maintenance of the building.

Surveys, Studies, and Questionnaires

In order to protect students’ right to privacy, only surveys, studies, or questionnaires associated with residence hall government or those approved by the Director of Residence Life and Student Housing or designee will be allowed.

Welfare Checks

On occasion, family members, friends, or community members will become concerned
with the health and welfare of a particular resident. The RLSH practice is to take these
inquires very seriously and will seek out that student to confirm they are okay. We will also
encourage the resident to call the party that is concerned. If, as a department, we are unable
to locate the student of concern, they will be reported to the UNM Police Department as
a missing student.

Missing Students

As a residential student, you are required to register Missing Student Contact Information.
This information is confidential is only accessible to authorized campus officials, and it
will only be disclosed to law enforcement personnel in furtherance of a missing person
investigation.

Residence Hall Conduct Process

Conduct Process Philosophy

The Residence Life and Student Housing conduct system is educational in nature. Its primary
purpose is to help residents learn from choices they make and be positive contributors to
the residence hall/apartment community.

Consequences, or sanctions, assigned when a student is found responsible for violating a
Community Standard, contractual obligation, policy, or law are intended to help a resident
learn from the experience and make better choices as a member of the community. Our
conduct system is progressive in nature and each subsequent violation/sanction builds upon
the last.

Residence hall policies are reasonable and predicated on the principle that residence hall
students are mature individuals and on the desire to protect the well-being of all residents.
Residents are expected to maintain standards of personal conduct that are consonant with
the educational and personal rights, privileges, and property of other persons. Additionally,
residents must observe university regulations governing student conduct as well as national,
state, and local laws.

Conduct Action Procedures

Residents are documented for violating the Community Standards via an Incident Report.
Official Incident Reports are filled out by student staff members, but any student may
report issues within their community to their RA, SHD or Professional Staff member.
These reports are submitted to the SHD/CD/AC of the building where the violation
occurred. Students who are documented will be contacted via UNM e-mail by their SHD/
CD/AC to schedule a conduct hearing regarding their involvement in the violation. These hearings will review the documented violation and expectations regarding future behavior. Residents will be given the chance to share their interpretation of the events which led to the violation, and provide any evidence or testimony to support their viewpoint.

Based on the preponderance of evidence principle outlined earlier, the SHD/CD/AC will determine the level of involvement and responsibility of the resident. Residents involved in violations of Community Standards may receive any or multiple of the following sanctions:

1. Placed on a level of residence hall probation.
2. Required to attend behavioral modification programs or workshops.
3. Required to complete community service.
4. Required to complete an educational sanction appropriate to the violation.
5. Required to make monetary restitution for damages or expenses incurred.
7. Restricted from entry into specific residence halls, dining hall, commons building, etc.
8. Reassigned to another residence room/hall.
9. Suspended from living in the housing system.
10. Cancellation of the residence hall contract
11. Referred to the Dean of Students Office.
12. In accordance with the University Student Records Policy, parents or guardians may, when deemed appropriate, be contacted concerning student violations of campus alcohol or drug policies.

Emergency Interim Suspension from Residence Life and Student Housing

Emergency Interim Suspension from a residence hall/apartment may be imposed by the RLSH Director or designee if there is reasonable cause to believe that your continued presence may be an immediate threat to the educational environment, as well as to the physical or emotional health, safety, or well-being to yourself, other residents, staff, and/or University property.

Compliance

You are expected to comply with the policies outlined in this document as well as the Student Code of Conduct, additionally you should respond to reasonable requests of any Residence Life and Student Housing staff member performing his/her duties, including presenting proper identification such as a LoboCard or student ID number upon request. You are expected to comply with conduct process sanctions mandated to you or you may be referred to the Dean of Students Office or receive further sanctioning.
Appeal Process

The decision of the SHD/CD/AC who was the hearing agent is can be appealed in cases where sanctions more severe than Specific Residence Hall probation are assigned. Residents must submit their appeal request in writing no later than three business days after the decision has been rendered. To submit an appeal, contact the RLSH Manager’s suite, at 505-277-2383, SRC Commons, Suite 212.

Appeals are available if there is new information regarding the situation, if the sanctions are perceived as grossly disproportionate for the incident, if the decision was not in accordance with the evidence presented, or if there was a significant procedural error which impacted the outcome.

The Director, or designee, may schedule a meeting with the appeal resident to discuss the reason, but appealing parties are encouraged to provide sufficient detail in their appeal request, because meetings are not guaranteed for an appeal. Appeal decisions by the Director, or designee, are final.

Student Rights and Responsibilities

In addition to the student rights outlined in the Student Grievance Procedure, Article 7, Section 4, residents have the following rights and responsibilities within the Residence Hall Conduct Process.

- Notification and explanation of decisions and sanctions as well as consequences for not completing sanctions as directed.
- The option of appealing a conduct decision, as outlined in the Appeal Process.
- Ignorance of Community Standards, Housing License Agreement obligations, policies, procedures, Wing/Community Rules, and/or the law is not a valid defense in conduct proceedings.
- Dishonesty during conduct proceedings violates Community Standards. Violators are subject to further action, which may include, but not be limited to, modifying the charge against the accused during the proceedings and considering this dishonesty when making decisions and issuing sanctions.
- Participants with disabilities are accorded reasonable accommodation in order that they may participate fully in the conduct process. It is important to note, however, that a disability in itself is not a valid defense in conduct proceedings. Residents are held accountable for their actions regardless of their abilities.
Results of Residence Life and Student Housing conduct proceedings are considered confidential and are only shared with University officials and others on a legitimate need to know basis. Conduct issues are reviewed with parents and/or others only when the resident gives written permission to do so with the exception of residents found responsible for violating alcohol or drugs as permitted by federal law.

Results of Residence Life and Student Housing proceedings will be provided in response to a properly executed subpoena.

Presence during a Violation

If you are present in a room, hall, or at a RLSH function and realize a violation of Community Standards or University policy is occurring, you have the responsibility to: 1) Leave the room and/or area immediately; and 2) Report such violation(s) to hall staff immediately. Not following the above action will find you in violation of the policies you are witnessing.

Safety Tips

The Student Residence Center (SRC) Desk is open 24 hours a day to help residents with urgent and emergency situations. The SRC Desk has access to residence hall emergency systems and can contact Resident Advisor Staff, Residence Hall Student Safety and Security Staff and University Police as needed. Actively promoting safety and security within this community at all times is everyone’s responsibility.

We encourage you to adhere to the following:

- Do not prop open or otherwise disable the latching/locking mechanism of any exterior, corridor, stairwell, or interior door (excluding room doors) in your building.
- Un-prop and close any door that you find propped open or otherwise unsecured and inform a staff member.
- Do not permit access to the residence hall/apartment by non-residents who are not your personal guests, and do not condone others doing so.
- Do not enter or exit the residence halls through designated exit doors or fire doors unless there is an emergency.
- When leaving the hall at night, tell your roommate when he/she should expect your return.
- After dark, students should not walk alone. If possible, walk with a friend or roommate. Residents can also contact UNMPD for an escort by calling (505) 277-2241.
- Never leave goods or belongings unattended.
• Solicitors or suspicious persons are to be reported to UNMPD and a staff member immediately.

• Always carry your keys and LoboCard.

• Keep your room/apartment door closed and locked when not in the room and understand that you can enhance your personal safety and that of your roommate(s) by keeping the door closed and locked at all times.

• Immediately inform a member of the hall/apartment staff about any unsafe condition or behavior that threatens the safety or security of your community.

Avoiding Theft

To guard against theft of your property, the University recommends that the following safeguards be observed:

1. Record all serial numbers and makes of electronic items such as laptops, iPods, MP3 players, etc.

2. Consider leaving family heirlooms or other valuable items at home.

3. Keep money and valuables in a secure place. Do not keep excessive amounts of cash in your room.

4. Record the numbers of all credit cards and checking accounts. Record the addresses of these companies and banks so that they can be notified if cards are lost or stolen. Keep this information in a secure place.

5. Report the presence of any strangers in nonpublic areas of the halls to the UNMPD and a staff member.

6. Keep your room locked at all times, especially at night when you are sleeping.

7. In the event you are a victim of a theft, call UNMPD immediately and notify a staff member.
Fire Safety

We expect you to practice effective fire safety at all times by exercising prudent judgment and following fire safety guidelines established or revised for residence halls/apartments. You must evacuate the residence hall/apartment immediately when a building alarm sounds and must follow established evacuation procedures.

Established evacuation procedures indicate that all residents/guests are required to:

- Follow all instructions given by residence life staff, University Police, or emergency personnel.
- Close all room windows and open draperies.
- Grab a blanket or towel to prevent smoke inhalation.
- Leave ceiling lights in room on.
- Leave room as quickly as possible and proceed to the nearest designated exit.
- Lock room door and take room key with you.
- Use emergency exits only if it is truly an emergency or fire.
- Exit the building.
- Once outside of the building, move to a designated evacuation point and stay there until a signal to return is given by a residence hall staff member.
- Stay clear of fire lanes and hydrants.

Residence Life and Student Housing conducts approximately (4) fire drills throughout the year, but it is imperative for your safety that you evacuate the building any time an alarm sounds.

Fire Alarm Systems

Fire Alarms for each residence hall can be activated by using the pull station located in the hallways. You can also report a fire or emergency by contacting the 24-hour Student Residence Center Desk or University Police.

Students living in the SRC apartments can also use the call box located by the front door of their apartment to alert staff of a fire.

Fire Extinguishers/Hoses

Fire extinguishers are located at specific locations in each living area. Residents are requested to become familiar with the location of this equipment. Residents are reminded that the best approach to a fire emergency is to report the fire rather than attempting to fight the fire themselves.
Illness and Injury

If you are ill or injured, you should seek assistance from either campus health or a residence hall staff member (RA or CD). Staff members can assist and direct you to medical attention, or you may be directed to stay in your room. Staff members are not permitted to transport students to a medical facility. 911 must be called or a friend must transport you. If an illness is prolonged, you can contact the Dean of Student’s office regarding class absences.

Natural Disasters

In the unlikely case of a natural disaster, you are advised to stay indoors. While inside, take cover under sturdy furniture or brace yourself in a doorway. Stay near the center of the building, away from glass, windows, and doors. Elevators are not to be used. Please follow staff member instructions.

Power Outage

If a power outage should occur, you are advised to stay calm and in your room. Open flame candles are not allowed. Residence Hall Staff members will make frequent rounds until the power returns. There is emergency lighting in the hallways.
Mental Health

Residence Life and Student Housing is committed to the mental health and wellness of all students living on campus. There are several services available to you through Student Health and Counseling if you are struggling with any number of mental or emotional issues.

For more information on the services that SHAC provides as well as many other mental health resources, please visit shac.unm.edu.

Sexual Violence

As a student at the University of New Mexico, you have the right to be free from any instance of sexual and/or gendered violence.

Sexual violence refers to physical sexual acts perpetrated with force or coercion against a person’s will; or where a person has not given consent or is unable to consent due to his or her use of alcohol or drugs, or disability or age. Gendered violence is violence that would not occur except for the person’s gender such as in cases of domestic or dating violence. Sexual and gendered violence are crimes. Prohibited actions include, but are not limited to:

- Rape/sexual assault: non-consensual sexual intercourse (either vaginal or anal) with a penis, tongue, finger or inanimate object;
- Non-consensual oral sex;
- Sexual contact/battery: non-consensual touching, kissing or fondling another person in a sexual way, whether the person is clothed or unclothed; or forcing someone to touch another in a sexual way;
- Sexual exploitation: taking sexual advantage of another person without consent, including, without limitation, indecent exposure, voyeurism, non-consensual recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; and/or allowing third parties to observe private sexual acts.
- Domestic violence: under state law, domestic violence includes felony and misdemeanor crimes under the New Mexico Crimes Against Household Members Act. Crimes included under the New Mexico Crimes Against Household Members Act are assault, aggravated assault, assault with intent to commit a violent felony, battery and aggravated battery. A “household member” is a spouse, former spouse, relative or person with whom someone has had a continuing personal relationship. Cohabitation is not necessary to be deemed a household member. In addition, under the New Mexico Family Violence Protection Act, violation of a court-issued order of protection granted to protect a victim of domestic abuse is a misdemeanor crime.
• Dating violence: dating violence is not defined under New Mexico law. Any act otherwise defined as sexual or domestic violence in this policy is prohibited between two people who are in a social relationship of a romantic or intimate nature.

• Stalking: under New Mexico law, “stalking” is defined as knowingly pursuing a pattern of conduct, without lawful authority, directed at a specific individual when the person intends that the pattern of conduct would place the individual in reasonable apprehension of death, bodily harm, sexual assault or restraint of the individual or another individual. “Aggravated stalking” consists of stalking perpetrated by a person who knowingly violates a court order, including an order of protection, or when the person possesses a deadly weapon or when the victim is under sixteen years of age.

If you are the victim of any instance of sexual or gendered violence, know that UNM is here to help you. All information you share with university staff persons be confidential, meaning that it won’t be shared with anyone who doesn’t have a legitimate need to know. All reports made to university staff persons will be shared with the Office of Equal Opportunity, who will contact you about options available to you.

If you are looking for a place where you can share what has happened without any requirement for action, please visit either Student Health and Counseling or the Women’s Resource Center; all persons of all gender identities are welcome at either location.

You can also report instances of sexual violence through the following mechanisms:

• Call the police at (505) 277-2241 or 911 in order to file an official police report for immediate investigation or for possible elective future action.

• Contact your Resident Advisor, Student Hall Director, Community Director, or Area Coordinator.

• Call the Counseling Services provided by Student Health and Counseling at (505) 277-4537.

• Call the Office of Equal Opportunity at (505) 277-5251.

• Contact the Dean of Student’s Office at (505) 277-3361.

The following locations are not part of campus, and will not make any report to any member of the campus community, but are here to assist you if you are the victim of sexual/gendered violence.

• Go to a hospital emergency room (for instances of violence and assault)
• Call the Albuquerque Rape Crisis Center at (505) 266-7711.
• Contact SANE, Sexual Assault Nurse Examiners, at (505) 883-8720

For complete information about reporting instances of sexual violence, please visit the Student Grievance Procedure, Article 4.4
**Phone Numbers and Resources**

### Phone Numbers and Main Residence Hall Contacts

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Life and Student Housing Customer Center:</td>
<td>(505) 277-2606</td>
</tr>
<tr>
<td>SRC 24-Hour Emergency Desk:</td>
<td>(505) 277-9203</td>
</tr>
</tbody>
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### Residence Hall Front Desks

<table>
<thead>
<tr>
<th>Desk Location</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>SRC Desk (Student Residence Center Apartments)</td>
<td>(505) 277-9203</td>
</tr>
<tr>
<td>East Desk (Coronado, Alvarado, Redondo Village):</td>
<td>(505) 277-4311</td>
</tr>
<tr>
<td>West Desk (Hokona, Santa Clara, Laguna, DeVargas):</td>
<td>(505) 277-2806</td>
</tr>
</tbody>
</table>

### Residence Education Senior Staff Members

<table>
<thead>
<tr>
<th>Hall Location</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coronado Hall</td>
<td>Karl Gutfrucht</td>
<td>(505) 277-6601</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:gutfrucht@unm.edu">gutfrucht@unm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Hokona Hall</td>
<td>Shauna Neshek</td>
<td>(505) 277-8986</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sneshek@unm.edu">sneshek@unm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Redondo Village Apts</td>
<td>Janea Dickson</td>
<td>(505) 277-9227</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jancamd@unm.edu">jancamd@unm.edu</a></td>
<td></td>
</tr>
<tr>
<td>Santa Clara</td>
<td>Zoe Macknick</td>
<td>(505) 277-XXXX</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:zoemack@unm.edu">zoemack@unm.edu</a></td>
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<tr>
<td>Alvarado</td>
<td>Beth Cohnheim</td>
<td>(505) 277-4955</td>
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<td></td>
<td><a href="mailto:bethcohn@unm.edu">bethcohn@unm.edu</a></td>
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<tr>
<td>Laguna/DeVargas Halls</td>
<td>Deanna Padilla</td>
<td>(505) 277-2233</td>
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<td><a href="mailto:dpadilla4@unm.edu">dpadilla4@unm.edu</a></td>
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<tr>
<td>Student Residence Center</td>
<td>Marlene Smith</td>
<td>(505) 277-6669</td>
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<td><a href="mailto:msmith29@unm.edu">msmith29@unm.edu</a></td>
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<tr>
<td>Residence Life Manager</td>
<td>Megan Chibanga</td>
<td>(505) 277-1775</td>
</tr>
<tr>
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<td><a href="mailto:mjc28@unm.edu">mjc28@unm.edu</a></td>
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</table>

**HOUSING.UNM.EDU**
RA On-Duty Phone Numbers

Coronado Hall: (505) 269-3129
Hokona Hall: (505) 269-8320
Redondo Village Apartments: (505) 269-1884
Santa Clara/Alvarado Halls: (505) 252-2112
Laguna DeVargas Halls: (505) 269-8215
Student Residence Center: (505) 269-7914

Other Important Offices/Resources

Accessibility Resource Center  (505) 277-3506
arc.unm.edu

Center for Academic Support Programs (CAPS)  (505) 277-7205
caps.unm.edu

Dean of Students Office  (505) 277-3361
dos.unm.edu

Johnson Recreation Center  (505) 277-0178
recsvcs.unm.edu

LoboCard Office  (505) 277-9970
lobocard.unm.edu

Office of Equal Opportunity  (505) 277-5251
unm.edu/~oeounm/

Parking and Transportation Services  (505) 277-1938
pats.unm.edu

Student Activities Center  (505) 277-4706
sac.unm.edu

Student Health Center  (505) 277-3136
shac.unm.edu

University Advisement Center  (505) 277-2631
uac.unm.edu

University Libraries  (505) 277-9100
library.unm.edu

University Operator  (505) 277-0111
unm.edu

University Police  (505) 277-2241
police.unm.edu
The UNM Residence Life & Student Housing Community

UNM Residence Halls
A. Hokona Hall
B. Laguna-Devargas Hall
C. Santa Clara Hall
D. Student Residence Center (SRC)
E. SRC Commons
F. Alvarado Hall
G. Coronado Hall
H. Redondo Village Apartments

La Posada Dining
Casas del Rio

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