

NM RESIDENCE LIFE &
STUDENT HOUSING

2024

INTERN POLICIES & GUIDELINES



RESIDENCE LIFE &
STUDENT HOUSING



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Dear Interns,

We are so glad that you have chosen to make UNM your home during your internship in Albuquerque! We hope your stay with us is as comfortable and pleasant as possible. Please take the time to familiarize yourself with the information provided within.

Should you need assistance during your stay, please feel free to email lodging@unm.edu, or to call the Conference Guest Assistant on Duty (CGAOD) at 505-269-8215. If your call is not answered, please call the Residence Life & Student Housing (RLSH) Customer Assistance Front desk at 505-277-2606.

If something needs repairing in your apartment, call the CGAOD at 505-269-8215. For emergency facilities issues, first quickly call 505-277-2606 and provide as much detail as possible. Our facilities staff will be swiftly alerted. Then follow up with the CGAOD and they will monitor your situation. For issues that are not time-sensitive, please email lodging@unm.edu or call the Conference Services Program Coordinator at 505-277-2660 (M-F, 8:30am to 5:00pm).

We hope you enjoy your stay!

Sincerely,

Rebecca Colón

Program Coordinator, RLSH Conference Services

HELPFUL HINTS

Our Staff

- From May 28th to July 28th, there will be a Conference Guest Assistant on duty at all times. They will be the easiest to contact at 505-269-8215.
- Our main front desk, located in the Student Residence Center (SRC) Commons is open 24/7. 505-277-2606. You can use this number prior to 5/28 to communicate any issues you have after hours.
- Rebecca Colón is the Conference Services Program Coordinator. If you have a question, please feel free to contact her at lodging@unm.edu or 505-277-2660 M-F, 8:30 to 5:00pm.

Mail Boxes

- All interns will be charged a mailbox fee of \$15 to cover box rental and mail services. Mail boxes are located in the SRC Commons. You may register for a mail box at the mail room during open hours. All mail/packages must be mailed to your mailbox address, which you will receive when you register at the mailroom. If you receive a package larger than your mailbox, you will receive an email message sent to the email provided when you register for your mailbox. Packages may be picked up during mailroom hours, only. Mail and packages will not be received prior to your check-in date. Make sure to halt deliveries to your summer mailbox at least one week prior to your departure. Mail and packages received by the SRC Mailroom on/after your checkout date will be returned to sender.

Cleaning Your Apartment

- Please be respectful of the shared space in your apartment. All interns are expected to keep their room and community areas of the apartment clean. Timely and consistent cleaning is a must for harmony in your apartment. Making a cleaning schedule with your apartment mates is a great way to ensure that your apartment stays clean. Dishes must be cleaned and stored daily. Do not allow dirty dishes to remain overnight. You must clean up after any visitors that you host.
- Help us keep our building pest-free. Do not allow trash or recycling to build up in your apartment or to overflow from trash containers. Take out your trash often to the dumpsters (2 locations) provided in the RVA parking lot, East and South sides. Trash/Recycling are located in the basement of Laguna Hall.

Amenities

- Free laundry facilities are located on the 1st floor of RVA by the elevator, and in the basement of Laguna Hall. The machines are free to all building occupants.
- Permit parking is available in designated “R” lots or road spaces (regulated 24/7). Visitor parking permits can be purchased from UNM Parking and Transportation Services (PATS) at pats.unm.edu or in person at their on-campus office. 505-277-1938. If you are arriving after hours or on a weekend, we recommend locating a [free space](#) in an “A” Lot and visiting PATS as soon as possible to purchase your permit. “A” lots regulated M-Th: 7am-6pm, F: 7am-5pm; Saturday/Sunday-no regulation.

Food & Dining

- With a full kitchen in each apartment, and a large kitchen in the basement of Laguna, cooking is easy. Interns provide their own dishes and cookware. There are a wide variety of restaurants located within walking distance of RVA and Laguna Hall, mostly along Central Avenue. Food can be delivered but must be received by you just outside any perimeter door. **Do not allow any delivery person inside the building.** The dining hall will be open this summer but times are limited to breakfast, lunch, and dinner, brunch and dinner on weekends. Meal plans are available for purchase through UNM Food Services; We recommend you make sure that venue open hours and food selection will fit your needs/schedule, prior to purchase.

STAYING SAFE ON CAMPUS

UNM is an open campus situated in a thriving metropolitan area of Albuquerque. UNM is committed to offering services, information, resources and tools to support a safe campus to all students, staff, faculty, and visitors. We encourage individuals to contribute to campus safety and preparedness by becoming informed, staying alert and using good judgment.

UNM Emergency Alert Sirens

The University of New Mexico Emergency Alert Sirens are sounded in the event of an emergency that makes it dangerous to be outdoors, such as a severe lightning storm, an environmental hazard or a threat from an armed individual. During an alert, people who are not on campus and hear the siren should not come on campus. People who are on campus should seek shelter in the nearest building.

Lobo Guardian Mobile App & Lobo Alerts Text Messaging

[Lobo Guardian](#) is a mobile app that increases user safety by creating a virtual safety network of friends and family. [LoboAlerts](#) is a *text messaging* system that provides faculty, staff, registered students, affiliates of UNM, and UNMH employees with fast, convenient, real-time Lobo Advisories and other message alerts. To learn more about this and other service visit: <http://loboalerts.unm.edu>. Additionally, parents, community members and other non-UNM individuals who wish to receive LoboAlerts can follow the LoboAlerts Twitter at <http://twitter.com/loboalerts>, or the LoboAlerts Facebook at <http://tinyurl.com/loboalerts>, or sign up for the UNM Community site at www.getrave.com/login/unmcommunity.

A **Lobo Advisory** is a "Timely Warning"- triggered by crimes that have already occurred but represent an ongoing threat to students, staff, faculty and/or visitors on the UNM Campus. It is issued as soon as the pertinent information is available and is disseminated through text, email and UNM Newsroom.

Staying Safe on Campus

UNM has instituted many programs to ensure student safety while on campus, but safety begins with the individual. The following are some tips to help you protect yourself while on campus:

- Avoid walking alone at night. Make arrangements to walk in groups and in well-lit areas.
- The UNM Police department offers escort services to anyone needing an escort from an on-campus location to another on-campus location 24 hours, 7 days a week. Call **277-2241** for more information.
- UNM RLSH offers escorts within the RLSH Footprint. Call **505-277-2606** to arrange an escort in advance.
- Walk purposefully, look confident and trust your instincts. Be aware of your surroundings and don't be distracted by cell phones, earbuds or other electronics. Carry a whistle.
- Take the time to recognize and commit to memory the location of blue safety poles along your routes on campus. If you need help, use one to call UNM PD.
- Never leave your property unattended in public places.
- You have been issued an apartment/room key and security access fob for RVA entrance. Never share your fob and/or key with anyone.
- Lock all doors and close all windows when leaving your residence hall apartment or car, even if you're only gone for a short time.
- Do not allow anyone you don't know to be a current resident into a residential hall, including delivery people. Never, ever prop open a perimeter door to any building.
- Remove anything from your car that may look valuable to a thief.
- Have keys ready when you approach your car. Check in and under the car for intruders before entering and lock your door immediately after getting into your car.
- Secure your bike or motorcycle when leaving it unattended. Use the U-shaped high security lock whenever possible.
- Never post private or compromising information to social networking sites.
- [Enroll in "LoboAlerts"](#) to receive important safety notifications in the event of a campus emergency.
- If you are a victim of a crime or witness any crimes or suspicious circumstances, call UNM Police (505-277-2241) immediately. Follow up with us at 505-269-8215.

EXPECTATIONS AND CONDUCT

Rules for Living Together

By signing a UNM lodging agreement, you agree to follow all national, state and local laws, all university regulations, which are outlined in the UNM Pathfinder, as well as all residence hall policies, which can be found in the Residence Life and Student Housing Residence Hall Handbook, available online at <http://housing.unm.edu/current-students/expectations--conduct.html>.

While the complete policies for living on campus are outlined in the Residence Hall Handbook, *some* of our basic expectations are listed below.

Noise

Hall quiet hours are from **9:00pm to 8:00am** every day. Courtesy is expected at all times. No amplified noise should be heard in the hallways or from your room.

Cleanliness

Guests are expected to maintain their living areas at a level of sanitation acceptable for a group living environment. Health and Safety Inspections will be conducted during your stay. Failed inspections will result in guidance to correct policy violations. If an apartmentmate has made living uncomfortable for you, first address it with them. If the situation does not improve, contact us at lodging@unm.edu or 505-277-2660.

Guests & Visitation

Visitation is limited to 2 guests per intern. Overnight stays are limited to 2 nights *and* 2 occurrences over the entirety of an intern's stay. Guests must sleep in your room. You must accompany your guests at all times when in the residence hall.

Keys and Fob Access

If you are locked out of your room, you can call the CGA on Duty at 505-269-8215. If prior to May 28th, call the SRC desk at 505-277-2606. For safety reasons, interns must report the loss of keys immediately to the CGA on Duty at 505-269-8215. Lock change charges for lost keys and fobs are applicable and due at time of new key receipt. Never share your keys/fob with anyone.

Alcohol, Drugs, and Tobacco

UNM RLSH provides a smoke-free environment for all guests that stay with us. Smoking, vaping and all other tobacco products are prohibited in all buildings on campus. Smoking is limited to designated outdoor areas, 25 yards from RVA and Laguna. Alcohol is prohibited within the RLSH areas, even if you or your guest is of legal drinking age. Illegal drugs, including marijuana, are prohibited at UNM RLSH. You may not possess, use, sell, or otherwise distribute any illegal drug or controlled substance on UNM campus. Violation of these policies may result in forfeit of your lodging Agreement with no refund, charges for remediation, and/or immediate dislodgement. Campus police officers are authorized to enforce all applicable laws and University regulations and possess powers of peace officers on all UNM Properties.

Fire Safety

The following materials are considered hazardous to the health and safety of the community and are prohibited: Halogen lamps, lit candles, incense, flammable chemicals, gasoline and containers used for storing gasoline, charcoal, torches of any type, and butane/lighter fluid. In the event of a building alarm, evacuate according to posted signage and maintain a distance of at least 40 feet from the building. Re-enter only at the approval of RLSH building staff.

Animals

Animals/pets are prohibited with the following exceptions: RLSH-Approved Service Animals. For information about the approval process, call 505-277-2660 or email lodging@unm.edu. Unapproved animals are considered a conduct violation and may result in eviction and forfeiture of agreement with no refund as well as charges for damages/remediation.

AREA RESOURCES



Grocery and Pharmacies

Walgreens

2950 Central Ave SE, Albuquerque, NM 87106

Whole Foods

2103 Carlisle Blvd NE, Albuquerque, NM 87110

Sprouts

5112 Lomas Blvd NE, Albuquerque, NM 87110

Smiths

320 Yale Blvd SE, Albuquerque, NM 87106

3701 Constitution Ave NE, Albuquerque, NM 87110

Trader Joes

2200 Uptown Loop NE, Albuquerque, NM 87110

Box Stores

Walmart

2701 Carlisle Blvd NE, Albuquerque, NM 87110

301 San Mateo Blvd NE, Albuquerque, Nm 87108

Costco

500 Eubank Blvd SE, Albuquerque, NM 87123

1420 Renaissance Blvd. NE, Albuquerque, NM 87107

Post Office/Shipping & Printing

US Post Office

115 Cornell Dr SE, Albuquerque, NM 87106

Fed Ex Office Print & Ship Center

2720 Central Ave SE Suite B, Albuquerque, NM 87106

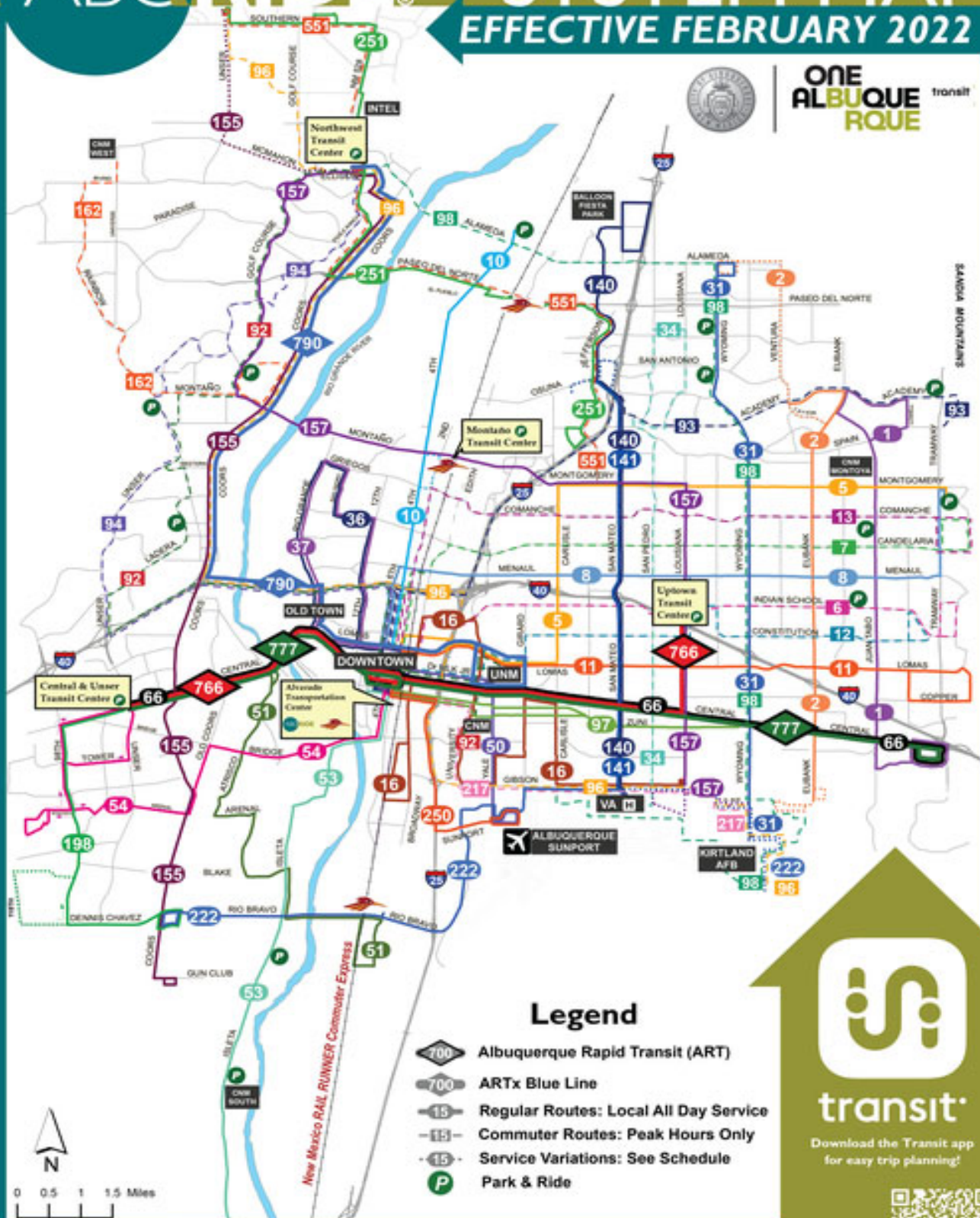
Bus Transportation Options to KAFB

For the most up-to-date information, we recommend discussing access to KAFB with your administrative contact at your host agency.

ABQRIDE

SYSTEM MAP

EFFECTIVE FEBRUARY 2022



ONE ALBUQUE transit **QUE**

Legend

- Albuquerque Rapid Transit (ART)
- ARTx Blue Line
- Regular Routes: Local All Day Service
- Commuter Routes: Peak Hours Only
- Service Variations: See Schedule
- Park & Ride



transit

Download the Transit app for easy trip planning!



For more detailed information / Para más información:
ABQRIDE.com • (505) 243-7433 (505-243-RIDE)



Make sure to check <https://www.cabq.gov/transit/routes-and-schedules> for the most up-to-date schedules.

Legend

- Visitor / Info Center
- UNM Building
See Campus Building List for building No.
- Student Housing
- Food Services
- UNM Campus Library
- Hospital
- Parking Structure
- Metered Parking
- Surface Parking Lot
- Permit Type Required
- UNM Parking Shuttle

Campus Index Map



South Campus: 1.0 mi / 1.6 km
CNM: 0.4 mi / 0.6 km

Bldg #	BUILDING NAME	GRID	Bldg #	BUILDING NAME	GRID
159	AEROSPACE STUDIES BUILDING (AERO)	I-12	54	MCKINNON CENTER FOR MANAGEMENT (MCM)	M-13
25	ALUMNI MEMORIAL CHAPEL (ALUMNI)	J-15	122	MECHANICAL ENGINEERING (MECH)	I-17
157	ALVARADO HALL (DORMITORY) (ALVRDO)	P-15	56	MESA VISTA HALL (MVH)	N-16
87	ANDERSON GRADUATE SCHOOL OF MANAGEMENT / PARISH LIBRARY (GSM)	M-13	23	MITCHELL HALL (MITCH)	K-15
11	ANTHROPOLOGY (ANTHO)	J-14	151	NAVAL SCIENCE (NAVAL)	L-13
12	ANTHROPOLOGY ANNEX (ANTHX)	J-16	24	NORTHROP HALL (NTHP)	K-16
175, 175A	ARMY ROTC (ARMY)	K-12	156	ONATE HALL (ONATE)	Q-15
84	ART (ART)	L-16	79	ORTEGA HALL (ORTG)	L-15
105	ART ANNEX (ARTX)	J-17	198	PARKING STRUCTURE / PARKING & TRANSPORTATION SERVICES	M-17
8	BANDELIER HALL EAST (BANDE)	J-15	172	PARKING STRUCTURE, LOMAS	O-13
16	BANDELIER HALL WEST (BANDW)	J-15	144	PARKING STRUCTURE, YALE	L-13
19	BIOLOGY ANNEX (BIOANX)	K-16	114	PHYSICS & ASTRONOMY INTERDISCIPLINARY SCIENCES (PAIS)	L-17
102	BOOKSTORE	M-17	192	PSYCHOLOGY CLINIC / AGORA CRISIS CENTER (PSYC)	K-13
168	BUREAU OF BUSINESS AND ECONOMIC RESEARCH DATA BANK (DATA)	M-13	193A-E	REDONDO VILLAGE STUDENT RESIDENCES	P-16
91 - 94	CASAS DEL RIO	O-15	35	REGENER HALL (REGH)	J-16
21	CASTETTER HALL (CAST)	K-17	76	R.O. ANDERSON SCHOOL OF MANAGEMENT (ASM)	M-14
112	CENTENNIAL ENGINEERING CENTER (CENT)	J-16	158	ROBERT HARTUNG BUILDING (HART)	N-18
185	CENTER FOR SCIENCE, TECHNOLOGY, AND POLICY	K-12	71	SANTA ANA HALL (DORMITORY)	P-15
62	CENTER FOR THE ARTS (POPEJOY, KELLER HALL, FINE ARTS MUSEUM) (CTRART)	M-17	61	SANTA CLARA HALL DORMITORY	O-14
22	CLARK HALL (CLARK)	K-15	104	SARA RAYNOLDS HALL (SARAR)	K-17
55	COLLABORATIVE TEACHING AND LEARNING BUILDING (CLTB)	M-14	10	SCHOLES HALL (SCHL)	K-14
115	COMMUNICATION AND JOURNALISM (COMMJ)	K-17	14	SCIENCE & MATHEMATICS LEARNING CENTER (SMLC)	J-15
83	CONSORTIUM FOR ENVIRO. RESEARCH, INFORMATICS & ART (CERIA)	L-16	66	SIMPSON HALL (SIMP)	N-14
155	CORONADO HALL (DORMITORY)	P-16	78	SOCIAL SCIENCES (SSCO)	M-14
184	COUNSELING, ASSISTANCE AND REFERRAL SERVICE (CARS)	K-12	171	SOUTHWEST HISPANIC RESEARCH INSTITUTE AND CHICANO STUDIES (SHRI)	K-12
48	DANE SMITH HALL (DSH)	K-14	73	STUDENT HEALTH CENTER AND UNDERGRADUATE STUDIES (SHC)	N-16
75	DEVARGAS HALL (DORMITORY) (DEVARG)	O-14	88, 89, 90	STUDENT RESIDENCE CENTER (SRC)	O-15
29	DISPUTE RESOLUTION (DISP)	K-14	60	STUDENT UNION BUILDING (SUB) (NMU)	M-16
57	ECONOMICS (ECON)	M-14	125	STUDENT VETERANS OF UNM	I-17
67	EDUCATION CLASSROOMS (EDUC)	M-15	162	TAMARIND INSTITUTE	N-18
46	ELECTRICAL AND COMPUTER ENGINEERING/CENTENNIAL LIBRARY (EECE)	J-16	64	TECHNOLOGY & EDUCATION CENTER (TECH)	N-14
4	ELIZABETH WATERS CENTER FOR DANCE AT CARLISLE GYMNASIUM (CARL)	K-16	44	THE WHITE HOUSE	J-13
2	ENGINEERING AND SCIENCE COMPUTER POD (ESCP)	J-16	65	TRAVELSTEAD HALL (TRAV)	M-14
42	EQUAL OPPORTUNITY PROGRAMS (EOP)	J-14	85	UNIVERSITY ADVISEMENT & ENRICHMENT CENTER (UAEC)	N-15
187	EXTENDED UNIVERSITY	K-13	160	UNIVERSITY CLUB (UCLUB)	M-13
119	FARRIS ENGINEERING CENTER (FEC)	J-17	51	UNIVERSITY HOUSE (UNIVH)	L-14
116	FORD UTILITIES CENTER	J-15	149	UNM INFORMATION ASSURANCE PROGRAMS	M-13
195	GEORGE PEARL HALL (PEARL)	N-17	26	UNM PRESS & OFFICE OF RESEARCH	J-14
15	HIBBEN CENTER FOR ARCHAEOLOGY RESEARCH (HIBB)	J-15	190	UNM PUBLIC EVENTS / POPEJOY	K-13
126	HIGH PERFORMANCE COMPUTING / ART, RESEARCH, TECH & SCI LAB	H-17	178	UNM RESIDENT THEATRE GROUP (TRICKLOCK)	J-12
103	HODGIN HALL (HODGIN)	J-17	82	WOODWARD LECTURE HALL (WOOD)	L-16
58	HOKONA HALL (ZUNI-OFFICES, ZIA-DORMITORY) (HOKW)	N-14	53	ZIMMERMAN LIBRARY (ZIMM)	L-15
191	HOUSE OF PREVENTION EPIDEMIOLOGY (HOPE)	K-13	20A	608 BUENA VISTA DR. N.E.	K-14
140	HUBER HOUSE	P-14	POINTS OF INTEREST		
81	HUMANITIES (HUM)	L-15		ADVISEMENT & ENRICHMENT (BLDG #85)	N-15
153	INFORMATION TECHNOLOGIES BUILDING (ITB)	P-13		EXPERIMENTAL THEATRE (CENTER FOR THE ARTS - BLDG #62)	M-17
150	INSTITUTE FOR SOCIAL RESEARCH (ISR)	L-13		FINE ARTS LIBRARY (GEORGE PEARL HALL - BLDG #195)	N-17
20	INTERNAL AUDIT	K-14		GEOLOGY MUSEUM (NORTHROP HALL - BLDG #24)	K-16
183	JOHN AND JUNE PEROVICH BUSINESS CENTER	J-11		GREENHOUSE CONSERVATORY (CASTETTER HALL - BLDG #21)	K-17
59	JOHNSON CENTER (JOHNS)	N-17		HUMAN RESOURCES (JOHN AND JUNE PEROVICH BUSINESS CENTER - BLDG #183)	J-11
152	JONSON GALLERY/RWJF (JONGAL)	L-13		JONSON GALLERY (CENTER FOR THE ARTS - BLDG #62)	M-17
69	KIVA (KIVA)	N-15		KELLER HALL (CENTER FOR THE ARTS - BLDG #62)	M-17
77	LA POSADA DINING HALL	O-14		MASLEY HALL ART GALLERY (BLDG #68)	N-15
74	LAGUNA HALL (DORMITORY) (LAGUNA)	O-14		MAXWELL MUSEUM (ANTHROPOLOGY - BLDG #11)	J-14
182A, B, C	LATIN AMERICAN DATA BASE AND LATIN AMERICAN OUTREACH	L-12		METEORIC MUSEUM (NORTHROP HALL - BLDG #24)	K-16
165	LATIN AMERICAN/IBERIAN INSTITUTE (LAIH)	L-13		POPEJOY HALL (CENTER FOR THE ARTS - BLDG #62)	M-17
34	LOGAN HALL (LOGAN)	J-17		RODEY THEATRE (CENTER FOR THE ARTS - BLDG #62)	M-17
70	MANZANITA CENTER (MANZ)	N-15		SOMMERS GALLERY (ART - BLDG #84)	L-16
9	MARRON HALL (MARN)	K-17		TAMARIND INSTITUTE GALLERY (TAMARIND INSTITUTE - BLDG #162)	N-18
68	MASLEY HALL (MASLEY)	N-15		UNM ART MUSEUM (CENTER FOR THE ARTS - BLDG #62)	M-17
123	MATTOX SCULPTURE CENTER (MATTOX)	H-17		WELCOME CENTER (BLDG #198)	M-17



HOSPITAL



LIBRARY



PARKING



INFORMATION



FOOD/DINING