



# Campus Operating Procedures



## CAMPUS OPERATING PROCEDURES

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# UNM-Los Alamos Campus Operating Procedures

## ADMINISTRATION

### Advisory Board

Marie T. Chiravalle (Secretary), Term: 2007 – 2011, Position 3

Linda Daly (Member), Term: 2005 – 2009, Position 2

Ron Dolin, Ph.D. (Member), Term: 2005 – 2009, Position 1

Nelson Hoffman, Ph.D. (Member), Term: 2005 – 2009, Position: 5

Michael Wismer (Chairperson), Term: 2007 – 2011, Position: 4

### Employee Directory

The employee phone directory may be accessed online at:

<http://www.la.unm.edu/PR/directory.html>

### Organizational Chart

The current organization chart may be accessed on the UNM-LA web site at:

[http://www.la.unm.edu/pdfs/UNMLA Org Chart 07-01-09.pdf](http://www.la.unm.edu/pdfs/UNMLA%20Org%20Chart%2007-01-09.pdf)

### Strategic Plan 2008 and Beyond

The current strategic plan may be access on the UNM-LA website at:

<http://www.la.unm.edu/administration/administration.html>

## ACADEMICS

### Academic Calendar

The academic calendar may be accessed online at:

[http://www.la.unm.edu/PR/academic\\_calendar.html](http://www.la.unm.edu/PR/academic_calendar.html)

### Catalog

UNM-LA currently updates its catalog annually. Due Dates are established each year.

The catalog should be available before fall semester begins. For more information, please contact the Office of Instruction at 662-4693. The catalog may be accessed online at: <http://www.la.unm.edu/PR/catalog.html>

### Class Schedules

The current class schedule may be accessed online at:

[http://www.la.unm.edu/PR/class\\_schedule.html](http://www.la.unm.edu/PR/class_schedule.html)

### Student Handbook

The student handbook may be accessed online at:

<http://www.la.unm.edu/pdfs/StudentHandbook.pdf>

## Tutor Center

### *Location/Phone Number*

Room B11, 661-4683

### *Staff*

Wanda Carothers.....carothrs@unm.edu

Karen Meier.....karenm@unm.edu

### *Services*

The Tutor Center provides tutoring in math, physics, and English. Assistance in other subject areas is offered depending upon the expertise of the tutors. Students may request tutoring in subjects not offered by contacting the Tutor Center office. Tutors are available both by appointment and on a walk-in basis (no walk-in tutoring on Fridays). Schedules for walk-in tutoring are posted each semester. Students and study groups are encouraged to make appointments with tutors.

## **ADMISSIONS AND REGISTRATION**

### (FERPA) Family Educational Rights Privacy Act of 1947

FERPA protects the privacy of student records. It allows students at a postsecondary institution access to their educational records. It also limits disclosure of those records to a third party without the student's consent. Parents and spouses must present the student's written and signed consent before the University may release to them personally identifiable information or other records.

*For more information or questions about FERPA, contact the Registrar at (505)661-4688.*

### Admissions

Applications are required for:

- Students who have never attended UNM-Los Alamos
- Students who have not attended UNM for 1 academic year and are seeking readmission
- Students who are changing degree level: i.e. non-degree to degree; certificate to associate; bachelor to non-degree.

The completed application is submitted with a \$10 non-refundable application fee.

Students must make arrangements for high school and college transcripts to be sent directly from their former educational institutions to the Registrar at UNM-Los Alamos, 4000 University Drive, Los Alamos, New Mexico 87544

The student is responsible for verifying that UNM-Los Alamos has received the transcripts. Non-degree students are not required to submit transcripts from institutions formally attended until they apply for degree status.

If more information is required, a notice will be sent to the student requesting the necessary information. Once all the necessary information is received and the student is found in good standing, a notice will be sent informing the student of acceptance. Because of processing time, transcripts must be in the Registrar's Office by the Friday before the last day of regular registration (see the current semester schedule of classes for the current credentials deadline date). If students do not meet the deadline, transcripts will be submitted for evaluation when the students re-apply in the subsequent semester.

Once a student is admitted, they do not have to re-apply for admission each term. If there is no enrollment for 3 consecutive semesters, the record will go inactive and will require a new application for admission.

Apply online or download a paper application at <http://www.la.unm.edu>

#### Fast Info

The University of New Mexico has implemented a knowledge database called Fast Info. Commonly asked questions are posted and range from “How do I forward UNM email to my Yahoo account?” to “How do I request an official transcript?” If a user is unable to find the right answer in the system, Fast Info provides several channels to obtain expert help. You can search the database, submit a question to a consultant, or chat online with an expert.

Access Fast Info at <http://fastinfo.unm.edu>

#### NET ID and UNM EMAIL

Every student is required to set up a NetID after admission. Your NetID provides you with a UNM email address as well as access to

“my UNM” and important online functions such as registration, class schedule, unofficial transcript, final grades, degree audits, demographic information, bursar and cashier transactions, student accounting, student financial aid and much more.

You can create your NetID by going to <https://netid.unm.edu>, or go to <http://my.unm.edu> and clicking on the link titled “Create a UNM NetID.” You will need your birth date and social security number to complete the process.

When you create a NetID, a UNM email account is automatically created for you in this format: <your netid>@unm.edu. Your UNM email address is the primary way that The University of New Mexico communicates with you. You will be responsible for notifications and information sent to your address from the University.

*For more information about NetID, please see Fast Info Answer #3058.*

*For information on forwarding your email to another address, see Fast Answer #404*

### UNM ID Number

Your UNM ID Number is assigned at the time of admission. It uniquely identifies each student and employee in the accounting and academic systems at UNM. After admission, it is used in place of social security number. Sometimes the UNM ID Number is also referred to as the Banner ID.

If you were not provided with your UNM ID Number at the time of admission, please obtain the number from Student Services or online at Demographic Self Service.

*For more information about UNM ID, please see Fast Info Answer #1573.*

*Access Demographic Self Service at <http://www.unm.edu/dss>*

### Demographic Self Service

Demographic Self Service is a web form that students can use to update their mailing address, permanent address, phone number, preferred name, or nickname that is on file with UNM. You must have your Net ID and Password set up in order to log in. You are responsible for keeping your demographic information updated.

### myUNM.edu

A web-portal is a “one stop shop” for access to many internal UNM resources. UNM’s portal is called “MyUNM.” Using “MyUNM,” students and employees can find easy access to important UNM functions and links.

*Access “myUNM” at <http://my.unm.edu>*

### LoboWeb

Lobo Web is located within “myUNM” and allows you access to apply for admissions, add/drop classes, search class schedule, view final grades, submit degree audits, view bills, make payments, authorize others to make payments for you, view financial aid status, and more.

To access Lobo Web, log into “myUNM,” click on the Student Life tab and click on the red Lobo Web Link.

*Access Lobo Web at <http://my.unm.edu>*

### Hold

#### *Advising Hold*

UNM-Los Alamos provides mandatory advising for degree-seeking students. Before a degree-seeking student is allowed to register each term, they must meet with an academic advisor.

New non-degree students should not have an advising hold on their account until they have accumulated more than 30 credit hours in non-degree status. Please contact Student Services to inquire about releasing the hold.

Academic advisors are available to ALL students regardless of their enrollment status to help with course selection, academic career questions, and transfer information.

*Bursar Hold*

Your student account from previous semesters must be paid in full before you are allowed to register or request transcripts.

*For more information or questions, contact the Cashier at (505)661-4681.*

Registration

STEPS TO REGISTER:

To register for classes using Lobo Web:

- Access “myUNM” at <http://my.unm.edu> and login using your NetID and Password.
- Click on the “Student Life” tab near the top of the page
- Click on the red “Lobo Web” link in the middle of the page. Please note any announcements that may be present in the box.
- From the Student & Financial Aid Menu, click on “Registration and Records.”
- Click on the “Select Term” link and select a term from the drop down menu. Then, click “Submit.”
- Look through the course schedule to write down the CRN (Course Reference Numbers) for the courses that you want to add. You can get them from the paper schedule, the PDF schedule on the UNM-Los Alamos website, or, by clicking on “Search Class Schedule for Classes to Add.”
- If you DO know the course CRN, click on “Registration Add/Drop Classes.”
- To register, you must “Accept” financial responsibility.
- If you are already registered for a course, you will see the listing here.
- To add classes, enter the CRN’s at the bottom of the Registration (Add/Drop Classes) page in the text fields provided
- To drop classes, select the available drop option from the menu (defaulted to ‘NONE’ under the “Action” column of your current Schedule.)  
Click “Submit.”

Registration Errors

When registering for a course, you may receive a Registration Error. Registration Add Errors occur for a variety of reasons. If you encounter an error, refer to this table.

<b>Registration Add Error</b>	<b>What does it mean?</b>	<b>Override Required</b>	<b>Who can resolve?</b>
PREREQ and TEST SCORE ERROR	Section has a pre-requisite course or minimum ACT/Compass score.	PREREQ	STUDENT SERVICES
CORQ_****### REQ	Section has a co-requisite that must be added as well	COREQ	Add both courses or obtain documented permission and contact STUDENT

			SERVICES
TIME CONFLICT WITH #####	Section conflicts with another section already on your schedule	TIME	Choose another section Or, drop one and add the other Or, provide documentation with permission and contact STUDENT SERVICES
CAMPUS RESTRICTION	Approval needed to add course at a different campus than the one that you're admitted to.	CAMPUS	STUDENT SERVICES
LEVEL RESTRICTION	Section restricted to students at a specific level (Associate, Graduate, etc)	N/A	STUDENT SERVICES Or EXTENDED UNIVERSITY Card required
ADVISOR PERMISSION REQUIRED	Advisor must approve before registration	N/A	ADVISOR REGISTRAR
CLOSED SECTION	Class is full	CAP or PRECOCAP	INSTRUCTOR Or STUDENT SERVICES
CLASS RESTRICTION	Section restricted to specific level of student	CLASS	STUDENT SERVICES
COLLEGE RESTRICTION	Section restricted to students in a specific college	COLLEGE	STUDENT SERVICES
DEGREE RESTRICTION	Section restricted to student in a specific degree	DEGREE	EXTENDED UNIVERSITY Or, contact the department offering the course at Main Campus
DUPL CRSE WITH SEC-#####	Section is a duplicate of a course already in your schedule	N/A	STUDENT SERVICES Manual registration card required
MAJOR RESTRICTION	Section restricted to students in a specific major	MAJOR	EXTENDED UNIVERSITY, Or, contact the dept. offering the course at Main Campus
MAXIMUM HOURS EXCEEDED	Attempted enrollment takes you beyond your number of approved hours	N/A	REGISTRAR ADVISOR
-You require re-admission prior to registration -Student has not been enrolled since Re-Admit term, -Student Status prohibits registration	Your admission record is not complete or, it has been longer than an academic year since you last registered for a course and you need to re-apply for admission.	N/A	REGISTRAR STUDENT SERVICES
Enrollment Status prohibits registration	You previously dropped all of your courses for the term and have been withdrawn	N/A	REGISTRAR
You may not add or drop classes due to hold on your record	A Department such as Advising or Bursar needs you to contact them	N/A	Contact the Department listed as the Originator for assistance
You are not permitted to register	Several possibilities	N/A	STUDENT SERVICES BURSAR/CASHIER
Additional error messages are possible	Please contact the REGISTRAR at 505-661-4688 with the text of the error message.		

### Enrollment Cancellation

Students who fail to pay their full tuition and fee charges by 5:00pm on June 11, 2008 for Summer courses and 5:00pm on September 2, 2008 for Fall courses, will have their registration canceled and be removed from all courses. In order to avoid cancellation, students must pay tuition charges in full, or make adequate financial arrangements with the UNM-Los Alamos Cashier. Payment plans may also be set up on Lobo Web.

Students with canceled registration who wish to be enrolled at UNM- Los Alamos must re-register. The student will then be required to make full payment or must complete financial arrangements for all university charges. A non-refundable \$30 late registration fee will be charged. It will be the student's responsibility to monitor their payment balance on Lobo Web or with the UNM-Los Alamos Cashier. Lobo Web provides 24-hour access to financial accounts. Please review the drop or withdraw deadlines in the UNM-Los Alamos academic calendar.

## ADULT LEARNING SERVICES

The **Adult Learning Center** at UNM-Los Alamos offers free classes, instructional materials, tutoring, and computer practice labs for English as a Second Language (ESL) and General Educational Development (GED) students. The program also offers classes/tutoring for adults who want to brush up on their literacy and workplace skills.

### GED

The GED program provides:

- Free non-credit education courses for students age 16 and older
- GED pre-testing, small group and individual instruction, tutor assistance (subject to tutor availability), computer practice programs, and independent study opportunities
- GED classes for Spanish speakers

Home schooled students are welcome!

### ESL

The ESL program provides:

- Classes to help students improve English conversation, writing, reading, listening comprehension, and pronunciation skills
- The option of working with volunteer tutors to strengthen conversational skills
- Free use of textbooks and instructional materials
- Computer lab language practice programs
- Preparation for the Test of English as a Foreign Language (TOEFL)

## BACHELOR & GRADUATE PROGRAMS

### Admission & Registration

Applying for admissions to a bachelor's or graduate program is accomplished by completing the appropriate on-line application at <http://www.unm.edu/admissions/>. Even though your courses are delivered to you here at the UNM-Los Alamos campus, please note that you are applying to UNM-Albuquerque for these programs. Contacting the department with which you plan to apply is advised prior to filling out the on-line application. In some instances their deadline dates for admission are different than the general dates for admission to UNM. If you have missed the admission deadline date for the semester in which you planned to take courses, you can complete the on-line non-degree undergraduate, or non-degree graduate admissions application. This will allow you to take courses while pursuing admissions to a specific academic program for the following semester. Note that each department has rules pertaining to the number of non-degree credit hours they will accept upon transfer to their program.

Once admitted to UNM you must obtain a net ID and password by following the directions at this link [https://netid.unm.edu/form\\_new\\_netid.php](https://netid.unm.edu/form_new_netid.php). A net ID and password will enable you to register for courses on-line at LoboWeb. Go to <http://registrar.unm.edu/> for complete registration information.

Academic calendars for the UNM-LA Bachelor & Graduate Program and the UNM-LA Branch differ slightly. You can access the academic calendar for the UNM-LA Bachelor & Graduate Program at <http://registrar.unm.edu/acadcal.htm>.

Any courses offered through the UNM-Los Alamos Bachelor & Graduate Program are priced at the same tuition rates as those at UNM-Albuquerque. Please see this link <http://www.unm.edu/~bursar/tuitionrates.html> for current tuition rates.

### Advisement

Academic advisement is available at the UNM-LA Bachelor & Graduate Program office for the Bachelor of University Studies (B.U.S.) program on a walk-in or appointment basis. All other programs require that the student contact the academic advisers at UNM-Albuquerque. Please come by our office for contact information for those advisers.

### Class Schedule

Our most current class schedule can be viewed at [http://eu.unm.edu/index.cfm?fuseaction=centerinfo&center\\_del\\_code=LA](http://eu.unm.edu/index.cfm?fuseaction=centerinfo&center_del_code=LA)  
If you have difficulty accessing this site, contact us at 662-0335.

### Office Hours

We are located in Bldg. 1, Rm. 113 of the UNM-LA campus. Our hours of operation are Mondays 8-5, Tuesdays through Thursdays 7-5, and Fridays 8-12. Office hours can change based on the needs of the department.

We have two other office areas that serve the instructional television students. They are located in Bldg. 6, Rm. 623G, and Mesa Complex, Rm. 120. Office hours for these two offices are based on the schedule of instructional television courses.

#### Staff

Cindy Leyba, Operations Manager

Carmen Lujan, Enrollment Services Manager and B.U.S. Academic Adviser

Ann Brandenberger, Instructional Assistant

Gayle Burns, Instructional Assistant

Robin Harlin, Instructional Assistant

## **BOOKSTORE**

#### Purpose

The function and purpose of the UNM-LA Campus Bookstore is to assist you in making your post secondary educational experience a pleasant one.

#### Location & Phone Number

The UNM-LA Campus Bookstore is located in the Northeast entrance to Building 2, the Student Services Center. The phone number is 662-0337.

#### Hours of Operation

The UNM-LA Campus Bookstore is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Extended hours of operation will be held during rush periods. The telephone number is 662-0337.

#### Textbook List/Price

The alphabetical listing of textbooks requested by instructors will be listed each semester. Go to the Bookstore link on the UNM-LA home page and then click on Book List.

#### Book Buy Back

A textbook buyback is conducted at the end of each semester. Three and one half days, during the week of final examinations, for the fall and spring semesters and two days, during the week of final examinations, for the summer session. Dates and hours for the buyback will be posted on the UNM-LA Website, via signage around campus, and classroom notification. Buyback will be conducted in the Campus Bookstore.

#### Forms of Payment

The UNM-LA Campus Bookstore accepts four types of payment. (1) Cash (2) Local Check (3) Credit/Debit Cards and (4) Authorized third party payer.

#### Refund/Exchange Period

The Campus Bookstore has set the following deadlines for refunds on textbook purchases. For the Fall and Spring semesters, the last day to return a textbook for a 100% refund is the end of the second week of instruction. For the Summer session, the last day

to return a textbook is the end of the first week of instruction. Textbooks purchased for late starting and short-term classes may be returned within twenty four hours of the first meeting of the class. RECEIPTS ISSUED AT THE TIME OF PURCHASE MUST BE PRESENTED WHEN REQUESTING A REFUND.

#### Ordering Textbooks

The following dates for ordering textbooks have been established:

- June 15: For the upcoming fall semester
- Oct 15: For the upcoming spring semester
- Apr 15: For the upcoming summer semester

\*See Faculty Handbook for Procedure\*

#### Ordering Desk/Examination Copy of a Textbook

\*See Faculty Handbook for Procedure\*

#### Lobo Game Tickets

Go to GoLobos.com for individual game and season tickets. Or call 505-925-LOBO or 800-955-HOWL. Hours of operation: Monday – Friday, 8:30 a.m. – 5:00 p.m.

## **BUSINESS & FINANCE**

#### Budget Process

UNM - Los Alamos is both a branch campus and a state agency and as such, the budget process is driven first by the actions of the New Mexico Legislature and secondly, through UNM Main Campus. As a state agency we follow the budgeting procedures as coordinated through the New Mexico Higher Education Department. At the close of each legislative session, a budget bill is passed and becomes the foundation for building the next fiscal year's budget. UNM Main Campus incorporates the decisions from the legislative session with UNM Budget procedures. As a branch campus, we are directed to submit the upcoming budget as instructed from Main Campus.

The budget submission is prepared in the spring and approved by the UNM Los Alamos Advisory Board. The budget is then presented to the UNM Board of Regents for their approval and submitted to NMHED for final approval.

#### Cash Management Policy

##### *Overview*

The Campus Resources Director at UNM – Los Alamos is responsible for the collection, safekeeping, and deposit of all monies resulting from all Branch Campus operations, those funds entrusted to the staff and for the safety of employees who handle the monies. The term "monies" is defined to include cash, checks, credit card payments, money orders, and other negotiable instruments whether received in person, by mail, or by telephone. This policy is intended as a supplement to UBPPM 7200 to address specific

issues at the Los Alamos Campus and no part of the following is intended to supersede or contradict any part of the UBPPM.

#### *Mandatory Cash Handling Training*

Individuals responsible for handling cash and their direct supervisor must take the cash management training course offered by the University Employee and Organizational Development Department. Supervisors are responsible for ensuring that new employees, students and volunteers responsible for monies take the required training as soon as possible after being assigned cash handling duties, but no later than sixty (60) days after the assignment date. The Campus Resources Director is responsible for providing training when possible on the Branch Campus, but supervisors should authorize travel to Main Campus if training is not available within the 60 day following assignment.

#### *Confidential Information*

Customer social security numbers and credit card numbers should not be kept in any format in your office after the transaction has been processed. Paper containing these numbers must be shredded. The Business Operations Office is responsible for maintaining all documentation necessary for reconstruction of the Money List and Credit Card Report. Please do not allow the customer to place a social security number on the check.

#### *Change Funds*

No change funds are allowed on the Los Alamos Campus. Change is available at the Café, Bookstore and main cashiering in Building 1.

#### *Petty Cash*

Withholding monies to establish departmental petty cash funds is not permitted. The Los Alamos Business Operations Office has a Petty Cash fund administered in the Campus Resources Director. Petty Cash checks for less than \$100.00 are available for all UNM-LA employees as needed by requesting a check using a Petty Cash request form available in the Business Office. Petty cash checks cannot be used to pay for services. Supervisory approval is required and in a situation where a supervisor is not available, the Director of Campus Resources can review and approve.

#### *Bank Accounts*

All funds must be deposited in the University Depository account set up for that purpose. The Los Alamos Campus has a petty cash account authorized by the University and signature authority on this account is restricted to the Executive Director and the Campus Resources Director. No other bank accounts are allowed for any reason.

#### *Gifts*

All gifts to the Los Alamos Campus must be reported to the Executive Director's Office for local acknowledgement to the Donor, then to the University Development Office. All Gifts must pass through the Business Office for preparation for delivery to the Development Office. The execution of any formal acknowledgment must be processed by the Development Office. No staff or faculty member is authorized to deliver or

otherwise complete the process of a Gift to the Development Office without review and approval by the Director of Campus Resources.

#### *Events*

Events and the handling of cash at events must be reviewed and approved the Campus Resources Director. Cash boxes are available from the Business Operations Office and a change fund will be established for the event if necessary. You and one other UNM staff member will be asked to sign for the change fund and will be designated the responsible parties for this fund and all receipts that are taken in by the event. At the end of the event, the two responsible parties will count and agree to the balance of the cash box and deliver the receipts to the UNMLA Business Office and deposit in the drop box. Only on very rare occasions approved by the Executive Director can you take these funds home. Access to these receipts will be given to you the following day to complete the forms and reports necessary.

#### *Deposits*

All deposits for UNMLA are handled by the Business Operations Office and the Cashier. Monies received should be delivered to the Cashiers station in the Business Operations Office intact the day of receipt, and if after hours, placed in the drop safe at the Cashiers station. No checks shall be cashed, no purchases shall be made, and no substitution of cash, checks, or other documents shall be made from the actual monies received. It is desirable to deposit large checks in the safe as quickly as possible. Very large checks should be delivered to the Director of Campus Resources immediately after (if the check is a gift) notification is made to the Director's Office of receipt, for deposit to the depository account or delivery to the Foundation.

#### *Money List and Credit Card Reports*

A Money List form, available at the Cashier, must be prepared for all deposits upon receipt of monies. The Money List, which accompanies the deposit, shows the amount paid and the University index number and account code where the monies are to be deposited. A separate Credit Card Report must also be prepared to record credit card receipts. The department preparing the Money List and Credit Card Report should keep a copy. The Business Operations Office is responsible for maintaining all documentation necessary for reconstruction of the Money List and Credit Card Report. Monies collected should be safely and discretely delivered to the Business Operations Office as soon as possible and placed in the possession of the Cashier or secured in the drop safe. A locking bag is recommended for employee safety and departments are encouraged to purchase one if they feel the need.

#### *Internal Control*

The responsibility of Internal Control lies with the Director of Campus Resources. Once an employee comes into possession of any funds, these funds become University funds regardless of the source. Employees must deliver these funds to the Campus Resources Director, his assigned staff, or placed in the drop safe in the business office as soon as possible. If it becomes necessary to transfer these funds between staff members before

delivery to the Business Office, UBPPM 7200-2.3 should be followed closely. This policy is in effect to protect the employee from potential loss or error.

#### *Access to Monies*

Access to monies must be restricted to the employee responsible for the monies. No employee should allow access or gain access to funds under the control of another employee without that employee present. Any employee needing change can never access a cash drawer. The responsible cashier, either in the Business Office or the Bookstore will provide you what you need.

#### *Checks*

Checks must be payable to The University of New Mexico, UNM, UNMLA, UNMLA Bookstore, UNMLA Café. All checks must be restrictively endorsed immediately upon receipt. Do not wait until the deposit is made. The University's endorsement renders the check non negotiable and must be stamped on the back of all checks. The endorsement stamp must contain certain required information and stamps may be obtained from the Business Operations Office. Do not handle or process a check that has any unusual characteristics or pays for something you do not fully understand, and refer this payment to the Director of Campus Resources.

#### *Returned Checks*

University policy requires the Business Office to charge a returned check fee plus normal bank fees for each returned check. Only cash or certified funds will be accepted to redeem a returned check. When a check received by the University is returned for non payment, an aggressive effort is made to collect the amount of the check from the issuer. Refer an individual who wished to make good on a returned check to the cashier in the Business Office.

The University will take the actions listed below in the event of a returned check:

- A returned-check fee is charged to the issuer.
- If the check was used to pay for charges eligible for dis-enrollment and is not redeemed prior to the dis-enrollment deadline, the student is automatically removed from all classes by Main Campus.
- If the check was originally submitted for deposit by a UNMLA department, the amount of the check is charged back to the department originally credited. The Business Operations Office receives notification of the returned check and will notify you of the occurrence, and will assist you collection efforts and policy enforcement actions.

#### *Foreign Checks*

Foreign checks are not accepted by the Los Alamos Branch.

#### *Negotiating Checks Payable to UNM*

Occasionally a check is made payable to the University with the intent that the money be transferred to a student or an employee. The Financial Aid Officer for the campus is the only staff member that can authorize this process. The payment must be delivered to the Cashier upon receipt. The Cashier will notify the FAO and upon approval, deposit the

payment in an index that is available to the FAO for awarding. The Business Operations Office is the only organization authorized to negotiate checks payable to the University for the benefit of a student. Checks payable to the University are not endorsed over to the person presenting the check and can only be placed on the student's bursar account and disbursed through the normal refund process after charges on the student account are satisfied.

#### *Checks Received for an Unknown Purpose*

When a check is received and the purpose is unknown, the check should be sent to the Campus Resources Director immediately. If the appropriate index cannot be identified for deposit, the check is deposited to a holding index. When the appropriate index is identified, the amount is transferred from the holding index.

#### *Credit Card Payments*

UNMLA accepts payments made by MasterCard, and Visa. Departments that wish to begin accepting credit card payments must obtain prior approval from the Campus Resources Director. Fees for credit card activity are charged back to the department they apply to.

#### *Electronic Transfer of Funds*

Electronic Transfer of Funds must be coordinated through the Campus Resources Director.

#### *Segregation of Duties*

Duties for receiving and recording monies must be segregated. No single employee should be in a position that allows the employee to both receive money and record the payment into the financial system. This segregation of duties preserves responsibility and accountability and is necessary to ensure that a person who has access to monies cannot conceal a fraud or error. When the size of a department does not allow for proper segregation of duties, the Campus Resources Director will provide assistance in designing systems which ensure adequate internal control.

#### *Duties of the Employee Accepting Monies*

The following duties should be performed only by the Cashier, Campus Resources Director or staff member designated by the Campus Resources Director:

- Receive monies either in person, by mail, or electronically (for example, telephone).
- Prepare customer receipts.
- Deposit monies.

#### *Duties Performed by Someone Who Does Not Have Access to Monies*

The following duties can only be performed by the Campus Resources Director and designated staff:

- Authorize extension of credit.
- Approve customer's discounts, returns, or allowances.
- Compare the deposit receipt to customer receipts recorded on the departmental report of transactions.

### *Billing and Reconciliation of Accounts Receivable*

All accounts receivable activity of UNMLA should be channeled through the centralized accounts receivable system under the direction of the Business Operations Office. The Business Operations Office is responsible for:

- Preparing corrections to customer accounts.
- Posting payments to accounts receivable subsidiary accounts.
- Reviewing accounts receivable trial balances to the general ledger and preparing aging reports.
- Billing and collecting accounts receivables.
- Estimating the percentage of revenue which may be uncollectible.
- Approving the write-off of receivables as uncollectible.

### *Cash Disbursements*

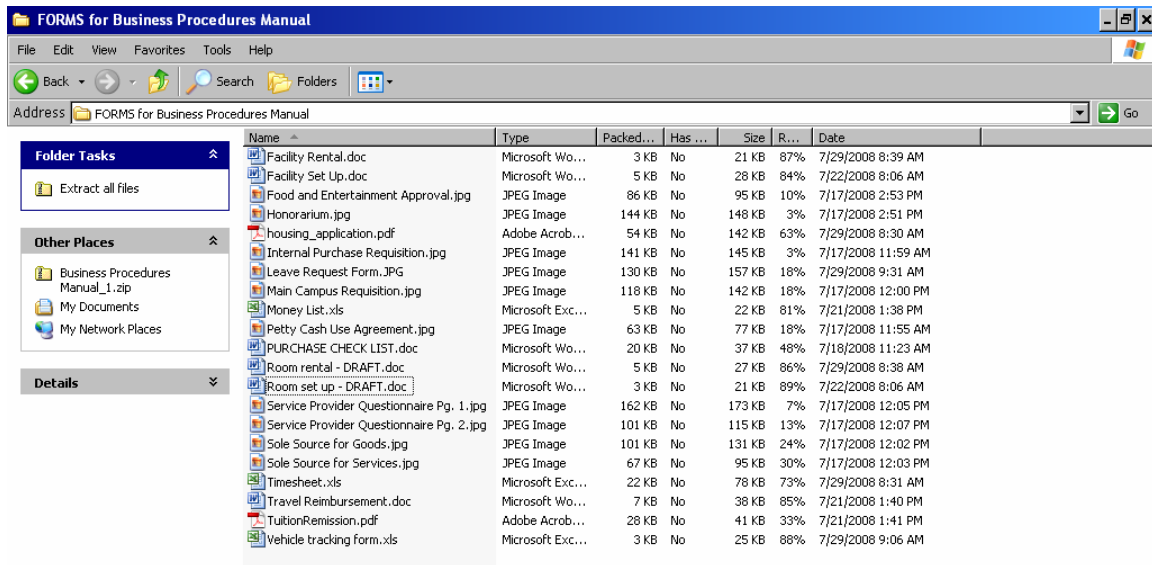
With the exception of small petty cash reimbursements, all cash disbursements will be made by check or direct deposit into the individual's bank account.

### *Exceptions*

Any exceptions to this policy must be approved in writing by the Campus Resources Director or Executive Director. Any considered exception will be reviewed for applicable violations of the UBPP7200 Cash Management Policy.

### Forms

These forms will be available on the UNM-LA website at [www.la.unm.edu](http://www.la.unm.edu):



## Mail Services

### *Courier Services*

UNM-LA does not provide courier service to UNM-Albuquerque, Sandoval County, or the other branch campuses. All mail for those areas must be sent via the US Mail, FedEx, UPS, etc. and charged to the Department index code.

### *Bulk Mail*

UNM-LA has a postage meter on-site and qualifies for non-profit rate bulk mail. Please call or e-mail the receptionist or cashier and notify them 3-4 days before you plan to send out a bulk mailing; give an approximate number of pieces and an approximate dollar amount of postage required (to ensure that the meter has enough postage). Detailed instructions and forms may be requested from the receptionist, cashier, or director's office.

### *US Mail*

United States mail is picked up Monday through Friday at UNM-LA. Outgoing UNM-LA mail should be properly addressed and put in the yellow basket by the postage meter in the workroom. Be sure to put your department ID in the bottom right corner. Mail will be metered by 9:30 AM each day. Incoming mail will be distributed to respective mailboxes by the students at the reception desk daily. Postage usage will be billed to department accounts on a monthly basis.

### *Packages*

UPS, Fed Ex, DHL and freight couriers deliver to UNM-LA daily. Packages are signed for by the receptionist on duty, logged, and notification put in the recipient's mailbox. Bring the notification slip to the front desk and sign for the package for pick up.

## Office Keys

Please contact the Personnel Coordinator for details regarding obtaining office keys.

## Payroll

Please refer to UNM Human Resources for more information. Information is available online at <http://hr.unm.edu/>. The staff timesheet is available through MyUNM, just click on the Employee Life tab. (<http://my.unm.edu>)

## Purchasing

An (IPR) internal requisition form is to be filled out for every purchase prior to placing an order. Purchasing from our main campus requires a different form that is to be requested from the purchasing initiator. This procedure applies both to purchasing goods and/or services. These forms are to be completed thoroughly to provide the following:

1. Vendor's full name and address, phone and fax numbers. Vendor's Banner ID number.
2. To find the Banner ID number: Type FTIIDEN in Banner, hit next block. Type the vendor's name and hit F8. For vendors not found in Banner a request for ID needs to be

submitted. To obtain a vendor's ID number the following information is needed: Federal ID number, if a social security number is listed, please write the name of the person associated with that number.

3. Your department banner index number. It is a six-digit number- if providing an index number that is associated with a grant please make sure you are providing a current index account, as restricted accounts change with the fiscal year.
4. Please write clearly. Be specific as to quantity, description, prices, and catalog number. Make sure the vendor's address is correct. Payments are sent to the addresses in the system.
5. The purpose of the purchase must be clearly stated. Listing the name of your dept. is not helpful.
6. Three signatures are needed for each IPR - the person requesting and someone with signing authority for that particular account, and budget approval signature.
7. Submit your IPR in a timely manner. Processing your request takes time! IPR's will be processed in the order they are received with RARE EXCEPTIONS.

Our IPR has three pages. The yellow and pink copy will be returned to requestor once order is placed. The yellow copy is to be returned to accounts payable once goods and/or services are received. Please sign and date including these words: "all received, approved for payment". Keep the pink copy for your records.

**PLEASE KEEP IN MIND:**

1. Electronic requisitions are created in Banner for every purchase requested, but before this can be done an ID number HAS to be generated for each vendor that is new to the system. This ID needs to be requested prior to placing an order.
2. Every time a service is requested the Service Provider Questionnaire (SPQ) with current date and signatures needs to be submitted along with the IPR. If a social security number is provided for the vendor, you need to list the name of the person associated with the number. Please attach copy of page from phone book where the vendor is listed, a web page will also do.
3. Acknowledge received items promptly to facilitate prompt payment to vendors.
4. To request a vendor's ID go to My UNM employee tab. Click on forms. Make sure the remittance address is current.

*Petty Cash*

Petty cash transactions will be limited to reimbursements and advances only. Purchase must be "allowable" under definition of the University of New Mexico Business Policy and Procedures Manual.

Reimbursement is for purchases of less than \$100.00, provided that the department head has previously approved this in writing. Requests for reimbursement for amounts larger than \$100.00 will be sent to Albuquerque for processing. Please provide your banner ID

number. Direct Invoice Pay in Banner will process all reimbursements due to a UNM employee.

Please complete a Petty Cash Request Form. Make sure that all requested information is provided. Two approving signatures are required. **ORIGINAL** receipts must accompany this request.

PLEASE KEEP IN MIND:

1. Only original receipts will be accepted.
2. UNM is tax exempt. You will not be reimbursed for tax.
3. Petty cash checks cannot be issued for services.
4. Submit your request in a timely manner.

### *Open Standing Purchase Orders*

An open standing purchase order is a Purchase Order (PO) that can be requested to purchase services. This option is advised for vendors that will be used frequently. An Internal Purchase Requisition along with the Service Provider Questionnaire is required to start this type of PO.

The open standing orders are good for a certain amount and for a specific time frame. Both the amount and the time frame can be modified to suit the requestor. It is important to keep in mind that once the open standing purchase order is set up, the amount associated with it is locked in until it runs out or until the PO is closed. Also, once the PO is in effect, there is no need to write IPR's for each purchase. Make sure to keep record of purchases done on the PO. Submit invoices to accounts payable. Please indicate on the bottom of the invoice that the goods/services have been received, date and sign.

### *Service Provider Questionnaire*

This form is to be attached to all Purchases for services. Vendors who have been approved as Universal Service Providers **do not** need this form any more. A list of Universal Service Providers is found on the Purchasing Web-page at <http://www.unm.edu/~purch/>

The initiator for UNM-LA purchases is your first point of contact to facilitate the timeliest processing of your request. Your help in providing complete details for your purchases will be appreciated and helpful in processing your request promptly. If information is missing, your request will be returned.

PLEASE KEEP IN MIND: **We need to follow and comply with UNM procedures.**

Refer to: <http://www.unm.edu/~purch/policies.html>

### Photocopying

Photocopy machines for faculty and staff are available in the Building 1 workroom and in the Building 6 lounge. A Department ID code will be needed to access the copier. These

codes can be obtained from the Office of Instruction, your Department head, or Gayle Burns. We do not use the password feature on the machine. Enter the Department ID number then press the ID button on the bottom of the keypad. When you are finished making your copies, press the ID button again to close the screen. White copy paper is provided by the campus for copying. Colored paper can be obtained from the Office of Instruction for faculty, or departments should order their own supply. Any problems with the machine should be reported to Gayle Burns. Charges for copier usage are billed to individual departments on a monthly basis.

### Travel

UNM-LA travelers follow Main Campus policy 4030 for their travel reimbursement guidelines (<http://www.unm.edu/~ubppm/ubppmanual/4030.htm>). A copy of the Travel Reimbursement form can be found in the Business Forms section of this manual. The form should be filled out in advance of the planned travel date and signed by the traveler's supervisor. When the traveler returns, the bottom portion of the form is filled out and signed. This form is then used to complete the DPEZ form in Banner for reimbursement of travel expenses. Travelers can complete this procedure themselves (after training), or can turn their forms in to Gayle Burns for processing. The process for obtaining a Travel Advance has recently been updated by Main Campus. Instructions for this process can be found on the General Accounting web page. ([http://www.unm.edu/~gacctng/travel\\_advance\\_req.html](http://www.unm.edu/~gacctng/travel_advance_req.html))

### Tuition Remission

Staff members and Core Faculty are eligible for Tuition Remission benefits per Main Campus policy 3700 (<http://www.unm.edu/~ubppm/ubppmanual/3700.htm>). The Tuition Remission form should be submitted to Ed Segotta on Main Campus or Gayle Burns before the start of classes. The form can be found in the Business Forms section of this manual.

### UNM Parking Permits

Individual departments may secure parking permits for Main Campus from UNM Parking and Transportation Services: <http://pats.unm.edu/otherpermits.cfm>.

### UNM Driver's Permit

The Defensive Driving Class is required for any employee using state vehicles. Discuss with your supervisor if you will be using the state cars. Please see Betsy Allander in the Personnel Office for more information and to get signed up for the class. This class is held on the UNM-Main Campus over two days – consisting of four-hour sessions on each day. **BE SURE TO BE ON TIME OR YOU WILL NOT BE ALLOWED TO ATTEND THE CLASS.** If you are late or fail to show up, you will need to reschedule, and your department will be charged for the missed class.

Whom to Contact for...

<b>Categories</b>	<b>Contact</b>	<b>Phone Number</b>
Banner-General Inquiries	Lisa Clough Gayle Burns	661-4695 661-4681
Blanket Purchase Orders	Oliva Lopez	662-0340
Bookstore Inquiries	Steve Ciddio	662-0037
Budget Inquiries	Lisa Clough	661-4695
Cafeteria Inquiries	Lydia Armijo	661-4680
Catering Service	Lydia Armijo	661-4680
Contract & Grant Accounting	Lisa Clough	661-4695
Copier Repairs	Gayle Burns	661-4681
Copy Paper Orders	Gayle Burns	661-4681
Defensive Driving Course Availability (Inquiries or Scheduling)	Betsy Allander	662-0333
DPR'S	Gayle Burns Oliva Lopez	661-4681 662-0340
Express & Priority Mail	Front Desk	662-5919, ext. 0
Facility Usage & Rentals	Lydia Armijo	661-4680
Fax Machine	Front Desk	662-5919, ext. 0
Federal Express, UPS, DHL, etc.	Front Desk	662-5919, ext. 0
Inventory	Lydia Armijo	661-4680
Journal Entries	Lisa Clough	661-4695
Leave Request (Forms)	Betsy Allander	662-0333
Main Campus Parking Permits	Directors Office	662-0330
Main Campus Telephone Directory	On Website Front Desk	<a href="http://www.unm.edu">www.unm.edu</a> 662-5919, ext. 0
Maintenance/Custodial	Eugene Ortiz	470-3559
Payroll	Betsy Allander	662-0333
Qwest Telephone Directory	Front Desk	662-5919, ext. 0
Report Bomb Threat	911	911
Request Copy of Invoice/Billing	Oliva Lopez	622-0340
Reserve a Room/Space on Campus	Instruction	661-4693
Reserve UNM-LA Vehicle	Betsy Allander	662-0333
School Closure Due to Snow	Front Desk	662-5919, ext. 0
Student Account Inquiries	Gayle Burns	661-4681
Telephone Directory	Front Desk	662-5919, ext. 0
Telephone Repairs	Anthony Valdez	662-0339
Telephone Service – New/Changes	Anthony Valdez	662-0339
Travel Vouchers	Gayle Burns	661-4681
UNM Employment Application	Betsy Allander	662-0333
UPS Deliver & Pick – Up	Front Desk	662-5919, ext. 0

## CAREER CENTER

### Office Hours & Contact Information

Monday through Friday, 9:00 am – 4:00 pm  
(Vacant), Coordinator  
606-662-5919, ext. 607

### Services Provided

- Initiate job searches
- Assist with digital resumes and interviewing skills
- Apply for on-line positions
- Improve work ethics
- Use basic computer software
- Obtain current labor market information
- Employed worker training
- Administer skills and career assessments
- Career exploration
- Personalized referrals to local employers

### Helpful Job Search Links

[www.jobs.state.nm.us](http://www.jobs.state.nm.us)  
[www.laschools.net](http://www.laschools.net)  
[www.hr.lanl.gov](http://www.hr.lanl.gov)  
[www.losalamosnm.us](http://www.losalamosnm.us)

## COMMUNITY EDUCATION

### Office Hours & Staff

Monday through Friday: 8:00am to 5:00pm  
Eileen Gallegos, Program Coordinator, 662-0346

### Class Schedule

The Community Education schedules can be viewed at the following:

<http://www.la.unm.edu>

Click at Summer & Fall 2008 Course Schedules are now available

At the left-side of page:

Click at Community Education Courses

Summer 2008

Fall 2008

-- or --

<http://www.la.unm.edu>

Click at Button: Community Education

At right-side of page:

Click at Course Schedule  
Summer 2008  
Fall 2008

Registration

You may register for classes via LoboWeb, walk-in to the office, or call 662-0336

Tuition Remission for Employees

Please refer to UNM Business Policies and Procedures Manual #3700:

<http://www.unm.edu/~ubppm/ubppmanual/3700.htm>

Below is the link to the tuition remission form:

<http://www.unm.edu/~ubppm/ubppmanual/3700.htm>

<b>EVENTS</b>
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Calendar of Current Events

The campus calendar of events may be accessed online at:

<http://www.la.unm.edu/PR/events.html>

Event Planning Checklist

(In process)

Room Scheduling

Staff and faculty members should contact the Office of Instruction at 661-4693 to schedule rooms for classes, lectures, meetings, etc. Community members should contact the Business Manager at 661-4680 for facility rentals.

<b>FACILITIES</b>
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Facility Rentals (for outside entities)

Details are available on the UNM-LA website at:

[http://www.la.unm.edu/business/facility\\_rental.html](http://www.la.unm.edu/business/facility_rental.html)

Food Services & Catering

Details are available on the UNM-LA website at:

[http://www.la.unm.edu/business/food\\_services.html](http://www.la.unm.edu/business/food_services.html)

Custodial & Maintenance Services

*Procedure*

Please follow this procedure when submitting requests for assistance from the Physical Plant:

- Plan to complete the work order in advance. Requests must be submitted at least 24 hours prior to the date work is needed.
- Complete a Work Order. A link to the form is below. Printed forms are located in the work room in Building 1 in the folder above the copier.
- Deposit the Work Order form in the lock box on the Physical Plant office door. The office is located at the end of the hallway in Building 1.
- Write your name and the date that you submitted the work order on the sign-in sheet the door.

If you have any questions or concerns about a work order that you have submitted, please call Eugene Ortiz 470-3559.

#### *Work Order Form*

Blank Work Orders are available in the workroom in Building 1 near the photocopy machine.

## FUNDRAISING

#### Donating to UNM-LA

As you reflecting on your charitable giving and ways to make the most of the remaining tax year, please remember UNM-Los Alamos as you plan your philanthropic priorities.

Giving is easy – just click below to make an online gift today:

<https://unm.securesites.net/give-online/fdn/>

Select "UNM Los Alamos Campus" from the drop down menu on the online giving form.

If you would prefer to mail in your gift, please send it to:

UNM-LA Executive Director  
4000 University Drive  
Los Alamos, NM 87544

Please include a letter designating where you would like your contribution to be directed. Or, write, "Director's Discretionary Fund" on your check memo and your contribution will be designated by the Executive Director. Your financial support is sincerely appreciated.

#### Title V Scholarship Match Update

In 2004 through a Title V Grant from the US Department of Education, UNM-LA was challenged to raise \$90,000 in matching scholarship funds by September 2009. In July 2008 through a \$2,400 contribution from SOC-Los Alamos, UNM-LA surpassed that goal more than a year ahead of schedule. Thanks to everyone who contributed to this fundraising drive over the last few years. Your generosity will benefit UNM-LA students for years to come!

### Scholarships

If you would like to contribute to a specific scholarship fund or establish a new scholarship fund, please contact Yohanna Wiuff in the Financial Aid Office at 662-0341.

## **INFORMATION & TELECOMMUNICATION SERVICES**

### Computer Policies

University Business Policies and Procedures; Acceptable Computer Use 2500 {link to <http://www.unm.edu/~ubppm/ubppmanual/2500.htm>}

University Business Policies and Procedures; Computer Use Guidelines 2510 {link to <http://www.unm.edu/~ubppm/ubppmanual/2510.htm>}

### Computing Services

#### *Account creation*

UNM Net ID (main campus account) {link to <https://netid.unm.edu/>} all staff, faculty and students create an account at <https://netid.unm.edu>

#### *Local (UNM-Los Alamos) Accounts*

These accounts are needed to access the computer resources at the Los Alamos campus.

Students; create an account on the computer in the lobby of Building 3.

Faculty; have your curriculum coordinator contact the Computing Services Manager at ext 339. Staff; have your supervisor contact the Computing Services Manager at ext 339.

### Instructional Technology Center

Contact the Instructional Technology Center at ext. 624 for instruction and maintenance issues regarding the media cabinets in the classrooms.

### Phone Service (Office, Cell, Long Distance)

{Work order in process through Fast Info.} For more information contact the Computing Services Manager at ext. 339.

## **INSTITUTIONAL RESEARCH**

### Staff

Valida Dushdurova, Institutional Researcher, [valida@unm.edu](mailto:valida@unm.edu), 505-469-1035

### Mission and Vision

The UNM-LA Institutional Research office, reporting to the executive director but serving the entire campus, acts as a clearinghouse for data about UNM-LA. UNM-LA Institutional Research office operates under the coordination and technical support of the UNM Office of Institutional Research. Many requests for information about UNM-LA, both external (e.g., state and federal agencies, the public) and internal are handled by the IR office. In addition to providing data, we often engage in special studies, surveys and analyses to support UNM-LA evaluation and promote understanding of the issues.

The mission of the UNM-LA Institutional Research office is to provide information about UNM-LA to the campus and outside individuals and organizations. We value: quality - accurate and timely information and analysis; satisfied customers; professional, highly motivated, and well-trained staff and a stimulating and desirable work environment.

The IR office accomplishes this mission through the following activities:

- Serves as a clearing house for UNM-LA institutional data (faculty, staff, student, course and financial aid data)
- Maintains, archives, and reports from longitudinal data sets.
- Provides scheduled and ad hoc data to UNM-LA administration for decision and planning purposes.
- Provides data to principal investigators writing grant proposals.
- Responds to ad hoc external data requests from the legislature, the HED, local agencies and others.
- Coordinates reporting of mandated data reports to federal and state government
- Supports accreditation reporting.
- Conducts student and alumni surveys, consults and advises administrative and instructional units on survey/research design and implementation.
- Conducts student retention analyses.
- Provides analytical support for enrollment management including enrollment patterns and trends, enrollment projections, attendance patterns (retention/attrition/graduation) analyses, etc.
- Conducts a variety of impact studies regarding students including course-taking patterns, performance of transfer students, among others.
- Publishes data and makes it available to the UNM-LA community and the public on its web-page.
- Develops and publishes UNM-LA Facts & Figures Brochure (annual publication)
- Reports data measuring student access to post-secondary education, affordability, student progress and success, academic quality, and the effective and efficient use of resources for the annual Performance Based Budgeting Report (PBB) published collectively with all NM Community Colleges. Report can be found at [www.hed.nm.us](http://www.hed.nm.us)

#### Reports

UNM-LA Annual Report FY 2006-2007  
UNM-LA Fall 2000 – 2007 Enrollment Report  
UNM-LA Spring 2001 – 2008 Enrollment Report  
UNM-LA Summer 2003 – 2007 Enrollment Report  
UNM-LA Retention Rates 2001-2007  
ABE Statistics Report 2000-2007  
Campus Crime Stats and Policy Report  
Summer Bridge Program Tracking Report

#### Research

UNM-LA Transfer Study  
UNM-LA Developmental Course Study

UNM-LA Residency by County 1998-2004

Survey Results

UNM-LA Community Surveys 2000 and 2004

UNM-LA Student Housing Survey Spring 2005

UNM-LA Bernalillo Student Opinion Survey Spring 2006

UNM-LA Student Opinion Survey Fall 2006

UNM-LA Student Opinion Survey Spring 2008

UNM-LA Facts and Figures:

UNM-LA Fact Book 2002-2003

UNM-LA Fact Book 2003-2004

UNM-LA Fact Book 2004-2005

UNM-LA Fact Book 2005-2006

UNM-LA Fact Book 2006-2007

**INSTRUCTION**

General information for the public and specific information for faculty members is available on the UNM-LA Website at [www.la.unm.edu](http://www.la.unm.edu). Detailed procedures for faculty members may be accessed at [http://www.la.unm.edu/administration/faculty\\_staff.html](http://www.la.unm.edu/administration/faculty_staff.html).

**LIBRARY**

**Please refer to the hyperlinks for the full description and most current Library information**

Library Home Page <http://www.la.unm.edu/~lalib/lib-home.htm>

Hours <http://www.la.unm.edu/~lalib/hours.htm>

Staff <http://www.la.unm.edu/~lalib/staff.htm>

Introduction <http://www.la.unm.edu/~lalib/welcome.htm>

The UNM-LA Library staff welcomes you to visit the library and to take advantage of the various resources and services we offer. In fulfillment of the library's Mission Statement, we are committed to supporting the learning and instructional needs of the UNM-LA students, faculty, staff, and the surrounding communities through our facility, public services, collection, and technological resources.

The library facility, located in **the upper level of the Learning Center in Building 1**, offers a pleasant and comfortable learning environment made up of a variety of study spaces including 3 study rooms, a loft, carrels, and 10 public computer work stations. The library is also a show place for the art work of invited artists.

Public services include reference and circulation services, which are available to all library patrons during open hours. Reserve and Interlibrary Loan services are available to

UNM-LA students, faculty, and staff. Community members interested in Interlibrary Loan privileges should speak to a member of the library staff.

A growing number of books, magazines, newspapers, videos, sound recordings, and a variety of electronic resources comprise the library's collection. We are proud of our distinctive Southwest Collection (located in the loft), which includes a wide range of materials from geology to regional history, from folklore to southwestern architecture.

The Library's Information Literacy program (also known as Library Skills Instruction) is multi-faceted. New students at UNM-LA who attend New Student Orientation are given a tour of the library as well as a brief introduction to the resources and policies in the library. All students in designated English courses receive a formal Library Skills Instruction session each semester appropriate to the level of the particular course they are enrolled in. Upon request, individual sessions are conducted for any other course offered at UNM-LA. Patron usage guides are also available to help patrons navigate the online resources available in the library. The library staff is available to conduct one-on-one instruction sessions upon request by library patrons.

We are fortunate to offer state-of-the-art computer work stations, which provide access to the Worldwide Web, MyUNM, LIBROS (the online catalog) and a variety of other electronic resources. Access to the UNM-LA Chicoma telnet server is available to individuals with UNM-LA email accounts.

#### Mission Statement      <http://www.la.unm.edu/~lalib/mission.htm>

The mission of the UNM-Los Alamos Library is to provide for the information needs of its students, faculty, and staff, and to contribute to the information resource base of the communities which it serves, through its resources (both traditional and electronic), services, staff, equipment, and facility.

The policies and procedures of the UNM-Los Alamos Library are established in support of all aspects of the Library Mission Statement.

#### Circulation Services

##### *Borrowing privileges*    <http://www.la.unm.edu/~lalib/circulation.htm - borrow>

Borrowing privileges are extended to UNM-Los Alamos students, faculty, and staff as well as to New Mexico residents who are at least 18 years of age.

##### *Renewals*    <http://www.la.unm.edu/~lalib/circulation.htm - renewal>

Most circulating materials may be renewed in person, by written notice, by telephone or by e-mail unless they are recalled by another UNM-Los Alamos patron.

##### *Returns*    <http://www.la.unm.edu/~lalib/circulation.htm - return>

Most UNM-Los Alamos Library materials may be returned to either the Circulation Desk or the book drop located in the breezeway on the west side of Building 1.

*Reserves (for use by UNM-LA and Extended University students only)*

<http://www.la.unm.edu/~lalib/circulation.htm> - reserve

Faculty (including Extended University faculty) may place required material on reserve for use by students in their classes.

*Interlibrary Loans (available to UNM-LA students, faculty and staff only)*

<http://www.la.unm.edu/~lalib/circulation.htm> - ILL

Interlibrary Loan Service is offered to current students (including extended university students), staff and faculty of UNM-Los Alamos as a means to supplement individual research.

*Passport Program* <http://www.la.unm.edu/~lalib/circulation.htm> - passport

The New Mexico Consortium of Academic Libraries (NMCAL) sponsors the Passport Certificate Program. The program allows UNM-Los Alamos students, staff and faculty to borrow materials in person from other academic libraries in New Mexico including other UNM libraries.

*Borrowing at UNM General Libraries in Person*

See Passport Program

### Collections

*Periodical Collection* <http://www.la.unm.edu/~lalib/periodicals.htm>

A limited collection of hard copy periodicals is available for checkout.

Access the online electronic periodical databases through the Library Home Page to search hundreds of peer reviewed and non-peer reviewed titles.

*Southwest Collection* <http://www.la.unm.edu/~lalib/southwest.htm>

The Southwest Collection is a special collection of books and magazines covering a wide range of topics specific to the southwestern region of the United States. The collection is now cataloged and can be searched in the LIBROS online catalog. A listing of serials holdings in the collection can be viewed through the Library Home Page at

<http://www.la.unm.edu/~lalib/swcmags.htm>.

*Videotape and DVD Collection*

The videotape and DVD collection is comprised of instructional materials in support of courses offered at UNM-Los Alamos. These items may be checked out for 1 week. The collection can be searched in the LIBROS online catalog. <http://libros.unm.edu/>

Electronic Resources (pages under construction)

### Exhibits

*Library Exhibits* <http://www.la.unm.edu/~lalib/libexhibit.htm>

*Art Exhibits* <http://www.la.unm.edu/~lalib/exhibit.htm>

The library offers exhibit space to faculty, staff, students, and other entities for curating exhibits tied to coursework, current events, subjects of local interest, and other educational pursuits.

### Policies

Please refer to the Library web page (<http://www.la.unm.edu/~lalib/policies.htm>) for details on the following policies:

Library Use

Computer Use

Children in the Library

Collection Development Policy

Overdue, Lost, and Damaged Library Materials

## MARKETING & COMMUNICATIONS

### Campus Events

An updated calendar is available online at <http://www.la.unm.edu/PR/events.html>.

### Posting Policy

#### *Non-campus-related postings*

Posting by non-UNM-Los Alamos employees and postings by UNM-LA employees not related to UNM-LA services or operations must be approved through the office of Marketing and Communication Services (MSC). Those wishing to post must obtain permission from an employee of the MSC office MCS will review the material to be posted for appropriateness to the campus setting. Those wishing to post will place their matter ONLY on those boards to which they are directed by MSC employees. UNM-LA maintenance employees will remove postings not marked as approved by the MCS office. All postings must bear the date of posting or the date of an event. Postings will be removed after the event or one month after the date of posting in the case of a non-time-specific posting. No posting is allowed on doors or windows unless the item is enclosed in a suction-cupped door/window sign holder. Items not so enclosed will be removed and discarded. No posting is allowed on walls without the expressed permission of the MCS office.

#### *Posting by UNM-LA employees of material related to the campus*

Faculty and staff of UNM-Los Alamos are allowed to post on campus bulletin boards and kiosks unless those boards have been designated for another specific purpose. Examples include the display boards in the Adult Learning Services Center and the jobs board in Building One. No one is allowed to post on boards earmarked for a specific organization, such as the Student Government Board, unless their notice has been approved by the organization that controls that board. Notices must be dated or bear the date of an event. Postings will be removed after the event, or one month after the date of posting in the case of a non-time-specific posting. No posting is allowed on doors or windows No posting is allowed on doors or windows unless the item is enclosed in a suction-cupped

door/window sign holder. Items not so enclosed will be removed and returned to the UNM-LA Department that posted them or discarded. No posting is allowed on walls without the expressed permission of the MCS office.

#### Submit Story Ideas

Information may be submitted to Bonnie Gordon at 661-4691.

### OFF-SITES

#### Bernalillo

##### *Location & Phone Number*

General Information (505) 771-4071 FAX (505) 771-4558  
237 Camino del Pueblo, Bernalillo, NM

##### *Staff*

Garza, Steven - Public Relations; Marketing [steveng@unm.edu](mailto:steveng@unm.edu) 771-4071  
Moreno, Joseph - Senior Student Program Advisor [jmoreno@unm.edu](mailto:jmoreno@unm.edu) 771-4071  
Prairie, Leonard J. - Interim Site Coordinator [lprairie@unm.edu](mailto:lprairie@unm.edu) 771-4071  
Trujillo, Ted – Director of Small Business Development Center (Office in Rio Rancho)  
[tedt@unm.edu](mailto:tedt@unm.edu) 892-1533 or 220-6098 (cell)  
Business Advisor- Currently vacant.

##### *Services*

Sandoval County Sites include Bernalillo, Jemez, and Cuba. To access the Sandoval County Sites first log onto [la.unm.edu](http://la.unm.edu) then click on the Sandoval County Sites link. The three campus choices will then appear.

#### Cuba

(In process)

#### Jemez

(In process)

#### GED & ELL Services

(In process)

### SAFETY & SECURITY

#### Campus Crime Report

The current report is available at:

<http://www.la.unm.edu/pdfs/UNMLA%20Crime%20Stats%20&%20Policy1.pdf>

#### Campus Contact Numbers

Eugene Ortiz (Facilities Manager) cell: 470-3559

Jose Torres (Daytime Custodian), cell: 469-1857  
David Elliot (Evening Custodian), cell: 470-2922

#### Community Assistance Phone Numbers

Alcohol and Drug Abuse Help Line: 1-800-821-4357  
Crisis Center of Northern New Mexico – Espanola: 753-1656  
Crisis Response of Santa Fe: 1-888-920-6333 or 820-6333  
Domestic Violence Hotline: 1-800-799-7233  
Family Council – Los Alamos: 662-4422  
Fire Department (Non-Emergency): 667-4055  
Grief Counseling: Hospice Center & Compassionate Friend: 1-800-880-8001  
LANL Hazardous Materials (for spills, etc.): 667-6211  
Los Alamos Medical Center: 662-4201  
Poison Control: 1-800-222-1222  
Police (Emergency): 911  
Police (Non-Emergency): 662-8222  
Santa Fe Rape Crisis Center: 986-9111  
Suicide Prevention Lifeline: 1-800-273-8255

## **STUDENT HOUSING**

#### Staff, Location, and Phone Number

Betsy Allander, Housing Coordinator  
Housing Office, Building 1, Room 103  
Office: 662-0333  
Email: bga@unm.edu

#### Overview

The University of New Mexico-Los Alamos Student Housing consists of sixty-four efficiency apartments. We invite prospective tenants to read about these facilities and to consider being a part of the University of New Mexico-Los Alamos student housing community. Student Housing provides an excellent and affordable alternative for students. In addition, student housing gives students a chance to learn to be independent, to be responsible to themselves and others, and to understand different life-styles. More information is available online at: <http://www.la.unm.edu/business/housing.html>

#### Apartment Layout

All of the units consist of a main living/sleeping area, kitchenette, a three-fourths and/or a full bath, and a walk-in closet. Each unit is furnished with a sofa, table, chairs, desk, dresser and bed (the apartment measurements are approximate and should serve only as a guide). The UNM-Los Alamos Student Housing is a self-supporting project. Electricity, gas, water and garbage are included in the rent. All apartments are individually controlled. No pets are allowed.

### Application

The residence application/contract is available online at:

[http://www.la.unm.edu/pdfs/housing\\_application.pdf](http://www.la.unm.edu/pdfs/housing_application.pdf)

### Amenities

- Student Community
- 1.2 Miles From UNM-Los Alamos
- Centrally Located
- Paid Utilities
- Large Lawn Area
- On-site Laundry Facilities
- Cable TV Access
- On-site Management
- Telephone/modem Hookups
- Efficiencies Available For Handicapped or Disabled Students

### Map to Student Housing

The map is available online at:

[http://www.la.unm.edu/business/housing\\_map.html](http://www.la.unm.edu/business/housing_map.html)

### Policy/Handbook

The current Residence Life Guidebook is available online at:

[http://www.la.unm.edu/pdfs/residential\\_life\\_handbook.pdf](http://www.la.unm.edu/pdfs/residential_life_handbook.pdf)

## **STUDENT SERVICES**

### ADA Services

In accordance with University Policy 2310 and the American Disabilities Act (ADA), academic accommodations may be made for any student who qualifies under ADA guidelines. You must meet with the Director of Student Services (please bring a copy of your psychological, psychiatric or medical evaluation, stating the recommended accommodations, to the meeting). You should also notify your instructors of your need for accommodations. Students who may require assistance in emergency evacuations should contact each instructor as to the most appropriate procedures to follow. Contact the Director of Student Services at 661-4692 for additional information.

### Advisement

Academic Advisors work with students in developing degree plans and working towards graduation and transfer goals. Advisors assist students with registration, overrides, course substitutions, understanding UNM-LA requirements and procedures, scheduling COMPASS placement tests, transferring to and from other colleges and universities, and finding answers to any questions that students may have.

To ensure that students enrolled in degree programs at UNM-LA receive minimum advisement time, UNM-LA provides mandatory advisement for all degree-seeking

students. Before degree-seeking students may register each semester they must first meet with and an academic advisor. After advisement meetings, the academic advisors lift Advisement Holds so students may register.

Students wishing to speak to an academic advisor should call (662-0332) or visit the Office of Student Services to schedule an appointment.

### Campus Map

The campus map may be accessed online at:  
[http://www.la.unm.edu/PR/campus\\_map.html](http://www.la.unm.edu/PR/campus_map.html)

### Financial Aid & Scholarships

#### *Financial Aid*

Financial Aid in the form of grants, loans and work-study is available to all eligible students. Eligibility is determined through the Free Application for Federal Student Aid (FAFSA) each academic year. The priority deadline to receive the FAFSA for UNM-Los Alamos is March 1 of each year. UNM-Los Alamos uses this form to determine eligibility for all federal, state and institutional financial aid.

The application is completed by the student (and parents) online. The website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The student and at least one parent are required to request at PIN number which serves as their electronic signature. The website is [www.pin.ed.gov](http://www.pin.ed.gov). The Financial Aid Office can assist students with the completion of this process. An appointment can be scheduled by calling 505-662-0341.

Grants are funds that are awarded based on financial need. Grants do not need to be repaid unless you withdraw from school.

Loans are borrowed money that must be repaid, with interest.

#### *Student Employment and Work-Study*

The Work-Study Program provides job opportunities primarily on-campus for eligible students allowing them to earn money to help pay educational expenses. Applications are available at the Financial Aid Office. The process for student employment/work-study is currently being revised (expect to go live in November 2008) and the new process will be available prior to the go live date.

#### *Scholarships*

General Scholarships are available to all eligible students through an application. The application is available at: <http://www.la.unm.edu/SSC/scholarships.html>. It can be completed and sent to the Financial Aid Office.

The Bridge to Success Scholarship is available to all eligible students through and application. This is a first semester only scholarship. The application is available at:

<http://www.la.unm.edu/SSC/scholarships.html>. It can be completed and sent to the Financial Aid Office.

All outside scholarships can be accessed through [www.fastweb.com](http://www.fastweb.com). Any scholarship information sent to the Financial Aid Office is posted to our website under Scholarship News [http://www.la.unm.edu/SSC/scholarship\\_news.html](http://www.la.unm.edu/SSC/scholarship_news.html) throughout the year.

#### Lobo ID Cards

(In process)

#### Scheduling Campus Tours

To schedule a campus tour, please call Student Services at 505-662-0332.

#### Student Government

The UNM-Los Alamos Student Government has legislative and executive authority to establish its own procedures for conducting business, to prepare and act upon legislation, to allocate moneys, to recognize student clubs and organizations and finance their activities, to sponsor activities and events for students, and to advocate on behalf of students. Its members reflect the wishes, concerns, and views of students, serve the best interests and welfare of students, and participate in council activities.

At the beginning of the fall semester eight Student Government members are elected at large from The University of New Mexico-Los Alamos student body. Student Government members must be enrolled for at least six (6) credit hours in freshman and/or sophomore level courses at The University of New Mexico-Los Alamos. Members of the Student Government must maintain a minimum grade point average of 2.5 and be in good academic standing; not presently serving a probationary or suspension period.

Students wishing to run for a Student Government member position should contact Student Services 662-0332. Any student may attend Student Government meetings. Contact Student Services 662-0332 for a current schedule.

#### Transcript Requests

Contact the Registrar at 661-4688 for more information or print an unofficial transcript through LoboWeb.

### **UNM MAIN CAMPUS**

#### “Big Red”

This is the University of New Mexico Policies and Procedures Manual, which provides written information on all policies and procedures for the University, including Organization, Administrative Management, Personnel, Procurement, Physical Facility Management, Business Management, Fiscal Management, Financial Accounting, and Financial Reporting. One section you should make a point to familiarize yourself with is Section 3000 Personnel. This section outlines all of the Policies and guidelines that you

will be required to follow as an employee of UNM. Of course, most of them don't come up in the normal course of an average week! However, if you should have questions about employment related issues, Big Red is an excellent resource for you. The complete manual is accessible online. Simply go to [www.unm.edu](http://www.unm.edu) and type in "Big Red" in the search box. Or, click on the "Faculty & Staff" tab and you will find the link under the column titled "Policies." Any questions, contact UNM Human Resources at 505-277-6947.