



# Student Handbook

## A Guide to University Citizenship

Division of Academic Affairs, Office of Graduate Studies & Division Student Life

Last modified August 1, 2022

The purpose of this document is to publish current policies and procedures for students at New Mexico Institute of Mining and Technology (New Mexico Tech) and to provide general information about student services on campus. This document provides students with the University's expectations and regulations governing academic honesty, research integrity, and general student conduct at New Mexico Tech, but the contents within are not exhaustive. A comprehensive list of all New Mexico Tech's Policies can also be found on line at <http://www.nmt.edu/policies>.

This document is generally updated at least once annually. Questions and suggestions are welcomed and may be emailed to [studenthandbook@nmt.edu](mailto:studenthandbook@nmt.edu).

Dear Students,

Welcome to New Mexico Tech! You are part of an exceptional student body, all of whom share the challenging and rewarding goal of becoming a NMT graduate. It is my pleasure to introduce you to the Division of Student Life:

Dr. David Greene Vice President of Student Life and Chief Diversity Officer  
Dr. Peter Phaiah Assistant Vice President of Student Life and Title IX Coordinator  
Jennifer Chapman Dean of Students  
Randy Saavedra Director of Affirmative Action and Equal Employment Opportunity  
Nowka Gutierrez Executive Director of Auxiliary Services  
Juliann Ulibarri Administrative Assistant, Division of Student Life

The Division of Student Life is an integral part of your educational experience. It is our goal to create and deliver innovative programs and outstanding services, we work to enhance the academic experience and help you achieve success. Tech is a place where we strive for excellence in everything we do. As part of the Tech family, we encourage you to test your boundaries and strive to be the best you can be.

New Mexico Tech prides itself on being the place where international community of scholars help guide the future. Your opportunities to learn and interact with faculty, staff and fellow students go far beyond the classroom. The collective wisdom and experience of our faculty and staff is a valuable resource and one that we encourage you to engage.

I encourage you to take full advantage of programs, events, and resources that Student Life has to offer. You are part of a rigorous academic community that encourages you to work and play hard. Outside the classroom you can participate in one of the many professional, special interest, athletic, intramural and recreational sports opportunities at Tech. By living on campus, exploring new interests, building relationships, honing leadership skills, and accepting greater responsibilities, you can discover who you are and prepare yourself to take on the challenges ahead. This is where you can develop your leadership qualities and further refine your interpersonal skills and talents.

The Division of Student Life works to build an enriching and engaging campus experience. At the center of our focus is you, every single Miner has the ability to contribute to making New Mexico Tech a special place for our students and our community.

You've Got This, and We've Got You!  
Sincerely,

Dr. David Greene



Vice President of Student Life  
& Chief Diversity Officer



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**New Mexico Tech Mission Statement**

New Mexico Tech serves the state and beyond through education, research, and service, focused in science, technology, engineering, and mathematics. Engaged faculty, educate a diverse student body in rigorous and collaborative programs, preparing scientists and engineers for the future. Our innovative and interdisciplinary research expands the reach of humanity's knowledge and capabilities. Researchers, faculty, and students work together to solve real world problems. Our economic development and technology transfer benefit the economy of the state and create opportunities for success. We serve the public through applied research, professional development, and teacher education, benefitting the people of New Mexico.

**New Mexico Tech Vision Statement**

New Mexico Tech aspires to be a preeminent community of scholars dedicated to research, education, and innovation – advancing science, technology, engineering, and mathematics – to meet the challenges of tomorrow. We will drive innovation and education through transdisciplinary collaborations.

**Institutional Values*****Research***

Groundbreaking transdisciplinary research that generates knowledge and innovative design for science and engineering and solves challenging and complex problems, driven by a relentless commitment and focus by faculty, students, and research staff.

***Integrity***

Maintaining the highest standards of academic and professional ethics, fairness, and honesty in all endeavors, and being responsible members of the NMT community.

***Creativity***

Creativity is integral to all our teaching, research, and business processes and is driven by curiosity, adaptability, and resourcefulness, requiring imagination, vision, risk-taking, and diligence.

***Lifelong Learning***

Lifelong learning skills are developed through a rigorous curriculum, a challenging educational experience with a foundation of critical thinking and problem solving, invigorating research and significant professional development that prepares students, faculty, and staff for continuing individual and career growth.

***Excellence***

Excellence High-quality education and research drives excellence in all aspects of our mission.

***Economic Prosperity and Technological Development***

STEM education, research, technical assistance, and technology transfer are drivers of economic prosperity and technological development in the state, nation, and the world; continuous faculty, researcher, and staff

professional development programs and outreach initiatives for underrepresented communities to pursue STEM careers are hallmarks for the future.

### ***Integrated Planning and Decision Making***

Openness, fairness, collaboration, and stakeholder input in university operations are driven by accurate and reliable data made available to the campus community.

### ***Collegiality and Collaboration***

Positive energy, performance, and support from a collegial and collaborative environment, contributes to the advancement of our students, our colleagues, and our institution.

### **Equal Opportunity Policy**

New Mexico Tech is committed to the policy that all persons shall have access to its programs, facilities, and employment without regard to race, age, religion, color, national origin, ancestry, sex, sexual orientation, physical or mental handicap or serious medical condition, spousal affiliation, or gender identity, as required by the New Mexico Human Rights Act, Title VI and Title VII of the 1964 Civil Rights Act as amended, Civil Rights Act of 1866, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, The Age in Employment Discrimination Act of 1990, Vietnam Era Veterans Readjustment Assistance Act of 1974, Title IX of the Education Amendments Act of 1975, Immigration Reform and Control Act, or by other applicable laws and regulations.

Inquiries regarding compliance may be directed to: Randy Saavedra, Director, Affirmative Action, Brown Hall 20D, New Mexico Tech, 801 Leroy Place, Socorro, New Mexico 87801; telephone 575.835.5005. e-mail: Randy.Saavedra@nmt.edu.

### **Proviso**

The provisions of this Student Handbook are not to be regarded as an irrevocable contract between the student and New Mexico Tech. New Mexico Tech reserves the right to change any provisions or requirements of this Student Handbook at any time. When any changes of substance are made to this handbook (i.e. changes that are beyond correcting typographical errors or minor updates that do not change policies), enrolled students will be electronically notified at the time or before any changes take effect. The notification will be sent via email to each student's current University email address.

## CAMPUS SERVICES

*There are many campus offices and resources available to New Mexico Tech students and visitors. For your convenience, this section contains many (but not all) key campus services. Due to the COVID-19 pandemic endemic, some offices may not be at full capacity or may conduct several business operations via telephone or online. To contact any New Mexico Tech office or employee, please visit the University's online directory available within the [www.nmt.edu](http://www.nmt.edu) website. All campus services and student support services can be found at [Student\\_Services@Tech](mailto:Student_Services@Tech).*

### Fidel Student Services Center

The Joseph A. Fidel Student Services Center (575.835.6513), New Mexico Tech's student Union is home to student support services.

- The first floor has the Post Office, Student Government Association offices, the Bookstore, the Game Room, Fire and Ice Coffee Shop, a TV Lounge and retail seating area, Computer Pod, Quiet Lounge, the Food Court, and Dining Hall.
- On the second floor offices are the Registrar's, Admissions, the Cashiers Office, Financial Aid, Student Accounts, Advancement/Alumni, Auxiliary Services, Residential Life, Center for Student Leadership and Engagement, and the Graduate Dean's offices
- The third floor is comprised of 3 ballrooms which are available for student/club functions. The seating capacity of each ballroom is approximately 132 with total capacity for all the ballrooms at 400.

### Advancement & Alumni Relations

The Office for Advancement and Alumni Relations is responsible for fundraising, encouraging, and acknowledging gifts; and developing and maintaining donor relations with Tech's constituents.

To promote, support, and strengthen communication between the university and its alumni, Alumni Relations organizes reunions and gatherings, produces an alumni newsletter and magazine (Gold Pan), promotes alumni chapters, and sponsors activities. The Office encourages alumni participation and recognizes outstanding alumni achievements.

### Auxiliary Services

The [Auxiliary Services Office](#) strives to recreate the essential elements of home and community on campus, thus enriching and completing each student's institute experience. The Auxiliary Services Office has financial and management responsibility for the Bookstore, Children's Center, Dining Services, Game Room, Golf Course, Macey and Fidel Centers, the Student Activity Center, Summer Conferences, and Tech's Albuquerque facility.

Auxiliary Services also manages Apartment Housing which includes the Desert Willow Apartments on campus and the Mountain Springs Apartments on the corner of Bullock Boulevard and El Camino Real, just a few blocks from the Library. They are open to graduate students, families, international students, and are also used for undergraduate overflow housing.

### Bookstore

The [campus bookstore](#) (575.835.5415) is operated by the Texas Book Company. The bookstore sells new and used textbooks, as well as a wide variety of imprinted clothing, gifts, school supplies, electronics,

and assorted convenience items from snacks to health and beauty aids.

The bookstore offers a textbook rental program, which allows almost every textbook to be rented. In addition, a textbook reserve program is also offered. This program provides exclusive access to used textbooks. Contact the bookstore for more details.

### *Children's Center*

[Tech's Children's Center](#) offers quality and developmentally appropriate education and care for children of Tech students and employees, as well as community members. The Children's Center equally places a high priority on responsiveness and close working relationships with each child and family in a relaxed and casual setting for children ages 2 through 5. The Center uses the Creative Curriculum and developmentally appropriate practices of the National Association for the Education of Young Children (NAEYC).

The Children's Center mission is to complement the service and educational objectives of Tech by: Providing education, care, and nurturing for the children of students, staff, faculty, and community members; Utilizing culturally and developmentally appropriate practices; and serving as a role model of child care excellence for the community.

### **Cashier Office**

The Cashier's Office (window) is located on the second floor of the Fidel Center in the wide hallway between the Admission Office and the Registrar Office. The cashiers accept payments and disburse checks such as student refund checks and payroll checks. The cashiers also assist with validation at the beginning of the semester once the student bill is paid in full.

The office is open Monday-Friday from 8:00 am - 4:00 pm. You can reach them at 575-835-5515 or by email at [bursar@npe.nmt.edu](mailto:bursar@npe.nmt.edu).

### **Student Leadership and Engagement Center**

The Center for Student Leadership and Engagement is located in the Fidel Student Center, Room 262. The Center oversees Tech's Career Services, Cooperative Education Program, Office of International Programs, International & Exchange Programs, and Multicultural Programs, as well as provides leadership and support for The Student Government Association (SGA) and Student Organizations.

### *Career Services*

Current students and alumni can take advantage of services, including career counseling; résumé, cover letter, interviewing, and networking assistance; on-campus interviews for permanent, intern, summer, and cooperative education jobs; Career and Graduate School Fairs in the fall and spring semesters; and job search assistance. Students can find on-campus, internship, summer, cooperative education, and permanent employment positions via Handshake at: <https://nmt.joinhandshake.com/>. Career Services offers workshops on various job search and graduate school application topics and hosts events such as Etiquette Dinner and employer informational sessions each semester. The office also maintains a "Career Closet," allowing students to borrow professional attire for interviews. Information on upcoming events and other services is available at <http://www.nmt.edu/studentaffairs/careerservices/>.

Although Tech assumes no responsibility for obtaining employment for its students, every effort is made to assist those students who take advantage of Career Services. Career Services is in the Center for Student Leadership and Engagement (Fidel Center, Room 262)

### *Cooperative Education Program*

Included within Career Services is the Cooperative Education Program. Cooperative education (“co-op”) allows students to obtain hands-on work experience in their fields while in school. A co-op student is typically off campus for three to eight months, working full time in a position related to their major. The student is enrolled in a one-credit to three-credit course and has the rights and responsibilities of any other student. International students must use Curricular Practical Training (CPT) rules outlined by USCIS and SEVP. Information for CPT can be at the Career Services Web page <https://www.nmt.edu/studentaffairs/intlprograms/intlstudents/career.php>. Information and application materials are available in Career Services in the Center for Student Leadership and Engagement (Fidel Center, Room 262) and at [www.nmt.edu/career-services](http://www.nmt.edu/career-services).

### *International & Exchange Programs*

International and Exchange Programs within the Center for Student Leadership & Engagement offers support services designed to aid international students in maintaining legal F-1/J-1 student status while they are living and working in the United States. In addition, the Office provides fall and spring orientation programs to help ease the students’ transition to living in the U.S., and frequently coordinates other activities, seminars and workshops, as well as an annual international exhibit. The Office is also responsible for the processing of all international undergraduate admission applications.

In addition, International and Exchange Programs staff coordinate opportunities for Tech students to study overseas, maintaining information about study abroad and international exchange opportunities available in countries throughout the world. Tech is also a member of the New Mexico Global Education Consortium, thus opening the door for Tech students to study abroad through the programs of other member universities.

### *Multicultural Programs,*

Office for Student Leadership & Engagement, Fidel Student Center, Room 262

The Multicultural program promotes diversity and cultural awareness at NM Tech. Multicultural programs offer a wide variety of resources to students, including scholarships, internships, grants, career connections, educational events and resource center.

The Office works closely with multicultural-oriented student organizations such as AISES, SHPE, and AME, providing advocacy for these organizations and assistance with conferences and outreach activities.

Should an international student have a complaint or grievance against the Office for International Programs or any other administrative staff or faculty, the following procedures are available to the student:

- Complaints involving Faculty and Academic Issues: Please use [This Procedure](#).
- Complaints involving International Programs staff: Please contact the [Dean of Students](#).
- Complaints involving NMT staff and administration: Please contact the Department Supervisor or the Associate Vice President for the Division.

### **Communications & Marketing**

Tech's Communication and Marketing Office is responsible for Tech communications to the public via a multitude of media platforms, as well as the promotion and protection of Tech's brand worldwide.

### **Counseling Center**

The mission of the Counseling Center is to support the emotional, intellectual and social development of students at New Mexico Tech. The Counseling Center assists individuals in resolving existing problems, preventing potential problems, and developing new skills that will enrich their lives. The Counseling Center also provides psychoeducation opportunities during the Fall and Spring semesters.

Counseling services are part of the student fees and are free to all currently enrolled undergrad and graduate students. Our services include individual and couples counseling, crisis intervention, safety assessments and consultations. We work with a variety of issues including, but not limited to: anxiety, depression, decision-making skills, motivation issues, home sickness, grief, communication skills, and effectively managing stress to name a few. Services are strictly confidential.

The Counseling Center is located in the Joseph A. Fidel Center, first floor. Our entrance is through the exterior northwest side of the Fidel building. You can contact the Counseling Center at 575-835-6619 or via email at [counseling@nmt.edu](mailto:counseling@nmt.edu). For more information or to submit an intake, please visit our webpage at [www.nmt.edu/cds/](http://www.nmt.edu/cds/).

### **Dean of Students Office**

The [Office of the Dean of Students](#) (West Hall 123, 575-835-5548, or [deanofstudents@nmt.edu](mailto:deanofstudents@nmt.edu)) is one of the primary student support and advocacy offices on campus. The Office of the Dean of Students is committed to helping all students at NMT reach their fullest potential. The office provides a variety of student support services along with opportunities for leadership experience, diverse student work environments, engaging programming and specialized resources.

The Office of the Dean of Students includes four specialized areas:

- Center for Student Leadership and Engagement
- Performing Arts Series
- Housing and Residential Life
- Student Accountability

### **Dean of Graduate Studies**

The [Center for Graduate Studies](#) (Fidel Center 275) shares this same role for graduate students. The Dean of Students Office is also a key resource for students needing information or forms for Absentee Notification, Student Funding Requests, and Withdrawal Without Prejudice. Student Conduct operate out of the Dean of Students Office.

### **Student Employment**

Students are allowed to work on campus through part-time student employment and through federal and state work-study. In general, the students must be classified as regular, degree-seeking students.

- To work through part-time student employment, the student must be enrolled full time.
- To work through the federal or state work-study program, the student must have qualified for an award from one of these funds when awarded financial aid.

The Career Services staff can assist the student with finding a position through [Handshake](#). Before beginning work, a student must complete a Student Work Authorization form and I-9. The student can pick up the work authorization form in the Financial Aid Office. More details regarding student employment can be found in the [Student Employment Handbook](#).

### **Financial Aid**

The Financial Aid Office administers the federal and state Title IV financial aid programs, the New Mexico Tech scholarship program, the State of New Mexico scholarships such as the Legislative Lottery Scholarship, and student employment on campus.

### **Golf Course**

Long regarded as one of the premier layouts in the Southwest, Tech's superb 18-hole golf course offers all of the amenities of a full-service golf club. There are extensive practice facilities, a full-length driving range, golf classes offered each semester, as well as individual golf lessons and group clinics available by appointment.

As a full-time student, rental clubs are available free of charge and they are also eligible to join the [New Mexico Tech Golf Club](#) (575-835-5335). The New Mexico Tech Golf Course is host to several tournaments throughout the year including the Annual President's Golf Tournament, local tournaments and professional events.

### **Graduate Student Association**

Each student who has paid the mandatory Graduate Student Activity Fee and is enrolled at Tech is a member of the Graduate Student Association (GSA). As a member, students are entitled to attend all activities sponsored by the GSA and to vote in all elections. The GSA is located on the first floor of the Skeen Library.

### **Health Center**

The Student Health Center (Fidel Student Center, Rm. 161, enter through outside NW corner of the building) offers general, primary, medical care for enrolled on-campus students. Coverage includes gynecological services (pelvic exams, pap smears, contraceptive information, and pregnancy testing); diagnosis, treatment, and follow-up examinations for sexually transmitted diseases; and refrigerated storage of allergy medications. A licensed Family Nurse Practitioner can prescribe medication, administer allergy injections, and suture simple wounds.

The Center is open 8:30am to 5:00pm Monday – Friday (with a few exceptions) during academic sessions and reduced hours during the summer term. If there is an emergency after hours, students

should call 911 or go to the Socorro General Hospital Emergency Room.

Medical conditions beyond the scope and capabilities of the Center will be referred to outside providers. Charges by outside providers are the sole responsibility of the student, as are charges incurred for laboratory procedures and medication. Optical, dental, and hospital services are not covered.

While the Center is available for assistance to students with chronic illness or disabilities, it cannot provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature. The Office for Student Access Services is available to discuss these services and the student's responsibility for some of those services.

**If you are seriously ill or injured, call 911 immediately.**

### ***Health Insurance***

By the Affordable Care Act, all students are responsible for maintaining health coverage throughout their studies at Tech. International students must notify the International office of any changes to that coverage. International students studying in J1 non-immigrant status must have specific levels of insurance coverage for themselves and all dependents in the U.S. F1 students must have insurance for themselves, insurance for F2 dependents is not mandatory, but is highly recommended

### **Housing & Residential Life, Fidel Center**

Housing & Residential Life is centrally located on the 2nd floor of Joseph A. Fidel Student Services Center (Fidel). During normal University business days, Housing & Residential Life is open between 8am and 5pm, Monday-Friday. You can contact us at 575.835.5900 or by email at residential\_life@nmt.edu. After hours, a housing professional staff member can be reached for urgent matters by contacting the Campus Police Dispatcher at 575.835.5434.

New Mexico Tech housing consists of six residence halls: three traditional style, two suite style, and one pod style. All residence halls are within walking distance to all classrooms, labs, the computer center, the Macey Children's Center, research facilities, NMT Dining, and the bookstore. If you are a regular, full-time student, you are eligible to live on campus. Four halls – Driscoll, Presidents, West, and South Halls – sit on Tech's tree-lined Campus Drive, adjacent to Recreation and Well-being Center, the Joseph A. Fidel Student Center, the athletic field, the Student Activity Center, the Swim Center, and the turf courts. Torres, Baca, and Altamirano Halls sit on the south side of campus. For more detailed information on our housing options, please visit our webpage: <http://residentiallife.nmt.edu/>

If you live on campus, you are expected to abide by all Housing & Residential Life policies and procedures, which can be found here: [Community Standards](#) .

### **Lost and Found, Campus Police**

Lost and found items discovered on campus should be turned in to Campus Police and Campus Police Key Control are located in the Student Activities Center.

### **Macey Center**

[Macey Center](#), opened in 1982, is Tech's performing arts, special events, and conference venue. The Center contains meeting rooms, a 600-seat theater, and two spacious lobbies. Macey Center has served as a venue for student events including departmental conferences, dances, movie nights, and comedy nights as well as for weddings and anniversaries.

In Macey Center's Art Gallery, artists are featured every four to six weeks, and display works include photographs, paintings, quilts, sculptures, and jewelry. The Gallery is open 8 a.m. to 5 p.m., Monday through Friday and on weekends as events are hosted.

### **Miner Weekly Blast**

Every Monday morning the Division of Student Life will send out an email communication to the [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu) distribution list. This weekly email blast will pull campus events from Tech's Master Event Calendar and other student related activities from the Tech community and share them with students in one email so to reduce the number of emails sent to students. The Miner Weekly Blast will also contain other nuggets of information of interest for Techie students.

### *Student Access Services*

The mission of Student Access Services is to provide equal opportunities and equal access to education, programs, and activities for all students with disabilities at New Mexico Tech. Student Access Services works collaboratively with University Partners to foster a welcoming, diverse and inclusive community.

Please contact us by calling 575-835-6209, or emailing [access@nmt.edu](mailto:access@nmt.edu). For more information go to the SAS website <https://www.nmt.edu/disabilityservices.php>.

### *Performing Arts Series, Macey Center*

The Performing Arts Series (PAS) presents a variety of quality multicultural performances in many genres of music, theater, dance, and family-variety entertainment (e.g. acrobats, magicians, mentalists and comedy). PAS also presents the Presidential Chamber Music Series featuring in-state and national ensembles. Shows are usually free to NMT students and affordable for family and friends. All concerts are in-person at Macey Center but will continue to be live-streamed as well, at PAS's YouTube and Facebook pages.

In addition to shows in the theater, PAS presents FunFests--outdoor "happenings" featuring local bands, food trucks, sporting events and themed activities, usually on Campus Drive or North of Macey Center--Canvas & Cocktails Painting Parties; Pre-show Social Hours and Dinners, with unique food and drinks; and programs for schools and community, such as SocorroFest, Community Arts Party, 4th of July Celebration, Youth Concerts, Missoula Children's Theater and National Dance Institute Residency. Many of these activities offer volunteer opportunities for NMT students and clubs.

Socorro may be a small town, but the PAS line-up of performances and events is of equal caliber to many nationwide venues, bringing the world of arts and entertainment to Central NM, though with cheaper tickets, a more intimate venue and easy free parking. PAS is an excellent diversion for students, a perfect setting for socializing with professors, staff and townies, and a great way to spend

quality time with visiting relatives, or, send them the PAS website link for the online option. More information is available at <http://www.nmt.edu/pas>.

### **RAVE – Emergency Notification System**

New Mexico Tech utilizes an Emergency Notification System to reach students in the event of an emergency. This system has the ability to contact people via several methods, including text, voice and email. All students are encouraged to check their contact information regularly to make sure their contact information is accurate.

Emergency notifications are issued for any special situations that concern campus safety, such as severe weather advisories, special instructions due to street closures and emergency instructions that will affect students of what to do and where to proceed to in the event of an emergency situation. This will allow students to stay safe and keep them out of harm's way as a situation is happening, or to stay clear of an incident scene. Students can log in at <https://www.getrave.com/login/nmt> to update contact information.

### **Recreation and Well-Being Center**

Encouraging team sports, physical fitness, and balanced lifestyles is part of the Recreation & Well-being Center's educational mission. Athletic programs promote healthy bodies and help instill healthy lifelong fitness habits. Athleticism also teaches communication skills, teamwork, ethical conduct, and leadership—all critical professional qualities.

Students, employees, and the Socorro community can use Tech's athletic facilities. The Recreation Center is comprised of two large multipurpose gyms, a newly renovated weight and fitness room, a new bouldering wall, one racquetball court, and one squash court. Additional recreational areas include a large, multiuse athletic field, sand volleyball pit and a new multipurpose turf court.

Students are encouraged to take part in intramurals, which include soccer (indoor and outdoor), basketball and volleyball (sand and indoor). Classes, through the Community Education Department, include bootcamp, yoga, pilates, weight training, rock climbing, and more.

Tech's sports club program provides opportunities for participating at a higher level of competition. Sports clubs serve as avenues for working with people toward mutual goals, while developing leadership skills. These clubs are formed, developed, directed, and controlled by members and are registered with, and operate through, the auspices of the Department of Recreation & Well-being. Sports clubs include badminton biking (road and mountain), caving, climbing, Esports, golf, martial arts, paintball, men's and women's rugby, shooting, men's and women's soccer, co-ed volleyball, and swimming. (These clubs will vary from year to year and are dependent on student interest). For more information about joining a club or starting one, e-mail Amanda Saenz, Assistant Director and Sports Club Coordinator, [amanda.saenz@nmt.edu](mailto:amanda.saenz@nmt.edu).

Students with valid Tech identification may check out items including basketballs, volleyballs, soccer balls, and racquetball, squash, and tennis equipment. The Gym also has sleeping bags, backpacks, canoes, and paddles for loan. The Gym sells protective eyewear and athletic supplies. A valid student

identification card is required for entry to the Gym. Full-time students may receive passes for their spouse and dependent children (ages 11 to 21). These are renewable each semester.

### *Swim Center*

The Swim Center (575.835.5221) is available year-round and is free to full-time students. The pool is 25 yards long and has six lap lanes. There are three time periods (morning, noon, and evening) for lap swimming and two lap lanes available during open swim times. For hours of operations, open swim hours, and more information, please go to the [NMT Swim Center Website](http://www.nmt.edu/swimming-pool-fs-campus-services) or: <http://www.nmt.edu/swimming-pool-fs-campus-services>.

### **Student Accounts Office**

The Student Accounts Office is located on the second floor of the Fidel Center in room 231. Student Accounts handles student financial issues such as billing, applying financial aid and scholarships to billed charges, deferred payments, and sponsored students. If you have questions about the charges on your student account, this is the office to ask. Student Accounts is primarily responsible for validation at the beginning of the semester.

Students have access to their personal student account activity online through Banweb and our secure portal TouchNet. Authorized users can be set up by the student in TouchNet. This allows the authorized user to have access to the student's information with their own secure logon.

The office is open Monday-Friday from 8:00 am - noon and 1:00 pm - 5:00 pm. You can reach them at 575-835-5338 or by email at [bursar@npe.nmt.edu](mailto:bursar@npe.nmt.edu).

### **Student Emails**

Email is Tech's official means of communication with its students. The University has an [All-Student@nmt.edu](mailto:All-Student@nmt.edu) which is Tech's Official Student Email Distribution List which students can't opt-out/unsubscribe. There are only a few administrators (e.g. Registrar) who have access to send to this list for vitally important campus student email communications dealing directly with official university business, academic issues, as well as immediate health and safety or emergencies.

Tech has a Student Email Distribution List ([StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu)) which permits students to opt-out or unsubscribe. This email will be utilized by various administrators and SGA/GSA representatives for campus email communications dealing with programming, campus unit and club events, as well as supplemental programs of interest and opportunities for involvement that add to the student experience but are not directly related to academic issues, immediate health and safety, or emergencies.

Student clubs, departments, resident halls, classes, and other groups can utilize their own distribution list to effectively communicate with their members. All mass emails to students and others should be sent as blind copies (BCCs) to protect members' identity whenever possible. All users of the @nmt.edu must abide by federal laws and Tech's acceptable use policies.

### **Student Government Association (SGA)**

Every enrolled undergraduate student is a member of the SGA. The President and Vice President work

directly with the Administration and are the official voice of the SGA. The President is responsible for all activities and expenditures and for representing the student body while dealing with entities outside the SGA. The President's and Vice President's main duties are to keep the SGA organized and to represent the SGA to the Board of Regents and other administrative bodies.

The SGA senate is the governing authority of the student body, consisting of 1 senator per 100 students, at least 3 of which are newly registered Freshman. Senators are elected on a staggered basis each fall and spring semester to serve for a full year.

SGA funds are used for student clubs and organizations to aid in providing materials and funding for their events and use. SGA committees play an important role in helping to govern student affairs. These appointments are made by the SGA Vice President and approved by the Senate.

Student clubs and organizations play an important role on campus, and all SGA approved clubs are supported in travel and expenditures by the SGA. The Executive, Legislative, and Judicial branches are all elected and hired undergraduate students allowing for a deeper understanding of issues facing the student population at any given time. The SGA officers are located in Fidel office suite 174B, across from the bookstore. The SATD and other audio, technical, and performance officers are located in the SAC.

### **Student Services@Tech**

Student Services@Tech and MyNMT are comprehensive and one-stop student support service sites to help Tech students navigate campus resources. These convenient resources include quick links to all Tech's academic support services and student support services.

### **NMT POLICIES & INFORMATION FOR STUDENTS**

*This section contains other important, but not exhaustive, policies and information for New Mexico Tech students. Most individual academic programs and various student services departments at Tech, (e.g. Housing and Residential Life, Club Sports, Intramurals, etc.) have supplementary policies and procedures, which also pertain to students. All of [New Mexico Tech's Policies](#) (e.g. Board of Regents and University) can also be found online at <http://www.nmt.edu/nmt-policies-and-procedures>.*

### **Student Conduct Code**

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at New Mexico Tech.

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. Along with the Student Conduct Code NMT has both Academic Policies and Procedures and Guide to Conduct and Citizenship for Students (i.e. Non-

Academic Policies and Procedures).

- [Academic Integrity Policies and Procedures](#)
- [Guide to Conduct and Citizenship for Students](#)

## **Alcohol & Drug Policies**

### *Introduction*

The [NMT Drug and Alcohol Free Campus Policy](#) is intended to comply with local, state and federal regulations and the letter and the spirit of the provisions of the 1998 Congressional amendments to the Higher Education Act titled, “Collegiate Initiative to Reduce Binge Drinking and Illegal Alcohol Consumption” on college campuses and Part 86 of the 1989 amendments to the Drug-Free Schools and Communities Act (DFSCA).

All Tech students should read this policy to become familiar with these provisions and the possible consequences of violating University rules, and New Mexico State laws.

Tech is concerned with both the welfare of the Institute community as a whole, and with the academic and personal development of each student. The Institute strives to create a healthy environment, one in which alcohol use will not interfere with learning, performance, or development. Alcohol abuse disrupts this environment and places at risk the lives and wellbeing of the members of the Institute community, as well as the potential of students for contributing to society. All members of the Institute community are responsible for preventing the illegal or high-risk use of alcohol or other drugs.

As members of the University community, students are expected to comply with and abide by the policies and guidelines as stated, as well as the laws of the State of New Mexico. No college campus is immune to alcohol abuse and students need to understand the health risks of alcohol consumption.

As of April 1, 2022, the Cannabis Regulation Act went into effect and legalizes the recreational use of cannabis in New Mexico. However, it is still illegal at the federal level and New Mexico Tech must comply with the federal law. Therefore, marijuana use or possession remains prohibited on all property owned or controlled by New Mexico Tech (NMT). This includes all of NMT’s research centers, residential halls, apartments, and other sites throughout the state. The prohibition includes all of NMT’s grounds, open areas and buildings, outdoor spaces, classrooms, residence halls and dining halls. The NMT Police Department and affiliates will continue to enforce the university-wide prohibition of marijuana. These restrictions are in place because all NMT locations throughout New Mexico are subject to the federal Drug Free Schools and Communities Act as well as the Drug-Free Workplace Act of 1988.

### *Tech’s Policies and Procedures on the Consumption of Alcohol*

Students who have attained the legal drinking age (21 years) do have a right to consume alcohol under certain circumstances. Tech acknowledges this right by allowing alcohol consumption when the use is within New Mexico’s law, as well as within University rules. However, the Tech strongly discourages the abuse of alcoholic beverages. Tech has established this policy governing the possession, sale, and consumption of alcoholic beverages on the campus to encourage responsible behavior. This policy is subject to change in order to comply with new local, state, or federal laws, or changes in Institute

operating procedures pertaining to the possession and consumption of alcoholic beverages.

The following policy shall apply to all student functions held on the Tech campus, or functions officially sanctioned by the University:

- No alcoholic beverages will be dispensed or served at University-sanctioned student functions. Exceptions may occasionally be made, but only with the recommendation of the Dean of Students or Dean of Graduate Studies and with an Alcohol Permit approved by the Office of the President of the University.
- Tech students who are 21 years of age or older may only consume alcohol in some student residences when permitted in accordance with Residential Life Community Standards, or in licensed facilities. New Mexico law specifically prohibits open containers in public, which includes all common areas on campus. Kegs (party kegs, pony kegs, party balls, etc.) are expressly prohibited.
- All students attending an activity where alcoholic beverages are served, consumed, or present must maintain on their person a clear means of picture identification as appropriate proof of age. Students and other individuals who alter their ID cards to falsify their age are in violation of University regulations and are subject to its disciplinary proceedings and sanctions. Students or other individuals who alter government agency documents (driver's license, birth certificate, etc.) may also be in violation of the laws of the state of New Mexico and subject to its proceedings and sanctions.
- Non-alcoholic beverages must be available during approved campus functions at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages. Food (preferably not high salt content snacks) must also be available in appropriate quantities.
- A means of readily identifying students who have attained the legal drinking age must be provided by the sponsoring group(s) involved. The sponsoring group(s) are responsible for establishing an effective method and appropriately implementing this method throughout the event.
- The consumption of alcoholic beverages must not result in a disturbance to a social event or to the educational environment. Intoxication may result in disciplinary action as defined in the Student Discipline Policy (Student Code of Conduct).

### *Student Activities*

All Tech-sponsored activities for students are alcohol-free. The Student Activities Board (SAB) is a Student Government Association programming committee that sponsors events and activities such as concerts, ski trips, comedy shows, movies, and dances. The Graduate Student Association also sponsors events and activities such as picnics, Thanksgiving dinner, and conferences/workshops. Consistent with its educational mission, Tech also assists its members in finding alternatives to alcoholic beverages for promoting social interaction and stress reduction.

### *Off-Campus Events*

Tech has a responsibility to ensure that an environment exists in which students can pursue their academic and personal development. However, in general, the University cannot monitor the environment external to the university campus. Student organizations are registered or recognized to function only on the Tech campus unless otherwise contracted or agreed to by standard written Institute procedures. Tech is not responsible for the activities of individual students or student

organizations when those off-campus activities occur, unless this activity is formally recognized and approved by the Institute.

### *Alcohol in University Housing*

All students living in or visiting Tech residence halls and apartments are expected to be familiar with the Residential Life Community Standards. In situations where alcohol is present or may be available in University Housing, students and guests must be at least 21 years of age and they must understand and adhere to the Alcohol Policy within the Community Standards. Residential Life's alcohol policy can be viewed in its entirety online within the [Community Standards](#) link of the <http://residentiallife.nmt.edu/> webpage.

## **Drugs and Controlled Substances**

### **Institutional Sanctions Regarding Alcohol and Controlled Substances**

Note: New Mexico State law supersedes any policy developed and/or in place by Tech with regards to drug use or possession. This means students are subject to the State Law as well as those of Tech. The [NMT Drug and Alcohol Free Campus Policy](#) and the University do not condone the possession, use, or distribution of marijuana, LSD, or other hallucinogens and illegal narcotics by anyone in any University facility or on the campus grounds. Any individual known to be possessing, using, or distributing such drugs or drug paraphernalia is subject to criminal and/or disciplinary action and possible arrest, imprisonment, or fine according to state law. The rules strictly prohibit:

- Manufacture, distribution, dispensation, possession, sale, purchase, or use of illegal drugs on Tech premises or in Tech vehicles;
- Storing any illegal drug anywhere on Tech premises;
- Misuse of prescription drugs or over-the-counter substances; and
- Being under the influence of an illegal drug on Tech premises or businesses or in Tech vehicles.

Student organizations or individual students who violate Tech's controlled substance policies, [NMT Drug and Alcohol Free Campus Policy](#), and state or federal laws may be subject to civil, criminal, and University proceedings and sanctions. The Tech campus is not a sanctuary that relieves students of their responsibilities as citizens to abide by local, state, and federal laws, or Institute regulations, policies, and procedures. Violations of this University drug policy will be referred to appropriate Institute officers, including Campus Police.

Students and student organizations may be subject to sanctions by more than one appropriate agency. Sanctions for the violation of Institute policies are based upon the severity and frequency of the violation. Sanctions may include, but are not limited to:

- Notification of the parents of students under the age of 21 years;
- Suspension of student organization status;
- Appropriate probationary conditions imposed upon student organizations;
- A requirement to complete community service projects;
- A requirement to complete an educational module;
- Removal from University housing;
- Suspension of individual students or some other penalty as designated by the Student Discipline Policy (Student Code of Conduct), including permanent dismissal from the Institute.

### Resources for Students

Students who are concerned about the use or abuse of alcohol or other drugs may receive assistance from the Counseling Center OCDS (575.835.6619) which is located in northwest corner of the Fidel Building. Such requests for assistance will be subject to the same confidentiality guidelines that govern all counseling procedures. In the Socorro community, resources are also available at Socorro Mental Health (575.835.2444). Additional resources can be found in the [NMT Drug and Alcohol Free Campus Policy](#).

### Grievance Policy

Occasionally, students may have a legitimate grievance against another student, employee or department at Tech. Students should try to resolve the grievance, complaint or concern with the individual or unit with whom they have an issues if at all possible. New Mexico Tech understands that some serious or unresolved issues need to be dealt with at a higher level with administrators if the issues are not initially resolved. Students are encouraged to first follow the established grievance policy of the unit involved, then contact the individual's or unit's supervisor, and if needed, contact the Dean of Students or Dean of Graduate Studies. The Dean of Students and Dean of Graduate Studies are available to all students to discuss and advise on any troublesome matter of concern and frequently help to expedite resolution of such matters.

### Missing Student Notification & Response

New Mexico Tech defines a "missing student" as any registered student currently living in University housing who has not been seen by friends, family, staff, faculty or associates for a reasonable length of time, and whose absence has been brought to the attention of Campus Police.

Missing student reports on campus often result from a resident changing his or her routine without informing roommates and/or friends and family of the change. The primary objective of New Mexico Tech when responding to a report of a missing student is to establish contact with the individual, to ensure their well-being, and to offer appropriate support and assistance. If an absence has occurred under circumstances that are suspicious or cause concern for safety, efforts will be made immediately to contact the student to determine their state of health and well-being.

The University's "[Missing Student Notification & Response Policy](#)" can be viewed in its entirety online within the Policies and Procedures section of the [www.nmt.edu](http://www.nmt.edu) website.

### Pet Policy

1. Dogs, cats, and other pets must be leashed and under owner control when on the campus grounds.
2. Pets are not allowed in Institute buildings (this does not apply to Service Animals, see [Service Animal Policy](#) and [Emotional Support Animal Policy](#) [ESA] for more details).
3. The owner must abide by current city, county and state ordinances, laws and/or regulations pertaining to licensing, vaccination, noise, restraint, at-large animals, dangerous animals and other requirements for animals. It is the owner's responsibility to know and understand these ordinances, laws and regulations.
4. Owners in violation of 1, 2, and/or 3 could have their pets collected by Animal Control and taken to the Socorro Animal Shelter.

### **New Mexico Tech Digital Media Policy**

Students at New Mexico Tech are prohibited from downloading, uploading, sharing and otherwise infringing upon the rights of any and all copyrighted material. Copyright infringement is a crime and the University has the responsibility to monitor digital traffic on its networks and ensure that network users are not violating federal laws related to file-sharing.

The policy below outlines federal laws and New Mexico Tech's policy. Students are advised to read this thoroughly.

#### **Background for Students Regarding the HEOA and the DMCA:**

In the summer of 2008, Congress passed and the President signed H.R. 4137, the Higher Education Opportunity Act (HEOA), <http://www2.ed.gov/policy/highered/leg/hea08/index.html>, a massive piece of legislation that added dozens of new federal requirements for colleges and universities. Several of those requirements are intended to reduce unauthorized duplication and distribution of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. New Mexico Tech is providing you this notice in compliance with sections 485 and 487 of that legislation and you are strongly advised to read it thoroughly and give it careful consideration.

Tech provides wired and wireless networking as well as other information technology resources to help you accomplish your educational goals. By using the Tech network, you agree to abide by the University's Computing and Communications Policy. More specifically, you agree not to use University resources for unauthorized duplication, use, or distribution of copyrighted materials, including music and video files. Such activity is illegal under the Digital Millennium Copyright Act (DMCA) <http://www.copyright.gov/legislation/dmca.pdf> and exposes you to serious civil and criminal penalties. The DMCA is a federal law that criminalizes production and dissemination of technology, devices, and services intended to circumvent copyright protections. In addition, the DMCA heightens the penalties for copyright infringement on the Internet.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov/help/faq), especially their FAQ's at <http://www.copyright.gov/help/faq>.

In December 2008, the Recording Industry Association of America ("RIAA") announced that it was abandoning its longstanding practice of filing lawsuits against students for infringing copyrights via illegal sharing. The RIAA had reportedly filed over 17,500 lawsuits through early 2008. Despite the new moratorium on lawsuits, the RIAA's aggressive enforcement campaign continues on other fronts and the University urges all students to refrain from copyright infringing behavior. That this does not mean that the RIAA and/or other groups won't resume filing lawsuits at some point in the future.

New Mexico Tech does not routinely monitor the content of network transmissions except as necessary to identify and repel network attacks, viruses, worms, and other malware. However, many P2P networks are used almost exclusively for illegal file sharing and are also favorite channels for spreading malware due to their popularity and pervasiveness. To mitigate these threats, the University employs various methods to block illegitimate P2P network traffic at the perimeter of its network. Note, however, that these methods are not 100% effective and all P2P traffic is not blocked at all times. Students should assume that P2P file sharing activity on the campus network is visible to the RIAA and other content owners that monitor the Internet for copyright infringement activity.

### **Copyright Enforcement Activities**

The Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and other content owners are aggressively trying to stop unauthorized downloading, copying, and sharing of music and video by college students. They monitor the Internet continually to identify Internet Protocol (IP) addresses involved in these activities, but they require assistance from the Internet Service Provider (ISP) to communicate with an alleged infringer. They generally seek the ISP's help in communicating one or more of the following:

#### **DMCA Takedown Notices, Preservation Requests, Pre-Litigation Settlement Letters, and Subpoenas (in connection with lawsuits):**

Note that these four communications operate independently and do not necessarily progress from one to another. For example, nothing prevents the initial communication from being a subpoena that seeks the identity of a user connected at a specific IP address at a specific day and time.

#### ***DMCA Takedown Notices***

When a content owner determines that an IP address has been used to violate its copyright, it sends a Takedown Notice to the applicable Internet Service Provider (ISP) describing the IP address, date, time, and material involved in the alleged infringement. The notice requests that the ISP remove or disable access to the listed material under the terms of the DMCA.

When Tech receives such a Takedown Notice, it reviews its network activity records to independently validate the legitimacy of the complaint. If the complaint appears valid, the University suspends the offending user's or computer's network access until the infringing material is removed. First offenders regain network access once proof of removal is provided and an acknowledgement is signed. Repeat offenders are referred to the Dean of Students or Dean of Graduate Studies for additional sanctions, up to and including expulsion from the University.

The University also notifies the sender of the Notice either that a) appropriate removal actions have

been taken, or b) the allegation could not be validated through network activity records.

### ***Preservation Requests***

Preservation Requests are used to notify the ISP that a subpoena may be served on it seeking identifying information about a network user who has allegedly infringed a content owner's copyrighted material. Like the Takedown Notice, the Preservation Request identifies an alleged infringer's IP address at the time of the alleged infringement. The Preservation Request asks the ISP to preserve the identifying information for the user connected via that IP address at that time.

Tech's practice is to first determine if the information provided in the Request may be sufficient to implicate a specific user. If not, the University notifies the requesting party of its inability to comply. If a specific user is implicated, the University preserves the information as requested and forwards the Request to that user via email. The cover email explains the nature of the Request, encourages the user to preserve evidence relating to the claims in the Request, and informs them that they may wish to obtain legal advice before taking any other action. Tech will not release a user's identifying information in response to a Preservation Request unless and until the Request is accompanied or followed by a lawfully issued subpoena.

### ***Pre-Litigation Settlement Letters***

Prior to abandoning the "sue the customer" strategy, the RIAA's outside legal counsel sent what were known as "Pre-Litigation Settlement Letters" to many universities and other ISP's. The Settlement Letter was generally sent to the ISP with a request that it be forwarded to the user of a particular IP address. The Letter alleged that the user of that particular IP address had violated copyright laws and presented an opportunity to settle the claim as early as possible at a "significantly reduced amount" compared to the judgment that a court might impose at the end of a lawsuit. The Letter also informed the user to preserve evidence relating to the claims and instructed the user to retain, and not delete, any peer-to-peer programs.

Should the RIAA or another copyright owner resurrect lawsuits and settlement letters, Tech's practice is, and has always been, to forward a Settlement Letter along with an explanation to the alleged infringer if the University's network activity logs can establish the identity of the person at the specified IP address with a reasonable degree of certainty. Because network log data can be unavailable or inconclusive, the University cannot guarantee that all Settlement Letters will be forwarded to alleged infringers. Individuals should not expect to receive such a letter prior to being sued for copyright infringement.

Based on the wording in recent Settlement Letters, recipients must settle within twenty (20) days of the date of the Settlement Letter or face a lawsuit. Recipients are encouraged to seek legal counsel before taking any action.

### ***Lawsuits and Subpoenas***

In cases where no settlement is reached, the RIAA and member companies had been filing lawsuits in Federal District Courts. The suits alleged that unnamed students have infringed copyrights by downloading certain information and, for some, distributing the information to others over the Internet. After filing these "John Doe" lawsuits (so named because they name IP addresses rather than

people) identifying IP addresses, the companies served subpoenas on universities seeking the identity of the users associated with those IP addresses.

If and when Tech receives such a subpoena, the University first ensures that the subpoena is valid and lawful. If so, and if the information sought in the subpoenas exists, the University is legally required to provide the desired information. While complying with the subpoena, the University notifies the individuals being identified in the subpoena response. The University has heard but cannot confirm that companies first used the subpoenaed information to try to settle the matter with the identified individuals, and if a settlement was not reached, the companies would amend the lawsuits to name the individual students and proceed in court.

### **Obtaining Legal Advice**

Information provided in this notice does NOT constitute legal advice. It is intended for informational and educational purposes only. Every situation is unique and you are encouraged to consult an attorney if you need specific legal advice. Links to websites, such as those provided below, do not constitute an endorsement of any legal services. Neither the downloading of materials nor any communication with respect to this Notice constitutes the formation of an attorney-client relationship. In reading and acting upon this Notice, you acknowledge that nothing in the Notice is intended to or constitutes the practice of law or the giving of legal advice. Find an attorney to explain your rights and options.

### **NMT Information Technology & Communications Department (ITC) Academic Policies and Procedures**

ITC is here to serve the academic computing needs of the campus community.

#### **1.1 Policy on Computer Accounts**

Every Student, Faculty and Staff of the University may get a computer account by visiting ITC. Proof of affiliation may be required.

Departmental accounts are also provided (e.g. [math.dept@npe.nmt.edu](mailto:math.dept@npe.nmt.edu))

#### **1.2 [Access and Usage Policy](#)**

<https://nmt.edu/itc/access2003.php> Approved by the Faculty Council, October 2, 2003;

Approved by Board of Regents.

#### **1.3 Introduction**

Open access to the academic network and associated academic computer facilities of Tech and the world is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. This document has been prepared to help people retain that privilege. The preparation of this document included review and modification by the people using the Tech academic network and computers.

This document contains the official policy on access and use of the academic computing facilities and the academic network at Tech. In addition to this policy, academic departments at Tech may have supplemental computer usage policies. You will need to contact them to find out about their policy.

The policy presented here applies to all academic computer systems at Tech, regardless of their operating system or manufacturer.

The term “academic computer” is meant to include any computer that is used primarily for academic efforts at Tech. It may or may not be connected to the Ethernet network at Tech. The term “academic computer system” may include network resources as well as the computer. The phrase “general use academic computer facility” is meant to include facilities, machines, and peripherals that are intended to be used by more than one person in support of Tech’s educational mission. (This would, as an example, include user areas that a department has created for use by students enrolled in its programs. It would not necessarily include computing facilities in a professor's office.)

The term “Computer Staff” includes any professional staff and part-time student employees who work in academic computer facilities.

None of the statements in this policy are to be interpreted in a manner that would hinder the educational mission of Tech. If there is conflict, or ambiguity, between statements of this policy and those of other Institute policies, they will be resolved by the Director for Academic Computing and the appropriate Tech representative(s).

This policy will naturally change over the course of time as required to stay abreast of changes in the direction of Tech, in the computer field, and in society. Any such changes will be subject to comment and review by the Tech community and will require approval by such bodies as the President of Tech deems necessary, before going into effect.

### **NMT Residential Campus Network and Wireless Acceptable Use Policy**

The most up-to-date Information Technology and Communications (ITC) department’s Residential Campus Network (RCN) Acceptable Use Policy may be found at the link below. The following is the [current policy](https://nmt.edu/itc/rcnpolicy.php). <https://nmt.edu/itc/rcnpolicy.php> Check <https://nmt.edu/itc/> for updates.

### **Privacy of Information**

In accordance with requirements set forth in the Family Educational Rights and Privacy Act (FERPA), students are hereby notified that Tech maintains the files listed below on students.

No additional information will be released without written permission from the student involved except to authorized University officials. Authorized officials are identified as the President, Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Research and Economic Development, Vice President for Student and University Relations, Dean of Students, Dean of Graduate Studies, department chairs, Registrar, a student’s academic advisor, and other officials who might be considered to have a legitimate academic interest. Legitimate academic interest is defined as a need to inspect a student’s record to ensure satisfactory academic progress toward a degree objective, check for course prerequisites, or ensure safety of the student. A record of all disclosures to any individual or agency will be kept with the record in question.

Failure of New Mexico Tech to comply with the regulations of the Family Educational Rights and Privacy Act may be reported to the Family Educational Rights and Privacy Act Office (FERPA),

Department of Education, 330 Independence Ave., SW, Washington, DC 20201.

- 1.1 **Academic Affairs** maintains files on academic grievances, academic disputes, and cases of academic dishonesty.
- 1.2 **Academic Departments** maintain files containing grades, waivers, reference letters, approved elective sequences, and correspondence. Department chairs and clerical staff are responsible for maintaining these files. Access is limited to department faculty and clerical staff.
- 1.3 **Bureau of Geology and Mineral Resources** maintains records for current and past employees. The Director and their secretary are responsible for maintaining these files. Access is limited to division staff.
- 1.4 **Business Office** maintains employment authorizations, accounts receivable, and payroll information. The Business Manager is responsible for maintaining these files. Access is limited to Business Office staff and authorized auditors.
- 1.5 **Career Services, Center for Student Leadership and Engagement** maintains files containing a placement registration form, release forms, unofficial transcripts, and materials such as resumes, job applications, Co-op course registrations, Employer Agreements, Course Schedules and Student Co-op Application. Career Services staff is responsible for maintaining these files. Access is limited to Career Services personnel.
- 1.6 **Center for Graduate Studies** maintains copies of correspondence, transcripts, applications for admission, recommendation letters, letters of acceptance, academic grievances, academic disputes, cases of academic dishonesty, assistantship appointment forms and contracts, work authorizations, disciplinary action records, documentation for exceptions, I-20 form, progress reports, grade reports, special course request forms, reports of advisory committees, records of degree completion for current and past graduate certificate, M.S.T., M.S. and Ph.D. students. These files are designed to assist in advising and checking degree progress. The Dean of Graduate Studies is responsible for maintaining the files.

Access is limited to the Dean, clerical staff, graduate academic advisors, academic department chairs, research supervisors, and graduate supervisors. In cases where disciplinary matters are brought before the Student and Faculty Conduct Committee, members of the committee may have access to the files. Upon enrollment at Tech, application files are transferred to the Office of the Registrar and become part of the student's permanent record. Upon completion of degree, the remaining documentation are transferred to the Office of the Registrar and become part of the student's permanent record.

- 1.7 **Center for Student Success** maintains files containing name, address, student level, and situation. Access is strictly limited to the Director and appropriate faculty/staff unless a signed release is obtained from the student. Files are reviewed every year.
- 1.8 **Dean of Students** maintains files regarding non-academic undergraduate disciplinary matters. Access is limited to the Dean of Students (and other professional staff as designated by the Dean) and clerical staff. In cases where disciplinary matters are brought before the Student & Faculty Conduct Committee, members of the committee may have access to the files.
- 1.9 **Financial Aid Office** maintains all aid applications, supporting financial documents, loan records, and academic progress records for students who apply for aid. The Financial Aid Office is required by federal law to keep these records five years or until loans are paid in full. Access is limited to authorized educational personnel and auditors as required by federal law.

Access for any other individual requires written permission of the student. Other documents maintained include work authorization forms and scholarship information.

- 1.10 International & Exchange Programs, Center for Student Leadership and Engagement** maintains and is responsible for files on international students. These files include copies of I-20 or IAP-66 and I-94 visas, the annual census form, correspondence, and additional necessary documentation. Access is limited to department staff and other personnel concerned with the legal status of international students. Since this Office is responsible for international undergraduate admission, those application files are stored here until admission is complete. Files generated by student exchange activities (both international and domestic) are also stored here. Upon enrollment at Tech, these files are transferred to the Office of the Registrar and become part of the student's permanent record.
- 1.11 Multicultural Programs, Center for Student Leadership and Engagement** maintains confidential files of students in special programs only. Access is limited to the administrator.
- 1.12 Office of Admission** maintains files containing applications, ACT or SAT scores, transcripts, and correspondence. The Director of Admission is responsible for maintaining these files. Access is limited to the Director of Admission and Admission Office staff, as well as the Director of Financial Aid and the Financial Aid staff. Upon enrollment at Tech, these files are transferred to the Office of the Registrar and become part of the student's permanent record.
- 1.13 Office for Counseling Services** maintains clinical files containing the students' name, address, student level, and situation. Access is strictly limited to the department clinical and administrative staff on a need to know basis unless a signed release is obtained from the student.
- 1.14 Office for Student Access Services** maintains student files containing name, address, student level and documentation. Access is limited to the department and educational need to know. A signed release of information is needed from the student to share information with others.
- 1.15 Office of the Registrar** maintains official academic records of students, which include all transcripts from other institutions, official records of courses taken at Tech, copies of all official correspondence, test scores, and applications for admission. The Office of the Registrar is responsible for maintenance of these files. Routine access to these files is limited to the Registrar staff, academic advisors, and authorized University administrators.
- 1.16 Payroll Office** maintains files containing pay determinations and tax information. Access is limited to Human Resources, Payroll staff, and authorized auditors.
- 1.17 Residential Life (Housing & Residential Life)** maintains documents pertaining to students' room and board applications and license agreements. In addition, Residential Life maintains documents pertaining to residential students' emergency contact and preferred missing student contact information as designated by the student. Residential student files maintained in this office may also include records or other information regarding, but not limited to, students': health and safety inspections/violations; incident reports of student conduct; voluntary statements written by or mentioning residential students; room condition reports; lock out records/charges, damage billing charges; written correspondence between student and Residential Life; Roommate Agreement Forms; and University Housing accommodation forms sent by the Office for Disability Services for student accommodations.

Residential Life also maintains employment records for Resident Assistants (RAs), Conference

Assistants (CAs) and other student employees. Residential Student files are maintained for seven years after the student's last semester of occupancy within University housing at New Mexico Tech. Access to these files is limited to the Residential Life Office staff and authorized University administrators unless the student has provided written consent. Limited housing and meal plan information, as well as contact and emergency contact information for non-students, including conferencing guests and some summer or special-term residents who live in University Housing on a space available basis, is also maintained by Residential Life.

- 1.18 Student Health Center** maintains files containing name, address, student level, and situation. Access is strictly limited to healthcare staff unless a signed release is obtained from the student.

### **Vehicles (Motorized & Non-Motorized) Policy Statement**

1. Respect the property of others! Damaging the property of the Institute is prohibited. Riding on elevated surfaces that are painted, stuccoed, or otherwise fragile will not be tolerated.
2. Education comes first! Riding in a manner that disrupts teaching, research, or other Institute activities is prohibited. Please ride in a way that does not create excessive noise in areas around classrooms, offices, and residence halls.
3. Pedestrians always have the right of way! Interfering with or causing danger to bystanders will not be tolerated.
4. Be careful! Ride at your own risk; this Institute is not responsible for injuries resulting from riding a non-motorized vehicle. Non-motorized vehicle riders must adhere to the same traffic and safety rules as automobile drivers. Bicycle parking is not allowed in interior hallways.
5. Signs prohibiting skating denote areas on campus where skating tends to violate campus rules. Please be especially considerate in these areas.

## **INTERNATIONAL STUDENT INFORMATION**

### **Welcome to New Mexico Tech!**

Adjusting to life in the United States and the New Mexico Tech community can be a challenge. This guide and the New International Student Orientation have been developed to address the special concerns that our international students may have. One of the goals of the Office for International Programs is to provide students with a basic understanding of matters relating to their status as an F-1 or J-1 visa holder and how that relates to education. Another goal is to help students navigate aspects of American culture which may be unfamiliar to them.

During their time here at Tech, students will not only get a world class education and attain the skills necessary to become a great scientist or engineer, but they will also have many opportunities to develop professional and personal relationships that will last throughout the students' lifetime. The Office for International Programs encourages students to get to know the people around them. Faculty members, fellow students and NMT staff; along with the Socorro community, will be a great support network for years to come.

### **The Office for International Programs**

The Office for International Programs, housed in the Center for Student Leadership & Engagement, is set up to help students with any problems that they may encounter while enrolled at Tech. Our main focus is protecting students' legal status, as well as offering a place to come and find answers to any

questions students may have.

The Designated School Officials (DSOs: person authorized to sign F-1 documents) are Michael Voegerl (Director of Student Leadership & Engagement) and Sohia Bauer (Assistant Director of Student Leadership & Engagement). The Responsible Officers (ROs: person authorized to sign J-1 paperwork) are Michael Voegerl (Director of Student Leadership & Engagement) and Jessica Dennis (Human Resources).

### ***Tech's Responsibilities: Recordkeeping and Reporting***

The Office for International Programs must work within the limits of the law, but we work for the students and NMT, not for any branch of the US government. The Office for International Programs helps both the students and NMT maintain compliance with the law.

The law requires NMT to keep the following information on file for every F-1 and J-1 student:

Name Country of Citizenship

**Local residence address Degree program and field of study**

**Program Start Date Place of Birth Date of Birth**

**OPT/STEM OPT and CPT data**

**Academic Progress Contact information**

Students will be asked to fill out an International Student Information form and will be asked to notify the Office for International Programs any time this information changes.

Upon arrival at NMT, students will be asked to present the following: passport, visa, I-94 or DS-2019 to be copied. If a student is issued a new passport or visa during their time at NMT the student will need to bring the new passport or visa to the Office for International Programs for copying.

NMT will also keep records of full time enrollment, academic credits attained each semester, admission documents, research progress and completion dates. These additional documents may be kept in the Registrar's office and the Center for Graduate Studies.

Some or all of this data may be released to USCIS upon their request. Without a request from USCIS,

NMT will not make any report or disclosure. NMT does not share your information with any outside vendors.

Record keeping laws apply to all students; foreign or domestic. Students can find more information about record keeping in this document.

### ***Taxes, Treaties, Social Security Numbers and I-9s***

Assistance with these matters is available in the International Tax Compliance Office and the Center for Student Leadership and Engagement. Your Compliance Analyst is not a tax professional and their advice is just advice, not legal help. Students must inform the International Tax Compliance Office each time they obtain on campus employment and each time they travel outside the United States.

#### **Taxes and Treaties**

Students from a country that has a treaty with the United States may be exempt from taxes on a portion of their earnings. All of the forms needed to claim a tax treaty are available in the International Tax Compliance Office through the Glacier Program.

All F-1 and J-1 students, who are not covered by a tax treaty, must pay all federal and state income taxes on earnings and scholarships. All F-1 and J-1 students may not claim any “Standard Deductions” or dependents on their tax forms. These can be complex issues and the Compliance Analyst will do the best that they can to answer the students’ questions.

All F-1 and J-1 students are required to file Federal and State income tax returns yearly, whether or not they have any income to report for the previous year. The deadline is April 15th each year.

### **Social Security Numbers**

All J-1 and F-1 students who work on campus, including Teaching Assistants, Research Assistants and hourly employees must apply for a social security number (SSN). Pick up a “Certification of On-Campus Employment” form and a Social Security Card Application form in the Center For Student Leadership and Engagement. Completed forms will need to be taken to the Social Security office in Albuquerque.

All international students who are Teaching Assistants and Research Assistants will need to apply for their Social Security Card within 20 days of classes starting. The Compliance Analyst along with the Center for Student Leadership and Engagement will set up a group appointment at the Social Security Administration in the Fall and Spring semesters to help students obtain their SSN.

### **I-9 Form & E-Verify**

I-9s are USCIS forms that everyone, domestic or foreign must complete before they can begin employment. This document establishes an individual’s eligibility to work in the United States. Documents are to be completed in the International Tax Compliance Office. NMT is an E-Verify Institution and in compliance with the USCIS, the Compliance Analyst will enter your I9 information into the E-Verify Program and obtain your Employment Verification.

### ***Glacier Tax Software program***

All International Students will have to complete the Glacier tax software program. The International Tax Compliance Office will send you an email to connect to the program. The email will contain a User Id and Password. Once you Log into Glacier you will be required to change both Username and password before filling out the form. Please fill out the form to the best of your ability and send it back to the Compliance Office. Set up an appointment with the Compliance Analyst to complete your I-9 form and to sign your tax forms. No Graduate Contracts or Student Work Authorizations will be approved until you have met with the Compliance Analyst. The Glacier program will determine if you have a tax treaty and create all the tax documents you will need to work or to get approval for a Scholarship /Fellowship. If you will not be employed, the program will create your 8843 tax document for filing at the end of the tax year. Please make sure that you have a NMT PO Box number before you meet with the Compliance Analyst.

### ***Replacing Lost Forms***

#### **F-1 or J-1**

Students are responsible for maintaining their documents. The International Advisor suggests that students make a copy of all documents and keep the copies in a safe place that is different than where the originals are kept.

**Passport**

For a lost passport, call the embassy immediately. The Office for International Programs will have copies of your passport.

**I-94**

The I-94 is now issued electronically; students can retrieve a copy of their I-94 from the website <https://www.cbp.gov/travel/international-visitors/i-94-instructions>. The Office for International Programs will print a copy of the I-94 for every student on orientation day.

**I-20 for F-1 Students**

NMT issued this form to the student before arrival in the United States. The International Advisor can replace this form. Make sure to keep all the old I-20s, they will be needed when applying for OPT and H1B.

**DS-2019 for J-1 Students**

If NMT is the student's program sponsor, then the International Advisor or Human Resources office will be able to replace this form. If the student is sponsored by another organization, then that organization will replace the form. Make sure to keep all old DS-2019s.

***Visa vs Status***

A visa is an entry permit. A visa can only be issued at a United States Consulate outside of the United States. Visas cannot be renewed, changed or obtained in the United States. If a visa expires while the student is in the United States there is NO Penalty. If a student leaves the United States on an expired visa, the student will not be able to return until the visa is renewed. There are some exceptions: see the Re-entry to the United States after Temporary Absence section. A student's status is a condition that is granted as they enter the United States.

Students are said to "have" or be "maintaining" status as long as they are following the rules of their F-1 or J-1 visa category. If a student breaks any of the rules of their F-1 or J-1 visa category they will be considered "out of status." When a student is "out of status" they are not eligible for any of the benefits listed in the F-1 and J-1 benefits sections. F-1 and J-1 student are admitted for D/S, "Duration of Status" for a specific amount of time. Students are eligible to stay in the country as long as they maintain status, remain fully engaged in their educational program, I-20/DS-2019 has not expired and no rules are broken

***Maintaining Status*****F-1 Students**

1. Have a valid passport at all times.
2. Have a valid I-20 at all times.
3. Students must attend the school they are authorized to attend.
4. Maintain full time enrollment for fall and spring semesters.
  - a. Graduate students' full-time enrollment is 9 credit hours unless they are being supported by NMT; then it is 12 credit hours. See the graduate student portion of this Student Handbook for restrictions on these credits.
  - b. Undergraduate student full time enrollment is 12 credit hours.
  - c. Permission may be granted to enroll for less than full time in very rare circumstances, see the International Advisor.
5. Program extensions must be sought at least 30 days prior to the original program end date.

6. Obtain authorization from the International Advisor before accepting any off campus employment.
7. On campus employment is limited to 20 hours per week during the fall and spring semesters.
8. Transferring to a new school is allowed with the proper procedures being followed, see the International Advisor.
9. Report any changes in address, marriage, phone number or birth of children to the International Advisor within 10 days of the event.

### ***F1 - Benefits***

If students follow all the rules and maintain status they are eligible for the following benefits:

1. Endorsement to re-enter the country after an absence of less than 5 months.
2. Assistance with bringing dependents to the United States.
3. On campus employment.
4. Authorization for Curricular Practical Training.
5. Legal transfer to and/or from another school.
6. Authorization for Optional Practical Training.

### ***Out of Status***

If a student becomes “out of status” by violating the terms of their status, they are no longer eligible for any of the benefits listed above. It is in the student’s best interest to regain good status as soon as possible through one of the following means:

1. Seek reinstatement from USCIS and ICE. Assistance is available from the International Advisor. For some violations, reinstatement is not available.
2. Obtain a new I-20 from the International Advisor, travel back to the student’s home country, obtain a new visa and then make an entry to the United States.  
Step one is the only “cure” for a violation status. This is the recommended step to fix your status and is the only way that you will be able to petition for Optional Practical Training after graduation.

### **J1 - Regulations**

All J-1 students follow the same rules as all F-1 students. There are some differences:

1. The International advisor, not SEVIS/USCIS grant work authorization for on and off campus employment.
2. The program sponsors (NMT) are required to report certain violations to USCIS.

### ***J-1 Benefits***

J-1 students who maintain status are eligible to apply for certain benefits, similar to those listed for the F-1 students. Please see the International Advisor for details.

### ***Out of Status***

J-1 students cannot be reinstated after insurance or employment violations. Violations of a technical matter may be eligible for reinstatement, see the International Advisor.

### **Re-Entry to the United States after a Temporary Absence**

If a student leaves the United States for a short period of time (less than 5 months) and has maintained status they will need the following to re-enter the United States:

1. A new I-20/DS-2019 or current I-20/DS-2019 endorsed for travel by the International Advisor or another authorized staff member.
2. A valid passport (except Canadians).

3. A valid F-1 or J-1 visa in the passport.
4. Current official transcripts to prove that the student is registered for a full time class schedule. Student should be registered for the following semesters' classes, if possible.

***Before you leave campus:***

1. Have the International Advisor sign the I-20/DS-2019 for travel.
2. Be prepared to prove to the International Advisor that status has been maintained.

### **On Campus Employment**

On campus employment must not exceed 20 hours per week while classes are in session. All on campus employment will cease as soon as educational program is completed.

#### **Stipend Based On Campus Employment**

Research and Teaching Assistantships are for Graduate studies students only. These assistantships are managed by the Center for Graduate Studies. They provide resident tuition rate. Graduate students receiving a Research Assistantship or a Teaching Assistantship must be registered for 12 credit hours or more each semester they are receiving the assistantship (6 hours if they are supported for the summer semester). In rare circumstances a Research Assistant may be allowed to work off campus, such as at a school or research facility.

#### **Hourly Based On Campus Employment**

F-1 and J-1 students in good academic standing and registered for 12 credit hours (undergraduate) or 9 credit hours (graduate) in the fall and spring are eligible to seek on campus hourly employment not to exceed 20 hours per week.

NOTE: if a student has more than one on campus job, the student cannot work more than 20 hours total between all of the jobs. F-1 and J-1 students may work up to 40 hours per week in on campus employment during the summer as long as they are pre-registered for 12 credit hours (undergraduate) or 9 credit hours (graduate) in the fall semester.

NOTE 2: If you have a 10 hour assistantship, you may work an additional 10 hours a week in an on campus job.

Contact the Office for Career Services for listings of on campus jobs. [Handshake](#) is NMT's web based career site. Sign up for Handshake at this link <http://nmt.joinhandshake.com>.

Hourly on campus employment does not qualify for "in state" tuition. International students can only qualify for "in state" tuition while on a Research Assistantship or Teaching Assistantship

#### ***Off Campus Employment***

F-1 and J-1 visa holders are not allowed to work off campus. There are a few circumstances where off campus employment may be allowed; please see the International Advisor.

#### ***Practical Training (CPT and OPT) for F-1 Students***

All practical training should be used to strengthen the student's educational program; all training must be in the student's degree field.

#### ***CPT (Curricular Practical Training)***

At NMT, CPT is only available to students in good standing who are enrolled full time. Students authorized for CPT during the summer semester may be register for less than full time. CPT is authorized for a particular position with a particular employer for a specific length of time. CPT involves the approval and participation of a NMT faculty member who certifies that the job is a valuable part of the student's education and who will oversee the student's progress.

A student on CPT will need to be enrolled for a Co-op class that is in the catalog of the faculty advisor's department. The student and the faculty advisor will determine how many credits the student will receive for the Co-op class.

CPT may be either part-time (less than 20 hours per week) or full time (more than 20 hours per week). CPT has some bearing on Optional Practical Training (OPT); see the International Advisor for details. CPT requires consultation with the International Advisor, Academic Advisor, Center for Graduate Studies and the student's employer.

CPT employment must cease before the date of degree completion. Continuing CPT after this date is illegal and is a violation of status.

CPT may not be used during the student's last semester of their educational program

### ***OPT (Optional Practical Training)***

OPT is employment in the student's degree field for the purpose of gaining additional knowledge in the student's area of study. OPT requires the approval of the International Advisor, the Academic Advisor and the United States Citizenship and Immigration Service (USCIS), which is a branch of the Department of Homeland Security (DHS). OPT is available for graduate and undergraduate F-1 students in good academic standing as well as maintaining good F-1 status. There are several types of OPT, making an appointment with the International Advisor is necessary to determine which type of OPT to use.

The application process for OPT can be confusing, never mail anything to the USCIS unless it has been approved by the International Advisor. Approval of OPT by the USCIS may take up to 120 days. Students cannot begin work until the EAD (Employment Authorization Document) has been issued to the student.

For additional details on OPT and CPT, contact the International Advisor.

### **Extending Legal Time in the United States**

**Graduate Student Warning: Graduate students must also complete extension paperwork in the Center for Graduate Studies. This section does not cover that process.**

#### ***F-1 Students***

NMT's academic programs are rigorous and sometimes require longer times to complete. The student must request an "Extension of Program" at least 30 days before the original expiration date on the I-20. To qualify for this extension the student must provide a completed and signed "Extension of I-20 or DS-2019" form. The student must also be in good academic standing and in good F-1 or J-1 status. Low grades, academic probation or suspension cannot be used as reasons for an extension. Once the International Advisor and the student's Academic Advisor approve the extension, USCIS will be

notified of the extension.

If a student allows their I-20 to expire an extension is not possible. An expired I-20 is a status violation and the student will not be allowed to work or receive any other benefits granted to the student under the F-1 visa, until status is regained.

### ***J-1 Students***

Students on a J-1 visa will follow the same steps outlined in the previous section. If the student is on a J-1 visa sponsored by NMT, the International Advisor will issue the new extended DS-2019; if sponsored by another organization, then the student will need to contact that organization for the extension process.

### **Changing Majors or Academic Levels at NMT**

An F-1 undergraduate student who is in good academic and visa status will be allowed to change majors as long as the student's current academic advisor and the academic advisor for the new major agree to allow the student to change majors. Once the major change has been approved by all parties, the International Advisor will make the changes to the I-20 and extend the time to allow for completion of the new educational program.

An F-1 Graduate student wanting to change majors (not recommended in most situations) will need to follow the same procedures with the addition of input from the Center for Graduate Studies.

F-1 students moving from undergraduate to graduate or from Master's to PhD. must request a new I-20 from the International Advisor and have been accepted into the new program prior to the request for a new I-20.

J-1 students sponsored by NMT will be allowed to change majors under rare circumstances. See the International Advisor. J-1 students sponsored by a different organization will need to seek permission from that organization. Once permission is granted, the International Advisor will help with the change.

### **Transferring From NMT**

**WARNING: Transferring may add additional time to degree completion!**

#### ***F-1 Students***

F-1 students must be in good status and have been accepted to another school. The student must provide the International Advisor a color copy of the student's acceptance letter to the new school and must fill out the "Transfer Out" forms. Once all paperwork is turned in to the International Advisor, a SEVIS Release will be initiated.

#### ***J-1 Students***

J-1 students must be in good status and have been accepted by another school. The student will need to provide a copy of the acceptance letter to the new school and a copy of the new DS-2019 issued by the new sponsor. Once paperwork is reviewed by the International Advisor, the student's record will be released in SEVIS.

### **Academic, Cultural and Social**

This section pertains to all international students regardless of visa type.

### **Cheating and Plagiarism**

Here at NMT we are proud of our students' creativity, critical thinking and individualism. These traits are what make NMT a world class university. Attending a very rigorous academic university such as NMT can lead some students to make bad academic decisions. Cheating and plagiarism are not acceptable practices at NMT. Academic dishonesty can and will lead to failing grades, documentation on academic transcript and expulsion from the University. Academic dishonesty is also a violation of visa status, which could lead to expulsion from the United States. Please be sure to thoroughly review and understand the Academic Honesty Policy within this Student Handbook.

### **Who is Responsible for the Student's Education? The Student is!**

How a student approaches their education is completely up to them. Each student is responsible for maintaining their status. There are many offices and people on campus who are here to help students navigate their educational experience. The International Advisor is here to help with visas and other immigration issues. In the academic departments, faculty advisors and thesis advisors are available to guide students in their pursuit of a world-class education. The various staff members are also here to help the students. While the students are surrounded with a great support system, each student is ultimately responsible for their education.

#### ***Undergraduate Students***

Academic advisors are the primary source for guidance for academic questions. The academic advisors have the student's best interest in mind when they advise. Students may also contact the [Office of Student Learning](#) at this link <https://www.nmt.edu/osl/> for more advice on academics.

#### ***Graduate Students***

Academic advisors for all graduate students must be inside the department of the student's degree program. The research advisor may be from outside the department or even from outside NMT. Deviation from the University requirements or requirements imposed by the student's academic department requires written permission from the academic department and Dean of Graduate Studies and may require permission of the Graduate Council.

### **Consent and Respect on Campus: Understanding Sexual Discrimination and Violence**

What is socially acceptable in one culture is not always acceptable in another culture. All students should be able to study and live in a supportive environment free of harassment, sexual violence and all forms of discrimination. The NMT administration, faculty and staff strive to create a safe and welcoming environment on campus and in the community. Students can find information on sexual discrimination and violence at this link <https://www.nmt.edu/titleix/>.

Students are encouraged to report any instance of sexual misconduct (e.g. sexual discrimination, gender-based discrimination, sexual harassment, intimate partner violence, stalking) to NMT's Title IX Coordinator, Dr. Peter Phaiyah at 575-835-5953, by email [titleixcoordinator@nmt.edu](mailto:titleixcoordinator@nmt.edu), or completing the online [NMT Title IX & Sexual Misconduct Reporting Form](#). Student can also report the incidents to Campus Police at 835- 5434. Other forms of discrimination can be reported to Randy Saavedra at 575-835-5005 or by email at [randy.saavedra@nmt.edu](mailto:randy.saavedra@nmt.edu).

Additional resources can be found at the Office for Counseling Services located in the Health Center in the Fidel Student Center. Students can contact the Office of Counseling Services at [counseling@nmt.edu](mailto:counseling@nmt.edu) or 575-835-6619. The Office for Student Access Services can be reached at [access@nmt.edu](mailto:access@nmt.edu) or 575-835-

6209.

Students may also contact the International Advisor at 835-5060 or [international@nmt.edu](mailto:international@nmt.edu).

Please, read the complete [NMT Sexual Misconduct Policy](#) for more information on this topic.

### **Student Families and the NMT Family**

NMT is always happy to have the student's family visit or even live on campus.

#### ***What is a derivative Visa?***

Spouses and children of F-1 and J-1 visa holders may apply for an F-2 or J-2 visa to accompany the student while the student pursues their education. The F-2 and J-2 derive their status from the holder of the F-1 or J-1 visa. The F-1 or J-1 visa holder is considered the "principal alien."

Family members may apply for an F-2 or J-2 visa to enter the United States at a later date than the student. Family members with an F-2 visa are not allowed to work or pursue a full time education. Family members with a J-2 visa may apply to USCIS for work authorization; the J-2 visa holder must prove that their employment is not necessary to support the J-1 visa holder.

The International Advisor will issue I-20s and DS-2019s only to family members of F-1 and J-1 students who can prove that they can support their family members financially. NMT understands that students wish to have their families around them while they pursue an education; however NMT does not want to put extra strain on the student by helping create a financial burden for the student and their family.

#### ***Student and Family Insurance***

All students must have medical insurance in place for the entire time they are enrolled at NMT.

The J-1 student must also prove to the International Advisor, that all students' dependents are covered by medical insurance.

F-2 visa holders are not required to be covered by medical insurance, however, it is strongly recommended. Students can find the minimum required insurance coverage amounts at this link <http://www.nmt.edu/international-insurance>.

NMT rules require that students provide proof of insurance before registering for classes each semester. Medical treatment in the United States is excellent, but it is very expensive. Not having insurance or any way to pay for treatment will lead to difficulty receiving treatment. NMT offers a free health services to all students. The Health Services office is located on the first floor of the Fidel Center. Students can contact the Health Center at [healthcenter@nmt.edu](mailto:healthcenter@nmt.edu)

#### ***Public Benefits***

International students and their families who use publicly funded or government supported programs are in violation of the law and are subject to visa status violation. These violations may have serious consequences when the student tries to reenter the country after an absence or when applying for citizenship. To avoid violations do not participate in any of these listed programs:

- A. Medicaid
- B. Welfare (AFDC, General Assistance)
- C. SSI (Supplemental Security Income)

- D. Unemployment insurance
- E. Refugee assistance
- F. Food stamps
- G. WIC (Women, Infants and Children's nutritional supplements)
- H. Federal Loans

Managers of these programs will encourage students to participate, as they are trying to help the students, but they do not understand how this will adversely affect the students.

### *Children Born in the United States are Citizens*

If a student or student's partner has a child in the United States, that child is a United States Citizen. This in no way implies that the parents of the child are eligible for citizenship. Once a child is born in the United States it is very important that the student obtain a United States passport for the child. If the student needs to leave the country, the student will not need to choose between leaving the child behind in the United States or trying to get a passport at the last minute. All United States Citizens traveling outside the United States need a passport to enter the country on their return. NO EXCEPTIONS.

### **Helpful Hints**

- ✓ Read this complete Student Handbook
- ✓ Student must keep copies of every immigration document they have been issued.
- ✓ Keep contact information for advisor, government sponsor and the International Advisor with available at all times.
- ✓ Join the International Student Association. Contact the ISA at [nmt.isa.president@gmail.com](mailto:nmt.isa.president@gmail.com)
- ✓ Set up a bank account in the United States; this will help in so many different ways.
- ✓ Get a driver's license; it is a legal Identification and will come in handy.
- ✓ Make as many friends as possible.
- ✓ Join a club.
- ✓ Smile.
- ✓ Go to class, pay attention, participate in class and ask questions.

### **ADDITIONAL RESOURCES**

MyNMT – QuickLinks <https://www.nmt.edu/mynmt.php>

