Dear Student-Athletes,

As President and a former Lobo athlete, it is my pleasure to welcome you to the University of New Mexico! Through academics, athletics, and service -- the entire Lobo experience --, you will now play an integral part in continuing, and building upon, our proud traditions that have existed for more than 100 years.

While you will be expected to excel on the field, course, or court, you will also be pursuing the highest levels of academic success. This can seem a daunting task, but I assure you it is possible and, if history is any indication, it is probable. UNM student-athletes consistently achieve impressive graduation rates, grade point averages, and APR scores, of which UNM, the Department of Athletics, and the community can be very proud.

As a student-athlete, you will also be given the opportunity to serve UNM, the city of Albuquerque, and the state of New Mexico in unique ways. You will be an ambassador for UNM and a role model to those around you, paving the way for the next generation of UNM Lobos. In each of these exciting roles, your successes will become part of the proud legacy that makes Lobo Athletics so great. University of New Mexico student-athletes are strongly committed to the practice of good sportsmanship, both on and off the field. We hope this is a practice that continues throughout your life.

I am committed to the development of each of you as a student, an athlete, and as a steward of the community. If there is ever anything that I, or my staff, can do to be of assistance, please do not hesitate to stop by or contact my office. I am anxious to see the wonderful achievements that I know each of you will accomplish at the University of New Mexico.

Go Lobos!

Robert G. Frank
President
University of New Mexico
Welcome to the University of New Mexico! We are proud that you are part of our Lobo family.

During your years here at UNM, we want you to be successful as a student and as an athlete. I know you have arrived on campus with hopes, dreams, and aspirations for your performance in the classroom and on the field, on the court, on the track, on the floor, on the slopes, or in the pool.

The Department of Athletics is designed to be a support system for you, both as a student and as an athlete. Use our facilities and our staff as a springboard to reach your greatest potential. Take advantage of our office of Academic Advisement to help you with scheduling decisions, gaining study skills, managing time effectively, making career decisions, and developing leadership skills.

I encourage you to explore all that UNM has to offer. The University invites you to explore new avenues in academia, culture, technology, society, and the Albuquerque community. Get to know new people. Expand your horizons. Become an engaged member of our community.

This Student-Athlete Handbook is designed to help you as you progress through your academic and athletic career at UNM. Be sure to ask for assistance if a problem arises. We have numerous professionals on our Athletics Staff who care about you as a person, as a student, and as an athlete.

GO LOBOS!

Paul Krebs  
Vice President for Athletics  
University of New Mexico
Welcome back, Lobos!

I hope all of you had an enjoyable summer and are ready to take on the new 2016-2017 school year. My name is Katerina Jaeger and, on behalf of SAAC and UNM Athletics, I am glad to have you all back for a year packed with memories, challenges, achievements, and excitement in your Lobo career.

“The mission of the NCAA Division I Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete well being, and fostering a positive student-athlete image.”

The Student-Athlete Advisory Committee (SAAC) is your direct voice in athletic policies, conduct, events, and all areas related to better serving the student-athlete experience today and for future Lobos. SAAC is also in charge of hosting speakers, events, and projects to bring various student-athletes and their talents together. SAAC’s main goal this year is to promote and enhance a strong student-athlete community and program. UNM is a diverse institution with endless opportunities. As Lobos, you all have access to advantages and opportunities much greater than many people around you. I encourage all of you to utilize your talents and benefits to become the best Lobos you can be and leave your paw print behind. Work hard, stay focused, and have fun being a Lobo!

Go LOBOS!

Katerina Jaeger
UNM Women’s Golf
SAAC President
University of New Mexico
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DISCLAIMER

The policies and procedures published in this book are accurate as of the date of printing. Student-athletes
should note that it is their responsibility to check for updates to the information published in this book. For
the most accurate and up to date policies, please visit www.golobos.com and go to the Student-Athlete
Academic Services page.
<table>
<thead>
<tr>
<th>Department</th>
<th>Department Director</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Student Development</td>
<td>Les Myers</td>
<td>277-1732</td>
</tr>
<tr>
<td>Administration</td>
<td>Paul Krebs</td>
<td>925-5510</td>
</tr>
<tr>
<td>Athletic Ticketing</td>
<td>Mark Koson</td>
<td>925-5626</td>
</tr>
<tr>
<td>Baseball</td>
<td>Ray Birmingham</td>
<td>925-5721</td>
</tr>
<tr>
<td>Beach Volleyball</td>
<td>Jeff Nelson</td>
<td>277-3804</td>
</tr>
<tr>
<td>Business Office</td>
<td>Michael Marcelli</td>
<td>925-5641</td>
</tr>
<tr>
<td>Compliance</td>
<td></td>
<td>925-5835</td>
</tr>
<tr>
<td>Concessions</td>
<td>Tom Winter</td>
<td>925-5920</td>
</tr>
<tr>
<td>Equipment</td>
<td>Jacquelyn May</td>
<td>925-5774</td>
</tr>
<tr>
<td>Facilities</td>
<td>Scott Dotson</td>
<td>925-5925</td>
</tr>
<tr>
<td>Football</td>
<td>Bob Davie</td>
<td>925-5700</td>
</tr>
<tr>
<td>Lobo Club</td>
<td>Kole McKamey</td>
<td>925-5017</td>
</tr>
<tr>
<td>Marketing</td>
<td>Drew Ingraham</td>
<td>925-5621</td>
</tr>
<tr>
<td>Media Relations</td>
<td>Frank Mercogliano</td>
<td>925-5520</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>Craig Neal</td>
<td>925-5750</td>
</tr>
<tr>
<td>Men’s Golf</td>
<td>Glen Millican</td>
<td>604-4786</td>
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<tr>
<td>Men’s Soccer</td>
<td>Jeremy Fishbein</td>
<td>925-5726</td>
</tr>
<tr>
<td>Men’s Tennis</td>
<td>Bart Scott</td>
<td>340-5456</td>
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<tr>
<td>Skiing</td>
<td>Fredrik Landstedt</td>
<td>277-5423</td>
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<tr>
<td>Softball</td>
<td>Erica Beach</td>
<td>925-5814</td>
</tr>
<tr>
<td>Spirit Program</td>
<td>Kelly Grice</td>
<td>925-5613</td>
</tr>
<tr>
<td>Strength &amp; Conditioning</td>
<td>Joaquin Chavez</td>
<td>925-5665</td>
</tr>
<tr>
<td>Swimming &amp; Diving</td>
<td>Kunio Kono</td>
<td>277-4472</td>
</tr>
<tr>
<td>Track &amp; Field/Cross Country</td>
<td>Joe Franklin</td>
<td>925-5735</td>
</tr>
<tr>
<td>Training Room</td>
<td>Bob Waller</td>
<td>925-5545</td>
</tr>
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<td>Volleyball</td>
<td>Jeff Nelson</td>
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<tr>
<td>Women’s Basketball</td>
<td>Mike Bradbury</td>
<td>925-5770</td>
</tr>
<tr>
<td>Women’s Golf</td>
<td>Jill Trujillo</td>
<td>235-5590</td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>Heather Dyche</td>
<td>925-5760</td>
</tr>
<tr>
<td>Women’s Tennis</td>
<td>Keley McKenna</td>
<td>925-1612</td>
</tr>
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</table>
## EMERGENCY PHONE NUMBERS

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<thead>
<tr>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>ABQ Fire</td>
<td>911</td>
<td><a href="http://www.cabq.gov/fire">www.cabq.gov/fire</a></td>
</tr>
<tr>
<td>ABQ Police</td>
<td>911</td>
<td><a href="http://Www.cabq.gov/police">Www.cabq.gov/police</a></td>
</tr>
<tr>
<td>ABQ Citizen Contact</td>
<td>311</td>
<td><a href="http://www.cabq.gov/crm/">www.cabq.gov/crm/</a></td>
</tr>
<tr>
<td>UNM Police (Non-Emergency)</td>
<td>277-2241</td>
<td>Police.unm.edu/</td>
</tr>
<tr>
<td>Agora Crisis Center</td>
<td>277-3013</td>
<td><a href="http://www.unm.edu/~agora/">www.unm.edu/~agora/</a></td>
</tr>
<tr>
<td>Center on Alcohol, Substance Abuse and Addictions (CASAA)</td>
<td>925-2300</td>
<td>Casaa.unm.edu/intro.asp</td>
</tr>
<tr>
<td>New Mexico Poison and Drug Information Center</td>
<td>1-800-222-1222</td>
<td>Hsc.unm.edu/pharmacy/poison</td>
</tr>
<tr>
<td>Rape Crisis Center</td>
<td>266-7711</td>
<td><a href="http://www.Rape-crisis.org">www.Rape-crisis.org</a></td>
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## ACADEMIC COLLEGES

<table>
<thead>
<tr>
<th>Department</th>
<th>College Dean</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson School of Management</td>
<td>Craig White (Interim Dean)</td>
<td>277-6148</td>
</tr>
<tr>
<td>Architecture &amp; Planning</td>
<td>Geraldine Forbes Isais</td>
<td>277-2903</td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td>Mark Peceny</td>
<td>277-7381</td>
</tr>
<tr>
<td>University College</td>
<td>Kate Krause</td>
<td>277-0841</td>
</tr>
<tr>
<td>Education</td>
<td>Salvador Hector Ochoa</td>
<td>277-7267</td>
</tr>
<tr>
<td>Engineering</td>
<td>Joseph Cecchi (Interim Dean)</td>
<td>277-5521</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Kymberly Pinder</td>
<td>277-2112</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>Julie Coonrod</td>
<td>277-6062</td>
</tr>
<tr>
<td>Nursing</td>
<td>Nancy Ridenour</td>
<td>272-6284</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Lynda Welage</td>
<td>27-0906</td>
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# CAMPUS RESOURCES

<table>
<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>Admissions</td>
<td>admissions.unm.edu</td>
<td>277-8900</td>
</tr>
<tr>
<td>Bookstore</td>
<td>bookstore.unm.edu</td>
<td>277-5451</td>
</tr>
<tr>
<td>Career Services</td>
<td>career.unm.edu</td>
<td>277-2531</td>
</tr>
<tr>
<td>CAPS (Tutoring)</td>
<td>caps.unm.edu</td>
<td>277-7205</td>
</tr>
<tr>
<td>Cashiers</td>
<td><a href="http://www.unm.edu/~bursar">www.unm.edu/~bursar</a></td>
<td>277-5363</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>dos.unm.edu</td>
<td>277-3361</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>finaid.unm.edu</td>
<td>277-8900</td>
</tr>
<tr>
<td>Global Education</td>
<td>geo.unm.edu</td>
<td>277-4032</td>
</tr>
<tr>
<td>Parking Service</td>
<td>pats.unm.edu</td>
<td>277-1938</td>
</tr>
<tr>
<td>Record Office (Transcripts)</td>
<td>registrar.unm.edu</td>
<td>277-8900</td>
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<tr>
<td>Scholarships</td>
<td>scholarship.unm.edu</td>
<td>277-8900</td>
</tr>
<tr>
<td>Student Activities</td>
<td><a href="http://www.unm.edu/~sac">www.unm.edu/~sac</a></td>
<td>277-4706</td>
</tr>
<tr>
<td>University Honors Program</td>
<td>honors.unm.edu</td>
<td>277-4211</td>
</tr>
<tr>
<td>Zimmerman Library</td>
<td>library.unm.edu/about/libraries/zim</td>
<td>277-5057</td>
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# ADDITIONAL LIBRARIES

<table>
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<tr>
<th>Library</th>
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<th>Phone</th>
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<tbody>
<tr>
<td>Health Sciences</td>
<td>hsc.unm.edu/library/</td>
<td>272-2311</td>
</tr>
<tr>
<td>Law School</td>
<td>lawlibrary.unm.edu</td>
<td>277-6236</td>
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<tr>
<td>Centennial Science and Engineering</td>
<td>library.unm.edu/about/libraries/csel.php</td>
<td>277-4858</td>
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<tr>
<td>Fine Arts</td>
<td>library.unm.edu/about/libraries/fadl.php</td>
<td>277-2357</td>
</tr>
<tr>
<td>Parish Business and Economics</td>
<td>library.unm.edu/about/libraries/pml.php</td>
<td>277-5912</td>
</tr>
</tbody>
</table>
SENIOR ATHLETIC DEPARTMENT ADMINISTRATORS

Robert G. Frank
President

Paul Krebs
UNM Vice President, Athletics

Brad Hutchins
Deputy Athletic Director, External Operations

Janice Ruggiero
Deputy Athletic Director, Internal Operations & Senior Women’s Administrator

Kurt Esser
Senior Associate AD, Sports Administration

Kaley Espindola
Senior Associate AD, Administration

Ed Manzanares
Associate AD, Sports Administration
SENIOR ATHLETIC DEPARTMENT ADMINISTRATORS

Amy Neel
Faculty Athletics Representative

Mark Koson
Associate AD, Athletic Ticketing

Les Myers
Associate AD, Student Development

Scott Dotson
Senior Associate AD, Facilities

Frank Mercogliano
Assistant AD, Communications

Michal Marcelli
Associate AD, Chief Financial Officer

Bob Waller
Head Athletic Trainer

Kole McKamey
Senior Associate AD, Lobo Club
# SPORT COORDINATORS

<table>
<thead>
<tr>
<th>Janice Ruggiero</th>
<th>Brad Hutchins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s Basketball</td>
<td>Baseball</td>
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<tr>
<td>Women’s Basketball</td>
<td>Football</td>
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<table>
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<tr>
<th>Kurt Esser</th>
<th>Ed Manzanares</th>
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</thead>
<tbody>
<tr>
<td>Men’s Track &amp; Field and Cross Country</td>
<td>Men’s Soccer</td>
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<tr>
<td>Women’s Track &amp; Field and Cross Country</td>
<td>Women’s Soccer</td>
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<tr>
<td>Swimming &amp; Diving</td>
<td>Men’s Tennis</td>
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<table>
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<th>Kaley Espindola</th>
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<tbody>
<tr>
<td>Men’s Ski</td>
</tr>
<tr>
<td>Women’s Ski</td>
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</table>
MISSION STATEMENT

UNM’s statement of mission articulates our highest purposes for existing:

The mission of the University of New Mexico is to serve as New Mexico’s flagship institution of higher learning through demonstrated and growing excellence in teaching, research, patient care, and community service.

UNM’s ongoing commitment to these cornerstones of purpose serves to:

- Educate and encourage students to develop the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, contribute to the state and national economies, and lead satisfying lives.
- Discover and disseminate new knowledge and creative endeavors that will enhance the overall well-being of society.
- Deliver health care of the highest quality to all who depend on us to keep them healthy or restore them to wellness.
- Actively support social, cultural, and economic development in our communities to enhance the quality of life for all New Mexicans.
UNM ATHLETICS MISSION STATEMENT

University of New Mexico athletics is committed to student athlete success and competitive excellence by creating an inclusive environment, through recruiting, developing, and retaining quality people, providing a great fan experience, inspiring community engagement, and serving as a source of pride for New Mexico.

We Develop Lobos for life!

Vision Statement

UNM athletics aspires to be the premier institution in the Mountain West Conference and recognized as a national leader in intercollegiate athletics with an international reputation for excellence.

Core Values

• Student-Athlete Experience—We provide an environment that promotes personal, academic, athletic, and social development. We prepare Lobos for Life!
• Integrity—We are honest, respectful, and accountable.
• Excellence—We maximize our efforts and talents to ensure success of the Lobos.
• Respect—We value the importance of diversity, fairness, goodwill, and sportsmanship.
• Lobo Pride—We support an atmosphere that embraces school spirit, honors tradition, and develops Lobos for Life!
PHILOSOPHY OF THE MOUNTAIN WEST CONFERENCE

The Mountain West Conference is an association of universities dedicated to excellence in their primary missions in teaching, research and service to their publics. The Mountain West Conference has identified with the following goals:

1. To foster intercollegiate athletic programs in a manner that will enhance the academic advancement, character development, athletic potential and well-being of student-athletes;
2. To commit to integrity and equity in intercollegiate athletics;
3. To contend for national championships in all conference-sanctioned sports;
4. To enhance the financial position of the Conference;
5. To strengthen the participation and commitment of fans and friends of MWC institutions;
6. To be a leading voice in national governance; and
7. To be innovative and visionary in the approach to intercollegiate athletics.

The Mountain West Conference will actively monitor progress toward the stated goals, evaluating the Conference and its member institutions by using numerous categories of assessment and various measuring mechanisms. The results will shape the activities and direction of the Conference relative to its philosophy and goals. (Revised June 2007)
MOUNTAIN WEST CONFERENCE AWARDS

The MWC understands the importance of supporting and encouraging academic and athletic excellence from their student-athletes. One way the MWC does this is through their awards:

**Mountain West Scholar-Athlete Award** – This is the most prestigious academic award conferred by the Mountain West Conference. The award will be presented each spring to student-athletes who meet the following criteria:

a) Have completed at least two semesters or three quarters at the certifying institution;

b) Have earned at least a 3.5 cumulative grade-point average and;

c) Have competed in at least one varsity contest.

The institution’s faculty athletics representative shall be responsible for informing the Conference office of the student-athletes who qualify for the award. Scholar-Athlete Award recipients shall receive an engraved award from the Conference office.

**Mountain West Academic All-Conference** - Student-athletes who participate in a sport in which the Mountain West Conference sponsors a championship shall be named Academic All-Conference provided they meet the following criteria:

a) Have participated significantly in at least 50 percent of their team’s contests and;

b) Have earned a cumulative grade-point average of 3.0 at the member institution.

The institution’s faculty athletics representative, after consultation with coaches to ascertain “significant” participation, shall be responsible for informing the Conference office of the students who qualify for the award. Academic All-Conference honorees shall receive a certificate from the Conference office. Those who participate in both indoor and outdoor track shall receive a single award.
**Mountain West Conference Scholar-Athlete of the Year Award** - Two awards would be given annually to the male and female who best exemplify the term “scholar-athlete” by achieving excellence in academics, athletics, and community/campus service. Each institution may nominate one male and one female who is in his or her final year of eligibility. The award criteria include:

a) **Academic Achievement:** All nominees shall have earned at least a 3.5 cumulative GPA at the recommending institution.

b) **Athletic Achievement:** All nominees shall have demonstrated superior athletic achievement and brought significant recognition to his/her institution.

c) **Community/Campus Service:** All nominees shall have demonstrated significant contributions to the campus or community through service opportunities.
LOBO CENTER FOR STUDENT-ATHLETE SUCCESS

Mission Statement

The Lobo Center for Student-Athlete Success, in conjunction with the University of New Mexico, provides support services for prospective, current, and former student-athletes in an effort to increase academic and personal success. Student-athletes are encouraged to develop personal responsibility, intelligent decision making, and leadership skills through the provision of educational experiences both inside and outside of the classroom. The Lobo Center also celebrates the academic and civic achievements of our student-athletes.

The Lobo Center expects to fulfill its mission responsibilities by:

- Providing resources and facilities responsive to the needs of student-athletes
- Assisting student-athletes with the transition into, through, and out of college
- Assisting student-athletes in the selection of majors/careers
- Providing guidance to student-athletes about program, course, registration, and other academic requirements/procedures
- Monitoring and advising student-athletes in regards to NCAA, MWC, and UNM academic eligibility standards
- Serving as a conduit to campus resources
- Collaborating with other campus departments to ensure cooperation between athletics and academic programs necessary for student academic success
- Creating opportunities for student-athletes to become involved with community service initiatives
- Providing an environment where diversity and multiculturalism is valued and respected
Staff Directory

Les Myers
Associate Athletic Director, Student Development
505-277-1732

Quinton Freeman
Assistant Athletic Director, Lobo Center for Student-Athlete Success
505-277-6537
qfreeman@unm.edu

Faith Mikalonis
Assistant Director, Educational Programming
505-277-8963
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Brian Ferguson
Student Success Manager
505-277-0721
bferg@unm.edu

Derek Sokoloff
Student Success Manager
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sokoloff@unm.edu

Keyana Smith
Student Success Manager
505-277-6536
keyanasmith@unm.edu

TBA
Football Intern
505-277-1573

Valerie Valle
Licensed Clinical Psychologist
505-277-0373
valvalle@unm.edu

Chris Baca
Director, Learning Services
505-277-8964
chbaca@unm.edu

James Gehrke
Learning Services Intern
505-277-8964
jgehrke@unm.edu
Study Hall
The policy below outlines minimal standards for required study hall hours for all UNM student-athletes. Requirements may be increased where coaches and/or advisors feel it is needed. All freshmen student-athletes will be required to complete a minimum of 6 hours of study hall each week during their first academic year. New transfer athletes will also be required to complete 6 hours of study hall each week during their first semester at UNM. Continuing UNM student-athletes will be required to complete study hall hours based on the following requirements:

- Student-athletes with a cumulative GPA below a 2.00 (0.00-1.99) will be required to complete a minimum of 6 hours of study hall each week
- Student-athletes with a cumulative GPA below a 2.25 (2.00-2.24) will be required to complete a minimum of 5 hours of study hall each week
- Student-athletes with a cumulative GPA below a 2.50 (2.25-2.49) will be required to complete a minimum of 4 hours of study hall each week
- Student-athletes with a cumulative GPA below a 2.75 (2.50-2.74) will be required to complete a minimum of 3 hours of study hall each week

Any student-athlete who earns less than a 2.00 semester GPA (0.00-1.99) will be required an additional 2 hours of study hall each week. If the student-athlete is not currently required to complete study hall hours, they will be required to complete a minimum of 2 hours each week.

Hours spent with tutors and/or mentors count toward the required study hall hours if tutoring or mentoring is completed in the Center and if the student-athlete signs in properly.

Coaches will reserve the right to adjust study hall hour requirements during the week to accommodate travel schedules and the university holiday and break calendar.

Study Hall is located in the Lobo Center for Student-Athlete Success. The following are the study hall regulations:

- You must have Lobo ID Card to sign in to study hall. If you fail to sign in/out you will not be credited for study hall time. No card, no hours.
- **Be honest.** When signing in/out, there are consequences if you attempt to cheat on study hall time.
- **Be prepared.** Bring all books and needed materials to study effectively.
- **Be respectful.** Disruptive behavior will not be tolerated. You are responsible for your actions and must act in a manner that creates a positive learning environment.

The following items are not permitted:

- FOOD/DRINK (except in designated areas)
- WEAPONS
- DRUGS/ALCOHOL, INCLUDING CHEWING TOBACCO AND BEING UNDER THE INFLUENCE
- NON-SCHOLARLY TEXTS & MATERIALS
- CELL PHONES (MUST BE TURNED OFF PRIOR TO STUDY HALL)
• INAPPROPRIATE LANGUAGE
• MOVING COMPUTER EQUIPMENT
• NO YouTube, Facebook, instant messaging programs, or loud music while in the Center

There are consequences for not following the rules and for disruptive and disrespectful behavior including verbal and written warnings and removal from study hall.

**Mentor Program**
An important component to the Athletic Academic Advisement Program is our mentoring program. The goal for every student is to maximize his or her level of academic achievement. Our mentors can be a valuable link toward achieving this objective.

The mission of the Mentor Program is to encourage student-athletes at the University of New Mexico to reach their academic goals through enhancing and monitoring their study skills, supporting student-athletes with the transition from high school to college, and assisting student-athletes with balancing the requirements of being a student and an athlete. Student-athletes are not allowed to miss scheduled mentor appointments.

**Center for Academic Program Support (CAPS)**
CAPS is a free-of-charge educational assistance program available to UNM students enrolled in undergraduate classes. The tutors at CAPS are UNM upper-division undergraduates and graduate students.

CAPS provides tutoring for many undergraduate courses numbered 100-399. Individual tutoring and Drop-In tutoring labs are held at CAPS on the third floor of Zimmerman Library. Tutoring is provided from 6:00pm to 9:00pm in the SUB, the SRC, and Casas del Rio.

CAPS will also provide tutors in a variety of subjects in the Lobo Center for Student-Athlete Success. Tutor hours of availability will be Sunday-Thursday 6:00pm-9:30pm and selected times during the week (please view the CAPS schedule for specific days, times, and course subjects available for tutoring). Athletes may seek one-on-one help from tutors on a walk-in basis. If the tutor schedule for a specific subject does not meet the needs of a student-athlete’s schedule, he or she may make an appointment with a particular tutor through the CAPS office in the Lobo Center for Student-Athlete Success. Student-athletes can seek assistance and guidance from the tutors either one time or through continual meetings with tutors.

To receive services at CAPS, a student must sign in with a CAPS receptionist. A valid UNM LOBO ID is required. Students may make appointments with a tutor up to a week in advance. For more information, go to caps.unm.edu or email them at caps@unm.edu.
Preparing Lobos for Lifelong Success

The University of New Mexico operates with the mission of “Developing Lobos for Life.” Incorporating elements of this mission into the five year strategic plan has been critical to the success of this plan. A copy of the plan is available on www.golobos.com. Student-Athletes are encouraged to review the plan and give input to the Student-Athlete Advisory Committee or the administrative team.

Specifically, “Lobos for Life” is a holistic approach to developing an accountable, responsible individual that will contribute to the Athletic Department, University and Community now…and for a lifetime. We will integrate the athlete seamlessly with University and community resources to build a “Student-Athlete.” The Student-Athlete becomes equipped with the tools necessary to compete on an international stage in every venue. Lobos are expected to win athletically, socially and academically…for the rest of their lives.

The athletic department’s academic, administrative and support staff will:

- Guide the Lobo Student-Athlete through academic and personal development programs, innovative strength and conditioning regimes, advanced sports medicine and athletic training services
- Engage with an expert clinical/sports psychologist and a certified sports nutritionist
- Connect with cutting-edge resources from other parts of the University, including: the Honors College, College of Education, Department of Health, Exercise & Sports Sciences, Sports Administration Programs, Center for Academic Program Support (CAPS) and Office of Career Services
<table>
<thead>
<tr>
<th>RECRUITMENT</th>
<th>REWARD</th>
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<tbody>
<tr>
<td>New Student-Athlete Assessment Systems</td>
<td>Graduation Reception</td>
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<tr>
<td>Lobos Scholars</td>
<td>Support for Students with Learning Disabilities</td>
</tr>
<tr>
<td>SAM Mentoring Program</td>
<td>STEP Course</td>
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<tr>
<td>Mental Health Support</td>
<td>Lobos Computer Lab</td>
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<tr>
<td>Support for Students with Learning Disabilities</td>
<td>Lobos Student Support</td>
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<tr>
<td>Study Hall Program</td>
<td>Lobos Student Development Workshops</td>
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<tr>
<td>CAPS Tutoring</td>
<td>International Student Support</td>
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<td>Lobos Achieve Early Alerts</td>
<td>Student Development Workshops</td>
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<td>Lobos Achieve Early Alerts</td>
<td>Lobos Leadership Network</td>
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<td>Lobos Scholar-Athlete Committee</td>
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<td>Student Development Programming</td>
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<td>Health and Wellness Education</td>
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<td>Lobos Counseling</td>
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<td>Clinical and Sport Psychology Services</td>
<td>Campus Senior</td>
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<td>Mental Skills Training</td>
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<td>Injury Care and Prevention</td>
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<td>Athlete-Based Approach to Strength Training</td>
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<td>Sport Specific Individualized Strength Training Plans</td>
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The Athletic Department team members will continually rely upon its core values to lead the Lobo Student-Athlete through their matriculation at the University of New Mexico. These core values are:

- **Student-Athlete Experience** - We provide an environment that promotes personal, academic, athletic, and social development. We prepare Lobos for Life!
- **Integrity** - We are honest, respectful, and accountable.
- **Excellence** - We maximize our efforts and talents to ensure success of the Lobos.
- **Respect** - We value the importance of diversity, fairness, goodwill, and sportsmanship.
- **Lobo Pride** - We support an atmosphere that embraces school spirit, honors tradition, and develops Lobos for Life.
- **Community and Campus Engagement** – Knowing that Lobos are part of a larger “Pack”, we are dedicated to integrating our activities and volunteerism into campus life and the community.

In addition to these core values, Student-Athletes are actively engaged in improving the Student-Athlete experience and making meaningful contributions to the athletic department by way of SAAC and through individual feedback.

Finally, in building Lobos for Life, Student-Athletes will gain a realization and self-awareness early in their academic careers; they will receive tailored programming for all the challenges Student-Athletes face when transitioning in, through, and out of the university; they will build their bodies and sharpen their minds to achieve athletic and academic goals; they will learn to serve, lead, and follow; they will become an integrated part of the broader University; and they will become:

**LOBOS FOR LIFE**
UNIVERSITY OF NEW MEXICO
POLICY ON SEXUAL VIOLENCE AND SEXUAL MISCONDUCT

Policy Statement
Title IX of the Education Amendments of 1972 (Title IX) is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Sexual harassment, which includes acts of sexual violence and sexual misconduct, is a form of sex discrimination prohibited by Title IX. This Policy of Sexual Violence and Sexual Misconduct applies to any allegation of sexual violence or misconduct made by or against a student, or a UNM staff or faculty member, or a third party, regardless of where the alleged sexual violence or misconduct occurred, if the conduct giving rise to the complaint is related to UNM’s programs and/or activities.

Sexual violence and misconduct may be committed by anyone, including a stranger, an acquaintance, a friend, or someone with whom the victim is involved in an intimate or sexual relationship. Individuals who have experienced sexual violence or misconduct are encouraged to report what happened to law enforcement and to seek assistance from any of the Campus Resource Offices and/or community resources listed in this Policy. A report of sexual violence or misconduct will be taken seriously and addressed in accordance with UNM policies and procedures. The Director of UNM’s Office of Equal Opportunity (OEO) is the Title IX Coordinator for UNM’s main and branch campuses, clinics, hospitals, annexes, and affiliate sites. As Title IX Coordinator, the Director of OEO oversees institutional compliance with Title IX.

This policy includes information for students, staff, and faculty on resources available following an act of sexual violence or misconduct. UNM responses, education, and prevention programs and possible disciplinary sanctions.

University Administrative Policy 2730 (“Sexual Harassment”) describes the University’s prohibition on all forms of sexual harassment, including sexual violence and sexual misconduct.

Please see www.golobos.com for a full copy of the Policy on Sexual Violence and Sexual Misconduct. If you are experiencing an emergency, call 911.

If the incident occurred on the UNM campus, contact the UNM Police Department. The UNM Police Department can be called 24 hours a day/365 days a year. A report of sexual violence or misconduct can also be made to the UNM Police Department online and, if desired by the reporter, anonymously. (505) 277-2241 police.unm.edu

If you are experiencing an emergency, call 911.

Dean of Students Office: (505) 277-3361
Sexual Misconduct & Assault Response Team: SMART.unm.edu
Sexual Assault Nurse Examiner: (505) 277-3136
Rape Crisis Center: (505) 266-7711
Counseling & Referral Services (505) 272-6868
UNM Core Curriculum
The University has adopted a Core Curriculum, which undergraduate students must complete as part of their baccalaureate program. The Core consists of several groups of courses designed to enhance each student’s academic capabilities.

The goal is to give all students at the University grounding in the broad knowledge and intellectual values obtained in a liberal arts education and to assure that graduates have a shared academic experience. The Core consists of lower division courses, which develop these skills and abilities, and students are strongly encouraged to complete the program early in their college careers. Individual student substitutions should be minimal and are discouraged. Except where noted (see Alternative Credit Options in the undergraduate admissions section of the UNM Catalog), students may apply AP or CLEP credits to the Core requirements. Approval of substitutions or exceptions is handled on a departmental and college basis.

Furthermore departments and colleges may restrict student choices within the Core to meet departmental and college degree requirements. Courses taken CR/NC can be applied to the core, subject to general University and individual colleges and department regulations.
# UNM Core Curriculum

All UNM students are required to complete the Core Curriculum as part of their baccalaureate (Bachelor’s) degree program. There are VERY limited specific exceptions allowed, and only for certain specific colleges or majors.

All courses are one semester in length. Unless noted, all courses below are offered for three (3) credit hours. **A GRADE OF C (NOT C-) IS NEEDED FOR ALL COURSES USED TO SATISFY THE CORE REQUIREMENTS.**

<table>
<thead>
<tr>
<th>AREA 1: WRITING AND SPEAKING—9 credit hours required, including English 110, 120, and one additional course.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Fall 2014:</strong> ENGL 101 Composition 1</td>
</tr>
<tr>
<td><strong>Pre-Fall 2014:</strong> ENGL 102: Composition 2</td>
</tr>
</tbody>
</table>

*All students are required to demonstrate competency in English 120 and complete one additional course from the following:*

<table>
<thead>
<tr>
<th>ENGL 219: Technical Writing</th>
<th>CJ 130: Public Speaking</th>
<th>UHON 201: Rhetoric &amp; Discourse</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 220: Expository Writing</td>
<td>PHIL 156: Reasoning &amp; Critical Thinking</td>
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</table>

<table>
<thead>
<tr>
<th>AREA 2: MATHEMATICS—3 credit hours required. Choose one course from the following:</th>
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</thead>
<tbody>
<tr>
<td><strong>MATH 121:</strong> College Algebra</td>
</tr>
<tr>
<td><strong>MATH 129:</strong> Survey of Mathematics</td>
</tr>
<tr>
<td><strong>MATH 215:</strong> Math for Elementary Teachers 3</td>
</tr>
<tr>
<td><strong>MATH 163:</strong> Calculus 2 (4cr)</td>
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</tbody>
</table>
### AREA 3: PHYSICAL & NATURAL SCIENCES—7 credit hours required. Choose two courses from the following (one must include a 1 cr lab):

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 120</td>
<td>Arch Method &amp; Theory</td>
<td>CHEM 101</td>
<td>Chemistry in our Community</td>
<td>PHYC 102</td>
<td>Intro to Physics</td>
</tr>
<tr>
<td>ANTH 122L</td>
<td>Required Lab for ANTH 120 (1cr)</td>
<td>CHEM 111</td>
<td>Elem of General Chemistry (4cr)</td>
<td>PHYC 102L</td>
<td>Opt. Lab for PHYC 102 (1cr)</td>
</tr>
<tr>
<td>Pre-Spring 2013: ANTH 121L</td>
<td>Arch M &amp; T (4cr)</td>
<td>CHEM 121</td>
<td>General Chemistry</td>
<td>PHYC 105</td>
<td>Physics &amp; Society</td>
</tr>
<tr>
<td>ANTH 150</td>
<td>Evolution &amp; Human Emergence</td>
<td>CHEM 123L</td>
<td>Required Lab for CHEM 121 &amp; 131 (1cr)</td>
<td>PHYC 151</td>
<td>General Physics</td>
</tr>
<tr>
<td>ANTH 151L</td>
<td>Opt. Lab for ANTH 150 (1cr)</td>
<td>CHEM 122</td>
<td>General Chemistry</td>
<td>PHYC 151L</td>
<td>Opt. Lab for PHYC 151 (1cr)</td>
</tr>
<tr>
<td>ANTH 160</td>
<td>Human Life Course</td>
<td>CHEM 124L</td>
<td>Required Lab for CHEM 122 &amp; 132 (1cr)</td>
<td>PHYC 152</td>
<td>General Physics</td>
</tr>
<tr>
<td>ASTR 101</td>
<td>Intro to Astronomy</td>
<td>CHEM 131</td>
<td>Principles of Chemistry</td>
<td>PHYC 152L</td>
<td>Opt. Lab for PHYC 152 (1cr)</td>
</tr>
<tr>
<td>ASTR 101L</td>
<td>Opt. Lab for ASTR 101 (1cr)</td>
<td>EPS 101</td>
<td>Intro to Geology</td>
<td>PHYC 160L</td>
<td>Opt. Lab for PHYC 160 (1cr)</td>
</tr>
<tr>
<td>BIOL 110</td>
<td>Biology for Non-Majors</td>
<td>EPS 105L</td>
<td>Opt. Lab for EPS 101 (1cr)</td>
<td>PHYC 161</td>
<td>General Physics</td>
</tr>
<tr>
<td>BIOL 112L</td>
<td>Opt. Lab for BIOL 110 (1cr)</td>
<td>EPS 201L</td>
<td>Earth History (4cr)</td>
<td>PHYC 161L</td>
<td>Opt. Lab for PHYC 161 (1cr)</td>
</tr>
<tr>
<td>BIOL 121L</td>
<td>Principles of Biology (4cr)</td>
<td>ENV 101</td>
<td>The Blue Planet</td>
<td>NTSC 261L</td>
<td>Physical Science (4cr)</td>
</tr>
<tr>
<td>BIOL 122L</td>
<td>Principles of Biology (4cr)</td>
<td>ENV 102L</td>
<td>Opt. Lab for ENV 101 (1cr)</td>
<td>NTSC 262L</td>
<td>Life Science (4cr)</td>
</tr>
<tr>
<td>BIOL 123</td>
<td>Bio for Health-Related Sciences</td>
<td>GEOG 101</td>
<td>Physical Geography</td>
<td>NTSC 263L</td>
<td>Environmental Science (4cr)</td>
</tr>
</tbody>
</table>

*Natural Science (NTSC) 261L, 262L, 263L are for pre-service K-8 teachers only.*
### AREA 4: SOCIAL & BEHAVIORAL SCIENCES
6 credit hours required. Choose two courses from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>AFST/CCS/NATV/SUST/WMST 109</td>
<td>Intro to Comparative &amp; Global Ethnic Societies #</td>
<td>PSY 105</td>
<td>General Psychology</td>
</tr>
<tr>
<td>AMST 182</td>
<td>Intro to Env. Sci. &amp; Technology</td>
<td>ECON 106</td>
<td>Intro to Microeconomics</td>
</tr>
<tr>
<td>AMST 185</td>
<td>Race, Class, &amp; Ethnicity #</td>
<td>CRP 181</td>
<td>Intro to Environmental Problems</td>
</tr>
<tr>
<td>ANTH 101</td>
<td>Intro to Anthropology</td>
<td>PSY 105</td>
<td>General Psychology</td>
</tr>
<tr>
<td>ANTH 130</td>
<td>Cultures of the World #</td>
<td>LING 101/ANTH 110</td>
<td>Intro to Linguistics</td>
</tr>
<tr>
<td>ANTH 220</td>
<td>World Archaeology</td>
<td>ENGL 293</td>
<td>World Lit: 17th Century through Present #</td>
</tr>
<tr>
<td>ECON 105</td>
<td>Intro to Macroeconomics</td>
<td>MLNG 101</td>
<td>Languages &amp; Cultures #</td>
</tr>
<tr>
<td>*ENG 200</td>
<td>Technology in Society #</td>
<td>PHIL 101</td>
<td>Intro to Philosophical Problems #</td>
</tr>
</tbody>
</table>

*ENG 200 and ME 217 cannot both be taken towards Social & Behavioral Sciences Core.

### AREA 5: HUMANITIES
6 credit hours required. Choose two courses from the following:

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<tbody>
<tr>
<td>AFST 104</td>
<td>Intro to Africana Studies #</td>
<td>ENGL 150</td>
<td>Study of Literature</td>
</tr>
<tr>
<td>AMST 186</td>
<td>Intro to Southwest Studies #</td>
<td>ENGL 292</td>
<td>World Lit: Ancient World—16th Century #</td>
</tr>
<tr>
<td>AMST/CCS/NATV 201</td>
<td>Intro to Chicana &amp; Chicano Studies #</td>
<td>ENGL 293</td>
<td>World Lit: 17th Century through Present #</td>
</tr>
<tr>
<td>CLST 107</td>
<td>Greek Mythology</td>
<td>GEOG 140</td>
<td>World Regional Geography #</td>
</tr>
<tr>
<td>CLST 204</td>
<td>Greek Civilization</td>
<td>HIST 101</td>
<td>Western Civilization (to 1648)</td>
</tr>
<tr>
<td>CLST 205</td>
<td>Roman Civilization</td>
<td>HIST 102</td>
<td>Western Civilization (from 1648) #</td>
</tr>
<tr>
<td>NATV 150</td>
<td>Intro to Native American Studies #</td>
<td>PHIL 201</td>
<td>Greek Thought</td>
</tr>
<tr>
<td>MLNG 101</td>
<td>Languages &amp; Cultures #</td>
<td>PHIL 202</td>
<td>From Descartes to Kant</td>
</tr>
<tr>
<td>PHIL 101</td>
<td>Intro to Philosophical Problems #</td>
<td>RELG 107</td>
<td>Living World Religions #</td>
</tr>
<tr>
<td>Pre-Fall 2010: CLCS 223/224: Lit Questions</td>
<td>HIST 161: History of the US to 1877</td>
<td>RELG 263: Eastern Religions #</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------------------</td>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td>COMP 222: Fairy &amp; Folk Tales #</td>
<td>HIST 162: History of the US since 1877</td>
<td>RELG 264: Western Religions #</td>
<td></td>
</tr>
<tr>
<td>COMP 224: Lit Questions</td>
<td>HIST 181: Early Latin American History #</td>
<td>UHON—Legacy Seminar, 100-200 Level</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIST 182: Modern Latin American History #</td>
<td>UHON 205: Humanities, Society &amp; Culture</td>
<td></td>
</tr>
</tbody>
</table>

**AREA 6: FOREIGN LANGUAGES**—3 credit hours required.

One course chosen from any lower-division non-English language offerings from the Department of Linguistics (including Sign Language), Spanish & Portuguese, Foreign Languages & Literatures, and foreign languages in other departments or programs (except Latin 105, Pre-Spring 2007). Foreign Language Course: __________ #

**AREA 7: FINE ARTS**—3 credit hours required. Choose one from the following:

<table>
<thead>
<tr>
<th>ARCH 121: Intro to Architecture</th>
<th>DANC 105: Dance Appreciation</th>
<th>THEA 105: Intro to Theatre Appreciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Fall 2010: ARCH 101: Intro to Architecture</td>
<td>FA 284: Experiencing the Arts</td>
<td>Pre-Fall 2010: THEA 122: Theatre Appreciation</td>
</tr>
<tr>
<td>ARTH 101: Intro to Art</td>
<td>MA 210: Intro to Film Studies</td>
<td>UHON 207: Fine Arts as Global Perspective</td>
</tr>
<tr>
<td>ARTH 201: History of Art 1</td>
<td>MUS 139: Music Appreciation</td>
<td>Any 3 credit hours studio or performance course offered by the Dept. of Art &amp; Art History, Music, Theatre &amp; Dance, Media Arts, or IFDM will also complete Area 7 of core.</td>
</tr>
<tr>
<td>ARTH 202: History of Art 2</td>
<td>MUS 142: Rock Music Appreciation</td>
<td></td>
</tr>
</tbody>
</table>

# Denotes course that meets “US & Global Diversity & Inclusion” 3-credit undergraduate degree requirement.

Course is no longer offered, but will be accepted.
**Academic Freedom**
As a center of knowledge, the University adheres to the doctrines of academic freedom and free speech. The University will continue to protect the exploration of ideas and will encourage inquiry and creative activity by students, faculty and staff. At the same time, the University opposes statements and activities that reflect bigotry and prejudice, and that consequently tend to diminish active participation by all elements of the academic community and to inhibit the free expression of ideas.

**General Academic Regulations**
Students are responsible for complying with all regulations of the University, their respective colleges and the departments from which they take courses, as well as for fulfilling all degree requirements. Students are responsible for knowing and complying with all academic regulations.

**Grade Notification**
Semester grades are available via LOBO Web (http://my.unm.edu). Grades are posted nightly as they are entered by the instructor. Final semester GPA calculations, Dean’s List determinations and probation/suspension decisions are processed one week after the last official day of the semester. If a hard copy of grades is required, it can be obtained from the Records and Registration Office at the Student Support and Services Center.

**Grading System**
UNM utilizes a fractioned grading system. The following are the allowable grades and associated grade points.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>D-</td>
<td>0.67</td>
</tr>
</tbody>
</table>

**A failing grade of F= 0 points**

**Note:** Graduate students may not receive C-, D+, D or D- grades.
The following are additional grades students may receive for a course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td></td>
<td>Gives credit for the course, but is not computed in the grade point average. CR is the equivalent of at least a grade of C. At the graduate level, CR is used to report completion of a master’s thesis or doctoral dissertation. (See the following pages for specific information concerning pass/fail [CR/NC] option grading.)</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td></td>
<td>Not computed in the grade point average. At the graduate level, NC is also used to report unsatisfactory complete of master’s thesis or doctoral dissertation. Certain workshops and courses may be offered under CR and NC as defined above.</td>
</tr>
<tr>
<td>PR</td>
<td>Progress</td>
</tr>
<tr>
<td></td>
<td>Used to indicate that a thesis or dissertation is in progress, but not complete. In the semester when the thesis or dissertation is completed, CR or NC is reported.</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td></td>
<td>Given only when circumstances beyond the student’s control have prevented completion of the work of a course within the official dates of a session (see the policy on Removal of Incomplete.)</td>
</tr>
<tr>
<td>AUDIT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recorded for completion of enrollment in an audited course. No credit is earned for an audit grade option.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td></td>
<td>Used for approved administrative withdrawals only at the end of a semester. Examples of administrative withdrawals include: determination by the instructor that the student never attended the class, processing errors, catastrophic illness of the student or other reasons beyond the student’s control.</td>
</tr>
<tr>
<td>WNC</td>
<td>Withdrawal No Credit</td>
</tr>
<tr>
<td></td>
<td>Not computed in the grade point average. WNC indicates an official withdrawal in a pass/fail (CR/NC) enrollment option or course approved for pass/fail (CR/NC) grading.</td>
</tr>
<tr>
<td>RS</td>
<td>Reinstatement</td>
</tr>
<tr>
<td></td>
<td>Not computed in the grade point average; no credit is earned. An RS grade is used for approval retroactive enrollment in a 599 or a 699 course when the student did not complete any work on the thesis or dissertation.</td>
</tr>
</tbody>
</table>
Grade Point Average
An undergraduate student’s grade point average is calculated by dividing the total number of grade points earned at The University of New Mexico by the total number of hours attempted. These hours must be attempted in courses with letter grades and the courses must be numbered 101 or above. Courses for undergraduate students given a grade of W, WNC, CR, NC, PR or I are excluded in the grade point average calculation.

For graduate students, the Office of Graduate Studies, internally for their record keeping processes, calculates a grade of “I” as a 2.0 until replaced by another letter grade. Grades earned in courses taken at other institutions are not included in calculation of the University of New Mexico grade point average. The grade point average will reflect only courses taken at the University of New Mexico.

Grading Option
Changes in grading option (including audit, pass-fail option, letter grade or graduate credit option) in any course may be made through the fourth week of the semester. It is the student’s responsibility to make certain that they are registered in any course for the proper grading option.

Pass/Fail Credit Option
1. This grading option is open to students enrolling in courses that do not apply to their major.
2. A student is permitted to enroll in a maximum of 4 credit hours per semester under the pass/fail (CR/NC) grading option.
3. CR (credit) is the equivalent of at least a grade of C. Students who do not satisfactorily complete a course under pass/fail (CR/NC) grading will receive NC (no credit).
4. A course may be changed to the pass/fail (CR/NC) grade option. See the current Schedule of Classes online at http://schedule.unm.edu/ for deadlines.
5. A maximum of 24 credit hours graded pass/fail (CR/NC) will be allowed toward a baccalaureate degree. Graduate students may not count more than 6 hours of course work in which a C (2.0), C+ (2.33) or CR was earned.
6. Courses which are specifically approved for pass/fail (CR/NC) grading are not included in the 24-hour maximum allowed toward degree requirements.
7. The following may not be taken under the pass/fail (CR/NC) option:
   a. Courses in the University Honors Program and the Undergraduate Seminar Program.
   b. Courses that are part of the student’s major (as defined by the major department) with the exception of those courses especially approved for use of pass/fail (CR/NC) grading.
   c. Courses that are part of the student’s minor (see specific college and departmental requirements).
   d. Correspondence courses.
   e. Courses the student is repeating after first taking the course under the regular grading system.
Some schools, scholarship committees and honorary societies do not accept this grading system and convert grades of “Credit” to C and “No Credit” to F when computing grade point averages or may otherwise penalize students who use this option.

**NOTE:** Students may not be penalized by a department if, when selecting or changing a major field, they have taken a course in their major on a pass/fail (CR/NC) option basis.

**Grade Replacement Policy**

The course repeat policy was revised by the Faculty Senate to include a grade replacement option effective Spring semester 1991. Under this policy, only undergraduate students may repeat a course for a higher grade and have the lower grade removed from the grade point average. This revision is an option for students who meet the criteria outlined below. Repeated courses for students who do not meet the criteria, or who choose not to make use of the option, automatically fall under the existing policy as described under “Repetition of a Course.”

The following outlines the procedure for the implementation of this course repeat (grade replacement) option. NO EXCEPTIONS ARE MADE TO THIS POLICY.

1. The Grade Replacement policy is effective as of Spring semester 1991 and affects only the University of New Mexico course work* from Spring 1991 forward. This means that the first attempt in a course cannot have been prior to Spring semester 1991. The policy is not retroactive to any semester prior to Spring 1991.
   a. A student who fails a course at the University of New Mexico and repeats the same course with a grade of C or better at another college or university may have the credit accepted for transfer, but the grade received at the University of New Mexico will continue to be computed in the grade point average.

2. Students in undergraduate status are eligible to use this policy, and only course work that applies to an undergraduate degree is considered for a grade replacement.

3. A repeated course must result in an improved grade in order to replace the other grade (e.g., a D cannot replace a D). The higher grade removes the lower grade from the grade point average and earned credit hours. Grades of CR, NC, PR, WP and W are not replaceable grades since they do not affect the grade point average.

4. The process is not automatic. Students must initiate the process by completing a form in the Records and Registration Office, indicating which course is to be replaced. The course numbers and titles must be identical, except where equivalencies or a change has been noted in the University of New Mexico Catalog. Substitute courses are not acceptable. Forms are accepted after the second attempt in the course has been completed.

5. A grade replacement may be applied only to 12 hours of repeated course work. Only one grade replacement is allowed for each course, regardless of the number of times the course has been repeated.

6. Once a grade replacement has been approved, the process cannot be reversed or changed.
7. **No grade may be replaced after a degree has been awarded.**
8. **All grades remain on the record.** An “E” appears on the transcript next to the course that has been replaced.
9. Students registering for a late starting Fall course cannot use the Grade Replacement Policy to replace a grade within that same Fall Semester.

**NOTE:** This policy applies only to courses taken and repeated at the University of New Mexico. Graduate students wishing to replace grades must follow the Graduate Grade Replacement Policy in the UNM Catalog.

**Scholastic Regulations**

*Classroom Conduct*

The instructor is responsible for classroom conduct, behavior and discipline. Any action that would disrupt or obstruct an academic activity is prohibited. The instructor may refer situations involving classroom misconduct to the Dean of Students Office for additional action under the “Student Code of Conduct” as published in the UNM Pathfinder.

Use of classrooms or other facilities during scheduled activities is limited to enrolled students and University personnel. Use of these facilities during nonscheduled periods should be arranged with the appropriate department or other division of the University. **Smoking, eating and drinking are prohibited in all classrooms and teaching laboratories, including seminars.**

*Athletic Expectations*

As a student-athlete, you are very recognizable on campus. You represent your team and UNM Athletics each and every day. In light of that fact, UNM Athletics expects it’s student-athletes to engage in the following positive academic behaviors to benefit you, your team, and the entire athletic department.

1. No texting—most common complaint from professors that we receive. Put your phone away until you leave class; do not try to hide your phones under books, a desk, or any other place. It is very obvious what you are doing.
2. No music or headphones - remove your headphones when you are in class and put your iPods or other music playing devices away.
3. No talking—pay attention to the professor and refrain from side discussions while the professor is lecturing.
4. No outside materials - do not read the Daily Lobo, other newspapers or magazines, or outside books in class; pay attention to the professor.
5. Arrive on time to class - be on time to class, even arriving a minute late to class is noticed by your instructors. It is very noticeable when someone walks in late and many grades are lowered due to chronic lateness. Some professors will even drop students for consistent lateness.
6. Respect for instructors - treat your instructors like you do your coaches. Give them the respect they deserve and you will be treated with similar respect from them. If you give them attitude, are disrespectful or are rude, you can expect to receive the same type of attitude back - and be sure your grade will be affected.
Attendance
Policies regarding student attendance at class meetings are set by each instructor. Students should not assume that nonattendance will lead to being dropped from class. It is the student’s responsibility to initiate drops or complete withdrawals utilizing http://unm.edu/~unmreg/ or LOBO Web.

A student with excessive absences may be dropped from a course with a grade of W, upon recommendation of the instructor. Instructor initiated drops will be submitted to the Records and Registration Office. Information on reporting short term absences to instructors can be found under Notification of Absences in the UNM catalog.

Dishonesty in Academic Matters
Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

Academic dishonesty also includes copying all or parts of papers, paragraphs, or sentences from pieces written by others, posted online, or given to one student by another. It can also include improper citations or a lack of citations. For assistance with proper citations in papers, please see a CAPS tutor.

Graduation Requirements
Bachelor’s Degree
Graduation from the University of New Mexico is not automatic. An application for candidacy for graduation is required. Each college may have differing deadlines for degree application. Students anticipating graduation should make arrangements in advance with their college.

Candidates for an undergraduate bachelor’s degree must meet the following University minimum degree requirements and are subject to the following University limitations:
1. The student must be admitted to the University of New Mexico college from which the degree is awarded at the time of graduation.
2. A minimum of 120 semester hours of earned credit is required.
3. Complete the University Core Curriculum.
4. The student must complete the 3 credit hour US and Global Diversity and Inclusion requirement.
5. Residency credit requirement: A minimum of 30 semester hours of credit, exclusive of extension and correspondence (independent study) credit must be earned at the University of New Mexico. Of these 30 semester hours in residence, 15 semester hours must be earned after the candidate has accumulated 92 hours of earned semester hour credit; these 15 hours, however, do not necessarily have to be the last hours of a degree program. A student may fulfill all or part of this residence requirement by attending summer session.

6. The student must have a minimum cumulative grade point average of 2.0.

7. The student must demonstrate a minimum competence in English writing by passing ENGL 120 with a “C” or better or attaining a suitable score on an authorized proficiency test prior to graduation.

8. A maximum of 24 semester hours of pass/fail (CR/NC) grading option courses may be applied toward a bachelor’s degree.

9. A maximum of 40 semester hours of extension and correspondence (independent study) credit may be applied toward a bachelor degree and no more than 30 of these hours may be correspondence credit.

10. The student must contact his/her college office prior to their last semester in order to initiate and complete the graduation process.

11. Major and minor residence requirements: at least one half of the minimum number of credit hours required for major study and one-fourth of the minimum for minor study must be class or laboratory work earned in residence at the University of New Mexico. A senior transfer student may satisfy this requirement with the approval of the major department with at least one-fourth of the total minimum hours required for the major. Most colleges will not accept Introductory Studies courses or technical courses to satisfy any of these requirements.

12. A student is not permitted to graduate if unresolved incomplete (I) grades or not reported (NR) grades are on the student’s academic record. It is the student’s responsibility to resolve any and all incomplete or not reported grades by the published ending of the semester in which graduation occurs.

13. Once a student has completed academic requirements for a degree (certificate, associate, baccalaureate, master’s, Ph.D.) and has received the diploma and appropriate notations on the official transcript, no modification of the student’s academic record leading to that degree will be made by the University of New Mexico. Additional degree requirements for a specific bachelor’s degree will be found in the appropriate college section of the UNM catalog.

Examinations
Examinations other than final examinations are given during each course at the discretion of the instructor. Final examinations are given at the end of each course as scheduled during the final examinations period. Visit the Schedule of Classes online at http://registrar.unm.edu.
Dismissal
Students are subject to dismissal from a college or a degree program based on minimum requirements set by that college or program. Please refer to each college section in the catalog for specific requirements. Dismissal from a college or degree program is not the same as suspension, but may preclude the student from enrolling at the University.

Probation
Probationary status serves as a warning to students that they are no longer in good academic standing and that they may be suspended. Undergraduate students are placed on probation at the end of any semester (or Summer session) for which their cumulative grade point average falls below the minimum requirements (2.00 for all students). Special requirements may be placed on students who are on probation. Students in degree-granting colleges may be placed on academic probation at the end of any semester, if they fail to meet the minimum cumulative grade point average required to remain in good standing in their college. The minimum grade point average is at least a 2.00, but is higher in some colleges.

Laptop Computers
Laptop computers are available to all student-athletes on a first come, first served basis. The laptops are for students to use when they are on the road traveling for competition ONLY.

Policies for borrowing a laptop computer:
1. Pick up the laptop rental agreement form from your advisor at the Lobo Center for Student-Athlete Success and complete the form.
2. Ask your athletic advisor to sign the form and return it to Brian Ferguson.
3. Check to make sure that the items you check out include the following: a computer and a computer charger.
4. The computer must be returned promptly upon completion of each out of town competition - fully charged and cleared of all newly created documents.
5. Any malicious or inappropriate software downloaded onto the computer will result in the termination of laptop checkout privileges.
6. Any documents created must be removed upon returning the laptop.

**Note: If the computer is lost and/or stolen, returned damaged, or if any of the contents are missing the student will be charged to replace the missing contents.
**Athletic Computer Lab**

The athletic computer lab is an academic aid to student-athletes and its primary purpose is to facilitate the scholastic pursuits of student-athletes at the University of New Mexico. The use of the computer lab is a privilege, not a right. Disregard or failure to follow any of the set rules may result in forfeiture of the privilege to use the computer lab.

The computer lab is available Sunday from 6:00 pm-9:30 pm, Monday-Thursday 8:00 am-9:30 pm, and Friday 8:00 am-5:00 pm. Monitors are in place to enforce the following rules:

1. No food (including candy and small snacks) or drink in the computer lab. No liquids other than sealable water bottle allowed in the lab (no take out/fast food cups, etc.). No tobacco or tobacco products anywhere in study hall.
2. No cell phones in computer lab. This includes, but is not limited to, text messaging, checking voicemail, taking pictures and making phone calls.
3. Keep the volume low when listening to portable audio devices with headphones
4. Computers are for school-related work only. Do not use the computers for instant messaging, internet surfing, “online networking” (i.e., Facebook and Twitter), or YouTube.
5. Anyone who is suspected of academic fraud while utilizing the computer lab will be reported immediately to their academic advisor and/or coach.
THE UNIVERSITY OF NEW MEXICO
STUDENT-ATHLETE GRIEVANCE PROCESS

The University of New Mexico Department of Athletics is committed to resolving all complaints or grievances brought to its attention in the most equitable fashion possible for all persons concerned. When a student-athlete wishes to submit a complaint or grievance regarding a coach, faculty member, athletics department staff member, another student-athlete, or any other University employee, the circumstances involved in the grievance differ greatly. UNM encourages its student-athletes to speak up whenever the student-athlete feels that he or she has been treated unfairly. However, the student-athlete may or may not feel comfortable starting the grievance process within the Athletics Department depending on the nature and sensitivity of the particular matter. In some cases, the student-athlete may feel more comfortable initiating the process with another campus department or authority. The student-athlete should follow the grievance process via the informal procedures outlined below. However, the student-athlete may initiate the process with any individual, department or authority on campus with whom the student-athlete feels most comfortable including the UNM Anonymous Hotline at 1-888-899-6092. Other people a student-athlete may contact are Amy Neel, the Faculty Athletics Representative (atneel@unm.edu / 505-277-7084) or any member of Athletic Council, a council comprised of faculty members from outside of the Athletics Department. The list of the council members and their contact information can be found on page 2 of this document. Each sports team also has a team liaison who is a member of the Athletic Council. A student-athlete can find out who their team liaison is each year by either contacting their academic advisor in the Athletics Department or the Faculty Athletics Representative. If a satisfactory resolution of the problem proves impossible through the informal mechanism, formal grievance procedures may be employed.

Furthermore when a coach or other UNM staff member receives a complaint/grievance from a student-athlete, it is his/her responsibility to ensure that the grievance is treated seriously and as confidentially as possible under the circumstances [Note: Some complaints (e.g., sexual harassment) must be reported to supervisors and Sr. Assoc AD, Administration/HR for Athletics immediately as a matter of law and institutional policy]. Retaliation for reporting a grievance or participating in the complaint process is strictly prohibited. Such retaliation against any person is a serious violation of this policy and may result in disciplinary action up to and including termination of employment.
INFORMAL PROCEDURES

Any student-athlete with a complaint or grievance involving an athletic team, coach, department official or policy should discuss and attempt to resolve the complaint or grievance with the person(s) involved. All persons involved in the process should make every attempt to resolve the problem as promptly as possible. In the event that a satisfactory resolution cannot be reached by the parties involved, the following actions may be taken by the grievant.

1. The grievant may consult informally and confidentially with a third party with whom she/he feels comfortable. Among those who might serve as resources are coaches, Faculty Athletic Representative, academic counselors, members of the Athletic Department administration including the department HR and sport coordinators, and members of the Athletic Council. With the aid of that person, the grievant may attempt to identify other approaches to resolving the problem. After consultation, the grievant should make an additional attempt to resolve the problem with the person(s) involved.

[Note: All complaints regarding sexual harassment must be reported directly to the Sr. Assoc AD, Administration/HR for Athletics immediately at 925-5552].

<table>
<thead>
<tr>
<th>Sport Coordinator</th>
<th>Sport(s)</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janice Ruggiero</td>
<td>Men’s &amp; Women’s Basketball</td>
<td>505-277-5067</td>
<td><a href="mailto:ruggiero@unm.edu">ruggiero@unm.edu</a></td>
</tr>
<tr>
<td>Brad Hutchins</td>
<td>Baseball, Football</td>
<td>505-925-5606</td>
<td><a href="mailto:hutchins@unm.edu">hutchins@unm.edu</a></td>
</tr>
<tr>
<td>Kurt Esser</td>
<td>Beach Volleyball, Men’s &amp; Women’s Cross Country, Men’s &amp; Women’s Golf, Swimming &amp; Diving, Men’s &amp; Women’s Track &amp; Field, Volleyball</td>
<td>505-235-9766</td>
<td><a href="mailto:kesser@unm.edu">kesser@unm.edu</a></td>
</tr>
<tr>
<td>Kaley Espindola</td>
<td>Men’s Ski, Women’s Ski</td>
<td>505-925-5552</td>
<td><a href="mailto:kaleyk@unm.edu">kaleyk@unm.edu</a></td>
</tr>
<tr>
<td>Ed Manzanares</td>
<td>Men’s &amp; Women’s Tennis, Men’s &amp; Women’s Soccer, Softball</td>
<td>505-925-5607</td>
<td><a href="mailto:edmanz@unm.edu">edmanz@unm.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaley Espindola</td>
<td>Sr. Assoc AD, Administration/HR</td>
<td>505-925-5552</td>
<td><a href="mailto:kaleyk@unm.edu">kaleyk@unm.edu</a></td>
</tr>
<tr>
<td>Amy Neel</td>
<td>Faculty Athletics Representative</td>
<td>505-277-7084</td>
<td><a href="mailto:atneel@unm.edu">atneel@unm.edu</a></td>
</tr>
</tbody>
</table>
2. If the issue cannot be resolved by the individuals involved in the step above, or if the student-athlete is uncomfortable with initiating the grievance process with the individuals mentioned, the student-athlete may report the grievance to the Vice President of Athletics. At the discretion of the VP of Athletics, the VP or his designee may schedule a meeting with the grievant in a final attempt to resolve the problem informally. The VP, or his designee, may also wish to contact the person(s) about whom the complaint is being lodged.

<table>
<thead>
<tr>
<th>Athletic Council Member</th>
<th>Academic Department</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karl Hinterbichler</td>
<td>Music (Professor)</td>
<td><a href="mailto:khtbn@unm.edu">khtbn@unm.edu</a></td>
</tr>
<tr>
<td>Jacqueline Hood</td>
<td>ASM Organizational Studies (Chairperson)</td>
<td><a href="mailto:jnhood@unm.edu">jnhood@unm.edu</a></td>
</tr>
<tr>
<td>Janet L. Poole</td>
<td>Pediatrics Occupational Therapy (Professor)</td>
<td><a href="mailto:jpoole@salud.unm.edu">jpoole@salud.unm.edu</a></td>
</tr>
<tr>
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</tr>
</tbody>
</table>

3. If a meeting among those involved is not feasible or if the parties are unable to resolve the complain or grievance to their satisfaction, the grievant may use the formal grievance procedure.

*NOTE: The grievant is required to employ the informal procedure prior to taking formal action.*

Name | Title                               | Phone Number | Email
--- | ------------------------------------ |--------------|-----
Paul Krebs | Vice President of Athletics | 505-925-5510 | rita@unm.edu
FORMAL PROCEDURE
Should the grievant wish to employ formal means to resolve a complaint or grievance, the following action should be taken:

1. The grievant should notify the VP of Athletics of his/her grievance in writing, outlining the complaints, the persons involved and any other pertinent information.
2. The VP of Athletics or his designee should conduct a preliminary interview with the grievant. The VP, or his designee, may also wish to contact the person(s) about whom the complaint is being lodged.
3. The VP, or his designee, shall conduct a formal meeting involving the grievant, the person(s) against who the complaint is made and any other relevant parties.
4. Within 30 days after the formal meeting, the VP of Athletics, or his designee, shall notify the grievant, in writing, of the decision.

FORMAL APPEAL
Should the grievant be unsatisfied with the decision of the VP of Athletics, or his designee, and only if substantial new facts have been discovered that were unavailable at the time of the initial formal meeting, he or she may take the following steps:

1. Within 21 days after receipt of a written decision, the grievant should notify the VP of Athletics, in writing, that he or she wishes to appeal the decision and notify the VP of Athletics of the substantial new facts which were unavailable at the time of the meeting, which form the basis for the appeal.
2. After receiving the timely request for appeal pursuant to paragraph 1 above, the VP of Athletics shall refer the appeal to a panel consisting of the Faculty Athletic Representative, the Sr. Associate Director of Athletics for Student Welfare and a member of the Student-Athlete Advisory Committee (to be selected by the SAAC president; such chosen person shall not be a teammate of the grievant). The Panel shall decide whether or not there exist substantial new facts which were unavailable at the time of the initial meeting so as to justify an appeal meeting for the grievant. The Panel may consult with others in order to make such determination. The decision whether or not to grant an appeal hearing will be based upon the grievant’s written appeal and any consultation the Panel chooses to conduct. If the Panel decides an appeal meeting is justified, the Panel shall communicate such to the grievant and the VP of Athletics and shall set the date for an appeal meeting. The Panel shall also communicate to the grievant the rules which shall govern the appeal meeting.
3. Within a reasonable time period after the appeal meeting, the Panel shall notify the grievant, in writing, of its decision. The decision of the Panel is final.

OTHER RESOURCES
- The UNM Student Handbook, The Pathfinder: http://pathfinder.unm.edu
- The UNM Dean of Students Office: 505-277-0111, doso@unm.edu, University Advisement & Enrichment Center, Room 280
SOCIAL NETWORKING POLICY FOR STUDENT-ATHLETES

Student-athletes at UNM are held in high regard and are seen as role models in the community. As such, we have a responsibility to portray our team, our University, and ourselves in a positive manner at all times. It is also important to remember that being a student-athlete is a privilege, not a right.

In recent years, Facebook, Twitter, and other social sites have increased in popularity and are used by many student-athletes at the University of New Mexico.

Student-athletes may not be aware that third parties, including the media, faculty, future employers, and NCAA officials can easily access their profiles and view all personal information. This includes all pictures, videos, comments, and posters. Inappropriate material affects the perception of the student, athletic department, and the University. (This can also be detrimental to a student-athlete’s future employment opportunities.)

Examples of inappropriate and offensive behavior concerning participation in online communities may include depictions or presentations of the following, these are examples and are not intended to be an exhaustive list:

1. Posting photos, videos, comments, or posters showing the personal use of alcohol, tobacco, e.g., cans, shot glasses, bottle of liquor, etc.
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
4. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender, religion, sexual orientation, etc.
If a student-athlete’s profile and its contents are found to be inappropriate in accordance with the above behaviors he/she will be subject to the following penalties (Note: coaches may impose additional penalties or education based on team rules that will be discussed with Sport Coordinators):

1st Offense. Written warning; if alcohol or drugs are involved, mandatory education class (underage vs. legal age). **Exception - any action that is illegal or includes threats of violence are immediately directed to the VP for Athletics.**

2nd Offense. Meeting with VP for Athletics and head coach. Mandatory education for alcohol and drug offense. Note in student-athlete’s file. Mandatory community service of 8 hours. **Exception - any action that is illegal or includes threats of violence are immediately directed to the VP for Athletics.**

3rd Offense. Penalties determined by VP for Athletics. Penalties can include, but are not limited to: loss of competition, loss of scholarship, suspension or removal from team, practice, or competition, etc.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

1. Set your security settings so that only your friends can view your profile.
2. **YOU SHOULD NOT** post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
3. Be aware of who you add as a friend to your site - many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
4. Consider how the above behaviors can be reflected in all Facebook applications.

If you are in doubt as to the appropriateness of your online public material, ask yourself does it uphold and positively reflect your own values and ethics as well as those of the Athletic Department and the University. Please contact your head coach if you have questions.

Women’s Basketball
ATHLETICS COMMUNICATION GUIDELINES

Lobo student-athletes benefit from tremendous local media exposure and national attention. Therefore, it is important to understand the media, the value of positive media relations, and how best to deal with the media. The primary way for New Mexico fans to find out about you is through the media. The stories of the Lobo teams, student-athletes, and coaches are told to the fans on a daily basis throughout the year by dozens of newspapers, magazines, radio stations, television stations and websites.

As a Lobo student-athlete, one of your responsibilities is to deal with the media, just as giving 100 percent on the playing field and in the classroom are your responsibilities. It is all part of the package of being a University of New Mexico student-athlete. You should view your obligation to cooperate with the media as an opportunity to promote yourself as well as your team and sport. Use the media to develop a positive image. Thousands of athletes have parlayed the visibility of their careers into lucrative professions after their playing days are over.

There are several different approaches that players take in their relationship with the media. The media’s role is not to be a cheerleader for you, and criticism comes with the job, but more often than not, media coverage of you and your team will be positive, fair and balanced. A sensible approach to dealing with the media is this: Make yourself available and present a respectful attitude in good times and bad, and they will remember that and treat you with the same respect.

The Athletics Communications staff will meet with each team at the beginning of the school year to go over the role they play with you and your teammates. The staff will work with you on guidelines and policies for interviews, as well as provide individual training when needed.

To contact the Athletics Communications office, call (505) 925-5520 or check the staff directory on GoLobos.com for your team’s communications contact.
SCHOLARSHIP BOOK POLICY

Book Pick-Up
*If your scholarship contract says your books are on loan, follow the policy below. If your scholarship contract says you have a book stipend, that dollar amount will be provided at the beginning of the semester.*

Books will be picked up directly from the bookstore at a designated area. You must make every effort to pick your books up at the scheduled book pick-up times. If you cannot pick up your books at the assigned times, you must let your athletic academic advisor know **BEFORE** the book pick-up times in order to arrange an alternate time.

You **MUST** have your Lobo Card in order to pick up your books (no driver’s licenses or other forms of ID). If you have lost or misplaced your Lobo Card, you need to get a new one before book pick-up.

Always keep **ALL** receipts received from the bookstore. These receipts are important in verifying what books you have received and what books are still outstanding.

If a book is not yet available when you receive your books, you will receive an email from your academic advisor letting you know when the book has arrived and giving instructions on where and when to pick up the book.

If you add/drop a course during the regular add/drop period, your athletic academic advisor will notify the book manager, who will notify the bookstore. The bookstore will make every attempt to have the new books ready for pick-up within 24 hours of notification. No new books will be given to students until books for the classes being dropped are returned.

If your professor is requiring that you get your books or other required course material(s) from somewhere other than the bookstore (i.e.: the UNM Copy Center) you will need to purchase the packet and bring the receipt and the syllabus to the book manager to get reimbursed for the book. Your syllabus will need to state that this packet is a required text for the class or else you will need to get a note from your professor stating that this packet is a required text for the class. UNM will only reimburse you for books you paid for, and you can only get reimbursed for your books. (i.e.: If you buy the book for a teammate, you cannot get a reimbursement for both books. Each person will have to bring in his or her own separate receipt to get reimbursed.)
**Book Returns**

Notification for book return dates and times will be sent to book scholarship student-athletes via email and passed along during team meetings. There will be a clearly marked area in the bookstore for student-athlete book returns. You must return ALL materials received from the bookstore at the scheduled dates and times. If you cannot return your books during the scheduled dates and time, you must request an alternate time BEFORE the book return dates from your athletic academic advisor.

All materials must be returned to the bookstore, including iclickers, lab manuals, workbooks, and any other materials covered by the book scholarship.

You MUST have your Lobo Card in order to return your books (no driver’s licenses or other forms of ID). If you have lost or misplaced your Lobo Card, you need to get a new one before the book return.

You MUST return your own books. Books returned by individuals other than the student-athlete themselves will not be accepted.

You MUST return all your books and materials at the same time. It is not permissible to return your books in multiple trips. Any books returned by student-athletes that are defective, water damaged, have detached spines or are not in resalable condition will not be accepted by the bookstore and will be charged to the student-athlete’s account.

Any books or materials not returned by the given deadline will be charged to the accounts of the student-athlete.

Any questions or concerns regarding books can be directed to Derek Sokoloff at 277-1573 or sokoloff@unm.edu.
**NATIONAL COLLEGIATE ATHLETIC ASSOCIATION & MOUNTAIN WEST CONFERENCE RULES & REGULATIONS**

<table>
<thead>
<tr>
<th>Rule</th>
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<tr>
<td><strong>Full-time Student</strong></td>
<td>Must be registered as a full-time student with a minimum of 12 credit hours.</td>
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<tr>
<td><strong>Satisfactory Progress</strong></td>
<td>In order to continue eligibility, one must make satisfactory progress toward their degree by earning 24 credit hours prior to the beginning of the second year of enrollment (during the student-athletes’ first year of collegiate enrollment only, up to 6 hours of skills courses can be used toward the 24 hour requirement). For every year after that, a student-athlete must complete 18 credit hours during each regular academic year.</td>
</tr>
<tr>
<td><strong>40-60-80%</strong></td>
<td>40-60-80% rule: A student-athlete must successfully complete 40% of required courses in a specific degree program when entering his or her third year of college, 60% of course requirements when entering the fourth year, and 80% of course requirements when entering the fifth year.</td>
</tr>
<tr>
<td><strong>6 Credit Hours</strong></td>
<td>In order to be eligible for competition, a student-athlete must complete a minimum of 6 semester hours of academic credit in the previous full-time regular academic semester. During the student-athlete’s first year of collegiate enrollment only, skills classes can be counted towards the 6 hours if earned in a regular academic term, excluding summer. By the beginning of the third year of enrollment, the 6 hours must be degree credit toward the student’s designated degree program. This rule applies to all new and continuing student-athletes.</td>
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<tr>
<td>FOOTBALL ONLY: 9 Credit Hours in Fall</td>
<td>In football, a student-athlete who is a member of the football team and does not successfully complete at least 9 semester hours of academic credit during the fall term and earn the APR eligibility point for the fall term shall not be eligible to compete in the first 4 contests against outside competition in the following playing season. Please see your athletic academic advisor about possible ways to regain some or all of this eligibility.</td>
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<tr>
<td>Cumulative Grade-Point Average</td>
<td>In order to be eligible for competition, a student-athlete entering in his or her second year of enrollment at a Mountain West Conference institution MUST have a cumulative institutional GPA of 2.00 or above.</td>
</tr>
<tr>
<td>Grade-Point Average Calculations</td>
<td>The institutional grade-point average shall be the cumulative grade-point average listed on a student-athlete’s official transcript on the first day of the student-athlete’s academic year, next regular term, or date of the first competition, which ever occurs first.</td>
</tr>
<tr>
<td>Minimum Grade-Point Average</td>
<td>A student-athlete’s institutional grade-point average must be certified at the beginning of any regular term. Student-athlete’s in their final year of competition shall have their institutional grade-point average certified prior to each term.</td>
</tr>
<tr>
<td>Declare a Major</td>
<td>By the beginning of the student-athlete’s fifth full-time semester, he or she must declare a major and must enroll in courses which apply toward that major in order to have them counted toward eligibility.</td>
</tr>
<tr>
<td>Summer School</td>
<td>If a student-athlete is required or chooses to enroll in summer school at an institution other than UNM, it is required that the student have prior approval to determine transferability. Any student-athlete interested in summer school should meet with their athletic advisor in April to start the paperwork. Correspondence and extension courses taken at a school other than UNM cannot be used for athletic eligibility.</td>
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</table>
Note: It is important that all student-athletes understand the basic rules that relate to eligibility, financial aid, practice and competition, and extra benefits. All student-athletes are responsible for their own actions and compliance with Conference and NCAA rules. The staff in the Compliance Office is here to help you with any concerns about your eligibility and the rules and regulations you need to follow. Please feel free to come by or call us at (505) 925-5840 if you need us.

Violations that could render a student-athlete ineligible:
If you are not eligible for competition on the first day of classes of the fall semester, you can receive an athletic scholarship but you cannot compete until you actually regain eligibility. If you become academically ineligible at the end of a semester, you will remain eligible for competition until the first day of classes of the next semester. For example, if at the end of the fall semester, your grade-point average drops below the minimum GPA required, you may compete through the semester break but then are ineligible to compete beginning the first day of the spring semester.

Each Fall, prior to the beginning of practice, the compliance department distributes to and discusses with student-athletes NCAA regulations regarding eligibility of students to compete. Some of those rules and regulations are listed below with examples of violations that could render a student-athlete ineligible:

**Ethical Conduct**
- Providing information to anyone involved in organized gambling concerning intercollegiate athletics competition; soliciting a bet on any intercollegiate team; accepting a bet on any team representing the University or participating in any gambling activity involving intercollegiate athletics using any method employed by organized gambling.
- Misrepresenting oneself in securing books as part of an athletic scholarship, for example, checking books out in your name and giving them to another student.
- Consuming alcohol at any time during the duration of a school sponsored event (i.e., marketing, promotion, practice, or competition). This applies to all student-athletes regardless of age.
- The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition (Bylaw 17.1.9).
The University of New Mexico Athletics Department Hazing Policy

The University of New Mexico Athletics Department prohibits hazing of any kind and has a zero-tolerance policy for any such activities.

The UNM Athletics Department defines hazing as any action taken against a person becoming or maintaining membership of a team that intentionally subjects them to activities that are humiliating, intimidating or demeaning or endangers the health and safety of the person. Hazing includes active or passive participation and occurs regardless of whether or not individuals have expressed willingness to participate in the activities. Hazing can occur on or off of the university’s campus.

Hazing does not build teams. It can tear them apart. It is questionable at best and dangerous at worst. Hazing can result in serious physical and psychological injuries. At some NCAA institutions, it has caused team’s seasons to be cancelled and affected student-athlete’s institutional eligibility.

Examples of hazing activities include, but are not limited to:
- Any initiation activities where some team members subject others to ridicule;
- Asking new members to wear embarrassing or humiliating attire;
- Expecting an individual to consume alcohol or illegal substances;
- Expecting an individual to eat objects that individuals would not eat otherwise;
- Forcing the shaving of an individual’s body parts, or any other cosmetic alteration;
- Deprivation of privileges granted to other members;
- Pressuring individuals to engage in any public humiliation, public degradation, or any other public or private acts that are perverse;
- Expecting an individual to participate in any type of illegal activities;
- Sleep deprivation;
- Forcing individuals to participate in any activities, such as extra workouts, that they do not endorse;
- Physical abuse or other abuse to the body, such as marking or defacing an individual’s body with mud, paint, etc.;
- Psychological abuse, such as verbally ridiculing individuals or belittling them.

Any student-athlete found to be involved in a hazing incident will be subject to discipline that may include, but is not limited to, departmental and/or University probation, prohibition from participating in practice or competition, suspension from the team and/or the University and expulsion from the team and/or the University. In addition, the team may be subject to group discipline that may include team probation, cancellation of individual contests, and/or cancellation of the entire season. If someone is aware of hazing activities or is a victim of them, they should speak with a staff member within the Athletics Department (i.e., coach, advisor, sport coordinator, trainer, etc.).

The UNM Athletics Department encourages teams to participate in positive team-building and leadership activities that are meant to build camaraderie and trust. Examples of some of these types of activities are:
- Design and complete a community service project during the preseason;
• Attend a team-building ropes course to build unity among new and returning players;
• Hold a meeting after each game during which various student-athletes are recognized for their contributions to the week’s event;
• Have seniors take new student-athletes to dinner, accompanied by one of the coaches;
• Have veterans call new players before they arrive on campus as a welcoming gesture;
• Organize a community service event with another team from the athletics department;
• Share a meal with the other team afterwards;
• Organize community service activities during semester breaks for student-athletes who remain on campus.

To assist in establishing positive team-building and leadership activities, the UNM Athletics Department has created a grant program that will offer up to $200 in funding on an annual basis to each varsity team that submits a funding request. The request must include a plan for the activity and requires sport coordinator approval.

When determining whether a planned activity may include hazing, it may be helpful for student-athletes to consider the following:
• Does the activity risk emotional or physical abuse?  
• Is there a risk of injury or a question of safety?
• Would you have any reservations describing the activity to your parents, coach, or university official?

Amateurism
• Accepting pay for competing in your sport.
• Playing or agreeing to play in a professional athletic team.
• Signing with, accepting payment or gifts from an agent.
• Accepting payment for endorsing commercial products.
• Accepting payment for work not performed, or accepting a higher rate of pay than the going rate.
• Accepting more than actual and necessary expenses to compete in your sport, whether this occurs prior to or after your initial enrollment at UNM.

Financial Aid
• Receiving more financial aid than is allowable under NCAA rules.
• Receiving financial aid that is not distributed through the University’s Student Financial Aid office.
• Failing to report financial aid you receive from a source outside the University.
• Not reporting any outside scholarship to the athletics department.

Academic Standards
• Being enrolled in less than a minimum full-time program (not less than 12 semester hours) in any semester.
• Failing to make satisfactory progress towards your degree as defined by the NCAA, the Mountain West Conference, and the University.
Drug Use
- Failing to complete and sign the annual drug test consent form prior to beginning practice each year.
- Testing positive for one of the NCAA’s banned drugs.

Recruitment
- Contact with any University staff members or representative of the Athletics department that are prohibited by the NCAA rules.
- Publicity about your recruitment involving you and a coach or staff member of the University.
- Accepting more expense paid visits to NCAA schools than permitted.

Gambling
- Providing information to individuals involved in organized gambling activities concerning intercollegiate competition.
- Participating in any gambling activity that involves intercollegiate athletics or professional athletics (soliciting or accepting a bet), including brackets and wagers for items of tangible value (dinner, cash, shirt, etc.).
- Involvement in gambling through a bookmaker, a parlay card or any other method employed by the gaming industry.

Athletic “Representative’s” Extra Benefits
Accepting benefits from athletic representatives, individuals who are members of athletic booster clubs, or who have financially contributed to the University of New Mexico Athletics program are considered “extra benefits” by the NCAA. These include but are not limited to:
- Accepting special discounts, payment arrangements or credit purchases or services.
- Loan of money in any amount.
- Purchase of meal or service at commercial establishments.
- Transportation to and from a summer job.
- The use of personal properties (i.e. boats, summer homes, cars, stereos).
- Signing or co-signing a note from an outside agency to arrange a loan.
- Accepting Christmas or birthday gifts.

Complimentary Tickets
- Accepting payment for or exchanging tickets for any items of value.
  Giving tickets to individuals other than family members.

Typing and Copying
- Using machines for personal use from Athletics Department at no cost.
- Having Athletics Department employees perform services such as typing at no cost.

Telephone Use
- Making or billing long distance calls from any office, including sport offices within the Athletics Department.
**Countable Athletically Related Activities (CARA)**

- CARA includes any required activity with an athletic purpose involving student-athletes and at the direction of, or supervised by one or more of the coaching staff (including strength and conditioning coaches). All activities must be counted within the weekly and daily hour limitations.
- Administrative activities (i.e. academic meetings, compliance meetings) shall not be considered as CARA.

**During the Declared Playing Season**

- A student-athlete may participate in a maximum of four hours per day and twenty hours per week of CARA.
- All student-athletes must receive one day off per week, except during participation in conference and post season championship and any post-season certified bowl games or NIT, and during participation in NCAA championships.
- Daily and weekly hour limitations do not apply during preseason practice prior to the first day of classes or the first contest whichever is earlier and during official vacation periods.

**Outside the Declared Playing Season During the Academic Year**

- A student-athlete may only participate in required weight training, conditioning and individual skill instruction.
- Participation in such activities shall be limited to a maximum of eight hours per week, with the exception of football.
- Not more than two hours may be spent on individual skill instruction.
- Prior to September 15 and after April 15, no more than four student-athletes may receive instruction at one time in any facility.
- From September 15-April 15, more than four student-athletes may receive instruction at one time.
- All CARA are prohibited one week before finals and through the conclusion of finals.
  - Football: No more than 2 hours per week of viewing film.
- All student-athletes may not participate in any CARA outside playing season during any institutional vacation period and/or summer, unless you have been cleared to participate in permissible summer activities in the sports of football & men’s and women’s basketball. Strength and conditioning coaches who perform duties on a department-wide basis may design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete.
**Employment**

Prior to commencement of the employment, the student-athlete and the employer must sign the employment form that must be on file in the Athletics Department. The employment form can be found in the Athletics Compliance Office. This written statement specifies the following:

- The student-athlete’s compensation may not include any remuneration for value or utility that the student-athletes may have for the employer because of publicity, reputation, fame or personal following that he or she has obtained because of athletic ability.
- The student-athlete is to be compensated only for the work actually performed. The student-athlete is to be compensated at the rate commensurate with the going rate in the locality for similar services.

**Note: Should you have further questions regarding employment, contact the Compliance Office immediately at (505) 925-5840. If you work and it is not cleared by the Compliance Office, your eligibility could be in jeopardy.**

**Transfer Release Policy**

In accordance with NCAA Bylaw 13.1.1.3, an athletic department staff member or other representative of the intuition’s athletic interest may not make contact with a UNM student, directly or indirectly, without first obtaining the written permission of the UNM Athletic Director to do so, regardless of who makes the initial contact.

UNM will not grant permission to other members of the Mountain West Conference or to New Mexico State University to contact UNM student-athletes. In the event that a student-athlete wishes to contact or transfer to another four-year collegiate institution and permission by the UNM Athletic Director is denied, the student-athlete will be entitled to a hearing before the university entity or compliance outside of the Athletic Department.

UNM will not grant permission to contact for student-athletes who are on athletic aid and are not eligible at the end of the preceding academic term.

A student-athlete denied a transfer release may schedule a hearing. Please contact the Compliance Office for information.

**Mountain West Conference – Intra-Conference Transfer Policy** (also applies to RMISA – Men’s and Women’s Skiing and Conference USA – Men’s Soccer)

A student-athlete who has received athletic related financial aid, and who transfers, directly or indirectly from one conference institution to another shall meet the following requirements prior to competing at the certifying institution:

- The student-athlete shall complete an academic year in residence at the certifying institution.
- The student-athlete shall forfeit one season of competition.
- The student-athlete shall not receive athletic financial aid during the academic year in residence.

This rule shall not apply if the student-athlete’s previous institution discontinued the student-athlete’s sport.
The Lobo Club is the “Gateway to Giving for UNM Athletics” and serves as the fundraising arm of the Athletics Department that raises money for all 22 sports and 450 student-athletes for scholarships, gift in kind, facilities, and other support. Lobo Club members are investing in the futures of student-athletes. They have helped to create a tradition of success at UNM since 1932 and their contributions supply you - the student-athletes - with the tools you need to be successful both in the classroom and in competition. Over 4,500 individuals, including many former student-athletes and companies, invest in Lobo Athletics through the Lobo Club, making your opportunity at UNM a reality.

**Lobo Club Events and Honors of Interest to Student-Athletes:**

**Coaches Luncheon:** Coaches Luncheons are held to promote Lobo Athletics in the community. Student-athletes may be asked to speak at one of these events by their head coach.

**Howl of a Good Time Auction:** Each August, the Lobo Club runs an auction extravaganza that helps raise funds for scholarships at UNM. Student-athletes are called upon to play an active role in helping make the event a success through their service and interaction with the contributors at the event.

**Ambassador Drive:** Every spring, about 80 volunteers dedicate their time and energy to recruiting new, and renewing current Lobo Club members during this campaign. Student-athletes may be invited to attend these events to say hello and thank these volunteers.

**Student-Athlete Thank-a-Thon:** Each year, you will be asked to participate in the Student-Athlete Thank-a-Thon in the Student Success Center in the first floor call center. This event gives each student-athlete a chance to personally call Lobo Club members and thank them for supporting UNM Athletics.

**Lobo Club Student-Athlete of the Year Awards:** Each year the Lobo Club honors the top male and top female student-athlete, with a minimum GPA of 3.00, based on their community service, academic performance and athletic achievement. Each head coach is asked to submit nominations in the spring and the honors are awarded in April.

The Lobo Club offices are located in the Colleen J. Maloof Administration Building. If you meet someone who is interested in joining the Lobo Club, please have them call 925-CLUB or log on to unmloboclub.com.

The Lobo Club wishes you success both academically and athletically during the upcoming year!
ATHLETICALLY–RELATED FINANCIAL AID

Period of Institutional Financial Aid Award/One-Year Limit
In accordance with NCAA Bylaw 15.3.3.1, athletically-related financial aid may not be awarded for a period less than one academic year, nor for a period that would exceed the student’s five-year period of eligibility.

Renewals and Non-Renewals of Athletically-Related Financial Aid
In accordance with NCAA Bylaw 15.3.5.1, the university must notify, by July 1, each student-athlete who received athletically-related financial aid the previous academic year and who has eligibility remaining whether the grant has been renewed for the ensuing academic year.

If the university decides not to renew or decides to reduce financial aid for the ensuing academic year, the student-athlete is entitled to a hearing before the university’s regular financial aid authorities.

Note: The renewal of athletic-financial aid is not automatic and in accordance with NCAA rules, the decision to not renew financial aid may be for any reason, including those related to athletic ability.

Cancellation or Reduction During Period Award
Institutional financial aid in any degree based on athletics ability may be reduced or canceled during the period of the award (i.e. in the middle of a semester or academic year) if the recipient:

- Renders himself or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty (including violation of team policies); or
- Voluntarily withdraws from a sport at any time for personal reasons.

Contact Information:
Student Financial Aid Office
Student Support and Service Center
Albuquerque, NM 87131
Phone: 505-277-8900
Fax: 505-277-6326
In the event that a student-athlete’s athletically-related financial aid is canceled or reduced during the period of award or at the end of the award period, the student-athlete will be provided written notice of the action and the student-athlete will be entitled to a hearing before the university’s financial aid authorities. The following are the hearing procedure steps:

1. Student-athlete meets with the athletic financial aid officer (ask for the manager in charge of athletic awards)
   a. Discuss hearing outline
      i. Student-athlete may bring anyone to the hearing for support, help, guidance, etc., but only the student-athlete may speak during the hearing.
      ii. Athletic Department may include the coaching and administrative compliance staff.
   b. Student-athlete provides a written statement requesting a hearing.
   c. Identify the possible dates and times.

2. Financial Aid Office sets the date and time for the hearing and informs the student-athlete, Athletic Department and committee members.
   a. The committee is comprised of three student services-orientated staff. Depending on availability this may include representatives from the Financial Aid Office, Admissions, Dean of Students, Recruitment, Registrars, Bursars, etc.

3. Five business days before hearing, the student-athlete provides a written statement and/or documentation to the Financial Aid Office detailing his/her situation (why he/she feels the Grant-in-Aid should be reinstated, what occurred, what she/he understood from the coaches throughout the year, etc.).

4. Five business days before the hearing, the Athletic Department provides a written statement and/or documentation to the Financial Aid Office detailing why the Grant-in-Aid was reduced or canceled.

5. Three business days before the hearing, the Financial Aid office provides the Committee with copies of:
   - The written statements/documentation to committee members for review
   - Student-athlete’s profile (prepared by the Financial Aid Office)
   - Student-athlete’s unofficial transcript

6. Three business days before the hearing, the Financial Aid Office provides the student-athlete with copies of:
   - The written statements/documentation from the Athletic Department

7. Three business days before the hearing, the Financial Aid Office provides the Athletic Department with copies of:
   - The written statements/documentation from the student-athlete
8. Hearing Outline:
   a. Financial Aid Office:
      i. Introductions
      ii. Review Procedures
      iii. Facilitate Hearing
   b. Student-athlete presents information
   c. Athletic Department presents information
   d. Committee asks questions
   e. Open floor to all participants
   f. Student-athlete and Athletic Department leave
   g. Committee makes decision
   h. Financial Aid Office notifies both the student-athlete and the Athletic Department, in writing, of the committee’s decision

NOTE: The committee’s decision is final. There isn’t a higher appeal process to other UNM or NCAA personnel.
MOUNTAIN WEST SPECIAL ASSISTANCE FUND

The special assistance fund has been established through the Mountain West Conference for domestic student-athletes who are on athletic scholarship, have eligibility remaining, and receive a Pell Grant.

Students must have applied for a Pell Grant using the Free Application for Federal Student Aid (FAFSA) and have a completed file in the Financial Aid Office. This fund is limited and will be awarded on a first come, first served basis.

This fund is set up to help students pay for the following:
- Medical and dental (non-cosmetic only) expenses* (maximum of $500.00 per year)
- Hearing aid*
- Vision therapy (contact lenses/eyeglasses)*
- Psychological counseling*
- Travel expenses for parents and/or student-athletes for family emergencies*
- Purchase for expendable course supplies (required for all students in the course)*
- Rental of non-expendable course supplies (required for all students in the course)*
- Clothing, shoes, travel home, and other essential expenses (maximum of $500.00 per year)*
  * Written receipts required

**Note: Expenses covered by the school and expenses for family members are not included.**

Those students wishing to apply or to gain more detailed information regarding the special assistance fund please contact the Lobo Center for Student-Athlete Success at (505) 277-1732.
FINANCIAL AID SCHOLARSHIPS AT UNM

FAFSA
Financial aid awards are not renewed automatically. You MUST apply for financial aid each year. In order to do this, you must complete the 2016-2017 Free Application for Federal Aid (FAFSA) to apply for financial aid for Fall 2016, Spring 2017, and/or Summer 2017.

Priority deadline for financial aid was March 1. This maximizes the student’s chances for priority aid such as work-study and Perkins loans. A student can apply for Pell Grant and Federal Direct Loans any time during the aid year.

We encourage you to apply electronically using FAFSA on the Web. It can save you weeks in processing time and has a built in editing format to reduce errors. To complete your FAFSA on the Web, go to: http://www.fafsa.ed.gov. You may apply using FAFSA on the Web for 2016-2017.

You will need a FSA ID to sign your FAFSA electronically. If you are providing your parents’ information, they will sign your FAFSA with their own FSA ID and password. If you do not have a FSA ID, or if you have forgotten your password, you may request a password change at: http://www.fsaid.ed.gov. Your parent may also request a FSA ID at the same web site.


Financial Aid Requirements
All students who receive financial aid have their academic progress monitored at least annually to determine continued eligibility for assistance. Students in certificate programs are monitored each semester. There are three major components to UNM’s Satisfactory Academic Progress policy: GPA, completion rate, and maximum time frame. For more information on the Satisfactory Academic Progress policy go to: http://finaid.unm.edu/eligibility/maintaining.html.

Additional documentation may be required and will be requested directly from the Financial Aid Office. Respond immediately to any additional document request(s) from the Student Financial Aid Office. Include your name, banner identification number, telephone number and email address on all documents you submit to the Financial Aid Office.

Should you have any questions regarding your financial aid file, you may call them at 277-8900 or chat online with them at http://studentinfo.unm.edu. You may also check the status of your file through MyUNM.
Financial Aid Refund Disbursements

Any amount owed to UNM will be deducted from the first payment of the student financial aid you receive. If your financial aid is insufficient to pay the total amount owed, you are responsible for the balance due. Student financial aid is credited to your UNM account beginning the first day of each semester. If your financial aid is greater than the amount owed to the University, you will be given a refund.

If you will be enrolled for Fall and Spring semesters, and have been awarded grants, one-half of your total grant awards will be credited to your account in the fall and one-half will be credited to your account in the spring, if your enrollment level is the same for each semester. If you will be enrolled for the summer semester, and have been awarded a Pell Grant, a pro-rated portion of your total Pell Grant award will be credited to your account in the summer. If you have been awarded a Perkins, NDSL, or Nursing Loan and will be enrolled in the Fall and Spring semesters, one-half of your total awards will be credited to your account in the fall and one-half in the spring, if your enrollment level is the same for each semester.

Students can register to have their refund checks deposited directly into their bank accounts via direct deposit. If students do not set-up a direct deposit account, their refund check will be mailed to their home address. They will no longer be able to pick up their check at the Bursars Office. To set-up a direct deposit account follow these directions:

1. Go to MyUNM
2. Select the student life tab
3. Select the term registration tab
4. Select the make a payment
5. Select account suite
6. Select the refund tab
7. Select payment profile

Students will need their banner identification number in order to set-up a direct deposit account. Check with the Bursars Office to ensure that the account has been set-up correctly. You can contact the Bursars Office at 277-5363.

Outside Academic Scholarships

If you are awarded an outside scholarship, you must contact the Compliance Office. The Compliance Office will determine if the outside aid is countable or not. If you have been awarded a renewable scholarship, it is important that you become familiar with the requirements for continuation of your scholarship.
Maintaining an Academic Scholarship
Scholarships are applicable for Fall and Spring semesters only. Students must be enrolled in at least 12 credit hours for the award to be disbursed. Most scholarships are awarded for eight (8) consecutive semesters and require students to maintain at least a 3.00 GPA. This includes each semester in which the student was ineligible to receive the award. An exception is made for students on the Co-op Program or for pre-approved leave of absence. While on the Co-op Program, the student will not receive a scholarship award. It will be reinstated when he/she returns to UNM and registers for a full-time course load.

A student is no longer eligible for the scholarship upon graduation, whether or not the student has received the scholarship for eight (8) consecutive semesters. Students may not apply any unused semester of eligibility toward graduate or professional school, or for other purposes. Additionally, you will forfeit your scholarship if you choose to attend another college or institution.

Amigo Scholarship
Maintaining:
- Must have a 3.00 GPA and 15 new credit hours each semester for a total of 30 credit hours for the academic year (Fall and Spring semester).
- This scholarship is renewable for 4 years/8 consecutive semesters (automatically) if you maintain the requirements.

Bridge to Success Award
This scholarship is awarded to freshmen during their first semester at UNM. The award is a “Bridge” to the New Mexico Lottery Success Scholarship.

Eligibility:
- Be a New Mexico resident and U.S citizen or permanent resident.
- Graduate from a New Mexico, accredited private high school or be a New Mexico GED recipient.
- Achieve a high school GPA of 3.00 or GED score of 166 of 75 HiSET. Achieve a 23 ACT or 1070 SAT.
- Enroll full-time in a public New Mexico college or university during their first regular semester after high school graduation.

NOTE: Students who do not compete 15 credit hours with a 2.50 GPA during their first semester, will not be eligible for the New Mexico Lottery Success Scholarship.

New Mexico Lottery Success Scholarship
Eligibility:
- Must complete a minimum of 15 credit hours in first semester following graduation from a New Mexico high school (must be a New Mexico resident, U.S. citizen or permanent resident alien).
- Must earn at least a 2.50 GPA at the end of the first semester.
Maintaining eligibility:
- Must earn 15 new credit hours each semester (repeat classes do not count toward credit hours earned).
- Must maintain a 2.50 cumulative GPA.
- If a student drops below full-time (15 credit hours) status at any time throughout the semester, the scholarship will be cancelled for that specific semester and the student will be responsible for all incurred charges.

Presidential Scholarship
Eligibility:
- Maintain a 3.00 GPA each semester.
- Successfully complete a minimum of 15 new semester hours each semester (fall and spring semesters).

*The summer session may be allowed to make up hour deficiencies. Contact the Scholarship Office for detailed information concerning summer session.

UNM BILLING PROCEDURES
As a squad member of an athletic team, all financial assistance other than money from a parent or guardian must be reported to the Compliance Office to ensure that the student-athlete and their team’s eligibility will not be jeopardized. Other financial assistance includes scholarships, grants, loans, monetary gifts, and EMPLOYMENT.

All student-athletes will be billed each month for any outstanding balances on their account and “future due” amounts will be included in these statements. Student-athletes who are receiving full or partial scholarships may subtract the amount of athletic aid they will receive from the “future due” amount, because they are not responsible for paying that amount.

Returning student-athletes who have been awarded athletic grant-in-aid for the 2016-2017 academic year should have received their financial award letters from the Financial Aid Office. The amount listed for the Fall 2016 (i.e. tuition, and/or room and board) is the amount they may subtract from their future due. If any returning student-athletes have not received their financial aid agreement letters, they should contact the Compliance Office (505) 925-5835 immediately.

If there are charges listed on your account statements for parking tickets, library fees, special course fees, or housing charges/ damages, etc., the student is responsible for the charges. The student should pay the current amount due by the specified due date or they will receive a penalty charge and a Bursars Hold will be placed on the student’s account.
Welcome to the University of New Mexico and participation in Intercollegiate Athletics. It is our goal to provide our student athletes with the best possible athletic health care. To accomplish this we will need your assistance in a variety of matters. Each student athlete is required to have on file a yearly health questionnaire, insurance information and a physical examination by our team physicians before being allowed to participate in any activity. Please complete the enclosed forms and return to: Bob Waller, Head Athletic Trainer, Lobo Training Room, MSCO4, 1 University of New Mexico, Albuquerque, New Mexico 87131-0001.

**Sports Medicine Department’s Vision and Philosophy**

**Vision Statement**
The University of New Mexico Sports Medicine Program shall provide injury prevention, care and rehabilitation services and athletic education of recognized excellence to each and every student-athlete. The University of New Mexico Sports Medicine Program is committed to becoming the leader in sports medicine services in the Mountain West Conference, NCAA, and throughout the country.

**Mission Statement**
The mission of The University of New Mexico Sports Medicine Program is to provide the highest quality healthcare available to our student-athletes in a professional and caring manner in order to prevent athletic injury. Should an injury or illness occur, it is our mission to recognize and refer the student-athlete to the appropriate medical care returning them to competition as quickly and safely as possible.

We are committed to using whatever technology is available and affordable in the delivery of these services. We will remain committed to the continuous upgrading of the education, clinical skill development, and equipment used in the delivery of sports medicine services so that our student-athletes will be assured of the most modern care available in the country.
The purpose of the Sports Medicine Program is four-fold. First, we hope to allow easy access to sports medicine services to student-athletes. Second, we hope to encourage a philosophy of sport that places a high value of health and wellness. Third, we hope to enable injured student-athletes to return to their sports as soon as medically safe. Finally, we hope to be able to substantially reduce the risk of athletic injury for those student-athletes in our service.

The underlying philosophy for the Sports Medicine Program is that the needs of the student-athletes shall always be the first consideration for all members of the Sports Medicine staff. Furthermore, we expect the athletic trainers who will be providing these services to maintain the highest standards of quality consistent with the National Athletic Trainers Association Code of Professional Practice and the credentialing statutes of the State of New Mexico.

We are committed to ongoing evaluation of our Sports Medicine Program so that our student-athletes can be assured of the highest quality in sports medicine care. Furthermore, we are committed to addressing problems and concerns in a timely manner so the needs of our student-athletes and employees can continue to be met.

Finally, The University of New Mexico Sports Medicine Program aspires to be a program of recognized excellence. It is our intention to support the program with human and financial resources necessary to accomplish the stated goals of the program. It is our desire to establish The University of New Mexico as the most outstanding provider for the delivery of sports medicine in the nation.
General Athletic Training Room Rules

1. In order to have an efficiently operated athletic training room, your cooperation and help is of the utmost importance.
2. Our athletic training rooms are coeducational; such as, appropriate attire is expected at all times.
3. All staff, athletic training students and athletes should be treated with respect at all times. Profanity, inappropriate jokes, pranks, horseplay or behavior that may be offensive to others will not be tolerated. It is against department policy to participate in or condone such behavior.
4. Priority for taping and treatment will be given to the athlete whose sport is in season.
5. The athletic training room will open at 7 am on weekdays during the school year.
6. All athletes must report any illness or injury that requires attention to the athletic training room at 7 am. Students with ongoing injuries or illnesses must report at least an hour and a half before class to the athletic training room to touch base with their athletic trainer. Student-athletes with injuries will receive mandatory treatments before and after their practices.
7. Athletes with illnesses must report each morning prior to class to determine their daily practice status.
8. There is no reason for anyone to be late to practice because of needing care or taping in the athletic training room. PLAN AHEAD. The training room will not be tolerated as an excuse to be late to team meetings or practices.
9. If a student-athlete is experiencing any kind of eating or diet difficulties, it is the student-athlete’s obligation to bring this situation to the athletic trainer’s attention. All of these situations will be treated with confidentiality. Only the head athletic trainer is authorized to direct the student-athlete to the appropriate professional medical assistance in these cases. Coaches and other staff are prohibited from making recommendations for products, supplements, and for professional assistance in matters regarding eating and diet for the student-athlete. Only the athletic training staff and the strength and conditioning coach may provide non-muscle building nutritional supplements to a student-athlete at any time for the purpose of providing additional calories and electrolytes, provided the substances fall within the guidelines of the NCAA rules and regulations.
Specific Athletic Training Room Rules

1. **No cleated shoes** are allowed in the athletic training room.
2. **All other shoes must be taken off before entering rehabilitation/treatment areas.**
3. Take nothing from the athletic training room without permission.
4. Profanity is not tolerated.
5. No horseplay or rough housing.
6. **No cell phones are allowed to be used in the training room.**
7. Shorts and t-shirts are required for effective treatment of most body parts. Student-athletes with inappropriate attire will be asked to leave the training room.
8. Always wear shorts, spandex and sports bra, or bathing suit when receiving a whirlpool treatment.
9. It is NCAA violation to chew or use tobacco products in the athletic facilities. The athletic training room is considered such a facility.
10. No food or drink is allowed in the training room.
11. Behavior that exhibits a lack of respect for the staff, athletic training students, and other student-athletes will result in disciplinary action.

**Insurance**

The athletic department will not help pay for any injury that is not related to direct participation in a sanctioned athletic-activity.

**INTERNATIONAL STUDENT ATHLETES**
The University of New Mexico requires that all foreign athletes have insurance while attending the university. UNM Student Health is not an acceptable insurance for foreign athletes. There is a list of acceptable insurances, please call for the list. 1-505-925-5530.

**UNM Student Health Insurance:**
**DOES NOT** cover any UNM organized sport injury; therefore it is not an acceptable insurance for sports related injuries at this university.

**STUDENT ATHLETES FROM OUT OF STATE:**
Many insurance companies **do not provide out of area coverage**, therefore you must call your insurance company and arrange for “out of area” or “guesting” services. **If you fail to obtain this service from your insurance company or you fail to provide primary insurance coverage that covers your son or daughter in Albuquerque, NM you will be financially responsible for any bills.**

**EXAMPLE:** Kaiser insurance is an excellent example of an insurance company that does not cover here in Albuquerque. Therefore, it is not an acceptable insurance for your son or daughter. If you choose these insurances you will be responsible for all bills.
Please note that the student athlete must have their injury documented by one of our team physicians in order for UNM to be liable for any medical fiscal responsibility. If the injury is documented the athlete has until the end of the school year to obtain any medical care for this injury.

BILLING GUIDELINE
The following guideline is an understanding of the average procedure(s) to assist in processing bills that may occur as a result of athletic injury:
1. All medical bills will be billed to the student athlete’s own primary insurance first.
2. If we do not have complete and accurate insurance information, bills will be sent directly to the student athlete and/or parent or guardian.
3. The insurance company will do one of two things:
   a. Honor the claim and pay all or a portion of the bill.
   b. Deny the claim.
      **If after submittal there usually remains a balance. Typically the name of the insurer or the student athlete will receive a bill and an explanation of benefits (EOB).**
   c. Send the EOB and the itemized bill to the athletic training room so that we may assist you with this claim if you are a scholarship athlete.
4. The insurance carrier may contact you for further information in order to process the claim. Please help them so that they can process your claim and pay your bills as quickly as possible. If you fail to provide requested information you will be responsible for the bill.
5. If at any time after beginning athletic participation at UNM your insurance information changes it is your responsibility to notify the athletic training room immediately.
   a. UNM Department of Athletics will not be responsible for a claim if you change your insurance plan and we are not notified of this change.
6. If you drop your insurance you will be responsible for all claims scholarship or non-scholarship.
7. If you have a deductible greater than $250.00 you are responsible for the difference, scholarship or non-scholarship.
8. The Head Athletic Trainer in accordance with the UNM Team Physicians will authorize all medical treatment, evaluation, testing, etc., If authorization is not obtained UNM-DOA will not accept any responsibility for payment of services.
9. If the condition is an emergency or other unusual circumstances exits not permitting prior completion of prior authorization, the athlete training room must be notified prior to your return to practice or game.
10. UNM-DOA will not be liable for any medical expenses related to vision except for replacement/repair of protective eye wear, or contact lenses or injury to the eye as a result of direct participation in supervised, sanctioned, sport related team activities.
BILLING GUIDELINE

The following guideline is an understanding of the average procedure(s) to assist in processing bills that may occur as a result of athletic injury:

11. UNM-DOA will not be liable for dental expenses unless resulting from participation in supervised, sanctioned, sport related team activities and result in damage to sound and natural teeth.

12. If you choose to obtain your healthcare elsewhere you will be responsible for all bills, scholarship or non-scholarship.

You may view the UNM-DOA complete medical policies in the student handbook. If you have any questions please feel free to call me (505-925-5545).

In the unfortunate event that your son/daughter is injured at a game/practice be assured that our Sports Medicine personnel will give him/her immediate attention. We believe the UNM Intercollegiate Department of Athletics has an outstanding Sports Medicine Staff, as well as superior medical facilities available within the City of Albuquerque.

UNM Student Health Insurance DOES NOT cover an organized sport injury; therefore it is not an acceptable insurance for sports related injuries at this university.

Many insurance companies do not provide out of area coverage, therefore you must call your insurance company and arrange for “out of area” or “guesting” services. If you fail to obtain this service from your insurance company you will be financially responsible for any bills.

In the event of an injury the athletes own primary insurance will be billed first and then the University’s excess policy will cover the remaining balance, if the athlete is a scholarship athlete. Non-scholarship athletes are responsible for any balance after insurance. Please note that the athlete must have their injury documented by one of our team physicians. If the injury is documented the athlete has until the end of the school year to obtain any medical care for this injury.

We have developed the following guideline to assist in processing bills that may occur as a result of athletic injury:

1. All medical bills will be billed to the student athlete’s own primary insurance.
2. If we do not have complete and accurate insurance information, bills will be sent directly to you or the student athlete.
3. The insurance company will do one of two things:
   a. Honor the claim and pay all or a portion of the bill.
   b. Deny the claim.
      If after submittal there remains a balance you or the student athlete will receive a bill and an explanation of benefits (EOB).
3. Send the EOB and an itemized bill to the athletic training room so that we may assist you with this claim.
4. The insurance carrier may contact you for further information in order to process the claim. Please help them so that they can process your claim and pay your bills as quickly as possible.
We have developed the following guideline to assist in processing bills that may occur as a result of athletic injury:
5. If at any time after beginning athletic participation at UNM your insurance information changes it is your responsibility to notify the athletic training room immediately.
   a. UNM Department of Athletics will not be responsible for a claim if you change your insurance plan and we are not notified of this change.
6. If you drop your insurance you will be responsible for all claims.
7. All medical treatment, evaluation, testing, etc., must be authorized by the Head Trainer.
8. If authorization is not obtained UNM-DOA will not accept any responsibility for payment of services.
9. If the condition is an emergency or other unusual circumstances exist not permitting prior completion of prior authorization, the athletic training room must be notified prior to your return to practice or game.
10. UNM-DOA will not be liable for any medical expenses related to vision except for replacement/repair of protective eye wear, or contact lenses or injury to the eye as a result of direct participation in supervised, sanctioned, sport related team activities.
11. UNM-DOA will not be liable for dental expenses unless resulting from participation in supervised, sanctioned, sport related team activities and result in damage to sound and natural teeth.
**Drug Policy**

The use of drugs or narcotics not prescribed by a physician is prohibited and a violation of this policy will subject the student-athlete to appropriate disciplinary action by the Athletic Department. All student-athletes are subject to NCAA and institutional drug testing. The University of New Mexico follows NCAA banned substances. For more detailed information and a complete list of banned substances, go to: www.ncaa.org.

**NCAA Nutritional/Dietary Supplements Warning:**
Before consuming any nutritional/dietary supplement product, **review the product with your athletic training department staff!**

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility due to using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- **Any product containing dietary supplement ingredient is taken at your own risk.**

Additional examples of banned drugs can be found at:

www.ncaa.org/drugtesting.

Any substance that is chemically related to the class, 

**even if it is not listed as an example, is also banned!**

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3

** It is your responsibility to check with the appropriate athletic staff member before using any substance or supplement. **

**Note to student-athletes: There is no complete list of banned substances. **

**Do not rely on this list to rule out any supplement ingredient.**

**ADD/ADHD Prescription Requirements**

The NCAA has imposed new requirements for student-athletes that have been diagnosed with ADD/ADHD. Student-athletes that are taking medications which are considered banned by the NCAA must provide the proper documentation. This information must be on file with University of New Mexico Sports Medicine upon reporting to campus for athletic activity. Student-athletes must complete NCAA Medical Exception Documentation Reporting Form to Support the Diagnosis of Attention Deficit Hyperactivity Disorder (ADHD) and Treatment with Banned Stimulant Medication, which can be found on: http://www.ncaa.org/sites/default/files/ADHD%20reporting%20form.pdf.

If you have been diagnosed with ADD/ADHD please see the sports medicine department for proper procedures and documentation needed to be in compliance with NCAA of being diagnosed with ADD/ADHD.
Examples of banned medications include:
- Adderall; Concerta; Dextroamphetamine; Focalin XR; Methylphenidate; Methyl; Metadate CD; Strattera; Vyvanse; as well as others.

**Sickle Cell Trait**

**Sickle Cell Trait Testing**
- The NCAA mandates that all NCAA student-athletes have knowledge of their sickle cell trait status before the student-athlete participates in any intercollegiate athletics event, including strength and conditioning sessions, practices, on campus evaluation, etc.
- The University of New Mexico Department of Intercollegiate Athletics mandates sickle cell trait screening in the form of a blood test to all student-athletes.
- Testing will be conducted at the UNMH Lobo Clinic and through a local designated laboratory facility and results will be reported to the student-athlete, the Sports Medicine Staff and the team physicians.
- No sickle-trait athlete is ever disqualified, because simple precautions seem to suffice. Because of the altitude in Albuquerque, there is a mandatory acclimatization period of 10-14 day before being allowed to fully participate in sport or sports related conditioning. If the student athlete leaves for an extended period of time, this acclimatization must be performed again upon their return.

For more information on Sickle Cell: http://web1.ncaa.org/web_files/health_safety/SickleCellTraitforSA.pdf
**Concussion Management Protocol**

**POLICY STATEMENT:** This document outlines procedures to assist in the management of concussions and the safe return-to-play for athletes at the University of New Mexico.

**NOTE:** A multifaceted approach to concussion management is suggested. As a result, the information provided by this protocol and the tools it references should be taken into consideration on a case-by-case basis, with an emphasis on “the whole picture.” Therefore, in certain cases, modifications to this protocol may be deemed appropriate by the athletic training staff.

**ENTITIES TO WHOM THIS POLICY APPLIES:** The University of New Mexico Athletics Administration, Coaches, and Support Staff, Student-Athletes, Team Physicians, Student Athletic Trainers, and First Responders.

**PURPOSE:** To develop an articulate and thorough method for the education, recognition, evaluation, and management of student-athletes who have sustained a concussion. More specifically, to:

- To provide education about concussion and the University of New Mexico’s Concussion Management Protocol;
- Ensure the proper diagnosis and management of concussions;
- Prevent second-impact syndrome, which results when a second concussion is sustained while an individual is still recovering from an earlier concussion and which may cause permanent brain damage or even death; and
- Monitor student-athletes’ recuperation in hopes of preventing prolonged recovery or permanent disability.

**EVALUATION TOOLS UTILIZED:** Including, but not limited to: (a) physical examination; (b) symptom evaluation (Concussion Symptom Evaluation); (c) neuropsychological testing, ie: SCAT 3; and (d) imaging, if directed by the attending Physician.

**DEFINITION:** According to the 4th International Conference on Concussion in Sport (Zurich, 2013)\(^1\):

Concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic, and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

1. Concussion may be caused either by a direct blow to the head, face, neck, or elsewhere on the body with an “impulsive” force transmitted to the head.
2. Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
3. Concussion may result in neuropathological changes but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
Concussion is defined as a complex pathophysiological process

4. Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course; however it is important to note that in a small percentage of cases however, post-concussive symptoms may be prolonged.

5. No abnormality on standard structural neuroimaging studies is seen in concussion.

No two concussions are the same, even for a single athlete. As a result, at the time of injury, it is impossible to predict the duration and severity of symptoms that athlete will experience. For this reason, it has been recommended that the severity of a concussion should not be graded until all symptoms have resolved.\(^2\)

**TIMELINE:**

**EDUCATION**
Each student athlete will be presented UNM’s Concussion Management Protocol by the Head Athletic Trainer or designee at the beginning of every fall season. After the presentation each student athlete will sign a written document regarding their understanding of UNM’s Concussion Management Protocol.

**ACUTE/TIME OF INJURY**
All student-athletes identified as having a concussion will be held out from participation for the remainder of the day and will not return to participation for a minimum of 10 DAYS until all signs and symptoms have resolved and the student-athlete has completed the return-to-play progression. All student-athletes identified as having a concussion or suspected concussion will be referred to and seen by the Team Physician in a timely manner. If a concussion occurs during a traveling scheduled varsity participation, the Certified Athletic Trainer with such team/athlete will notify a team physician via phone.

Common signs and symptoms of concussion may include, but are not limited to,\(^1,2,4,6\)

<table>
<thead>
<tr>
<th>SYMPTOMS</th>
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<tbody>
<tr>
<td></td>
<td>Physical</td>
<td>Cognitive</td>
<td>Emotional</td>
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<tr>
<td></td>
<td>Headache</td>
<td>Confusion</td>
<td>Irritability</td>
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<tr>
<td></td>
<td>Dizziness</td>
<td>Amnesia</td>
<td>Sadness</td>
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<tr>
<td></td>
<td>Nausea</td>
<td>Disorientation</td>
<td>Nervousness</td>
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<tr>
<td></td>
<td>Balance difficulties</td>
<td>Poor concentration</td>
<td>Depression</td>
</tr>
<tr>
<td></td>
<td>Light sensitivity</td>
<td>Memory disturbance</td>
<td>Moodiness</td>
</tr>
<tr>
<td></td>
<td>Double vision</td>
<td>Reasoning difficulties</td>
<td>Sleep disturbances</td>
</tr>
<tr>
<td></td>
<td>Fatigued</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Feeling dazed, stunned, dinged</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Ringing in the ears</td>
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</table>
The student-athlete will be transported to the emergency room for evaluation and imaging if he/she experiences: (1) prolonged loss of consciousness (>1 minute), (2) significant alteration or deterioration in condition or mental status, (3) an increase in symptoms, or (4) if there is any concern that he/she may have a subdural hematoma.

The certified athletic trainer will provide the athlete with Home Management Plan/Instructions and, when necessary, arrange for appropriate care.

For at least the first 24 hours following a concussion, the athlete should not consume any alcohol or drugs. Depending on the state of the athlete, it may be recommended that he/she does not drive for the first 24 hours.

**POST-CONCUSSION FOLLOW-UP**
The Team Physician and/or athletic trainer will complete a Concussion Symptom Evaluation every day to monitor symptoms and recovery. Student-athletes should be reminded to abstain from doing any activity that causes symptoms to increase. From the recommendation of UNM Team Physician, other UNM Medical staff and/or UNM faculty will be notified on an “as needed” basis in order to assist the athlete with daily activities until the athlete is no longer symptomatic.

**Neuropsychological Testing**
If deemed necessary by the medical staff, the athlete may also take a neuropsychological test when deemed necessary by the UNM Team Physicians. Neuropsychological tests will not be administered on consecutive days to limit learning curves. Once the athlete is symptom free and all tests are within normal limits (WNL), the Functional Progression may begin.

**RETURN-TO-PLAY (RTP)**
Regardless of concussion evaluation the athlete will not be allowed to return to full participation for at least 10 days.

**FUNCTIONAL PROGRESSION**
This protocol should not be initiated until the athlete is asymptomatic on NO Medication and all scores are WNL on all measures unless compelling evidence suggests otherwise. If signs or symptoms appear during a functional test, the test should be stopped immediately and the student-athlete monitored until all signs or symptoms resolve. No further functional testing should be preformed that day. If symptoms do not resolve, the physician should be consulted and appropriate medical attention should be provided.

<table>
<thead>
<tr>
<th>PHYSICAL SIGNS</th>
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<tbody>
<tr>
<td>Loss of/impaired consciousness</td>
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<tr>
<td>Poor coordination or balance</td>
</tr>
<tr>
<td>Inappropriate emotions</td>
</tr>
<tr>
<td>Vacant stare/glassy eyed</td>
</tr>
<tr>
<td>Inappropriate behavior</td>
</tr>
</tbody>
</table>

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When the athlete is again symptom free, he/she will need to move back at least one phase in the progression and begin again from there.

After each phase of functional testing, the presence of post-concussive symptoms should be assessed using the symptom evaluation scale. Continuation of the next phase will partake 24 hours after the previous phase. If at any time symptoms arise during the progression phase, activity will seize and the student athlete will be referred to a team physician.

- **Phase 1**
  - Light, aerobic exercise, no resistance training
  - Stationary bike: 10-20 min
- **Phase 2**
  - Moderate aerobic exercise, no resistance training
  - Continuous jogging: 10-20 min, target HR > 140-170 bpm
- **Phase 3**
  - Sprinting (anaerobic exertion)
  - Minimum of 5 sprints of 30 yards
- **Phase 4**
  - Non-contact agility drills, non-contact practice
  - Dribbling, shooting, walk-through, skill enactment activities
- **Phase 5**
  - Full-contact practice (of contact sports)
  - Have athlete continue to complete symptom evaluate scale after a minimum of 3 practice days and 1 competition

Athletes will not return to full participation until they have been cleared by an UNM Team Physician.

**STUDENT-ATHLETES WITH MULTIPLE CONCUSSIONS WITHIN 365 DAYS**

_Student-athletes who sustain a second concussion within the same competitive season or an adjacent season should not begin the Functional Progression until he/she has been asymptomatic for a minimum of 10 days and all testing scores have returned to WNL._

_Should a student-athlete sustain a third concussion within the same competitive season, or a subsequent season within that school year (or 365 days, whichever is greater), he/she will be excluded from competition for the remainder of that season, and for an entire year._

**The University of New Mexico’s team physician(s) have the right to rule in the best of interest of future health for the student-athlete.**
Other Policies and Procedures That Can Be Found By Contacting Sports Medicine Staff

<table>
<thead>
<tr>
<th>Pregnant Athlete Statement</th>
<th>Emergency Action Plans</th>
<th>Flu Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lightening Policy</td>
<td>Surgical Checklist</td>
<td>Transgender Statement</td>
</tr>
<tr>
<td>Dental Procedures</td>
<td>Medical Excuses</td>
<td>Returning Student-Athlete Physical Packet</td>
</tr>
<tr>
<td>Vision Procedures</td>
<td>Mental Health</td>
<td>New Student-Athlete Physical Packet</td>
</tr>
<tr>
<td></td>
<td>Eating Disorder Policy</td>
<td></td>
</tr>
</tbody>
</table>

Beach Volleyball
PSYCHOLOGICAL SERVICES

MISSION
To provide quality psychological services to foster student-athlete success and wellbeing.

A SIGN OF STRENGTH
The adjustment to college life and the developmental transitions of young adulthood can be both exciting and frightening. Some of these transitions include the task of figuring out “who I am”, “who I want to be with”, and “what I’m going to be”. In addition to coping with these normative concerns of identity, relationship, and future, Division-I student-athletes have the added responsibility of balancing academic demands with athletic demands such as conditioning, competition, travel, injury/rehab, and high visibility within the university and community.

Getting help when issues are interfering with wellbeing or the achievement of goals is a sign of strength. Similarly, if you notice a friend who is having difficulty, step-up and encourage him or her to get help. Psychological services provides a safe, nonjudgmental, and accepting environment to talk through, accept, and develop solutions to issues that may prevent student-athletes’ from fully enjoying life or achieving at their potential.

SPORT AND PERFORMANCE PSYCHOLOGY
Issues related to sport and performance are a natural part of student-athlete wellbeing. Sport and performance psychology is concerned with the psychological factors that influence athletic performance. Student-athletes learn mental training skills to harness control over thinking, emotions, physiological responses, attention, motivation, and behavior. Some mental training skills include: Goal setting, imagery, energy regulation, mindfulness, emotional regulation, self-talk, coping with pressure, and pre-performance routines. Sport and performance psychology services are used by those who want to perform with greater confidence, consistency, and satisfaction.

COMMON ISSUES FACED BY COLLEGE STUDENT-ATHLETES

- Stress management
- Developmental concerns
- Adjustment issues
- Low Self-Esteem
- Depression
- Anxiety
- Anger
- Grief/Loss
- Interpersonal issues with partner, family, team, etc.
- Sexual orientation
- Alcohol/drug abuse
- Body image issues/Eating disorders
- Excessive worry about performance (Choking)
- Loss of motivation/burnout
- Performance slumps
- Coping with injury
- Suicidal thoughts

CONFIDENTIALITY
Information discussed in the counseling session is confidential, meaning it will not be revealed to coaches, teammates, parents, professors, or anyone else without written consent. Please note that there are four exceptions to confidentiality. (1) When there is...
imminent risk of harm to self or others, (2) When there is suspected abuse or neglect of a child or vulnerable adult, (3) When there is a subpoena or court order for medical records, and (4) When there is a legal mandate such as the USA Patriot Act of 2001.

LOCATION, APPOINTMENTS, & FEES
Dr. Valle is located in the Student Success and Services Center, room 2152. Office hours are Monday – Friday from 9am-6pm. Individual sessions may be scheduled in person, or by calling Dr. Valle directly at 277-0373. For the first visit, allow 15 minutes to complete paperwork. All counseling services are free of charge. If you will not be able to attend a scheduled appoint, please call 24 hours in advance to cancel.

IN CASE OF EMERGENCY OR FOR AFTER HOURS SERVICES

<table>
<thead>
<tr>
<th>Psychiatric Emergency Services</th>
<th>UNM Student Health &amp; Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hours per day, 7 days per week</td>
<td>Monday-Thursday 8AM-5:30PM; Friday 9AM-5PM</td>
</tr>
<tr>
<td>2600 Marble Ave. NE</td>
<td>277-3136</td>
</tr>
<tr>
<td>505-272-2920</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LoboRESPECT Advocacy Center</th>
<th>SHAC After Hours Crisis Counselor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday 8AM-5PM</td>
<td>277-3136 (Option 3)</td>
</tr>
<tr>
<td>277-2911</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rape Crisis Center of Central New Mexico</th>
<th>National Suicide Prevention Lifeline</th>
</tr>
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<tbody>
<tr>
<td>24 hours/day</td>
<td>24 hours/day</td>
</tr>
<tr>
<td>266-7711</td>
<td>1-800-273-TALK (8255)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNM Campus Police</th>
<th>Sexual Assault Nurse Examiner (SANE)</th>
</tr>
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<tbody>
<tr>
<td>277-2241</td>
<td>24 hours per day, 7 days per week</td>
</tr>
<tr>
<td><a href="http://police.unm.edu/">http://police.unm.edu/</a></td>
<td>884-7263</td>
</tr>
</tbody>
</table>

BIOS
Dr. Valerie Valle is a licensed psychologist. She is responsible for providing psychology services to UNM’s student-athletes. Her primary responsibilities include: Providing assessment and individual counseling; teaching mental skills to develop an optimum competitive mindset; outreach programming; and consulting with coaches, sport-medicine staff, and other university personnel.

Dr. Valle received a PsyD in Clinical Psychology with an emphasis in Sport and Exercise Psychology from the Arizona Professional School of Psychology/Argosy University in 2008. She completed a Pre Doctoral Internship at the University of California at Riverside and a Post Doctoral Residency at the University of New Mexico. Dr. Valle earned a B.S. in Psychology from the University of Florida in 1999.

Dr. Valle is a Certified Consultant with the Association for Applied Sport Psychology (CC-AASP), a member of the American Psychological Association (APA), a member of the New Mexico Psychological Association (NMPA), and a member of the United States Olympic Committee Sport Psychology Registry.

Dr. Valle coached age group and masters’ swimming programs in Florida and Arizona for approximately 10 years. She is an amateur road bike racer, master’s swimmer, and triathlete.
PSYCHOLOGICAL SERVICES: SUICIDE

SUICIDE
Many people at some time in their lives think about suicide. Most decide to live because they eventually come to realize that the crisis is temporary and death is permanent. On the other hand, people having a crisis sometimes perceive their dilemma as inescapable and feel an utter loss of control. The following signs may indicate that someone is at risk for suicide. If you or someone you know exhibits any of the following signs, get help immediately by contacting psychological services at 277-0373.

SUICIDE WARNING SIGNS
- Talking about wanting to die or to kill themselves
- Looking for a way to kill themselves, such as searching online or buying a gun
- Talking about feeling hopeless or having no reason to live
- Talking about feeling trapped or in unbearable pain
- Talking about being a burden to others
- Increasing the use of alcohol or drugs
- Acting anxious or agitated; behaving recklessly
- Sleeping too little or too much
- Withdrawing or isolating
- Showing rage or talking about seeking revenge
- Displaying extreme mood swings

GIVING HELP
It can be scary when a friend or loved one is thinking about suicide. You are not alone. If someone you know is suffering, let a professional help you at 277-0373.
- Be direct. Talk openly and matter-of-factly about suicide.
- Be willing to listen. Allow expressions of feelings. Accept the feelings.
- Be non-judgmental. Don't debate whether suicide is right or wrong, or whether feelings are good or bad. Don't lecture on the value of life.
- Get involved. Become available. Show interest and support.
- Don't dare him or her to do it.
- Don't act shocked. This will put distance between you.
- Don't be sworn to secrecy. Seek support.
- Offer hope that alternatives are available but do not offer glib reassurance.
- Take action. Remove means, such as guns or stockpiled pills.
- Get help from professionals.

CALL 911
If you or someone you know displays INTENTION to die (“I’m going to end it all . . . You won’t have to worry about me”), conveys a PLAN (shooting self), and MEANS (owns a gun), then there is imminent risk of harm. In these situations, safety is the primary concern. It is preferable to have the individual voluntarily admitted to a hospital for monitoring and safety. However, in cases where the individual is resistant, then an involuntary hospital admission can save a life.

*This content was adopted from the National Suicide Prevention Lifeline.
UNM SPORTS NUTRITION SERVICES

Sports Dietitian
Becky Freeman MS, RDN, LD, CSSD, CSCS, USAW II
Phone: 505-925-5657
Email: bfreeman@unm.edu

Mission
The Lobo Sports Nutrition Department is committed to supporting the student-athlete by providing nutrition education and resources to succeed academically and athletically. The sports dietitian is part of the performance team along with the strength and conditioning staff, sports medicine staff, and coaches to give the athlete an optimal supportive environment to maximize their potential at UNM.

What is Sports Nutrition?
Sports Nutrition is the study and practice of nutrition and diet as it relates to athletic performance. It is concerned with the type and quantity of fluid and food taken by an athlete, and deals with nutrients such as vitamins, minerals, water, supplements and organic substances such as carbohydrates, proteins and fats.

What does a Sports Dietitian do?
The Sports Dietitian provides individual and group/team nutrition counseling and education to enhance the performance of competitive athletes, on-site and during travel. Primary responsibilities include counseling individuals and groups on daily nutrition for performance and health; translating the latest scientific evidence into practical sports nutrition recommendations; tracking and documenting outcomes of nutrition services, serving as a food and nutrition resource for coaches, strength coaches, athletic trainers, physicians, and parents; providing sports nutrition education for health/wellness programs and athletic teams; and maintaining professional competency and skills required for professional practice.

Why Use Sports Nutrition Services?
A sports dietitian is the smart choice for receiving high quality sports nutrition guidance and other sports nutrition services. Our Sports Dietitian is a Board Certified Sports Dietitian (CSSD). A CSSD is a registered dietitian that has earned the premier professional sports nutrition credential in the United States. CSSDs provide safe, effective, evidence-based nutrition services for health, fitness, and athletic performance.

Athletes who utilize the sports nutrition services learn how to optimally fuel their body to maximize training and conditioning, enhance performance, and improve recovery. Furthermore, through nutrition education student-athletes can acquire life skills, such as how to grocery shop, read nutrition labels, cook healthy meals and safely store food.

Location, Making Appointments & Fees
Our Sports Dietitian, Becky Freeman, is located in the Tow Diehm building on the first floor in the Athletic Training Room. Appointments can be made in person or by emailing Becky at bfreeman@unm.edu. For the first appointment please allow 1 full hour of your
time. All personal and performance nutrition services are free of charge for student-athletes. If you are not able to attend a scheduled appointment, please contact Becky 24 hours in advance to cancel.

What the UNM Sports Dietitian Can Do For You.

Individual Nutrition Counseling
- Assess and analyze dietary practices, body composition (3 site skinfold method), and energy balance (intake and expenditure) of athletes in the context of athletic performance and health.
- Counsel athletes on optimal nutrition for exercise training (match nutrition to training phases and goals), competition, recovery from exercise, weight management, hydration, immunity, disordered eating, travel, and supplementation.
- Recommend appropriate pre-, during, and post-exercise fluids and snacks for individual training, team practice, and competition.
- Counsel athletes on achieving and maintaining a level of body mass, body fat, and muscle mass that is consistent with good health and good performance.
- Provide personalized meal and snack plans to promote achieving short- and long-term goals for athletic performance and good health.
- Develop and counsel in hydration protocols.
- Address nutritional challenges to performance, such as food allergies, bone mineral disturbances, gastrointestinal disturbances, iron depletion, and iron-deficiency anemia.
- Provide medical nutrition therapy, as needed, to help manage or treat medical conditions.
- Counsel athletes on optimal nutrition for recovery from illness or injury.
- Coordinate nutritional care as a member of multidisciplinary sports medicine team.
- Provide liaison with in- and out-patient programs for conditions such as disordered eating.
- Evaluate nutritional supplements, including herbal supplements, for legality, safety, quality, and efficacy; monitors use of appropriate supplementation.
- Collaborate with the individual’s family, physician, coach, and other health professionals, when appropriate.
- Educate student-athletes on food selection (grocery store/grocery lists) and food preparation.

Food Service and Menu Development
- Coordinate with selected vendors for food distribution such as, developing and managing training table menus and catering.
- Coordinate nutrition and menus for domestic and/or international travel, for example, catering, hotels, airlines, competition, for individuals and teams.
- Manage and distribute food items at Fueling Station located in Study Hall.

Nutrition Education for Teams/Groups
- Develop and deliver nutrition education presentations, demonstrations, or events on various topics related to nutrition and performance.
• Serve as a nutrition resource for coaches, athletic trainers, strength coaches, food service personnel, and parents.
• Develop resources to support educational efforts.

The Fueling Station
The Fueling Station is an area where a variety of nutritious snacks are provided to student-athletes while in study hall. It is located in the Student Support and Success Center on the 2nd floor. The station opens in the morning and is restocked in the late afternoon. **Athletes are allowed to take 1-2 snack items per day and expected to clean up after themselves.** The fueling station is not to be abused or relied upon to replace normal, everyday meals.

CAMPUS OFFICE OF SUBSTANCE ABUSE PREVENTION
(COSAP/CASSA, Mesa Vista Hall, 505-277-2795)

**No Lectures**—we are not your parents!
**No Hype**—only unbiased information!
**Just the facts!** We do not judge, we support smart decision making!

At COSAP, we understand that some of you choose to use alcohol and other drugs; however, we hope you will make informed choices about AOD use and alternatives that won’t jeopardize your health or academic and athletic success.

COSAP organizes and promotes prevention programs (where you can win lots of free stuff- like a free vacation!) and alternative activities free from alcohol and other drugs as options so you are able to enjoy your time at UNM. COSAP programs are designed to promote realistic estimates of your peers’ and your own AOD use; to increase your success and health; to reduce your risks; and to help you live by the following norms:

• Abstinence from alcohol, tobacco, or other drugs is supported in any situation.
• The legal age for drinking is 21 in the state of New Mexico.
• Because UNM is a drug-free campus, use of alcohol or other drugs (including underage drinking, or possession on campus) is unacceptable in any situation.
• Any use of alcohol is unacceptable in high-risk situations such as drinking and driving.
• Heavy drinking (5+ drinks in 2 hours) is dangerous and unacceptable in any situation.
• Moderate drinking (1 drink per 1 hour) is acceptable in low-risk situations (such as at a bar or party with a designated driver, a Designated Lobo, perhaps!)
• If you decide to use Alcohol and Other Drugs, make sure that you are informed about the risks, physical and legal consequences, and know how to help yourself and your peers in case of an emergency.

To be a part of any of our programs or to learn more about how you can get involved, please feel free to contact the COSAP staff at 505-277-2795 or cosap@unm.edu. You can also find us on Facebook and learn more about COSAP and it's programs at http://cosap.unm.edu
LOBO ATHLETIC PERFORMANCE

Mission
The mission of the Lobo Athletic Performance program is to produce a successful training regimen that will significantly improve both the mental and physical attributes of our athletes through a structured program that includes all aspects of physical development and injury prevention. We will do this through proven training programs that are measured on both individual & team testing results. The values of hard work, discipline, overcoming adversity, competitive spirit and leadership learned and developed in the weight room will not only prepare young student-athletes to be successful on the field but successful in life as well. We have high standards and simple expectations – Narrow the Focus, Take Advantage of Every Opportunity to Get Better, Be Coachable, Have a Sense of Urgency, and Outwork!

Staff
Our department is staffed by 8 Athletic Performance Coaches who work daily developing and implementing training programs tailored to meet the needs of our student-athletes. It is our program goal to maintain flexibility of programming and be able to integrate new ideas while maintaining the core principles of our program. This intention and motivation allows us to stay ahead of the pack in our field, ensuring that our program is always on the cutting edge nationally.

*For further information on policies and procedures or any other information about the Athletic Performance Department please see your team’s Athletic Performance Coach or Joaquin Chavez - Associate Director of Athletic Performance (505-455-6586).
UNM Career Services
The primary purpose of the Career Services Center is to assist students and alumni in developing, evaluating, and/or implementing career, education, and employment decisions. The student-athlete liaison in the Career Services Center is Autumn Collins. Some of the programs offered by Career services are:

Career Advisement
Professional career advisement is provided to current UNM students as well as UNM alumni and community members. Career Development Facilitators (CDFs) are available through appointments or walk-ins to assist students with choosing or changing their major, assessing abilities, interests and values, clarifying career goals, writing a resume or cover letter, preparing for interviews, conducting a job search or preparing to attend graduate school.

Career Fairs
Career and information events are held each semester providing UNM students and alumni with the opportunity to network with employers/recruiters, to learn more about a variety of occupations, and to find employment.

Career Resource Lab
The comprehensive, state of the art electronic resource lab, also known as the Cyber Cafe, with 12 computer workstations, designed to support all facets of your career development and job search needs. In addition, we provide complementary coffee for current UNM students registered with our office.

Cooperative Education
The University of New Mexico Cooperative Education Program, or what is commonly referred to as “Co-op”, provides students with a unique opportunity to combine real work experience with their academic studies. Co-op students work as paid professionals in various positions that are degree related. This professional experience will be reflected on the student’s academic transcript giving him/her a competitive advantage in the job-search process.

Job/Internship Listings
Registered students have access to the eRecruiting portal, connecting them with hundreds of job/internship postings, actual employer contacts, and career/industry profiles nationwide.

On-Campus Recruiting
The office provides students and employers an opportunity to meet face-to-face. This time-saving, cost-effective service allows students to have their resumes screened by employers and be selected to interview on campus for employers’ job opportunities. Students must be registered with the office in order to participate in the on-campus recruiting program.

Workshop Series
Workshops are held each semester focusing on topics such as resume writing, working a career fair, dining etiquette, interviewing, and many more.
Career Ambassador Program

The UNM Office Career Services (OCS) is looking to enlist stellar Career Peer Ambassadors to join the team. “Career Peers” are dynamic undergraduate students who will volunteer 3-6 hours a week (minimum of 50 hours per semester) as paraprofessional staff members in Career Services. The Career Peers’ mission is to serve as a link between OCS and the student body for purposes of outreach and career education. Peers participate in a variety of activities that support the OCS mission and promote personal development among members.

**WHAT WE DO:**
- Assist UNM students with accessing career information via UNM Career Services website, Lobo Career Connection
- Volunteer (unpaid—minus some pizza every so often) 3-6 hours weekly to support the goals of the Career Center
- Assist the professional and support staff in several critical functional areas such as marketing, employer relations, experiential learning and career education
- Research, create, and present workshops on career-related topics for students in varying settings (OCS, Residence Halls, club meetings, etc.)
- Partner with CDF’s for weekly resume reviews, assist with resume rescue days, career fairs, and networking events throughout the year
- Strategize and conduct marketing and outreach initiatives and events
- Compose/create content for the OCS website and social media outposts
- Support OCS by working at special events including but not limited to the career fairs, networking events and walk-in hours

**BENEFITS TO PARTICIPATING:**
- Gain experience helping people in a professional environment
- Direct contact with professionals, recruiters and employers
- Explore career opportunities from an insider’s perspective
- Mentorship with UNM Career Development Facilitators
- Gain lifelong resume writing and job searching skills
- Experience to put on your own resume or CV
- Specialize in your field of interest: Career counseling, Administrative work, Employer Outreach, Marketing, and IT
- Personal and professional development

**RESPONSIBILITIES**
- Assist students with accessing career information via the Career Center website, Lobo Career Connection
- Review students’ resumes and provide feedback; participate in the Career Services Peer Career consulting hours
- Actively participate in Career Fairs, workshops, presentations and information sessions
- Deliver presentations on career-related topics to residence halls, student organizations, etc.
• Assist in hosting employer information sessions
• Write e-newsletters as well as career-related blogs for students
• Create posts for our Facebook page and Twitter
• Conduct research on career trends and share the information with staff and students
• Participate in bi-weekly Career Peer Volunteer meetings

SELECTION CRITERIA
All Career Peer candidates must submit a completed application describing your interest in the position and your qualifications to Career Services. The general qualifications for the position are as follows:
• Motivated undergraduate student with a minimum cumulative GPA of 3.00 or above
• Minimum sophomore standing by Fall 2016
• Willingness and ability to work 3-6 hours per week, including evening availability and occasional weekend availability
• Must meet a minimum requirement of 50 volunteer hours per semester
• Experience or desire to gain experience in a university career center
• Experience or desire to gain experience working with students from diverse cultural and educational backgrounds
• Excellent written and oral communication skills
• Demonstrated leadership skills or desire to gain leadership experience
• Able to work on a team and be a dedicated team player
• Strong organizational and time management skills
• Computer literacy; experience working with MS Office Suite required, experience with social media preferred
• Able to participate in training retreat TBD
• Able to provide volunteer hours on most Fridays in the morning from 9am to noon

Please contact Autumn Collins, Career Development Facilitator II at 277-7797 or autumnc@unm.edu if you have any questions or would like to apply.

To apply, simply send a resume and essay (see below) to Autumn Collins at autumnc@unm.edu.

Your essay should include answers to the following questions:
1. Why are you interested in being a OCS Career Peer? (300-500 words)
2. How you will accommodate the time commitment required for the program? Please include your other commitments for the 2016-2017 year (i.e. academic load, work, extra-curricular activities and leadership positions, study abroad, athletics, community service, etc.).
ATHLETIC COUNCIL TEAM LIAISONS

The main mission of the Athletic Council, a Standing Committee of the Faculty Senate, is the close monitoring of the academic and business integrity of the Athletic Program at UNM and the guidance of the welfare of student athletes at UNM.

To further this mission, the Athletic Council has implemented a policy of assigning one Athletic Council Member to each intercollegiate sport. These individuals are called Team Liaisons. Each liaison meets with their respective team’s head coach to explain their role to the coach and to the student-athletes. The liaison will usually meet with the team as a whole, and provide each athlete with a direct link to the Athletic Council if any concerns arise.

The liaisons also provide information to the teams on the current activities of the Athletic Council, and they coordinate any business of the Athletic Council with that particular team. Summaries of these team liaison meetings are reported as part of the regular minutes of the Athletic Council.
STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

What is the Student-Athlete Advisory Committee?
The Student-Athlete Advisory Committee (SAAC) operates at the campus, conference, and NCAA levels. In 1995, the National Collegiate Athletic Association (NCAA) mandated that each Division I member institution have a student-athlete advisory committee.

The campus Student-Athlete Advisory Committee is a group of current student-athletes assembled to provide insight on the student-athlete experience. SAAC also offers input on the rules, regulations, and policies that affect student-athletes’ lives on NCAA member institution campuses. There is an executive leadership committee as well as representatives from every varsity sport. Meetings typically occur on a bi-monthly basis.

University of New Mexico SAAC Mission Statement
The mission of the University of New Mexico’s Student-Athlete Advisory Committee is to develop leadership skills, protect the welfare of the student-athlete, and support and organize community service events, while promoting a positive student-athlete image.

Mountain West Conference SAAC Mission Statement
The mission of the Mountain West Conference Student-Athlete Advisory Committee is to enhance the quality of life of student-athletes and to promote a positive student-athlete image both on and off campus. The committee will accomplish its mission by providing a forum for issues, providing student-athletes a voice in the Conference, and acting as a liaison between the various Conference committees, campus student-athlete advisory committees and the Division I Student-Athlete Advisory Committee.
NCAA Division I SAAC Mission Statement
The mission of the NCAA Division I Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete well being, and fostering a positive student-athlete self image. Division I SAAC will be guided by the following principles: ethics, integrity, fairness, and a respect for diversity, which shall include, but not limited to, attention to gender, race, ethnicity, sexual orientation, and sport.

SAAC Hosted Events

August
Welcome Back - Bring in the new school year by spending it with newcomers and returners for the 2014-2015 year! Dunk tanks, food, games, competitions, and your Lobo t-shirt, are only a peek at the best way to start school off right.

October
Halloween Costume Party - This event is a time to show off your best and most creative costume! Donate toward Trick-or-Treat for UNICEF and join all student-athletes to participate in games, contests, and spooky surprises!

November
Turkey Trot - Show your giving heart by donating canned goods for those in need in the upcoming holiday season. Participate in the Turkey Trot competition and earn community service points by donating the most canned goods!

December
Ugly Christmas Sweater Party - What better way to ring in the holidays than with some ugly sweaters? Show off your ugliest self, enjoy holiday treats, and dance the night away with fellow ugly sweater wearers.

February
Lobo Love Valentine’s Party - Bring or make a Valentine for the children at the UNM hospitals to get access to the most lovable event of the year. Single or not, Valentine treats, games, and entertainment are a perfect way to celebrate some Lobo Love. You won’t want to miss out!

April
UNMmy’s - The school year is coming to an end and you deserve a chance to relax and be recognized for all of your accomplishments. Come join our BIGGEST, and most formal event of the year! With the paparazzi, a catered dinner, live entertainment, and rolled out red carpet, you are guaranteed to have a great night. We invite you to join this VIP event for all student-athletes. There are several categories created in order to highlight the athletic performances and personalities of the year. Not to mention some other delightful surprises! Don’t miss the event of the year!
NCAA STUDENT-ATHLETE AFFAIRS

The mission of the Lobo NCAA Student-Athlete Affairs program is to provide, encourage and engage UNM student-athletes in a commitment to academic excellence, a commitment athletic excellence, a commitment to personal development, a commitment to career development, and a commitment to community service.

The University of New Mexico offers fall and spring workshops and presentations which enable student-athletes to promote leadership and sportsmanship while incorporating valuable life skills.

Commitment Statements

Academic Excellence
To support this commitment, the UNM Athletic Department provides several resources at the Lobo Center for Student-Athlete Success, including tutoring and mentoring, state-of-the-art computer access and study space. The UNM Athletic Department also employs a learning strategist and clinical psychologist, and hosts the annual Scholar-Athlete Banquet to recognize student-athlete success in the classroom.

Athletic Excellence
To support this commitment, UNM Athletics is dedicated to providing its student-athletes with a safe, competitive environment in which to enhance their skills. The athletic department is consistently striving to provide state of the art facilities, professional coaching staffs and trainers, and supportive administrators.

Personal Development & Commitment to Service
To support these commitments, UNM Athletics provides its student-athletes with a Student-Athlete Advisory Committee (SAAC), which is composed of two representatives from each intercollegiate athletic team. The athletic department promotes leadership development and healthy decision making by providing workshops and speakers on a variety of topics throughout the academic year.
UNM CULTURAL RESOURCES

African-American Student Services
Located at Mesa Vista Hall (Rm. 1130), 505-277-5645, e-mail: aass@unm.edu.

The African American Student Services program at UNM provides culturally relevant programs designed to assist primarily African American students in making a confident transition and successful adjustment to the University of New Mexico. African American Student Services understands that students often require a holistic approach to academic support. The program strives to provide an environment which is sensitive to the culture and history of African Americans and assist African American students in achieving their educational goals.

African American Student Services is committed to recognizing the differences within the African American culture, appreciating other cultures, and promoting programs within the University and the surrounding community that provide a cross-cultural perspective. Our staff is available to support the personal, academic, educational, and social development of students. African American Student Services is not a duplicate of other services on campus, but rather it concentrates on the special concerns that arise from the experience of being an African-American on a predominantly white campus. All students, regardless of ethnicity, are encouraged to participate in our cultural and academic programming.

El Centro de la Raza (Hispanic Student Services)
Located in Mesa Vista Hall, Room 1148, 505-277-5020. Email: elcentro@unm.edu. Web site: elcentro.unm.edu

El Centro de la Raza believes that students are creators of knowledge; scholars who bring with them diverse and powerful experiences that must be shared. El Centro serves as a space where all can celebrate their cultural wealth and/or discover who they are in relation to their culture. It is considered by many of our scholars, staff and faculty as a “home away from home.” We focus on growth and excellence of our students by promoting social responsibility, cultural diversity, community outreach and academic success through a Hipano/Latino cultural lense.

El Centro provides both academic and cultural programs, workshops and other tools to help students enrich their experience at the University of New Mexico. Some of the programs hosted at El Centro are: El Puente Fellows, Unidos Mentors, Latina/o Graduate Fellowship, El Puente Graduate Research Fellows, Intercultural Relations, I-Tour Consortium and Transformar Fellowship program. In addition, El Centro hosts Raza Graduation every year to recognize the accomplishments of the Latina/o graduates and to allow them to recognize their family, friends, and others who have provided support and encouragement during their educational endeavors.
We also have a friendly study space with CAPS tutors available, a computer lab, a spacious conference room, Student Programs Specialists you can meet with for individual sessions and a kitchen available for students, staff and faculty. We encourage you to stop by and take advantage of all we have to offer.

**American Indian Student Services**  
1119 Mesa Vista Hall – 505.277.6343 – http://aiss.unm.edu – aiss@unm.edu  
American Indian Student Services (AISS) is committed to ensuring the academic achievement & development of personal, cultural, and social success; while directly impacting the recruitment and retention of American Indian students. AISS works closely with departmental units, colleges, and other tribal and non-tribal entities to provide opportunities that enhance the ability of UNM American Indian students to be successful. The department provides information and assistance with admissions, tribal scholarships, academic advisement, financial aid, career planning, academic enrichment activities, and community service & volunteerism opportunities.

**LGBTQ Resource Center**  
608 Buena Vista DR. NE Building 20A, 505.277.LGBT (5428) lgbtqrc@unm.edu  
The LGBTQ Resource Center was founded in 2010 by students, staff, faculty, and community members. The Resource Center strives to provide services to UNM students, staff, faculty and community members of all gender identities and sexual orientations through support, advocacy, education and safety. The Center hosts numerous peer support groups for various identities and orientations. The LGBTQ Resource Center is a confidential reporting site for cases of sexual assault. The LGBTQ Resource Center offers cultural competency trainings in LGBTQ issues for individuals, departments and various organizations.

**Women’s Resource Center**  
Mesa Vista Hall 1160, 505-277-3716, e-mail: women@unm.edu  
The Women’s Resource Center is a place of advocacy, support, and safety for all members of the greater University and New Mexico community. Through a feminist model of empowerment and educational, social, and cultural programming, we seek to promote women’s self-determination and political involvement; awareness and advancement of women’s rights to ensure equality in all spheres of life; redress of inequities based on gender, sex, race, disability, sexual orientation, and economic class. The WRC also seeks to promote understanding and mutual respect among women and men to achieve individual and social change as well as to create a positive campus environment. The WRC offers a family-friendly computer pod, a breastfeeding support program, a single mothers scholarship, and many opportunities for student to get involved.
SAFETY AT UNM

Safety Tips on Campus
College campuses are not exempt from crime. Students, faculty and staff can make the UNM community a safer place to live, learn and work by taking common sense precautions, being alert, and looking out for others. A safe campus starts with you:

- Go out with a friend, not alone, especially if you’re headed for a late night snack or study break.
- Walk purposefully. Look confident. Watch where you are going. Be alert to your surroundings.
- Use well-lighted, well-traveled areas and try to walk with friends.
- Avoid shortcuts through isolated areas.
- Lock all doors and close all windows when leaving your car, whether it’s for a few minutes or several hours.
- Have keys ready when you approach your car. Check car for intruders before entering and lock door immediately after getting into your car.
- Always lock your bike or motorcycle when leaving it unattended, even if it’s only for a few minutes.
- List only first initials and last name in telephone directories.
- Hang up immediately on obscene phone calls.
- Don’t keep large sums of money in your office, dorm or apartment.
- Lock doors and windows, even if you’re just going out for dinner.

If you are a victim of a crime or feel threatened by another person, contact campus police 505-277-2241 immediately. You may save someone else from being a victim.

Security Escort Service
If you feel you need an escort to your car, the UNM Child Care Center, residence hall or classroom, there are campus police security aides available. The escort service may only be initiated from Student Family Housing, main and north campus property. For your safety, make sure you specify your location to the dispatcher. Service is provided on a first-come, first served basis and a wait may be necessary. Escort service is provided 24 hours a day, 365 days a year and may be accessed by calling 277-2241.
LoboGuardian

LoboGuardian is a mobile application that increases the safety of our students. It allows students to contact UNM Police Department and 911 in case of emergency. Through the use of your mobile phone’s GPS, an emergency response unit is able to track the student’s exact location.

Features

- Safety Time and Status: Designate friends, family, and others as “Guardians”
- Emergency Calling to UNM Police will provide your GPS location
- Report a Tip: Report anonymous tips to UNM Police

How to Install

- Search for “Rave Guardian” in the Apple App Store or Google Play Store to download and install
- Choose I am with a school
- Enter your name and UNM email
- Use your UNM email to unlock the full functionality of the app

For more info, visit loboguardian.unm.edu.

Bicycles, Skateboards, & HoverBoards

Bicycles must be parked in the bicycle racks provided (U-locks are strongly recommended), not locked to trees, signposts, or other property. You are encouraged to register your bike with the Campus Police at Hokona Hall, 277-2241.

Bicycles are not allowed inside buildings, except in designated dormitory bicycle parking areas. Bicycle riding is permitted only on designated bike paths and is prohibited in pedestrian areas indicated as dismount areas in Bicycling at UNM: Map and Regulations. Enforcement is suspended on Saturdays, Sundays and UNM holidays. **Skateboards are banned from the entire campus at all times.**

Skates, which includes roller blades, roller skates, and inline skates are permitted on campus only on Saturdays, Sundays and UNM holidays. Skates may not be used inside buildings, in dismount areas or on designated bike paths.

Bikes and skates are to be used on the ground only and may not be used on walls, benches, fountains, or other structures. Persons violating UNM’s non-motorized vehicles policy are subject to sanction under the applicable UNM Code of Conduct and/or arrest by UNM Police for violation of state law.

**HOVERBOARDS ARE BANNED FROM ALL UNM CAMPUSES AND PROPERTY.**