1. Purpose/Introduction
The purpose of this procedure is to define processes and contacts at NMSU concerning student life, housing and other relevant resources.

2. Related Policy/Authority
Include a link to the organization’s authority (its policy and/or federal citation).

3. Faculty/Staff Responsibilities
Executive Director of Student Affairs, Director of Student Life

4. Definitions/Abbreviations
Words and acronyms that that the reader may not be familiar with.

5. Procedural Steps
1.1 The Director of Student Life will serve as the BCOM Liaison to NMSU for services available to BCOM Students through the NMSU Affiliation Agreement
1.1.1 BCOM has a partnership with New Mexico State University (NMSU) which allows BCOM students to utilize a series of student resources on the NMSU campus. To access some of the resources, requires the possession of a 9-digit NMSU Identification Number. Each student is given this ID by NMSU when they matriculate to BCOM. The NMSU ID can be found in CAMS under Admissions->Student->Change Student. On “Student Admissions Page 1,” the NMSU ID is located in the “Alternate ID” box.
1.1.2 NMSU Housing: Student may fill out the NMSU Housing Application and submit to Varsi Martin, BCOM Assistant Controller vmartin@bcomnm.org. Mrs. Martin will also collect deposit. Once a housing application is submitted and deposit is payed, the Director of Student Affairs will mark housing approved students as authorized in CAMS, the BCOM student information system. More->User Defined->Housing Start Date->Housing End Date->Check Mark Housing Authorized
1.1.2.1 Termination by Affiliate Request: If terminating before the end of the contract period, Affiliate shall provide notification, to the Housing and Residential Life Office, of intent to vacate or to renew including desired term (ten or twelve months). Affiliate may petition to terminate this Agreement by submitting a request in writing to Burrell College of Osteopathic Medicine (bnewcomer@bcomm.org) if a) Marriage or Domestic Partnership or birth of a child: Agreement termination due to marriage, domestic partnership, or birth of a child will be approved no sooner than two weeks prior to the date of the official ceremony (or birth) with supporting documentation. For purposes of the Agreement, Housing and Residential Life defines and
 qualifies domestic partnerships under the same guidelines as defined by NMSU for benefits. Please refer to the NMSU Benefits Services web page benefits.nmsu.edu for information on domestic partnership qualifications or b) Extenuating Circumstance: Affiliates requesting termination, based on a extenuating circumstances must provide documentation to verify the claim, demonstrate a significant change in circumstance, and demonstrate that Housing and Residential Life is unable to provide any accommodation on campus that will meet their needs. Extenuating health concerns and medical emergencies are examples of situations that may be included under this condition. Affiliate will be required to submit official documentation in support of request and will comply with all check-out polices.

1.1.3 NMSU Meal Plan: A BCOM student may fill out the NMSU Meal Plan Application and submit to Varsi Martin, BCOM Assistant Controller vmartin@bcomnm.org. Mrs. Martin will also collect deposit. Once a meal plan application is submitted and deposit is payed, the Director of Student Affairs will mark meal plan approved students as authorized in CAMS, the student information system. More->User Defined->Meal Plan Start Date-> Check Mark Meal Plan Authorized

1.1.4 The Director of Student Life will contact the following department on NMSU’s campus should any student inquiries arise:
   - NMSU Housing: Candace Aragon caragon@nmsu.edu 575-646-3202
   - NMSU Meal Plan, ID Card, Parking Pass, and Transportation: Chel-Marie Barela chbarela@nmsu.edu 575-646-5950
   - NMSU Activity Center and Aquatic Center: Amanda Gallivan agalliva@nmsu.edu 575-646-4045
   - NMSU Health and Wellness: Lori McKee lomckee@nmsu.edu 575-646-8306
   - NMSU Student Activities: Bruce Vandevender bvandeve@nmsu.edu

6. Reports/Charts/Forms/Attachments/Cross References
Identify if any reports are required to include data elements.

[Place Hyperlinks or Attachments Here]

7. Maintenance
Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

8. Signature

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>Date</th>
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<tbody>
<tr>
<td>Vanessa Richardson MAEd</td>
<td>8/28/19</td>
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</tbody>
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9. Distribution List
Internal/External

10. Revision History
SOP # Structure (sample):

SA: Student Affairs
   SA.01.00: Student Affairs Business and Finance
      SA.01.01: Travel and Expense Reimbursement
      SA.01.02: Research Related Student Travel
   SA.02.00: Enrollment Services
      SA.02.01: Proof of Enrollment
      SA.02.02: Letter of Good Standing

HR: Human Resources
FIN: Finance
IT: Information Technology
SAF: Safety and Facilities
GA: Governance and Administration
AA: Academic Affairs
AD: Admissions
FA: Financial Aid
CE: Clinical Education
RE: Research