

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>NMSU Affiliate Procedure</b>		<b>SOP #: SA.012.01</b>
Effective Date	02/01/2018	
Last Revision/Review	12/01/21	

### 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 the reader may not be familiar with.

### 5. Procedural Steps

- 1.1 The Director of Student Life will serve as the Burrell Liaison to NMSU for services available to Burrell Students through the NMSU Affiliation Agreement
  - 1.1.1 BURRELL has a partnership with New Mexico State University (NMSU) which allows BURRELL 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 BURRELL. 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 The NMSU Housing Office, housing@nmsu.edu. The NMSU Housing Office will also collect the deposit. Once a housing application is submitted and deposit is paid, the NMSU housing office will inform the Director of Student Life. The Director of Student Life will mark housing approved students as authorized in CAMS, the BURRELL 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 (housing@nmsu.edu) 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

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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](http://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 BURRELL student may fill out the NMSU Meal Plan Application and submit to NMSU ID Card services [chbarela@nmsu.edu](mailto:chbarela@nmsu.edu). NMSU ID Card Services will also collect the deposit. Once a meal plan application is submitted and deposit is paid, NMSU ID Card Services will inform the Director of Student Life. The Director of Student Life 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: Jennifer Miner [minerj@nmsu.edu](mailto:minerj@nmsu.edu) 575-646-3202

NMSU Meal Plan, ID Card, Parking Pass, and Transportation: Chel-Marie Barela  
[chbarela@nmsu.edu](mailto:chbarela@nmsu.edu) 575-646-5950

NMSU Activity Center and Aquatic Center: Amanda Gallivan [agalliva@nmsu.edu](mailto:agalliva@nmsu.edu) 575-646-4045

NMSU Health and Wellness: 575-646-8306

NMSU Student Activities: Dr. Sarah Edwards [sarahed@nmsu.edu](mailto:sarahed@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

Signature on File

Executive Director of Student Affairs

12/01/21

Date

### 9. Distribution List

Internal/External

### 10. Revision History

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Revision Date	Subsection #	Summary of Changes	Approval Date
1	[e.g., 3.1]		