1. Purpose/Introduction
To outline and define the processes and contacts at NMSU and Florida Tech concerning student life, housing and other relevant resources.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

4. Definitions/Abbreviations
Florida Tech- Florida Institute of Technology
NMSU- New Mexico State University

5. Procedural Steps
1.1 The Executive Director of Student Affairs will serve as the Burrell College of Osteopathic Medicine (BCOM) 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 Executive Director of Student Affairs. The Executive 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 NMSU (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 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
NMSU ID Card services 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 Executive Director of Student Affairs. The Executive Director of Student Affairs will mark
meal plan approved students as authorized in CAMS, the student information system. 

1.1.4 The Executive Director of Student Affairs will contact the following department on NMSU’s
campus should any student inquiries arise:
NMSU Housing: Rachel Thomas-Chappell racheltc@nmsu.edu 575-646-5103
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 Blair agalliva@nmsu.edu 575-646-4045
NMSU Health and Wellness: Amanda Blair agalliva@nmsu.edu 575-646-8306
NMSU Student Activities: Dr. Sarah Edwards sarahed@nmsu.edu 575-646-3200

1.2 The Executive Director of Student Affairs will serve as the Burrell College of Osteopathic Medicine
(BCOM) Liaison to Florida Tech for services available to Burrell Students through the Florida Tech
Affiliation Agreement

1.2.1 Burrell has a partnership with Florida Tech that allows Burrell students to utilize a series of
student resources on the Florida Tech campus. To access some of the resources, requires the
possession of a Florida Tech Identification Number. Each student is given this ID by Florida Tech
when they matriculate to Burrell. The Florida Tech ID can be found in CAMS under Admissions-
>Student->Change Student. On “Student Admissions Page 1,” the Florida Tech ID is located in
the “Alternate ID” box.

1.2.2 Florida Tech Housing: The Office of Student Affairs works closely with Florida Tech to support
students in their search for on and off campus housing options near the Burrell Campus.
Contingent upon availability, Burrell Students may have the option to live in Florida Tech’s
student housing. Additionally, Florida Tech has resources to assist students in locating off
 campus housing options. Students may reach out Florida Tech Housing: housing@fit.edu (321)
674-8076 or Burrell’s Office of Student Affairs studentaffairs@burrell.edu 575-674-2225 for
assistance.

1.2.3 Florida Tech Meal Plan: A Burrell Student is eligible to purchase a Florida Tech Meal Plan,
students may call the Campus Dining Administrative Office at 321-674-8125 to sign up for the
plan.

1.2.4 The Executive Director of Student Affairs will contact the following department on Florida Tech’s
campus should any student inquiries arise:
Florida Tech Student Services Questions: Dr. Tristian Fiedler fiedler@fit.edu 321-674-7723
6. Reports/Charts/Forms/Attachments/Cross References
Identify if any reports are required to include data elements.

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

8. Signature
Approved by Department Head of Student Affairs 09.07.2023 Date

9. Distribution List
Internal/External

10. Revision History

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<th>Subsection #</th>
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<td>Changed Director of Student Life to Executive Director of Student Affairs</td>
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<td>09.07.2023</td>
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<td>Added Florida Tech information</td>
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