Novel Coronavirus (COVID-19) Communications Archive

MARCH - JUNE 2020

Please note information reflected in this archive includes outdated guidance. For the most up-to-date information please visit: ready.nmsu.edu
Please note information reflected in this archive includes outdated guidance. For the most up-to-date information please visit: ready.nmsu.edu
Dear students, faculty and staff,

As you may be aware, New Mexico Gov. Michelle Lujan Grisham and the New Mexico Department of Health announced today that three New Mexico residents tested presumptive positive for COVID-19, the first confirmed cases in the state.

Additionally, the governor issued a public health emergency declaration and announced new restrictions and recommendations related to travel and large public gatherings.

The New Mexico State University system has a comprehensive plan in place to proactively address the potential outbreak of a communicable disease like COVID-19, and we have been closely monitoring developments in this rapidly evolving situation. Visit our COVID-19 website for the latest information as it becomes available.

At this time, the NMDOH and the NM Higher Education Department are not advising any college or university campuses to close. The NMSU system will remain open, and will continue to monitor and respond to recommendations from state and federal officials. There is no reason for faculty to cancel classes at this time due to COVID-19 concerns. As always, our faculty should talk with their department heads if the need arises to cancel a class session for any reason.

All employees should continue to take responsibility for enhanced cleaning and sanitizing of their working areas. Our custodial staff is working hard to emphasize sanitation of high contact surfaces, and keyboards in all of our computer labs are being regularly sanitized.

There is no need at this time to initiate telework protocols, but campus organizations should consider moving meetings to a larger room to allow for social distancing. Decisions about events scheduled within the campus community will continue to be managed at the local level. More guidance on this will be available soon on our COVID-19 website.

In accordance with the recommendations of the NMDOH and the Office of the Governor, the NMSU system is restricting all official international travel effective immediately through April 15, at which time this restriction will be reassessed. Mission-essential exceptions to this rule can be considered by community college presidents, academic deans or vice presidents on a case-by-case basis.

I am also directing employees and students to cancel or postpone any university-related non-essential out-of-state domestic travel, though driving by vehicle is not restricted at this time. I encourage everyone to consider the risks of personal international travel and consider canceling or postponing planned trips. If you do plan to travel internationally, or if you have traveled in the last 14 days, please visit and complete the travel form.

Our mission as a university starts with our students, and support is available to all of our students and their families throughout the NMSU system. The most important thing we can do to protect our NMSU community is to keep taking the precautions we know will reduce our risk, including:

- Wash hands frequently with soap and water for at least 20 seconds
- Clean “high-touch” surfaces daily with regular household cleaners
- Avoid sharing personal household items
- Avoid large public gatherings
- Avoid non-essential travel to affected areas
- Remain home if you are sick

We’ll continue to keep you informed as this situation develops. Our Aggie Health & Wellness Center website has a page dedicated to sharing information and resources about COVID-19, including the latest recommendations from the NMDOH and the U.S. Centers for Disease Control.
COVID-19 Travel Related Information

Update 3/16/2020

Given the recent COVID-19 communicable disease concerns, the NMSU system has restricted all official international travel effective through April 15; please see the Chancellor’s communication dated March 11, 2020. Employees and students are also directed to cancel or postpone any university related, non-essential out-of-state travel – though driving by vehicle is not restricted at this time.

Also, in response to the COVID-19 virus pandemic, many conferences and events have or will be cancelled by hosts and sponsors. If travel has been constrained, cancelled, or changed due to no fault of the traveler, the associated costs can be paid by NMSU. Every effort should be exhausted to obtain a refund or reschedule as appropriate.

If the individual is traveling and a conference or event is cancelled due to COVID-19, NMSU will reimburse for expenses incurred to return to their work location. The costs of constrained, cancelled and/or modified travel plans will be the responsibility of the department and covered by the proper funding source. The traveler can be reimbursed for nonrefundable payments such as lodging and air transportation. Departments are encouraged to track these costs for documentation purposes. More specifically:

- For NMSU travel plans, that have already been made, the best effort should be made to receive full refunds on conference registration fees, hotel and airline costs. If the full cost of registration fees or hotel deposits are not refunded, the cost will be covered by the funding source.
- Non-refundable airline costs will be reimbursed to the individual if the expense was incurred on a personal credit card, and will be charged to the funding source. If the airline fare was non-refundable, most airlines are issuing a credit to the traveler. Departments need to track the credit to use for future NMSU travel.
- Sponsored award related travel plans should follow the same procedures. Nonrefundable travel related costs will remain on the sponsor awards and every effort will be made to bill the agency. Departments should be prepared to cover the cost if the agency does not allow the charge in the future.

Any exceptions to these rules can be considered by community college presidents, academic deans or vice presidents on a case-by-case basis.

Further questions can be directed to Aggie Service Center at asc@nmsu.edu or by calling 646-2000.

Andrew Burke
Sr. VP Administration & Finance
NMSU announces two-week spring break for students, beginning Mon., March 16

Update 3/11/2020

New Mexico State University is implementing a system-wide, two-week spring break for students, beginning Monday, March 16. While coursework will not be held during these two weeks, it’s important to note that the university will remain open. On-campus housing will remain open. NMSU’s Health and Wellness Center, Corbett Center, Dining Services, Police, Fire and all other support services will remain open during this time. NMSU is in continuous communication with regional government and educational partners in response to the escalating circumstances surrounding Coronavirus (COVID-19). Additional information for students, faculty and staff will be disseminated by the end of today.

Dan Arvizu
NMSU Chancellor
Academic Responses to COVID-19 Pandemic

Update 3/13/2020 – 5:00 pm

NMSU Faculty,

Today, NMSU announced a two-week spring break for students beginning Monday, March 16. This action was taken to protect the health and safety of NMSU faculty, staff, and students during the COVID-19 pandemic. Both online and face-to-face classes will be taking this two-week break.

We are faced with unprecedented circumstances. Because of those circumstances, during Spring Break and especially next week, I am calling on you to work together to meet the educational needs of our students by moving courses to online delivery for the rest of the semester.

Most departments and all colleges have faculty experts in online teaching. I recognize that preexisting online courses could continue from March 16–20, but I am asking that our online experts mentor colleagues with less online experience during these two weeks as they transition their courses to online delivery. I realize the challenge in this request; in addition to changing course delivery methods, I am asking everyone to condense nine weeks of instruction into eight weeks. But we are fortunate to have extraordinary online faculty experts who can share their knowledge and help us achieve this goal. Staff have compiled a starting point of online resources (https://learning.nmsu.edu/instructional-continuity-covid-19/).

I regard this as a temporary course delivery strategy that differs from a true online pedagogy, but colleges and their faculty should feel empowered to be creative and use all appropriate strategies and resources available to them, all toward the goal of maintaining instructional objectives.

We are NOT expecting faculty to suddenly convert their courses to full-blown online delivery methods using modern online delivery and pedagogical standards. Rather, you should use technologies that:

1. Facilitate synchronous faculty–student communications, e.g., Zoom. Zoom is an easy to use web conference technology that should be integrated into Canvas sometime next week. It works reasonably well in an environment of lower bandwidth and is available to all faculty and students through NMSU’s enterprise-wide license. Adobe Connect in Canvas is also in place for instructional use.
2. Use of the Canvas Learning Management System (LMS) to distribute/collect materials and assignments, take attendance, etc.

We recognize that not all material can be easily translated into this format. Therefore, over the next two weeks, we will ask for a plan to deal with classes such as labs, which can be managed to lessen possible virus transmission.

Some other concerns:

- Delayed mid-term exams: For courses that move online, consider using take-home exams or ProctorU (available through Canvas), which supports online proctored testing. For the rest of this semester, students will not be charged a fee for this service if you use the flex scheduling procedure described at https://learning.nmsu.edu/instructional-continuity-covid-19/.
- All courses will need to adjust their schedules for the longer spring break. We are also adjusting the course drop deadline to April 2 and delaying the start of Mini-Semester 2 until March 30.
- Finals will still be the week of May 11, and grades will be due on Tuesday, May 19. No decisions regarding commencement have been made at this time.

We will continue to use our official NMSU COVID-19 website to distribute information: https://nmsu.edu/coronavirus/. Also a hotline call center will be implemented on Monday to answer questions. More information on this hotline call center to come.

We realize that there are substantial challenges to be faced during the remainder of this semester. But we know that our faculty are world class, and we have confidence that you will do your best for our students.

Carol Parker
Provost
COVID-19 related human resource information

Update 3/13/2020 – 4:05 pm

The health and safety of NMSU employees is paramount as we work through this world-wide coronavirus (COVID-19) outbreak. We will communicate with you as new information becomes available and we are here to support our NMSU community.

Telework

NMSU is implementing voluntary temporary telework arrangements for employees whose job duties are conducive to working from home. Supervisors and managers are encouraged to be flexible and creative in working with staff. However, there are some positions that require the employee to be physically present in the workplace. Employees requesting to telework should read the Temporary Telework Guidelines (https://hr.nmsu.edu/telework-guidelines) and will need to complete the Telework Agreement Form (https://hr.nmsu.edu/telework-form) located on the HRS forms page.

Should the current health situation warrant, NMSU may require all employees, with the exception of essential personnel, to work from home. Employees should be proactive with department managers in preparing for these circumstances to ensure that employees have the resources necessary to work remotely.

Student Employment (Undergraduate and Graduate)

Students wishing to work during the two-week Spring Break may do so, up to 40 hours. If students prefer not to work during this time, that should be discussed with the supervisor.

Caring for Family Members

With the Las Cruces Public Schools closed through April 3, employees needing to care for family members may either use their annual leave, telework as agreed to with their supervisor, or sick leave in case of sick family members. Details are available at Temporary Telework Guidelines (https://hr.nmsu.edu/telework-guidelines).

Self-Care

Taking care of yourself at this time is essential. Not only should you wash your hands frequently and keep your offices and desks clean, but please get rest and exercise as you can. Avoiding mass gatherings and maintaining distance (approximately 6 feet) from others when possible, which is also referred to as social distancing, is important as well. If you have any concerns about your health, call your care provider. And if you want to talk about the impact of this health outbreak, please call our Employee Assistance Provider (https://wellness.nmsu.edu/eap/).

Travel

If you have traveled out of state or country (excluding typical trips to El Paso) in the last 14 days please register your travel on the University travel reporting portal (https://webcomm.nmsu.edu/coronavirus/) And if you will be traveling internationally or out of state via commercial carrier for personal travel, you will need to self-isolate for 14 day after return and inform your supervisor to help manage your work.

If you have additional questions, contact your supervisor or your department head. Also, questions can be sent to HRhelp@nmsu.edu (mailto:HRhelp@nmsu.edu).

Human Resource Services

Through: Dan Arvizu, NMSU Chancellor
Getting a Canvas Course Up Quickly

Update 3/16/2020 – 3:48 pm

NMSU Community,

Academic Technology has created a short video (please excuse the lack of editing) that shows the very basics of what you need to do to get your Canvas course populated with content for your students: https://screencast-o-matic.com/watch/cYeDrkxpxx

This video is not designed to show fully developed online pedagogy (our OCIP folks are GREAT at that!) but is designed to show you how to get content up quickly.

COVID19 - Canvas ONLINE Workshop Series

Update 3/13/2020 – 4:57 pm

NMSU Community,

Academic Technology will be offering all of our technology workshops ONLINE starting Monday, March 16, 2020 through Friday, March 20, 2020. These ONLINE workshops will cover Canvas (Introduction to Canvas, Assignments, Quiz Tool, Home Pages, Modules, Gradebook, Commons), Adobe Connect, Turnitin, Respondus LockDown Browser/Respondus Monitor.

To register for these ONLINE workshops please visit: https://learning.nmsu.edu/upcoming-workshops/ (https://learning.nmsu.edu/upcoming-workshops/)

AT will be offering ONLINE open labs starting Monday, March 23, 2020 through Friday, March 27, 2020 from 8:30am – 11:30am and 1:30pm – 4:30pm. These sessions can be accessed at: https://nmsu.zoom.us/my/nmsuacademitech

If you need a one-on-one consultation, please email learning@nmsu.edu. We will be doing all of our one-on-one consultations ONLINE ONLY via the Zoom web conferencing platform.


Academic Technology
learning@nmsu.edu
(575–646–5125)
https://learning.nmsu.edu (https://learning.nmsu.edu/)

Robbie Grant
Lead Enterprise Application Administrator
FOLLOW-UP INFORMATION FOR STUDENTS - NMSU announces two-week spring break for students, beginning Monday, March 16

Update March 13, 2020

Dear NMSU Aggies,

As of today, March 13, 2020, students, faculty and staff were sent an email communication that announced that Spring Break will commence early beginning Monday, March 16. We know that with this announcement there are likely numerous questions that you have regarding a number of things. As such we are providing a brief synopsis of NMSU’s efforts to address the COVID-19 situation.

As New Mexico State University continues to closely watch the spread of the coronavirus across the world, we want to assure you that the health and safety of our students is our highest priority. New Mexico State has activated its emergency operations plan and convened its response team to coordinate preparedness and response activities. Members of the team are closely monitoring the situation, relying on local, state and federal health officials.

As we carefully track the Centers for Disease Control and Prevention Levels 1, 2, and 3 risk assessment and the New Mexico Department of Health for COVID-19, we are now implementing guidelines and measures across the NMSU system to address international and domestic travel, campus residence living and dining options, and event plans.

We are committed to keeping our campus community healthy and safe. Should you have additional questions that are not answered in this document, please see the NMSU website dedicated to maintaining up-to-date information about the COVID-19 situation (https://wellness.nmsu.edu/ (https://wellness.nmsu.edu/)).

NMSU students will begin Spring Break (no classes) on March 16 and will resume classes/coursework on March 30.

ON CAMPUS HOUSING & DINING SERVICES

- Student Housing and Dining Services remain OPEN and will continue to operate normally.
- Students who wish to remain in their on-campus rooms and/or apartments through Spring Break may do that and are not expected to leave campus.
- Residence Life has increased the frequency of surface cleaning: specifically handrails, elevator buttons, and door handles are being disinfected regularly.
- Hand sanitizer is being provided in public spaces.
- Students have been notified and are regularly reminded about special hygiene and virus prevention strategies in their residence halls/apartments that will prevent the spread of viruses (including the flu). Specific strategies can be found at this CDC link. (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention.html&data=01%7C01%7Cmchavira%40nmsu.edu%7C0f16faf2239b4b8a410308d7c786907c%7Ca3ec87a89fb84158ba8ff11bace1ebaa%7C1&sd)
- Specific plans have been created related to students who need to be isolated and may require meal delivery. Residence Life staff will be handling each case uniquely.

AGGIE HEALTH & WELLNESS CENTER

- The Aggie Health and Wellness Center (AHWC) (https://wellness.nmsu.edu/) is open and available to all students, providing comprehensive medical and psychological services.
- Students need to report any symptoms of COVID-19 immediately to the AHWC or their medical provider – preferably by CALLING FIRST to get advice and instructions. NMSU students may call (575) 646-1512. Medical staff are on-call to triage calls to assess symptoms and determine if an individual should be seen by a physician or self-isolate.
**SELF-ISOLATION MEANS:**

- Staying in your room, apartment, or house. Do not go to work, classes, athletic events, or other social or religious gatherings until 14 days after leaving the Level 3 country.
- Limit contact with other people as much as possible. This also means limiting close contact with others including persons living in your residence.
- Wash your hands with soap and water, or use alcohol-based hand rubs after coughing or sneezing or throwing a used tissue in the garbage.
- Avoid sharing household items. Do not share drinking glasses, towels, eating utensils, bedding, or any other items until you are no longer asked to self-isolate.
- Keep your surroundings clean. While the virus is not spread very well from contact with soiled household surfaces, try to clean surfaces that you share with others, such as door knobs, telephones, and bathroom surfaces (or any other object that you sneeze or cough on), with a standard household disinfectant wipe. Wash your hands after cleaning the area.

**CAMPUS EVENTS & ACTIVITIES**

- Older students (60 and over) and those that have pre-existing medical concerns should monitor their health and take extra precautions to reduce your risk of getting sick with the disease.
- Numerous large scale campus events have been cancelled or postponed. Check the NMSU Insider Facebook page for more information.
- A determination will be made in the coming weeks about commencement ceremonies and other end of semester events.
- Until further notice, student gatherings on campus will be limited to less than 50 participants. Non-NMSU students (community members) will NOT be allowed to join in-person meetings on campus, nor should any participants who have traveled from other states or countries (via commercial carriers).
- Future campus community meetings, activities, or events involving 100 individuals or more will be reviewed on a case by case basis and will be restricted to NMSU students, faculty or staff.
- University departments and student organizations are being encouraged to evaluate currently scheduled meeting facilities to ensure they are configured for appropriate social distancing.
- Non-NMSU students (community members) will NOT be allowed to join in-person meetings on campus, nor should any participants who have traveled from other states or countries (via commercial carriers).

**STUDENT TRAVEL INFORMATION:**

- All official University international travel has been restricted. This restriction includes all students, faculty, and staff travel that is sponsored by or associated with NMSU or NMSU chartered student organization.
- All official University out-of-state domestic travel via commercial carrier (air, bus, or train) is cancelled or postponed. Travel via personal vehicle is not restricted.
- The University highly suggests that all students consider the risks associated with personal domestic travel especially out-of-state and international. Should students choose to leave the state, because of the fluid nature of this situation, they need to recognize that they may not be able to come back to campus – especially if they return from areas where there has been a significant incidence of COVID-19.
- Study Abroad students have been sent correspondence (Mar 12 2020) in response to the U.S. State Department’s issuance of a Level 3 Global Travel Advisory. This advisory requires that students studying abroad must return to United States. Questions regarding your return trip arrangements and academic coursework options should be directed to the NMSU Office of Education Abroad. (https://oea.nmsu.edu/)
- Anyone who has traveled out of state (excluding typical trips to El Paso) in the last 14 days are being asked to register their travel on the University travel reporting portal. (https://webcomm.nmsu.edu/coronavirus/) Anyone returning from international travel or those who have traveled via commercial carrier must self-isolate for 14 days.

**STUDENT EMPLOYMENT**

- Students who are not leaving campus for spring break may continue to work their normal work hours or may choose to pick-up extra hours as per direction from their supervisors.

**CAMPUS ADMISSIONS & VISITOR TOURS**

- Admissions will be operating normally during this spring break period.
- Visiting groups will be hosted in larger facilities on-campus that allow for social distancing and outdoor tours will continue.

---

**Ann C. Goodman, Ph.D.**

Associate Vice President & Dean of Students

---

https://nmsu.edu/coronavirus/3-13-20-follow-up-for-students.html
Message for International Students

Update 3/13/2020

Dear International Students,

We are sure you are aware of the widening COVID–19 coronavirus outbreak and its growing potential to disrupt international travel during NMSU’s Spring Break, March 23–27, 2020.

If you are considering international travel over Spring Break, NMSU is recommending that you monitor travel advisories due to the outbreak of COVID–19. In addition to considering health risks, it is important to be aware of new exit or entry control and quarantine measures that may have been implemented, or may be implemented in the future, for certain countries and the risks these developments may pose to travel plans. In many countries, such measures may be implemented with very little notice during the coming weeks. These actions could have a serious impact for you. Your travel plans back to NMSU may be delayed, you may not be able to attend classes, and you may have unexpected personal costs if you have to stay outside the US for a long period of time.

If it all possible, we encourage you to postpone any travel until after the health situation normalizes.

NMSU asks those considering travel to view the Aggie Health and Wellness website for current COVID–19 and related travel advisories.

For further inquiries, Aggie Health and Wellness can be reached at 575–646–1512 and campus_health@nmsu.edu (mailto:campus_health@nmsu.edu)


The Center for Disease Control has an informational site about COVID–19. The site features a risk assessment map by country as well as thorough information on COVID–19 related topics.

https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Ftravelers%2Findex.html&data=01%7C01%7Cmchavira%40nmsu.edu%7CC85126d8953c64ae9891d08d7c7f93c3c%7Ca3ec87a89f8b84158ba8ff11bace1ebaa)

Remember that ISSS is here to help you the best we can during this challenging time. If you have any questions, contact us at isss@nmsu.edu (mailto:isss@nmsu.edu) or stop by our office.

Seth Miner
Director of Undergraduate Admissions & Orientation
NMSU Resident Letter from Housing & Residential Life

Update 3/13/2020 – 2:46:40 PM

Dear NMSU Campus Resident,

Chancellor Arvizu announced, via email earlier today, that NMSU’s Spring Break for students will begin early, on March 16 (no classes). Classes and coursework will resume on March 30.

This email is intended to provide a summary of NMSU’s efforts to address the COVID-19 situation and to make sure you know NMSU is committed to keeping our campus community healthy and safe. If you have questions that are not answered below – please see the NMSU’s website dedicated to maintaining up-to-date information about the COVID-19 situation.

ON CAMPUS HOUSING & DINING SERVICES

- Student Housing and Dining Services remain OPEN and will continue to operate normally. If you are staying on campus during Spring Break please see information below.
- Students who wish to remain in their on-campus rooms and/or apartments through Spring Break may do that and are not expected to leave campus.
- We have increased cleaning of high-touch surfaces: specifically handrails, elevator buttons, and door handles are being disinfected regularly.
- Hand sanitizer is being provided in public spaces.
- Students have been notified and are regularly reminded about special hygiene and virus prevention strategies in their residence halls/apartments that will prevent the spread of viruses (including the flu). Specific strategies can be found at this CDC link. (https://www.cdc.gov/coronavirus/2019-ncov/about/ EXTRACTION:https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html)
- Specific plans have been created related to students who need to be isolated and may require meal delivery from others. Housing and Residential Life will be handling each case uniquely.

If you are leaving campus housing for Spring Break:
- Lock your doors and windows and take your key with you.
- Take valuables and items you may need (medications, important paperwork, computer, etc.) with you.
- Now is a great time to tidy up your room, wash your bedding, and disinfect the surfaces in your space so you come back to a clean and healthy environment.

If you are staying on campus during Spring Break:
- Hours and information about campus dining locations is available here (https://dining.nmsu.edu/hours/).
- The service desks in Garcia Hall, Chamisa Village, and South Campus will remain open during Spring Break. We will maintain regular desk hours (https://housing.nmsu.edu/contact-us/) through March 20. Starting March 21, we will have reduced hours through March 29. Hours will be posted at each location and may be subject to change.
  - March 21-29 Service Desk hours:
    - Garcia: 8:00 a.m. – 8:00 p.m. daily
    - Chamisa: 8:00 a.m. – 5:00 p.m. Monday through Friday; noon – 5:00 p.m. weekends
    - South Campus: 8:00 a.m. – 5:00 p.m. Monday through Friday; noon – 5:00 p.m. weekends
- We have staff on call 24 hours a day for emergencies. You can reach us at 575-646-1701. If needed, you can also reach emergency fire, police, and medical dispatch at 575-646-3311 or by dialing 911.

You should also know that:
- Faculty are using the next 2 weeks to prepare for online delivery of classes for the rest of the semester.
- The health and safety of NMSU employees is paramount as we work through this world-wide coronavirus (COVID-19) outbreak. We will communicate with you as new information becomes available and we are here to support our NMSU community.

Ophelia Watkins
Interim Executive Director Housing & Residential Life
Campus Event Guidelines for Student Organizations

Update 3/17/2020 – 11:14 am

TO: Aggie Student Organization Student Leaders & Faculty Staff Advisors:

As you know, information from the federal, state, and health agencies is coming in at a face pace. We are trying to keep up with directives from numerous agencies and make the best decisions possible for our students and student organizations. As of today please note that the following guidelines and restrictions are in place until further notice:

CAMPUS EVENTS & ACTIVITIES

- Be advised that the Activities Center, dining and other special-use facilities are limiting the number of patrons utilizing the space.

- Meetings and social gatherings should be limited to 10 or less per CDC guidance (https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf) through March 31. Until further notice, student gatherings on campus will be limited to less than 10 participants. Non-NMSU students (community members) will NOT be allowed to join in-person meetings on campus, nor should any participants who have traveled from other states or countries (via commercial carriers).

- Corbett Center event staff are working to ensure that any meeting rooms scheduled take into considerations appropriate social distancing methods. Meeting rooms scheduled on campus after March 30 will remain on the calendar BUT note they may be changed or cancelled due to size and social distancing requirements (https://www.usatoday.com/story/news/health/2020/03/11/coronavirus-pandemic-quarantine-social-distancing-covid-19-defined/5020755002/).

- Off campus participation as a student organization at volunteer locations in the community are discouraged. However, if you feel you need to volunteer and choose to do so, please follow specific strategies can be found at this CDC link. (https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html)

- More information about future (after March 30th) campus community meetings, activities, or events will be provided in the next two weeks.

Campus Activities, Office of the Dean of Students, and NMSU is committed to keeping our campus community healthy and safe. Please continue to monitor your NMSU email and the NMSU website dedicated to maintaining up-to-date information about the COVID-19 situation (https://wellness.nmsu.edu/).

If you have additional questions about student organizations events/activities, please contact our office at: 575-646-3200

Bruce Vandevender
Director of Campus Activities
575-646-3200
Maintaining Academic Progress, Spring 2020

Update 3/16/2020 – 4:08 pm

TO: NMSU System Students
CC: NMSU System Faculty and Staff

Preserving the health and safety of NMSU students, faculty, and staff are our top priorities as we work through the world-wide COVID-19 outbreak. In an effort to slow the spread of the COVID-19 virus, on Friday NMSU announced that students are taking a two-week spring break beginning today. When classes resume on March 30, many will use an online format, and below are items you need to know about the rest of the semester. Now more than ever, it is critical that you stay in touch with your professors with any questions you might have. Please also monitor your email.

NMSU remains open and safe: students can stay in their dorms; dining halls will be open; Health Center and other services will be available during the extended spring break. Although classes are not meeting for the next two weeks, all campuses are open and ready to assist you with resources. A campus information line has been established to answer questions (575-646-7373) and the NMSU COVID-19 website (https://nmsu.edu/coronavirus/) is regularly being updated.

Courses: For students, the two-week spring break will function like a regular spring break. It gives you time to rest and catch up. For some it is also an opportunity to get ahead. However, this does not prevent you from turning in projects early if they are ready. To ensure that you continue to make progress toward your degree, over the next two weeks faculty will move face-to-face classes to an online format for the remainder of the spring semester. Your professors will update you on adjustments to course schedules and assignment deadlines.

- Classes where online instruction is not feasible, such as labs and Career–Technical Courses (CTE), will resume on March 30, but under protocols enhanced to lessen virus transmission. This includes increased disinfection between classes and reduced section sizes to allow a distance of 6 feet between students (social distancing). Deans and faculty will give you more information regarding these courses next week.
- Clinical placements in some cases have been paused during the two-week spring break. Following the break, NMSU educators will work with clinical supervisors to determine whether it is necessary to suspend a clinical placement. As of now, we envision students will continue clinical hours in accordance with any placement restrictions.
- ICT is keeping computer labs open to support student learning, with additional cleaning to lessen virus transmission.
- If you are a graduate student with an upcoming defense, it will continue, in some cases via technology such as Zoom. Work with your graduate advisor, and more details will be available by Wednesday from the Graduate School.
- If you feel sick, please stay home.

Deadline changes

- The last day to drop a class for the full semester has been extended until April 2. As usual, please speak with your professor and academic advisor before dropping a class.
- Mini–semester 2 will begin on March 30.
- The semester will not be extended. Exam week remains the week of May 11.
- At this point, no changes have been made to graduation ceremonies; however, this could change.

Work schedules: Student employees, including graduate and teaching assistants, should consult with their supervisor about work schedule.

These are unprecedented times. Working together and supporting each other, we will get through this pandemic. We are all part of Aggie Nation!

Carol Parker
Provost

ASNMSU Press Release

Update 3/18/2020

My Fellow Aggies,

With there being several recent developments regarding the COVID-19 outbreak, we wanted to take the time to address these changes and any concerns the student body might have. We will continue to respond to your concerns at asnmsu@nmsu.edu or elevate them to administration if we cannot answer them.

The ASNMSU Office will be closing this afternoon until we receive further instruction to return to the office. During this time, all services located within the office will be suspended until our office resumes operations. Crimson Cab and the Airport Shuttle will continue to operate until regulatory mandates prevent us from doing so. We realize this service has become invaluable to many of our students and its suspension would greatly impact those who need it most. Rest assured, many precautions are being taken to ensure the sanitization of the cabs and shuttles but we ask you only use them if necessary to limit your exposure.

The ASNMSU Senate will continue its reimbursement process for student organizations. Regular scheduled meetings will be held via Microsoft Teams once we return from spring break. For those with the desire to be reimbursed for travel before March 11, please contact one of your college’s senators. Should you need to find out who your senators are, they can be found at https://asnmsu.nmsu.edu under the Government tab. Given the University’s restriction on travel in the midst of this outbreak, there will be no travel reimbursements for student organizations for travel after March 11, 2020. If you would like to attend the virtual senate meetings please email Vice President Melina Burnside at asnmsuvp@nmsu.edu.

If you believe you have come into contact with COVID-19, please call your health care provider to figure out the next steps that should be taken. The Aggie Health & Wellness Center is operating as normal, but they ask that all students with these concerns call ahead of time. Talk before you walk. Aggie Health & Wellness Center can be contacted at 575-646-1512. If you are a current NMSU housing resident, you are allowed to self-isolate. More information regarding this option can be found through contacting your RA.

As Spring Break continues we want students to keep in mind that the University will not be closing. Commit to healthy practices while on vacation. If you’re sick of singing the ABC’s while washing your hands with warm soapy water, the Aggie Fight Song will also work.

The University is ensuring that extra precautions are taken in an effort to upkeep cleanliness on campus due to flu season. If you have any further questions or concerns regarding COVID-19, please refer to https://wellness.nmsu.edu/coronavirus.

Evan Conner
ASNMSU President
Now offering virtual advisor assistance!

Update 3/18/2020

To help minimize in-person contact in reaction to Covid-19, the Center for Academic Advising and Student Support is offering a new way to contact your academic advisor and receive support.

You will now be able to reach out to your advisor via Microsoft messaging to ask a quick question (similar to our walk-in services), or request an advising appointment using Microsoft Teams via my.nmsu.edu account.

You can also schedule an appointment at advising.nmsu.edu. Please see the attached document for instructions.

Marissa Fowler
Assoc. Director, Center for Academic Advising and Student Support
Important NMSU Housing Update

Update 3/19/2020

Dear NMSU Campus Resident,

NMSU Housing and Residential Life and Dining Services remain open and operational. We are focused on the health and safety of our residents and staff as the highest priority.

Taos Dining Hall is providing “To-Go” service only in compliance with NM Department of Health directives. As is normal, if your dietary needs require special meals or ingredients please work directly with Dining Services to accommodate that. Your Resident Directors and Resident Assistants are available to you via email, Microsoft Teams or Zoom. These measures have been put in place based on guidance from Chancellor Arvizu, President Floros and various health professionals at NMSU.

Please continue to check in https://nmsu.edu/coronavirus/ for updates as we go through this unusual time.

Ophelia Watkins
Interim Executive Director of Housing & Residential Life
Update on Parking Regulations, Mail and Delivery Services

Update 3/19/2020

Parking Regulations

Parking regulations related to permit requirements have been suspended for the duration of the public health emergency. Any permit is valid in any parking area except special permit and disabled parking, and no permit is required for parking in student, faculty/staff, or open lots. There is ample regular parking available throughout campus, so we ask that you avoid parking in the disabled parking spaces unless you are displaying the appropriate permit/license plate. Enforcement of disabled parking, emergency/fire lanes, blocking streets, restricted access areas, and similar violations will continue to be enforced in accordance with state law. If you have any questions on where you can park, please call Parking & Transportation Services at (575) 646–1839.

Mail and Delivery Services

Due to the closure of most buildings on campus, NMSU Mail Services will suspend daily mail routes to departments. Beginning March 20th, the NMSU Mailroom, located on-campus at 3533 Locust Street, will be open from 11:00 am to 5:00 pm to allow departmental staff to pick-up and drop-off mail. The mailroom will also serve as the central receiving location for package delivery from UPS, FedEx and DHL for buildings that have been closed. Packages received will also be available for pick-up at the mailroom between 11am–5pm daily. Aggie Health & Wellness, NMDA, the Police department, and the Fire Station will be receiving deliveries as normal. For any questions, please contact Mail Services at 575–646–3716 or mailservices@nmsu.edu

NMSU Police Department
NMSU Auxiliary Services
Temporary Access to Adobe Creative Cloud desktop Apps for the NMSU Community is now available

Update 3/19/2020 – 12:10 pm

NMSU Community

As a result of NMSU going online or working remotely to stem the Coronavirus spread, access to Adobe Creative Cloud in labs and classrooms is limited. Adobe has provided temporary at-home access for impacted students, faculty, and staff, so that they can continue to do their work remotely. The temporary access begins today and will last until May 31st. Please follow the instructions below to enable access to Creative Cloud Desktop Apps on your personal device.

1. Visit https://creativecloud.adobe.com (https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcreativecloud.adobe.com%2F&data=01%7C01%7Cnorma%40nmsu.edu%7C1cc8e670d59b43bf79bc08d7cc2a3d7c%7Ca3ec87a89fb841) and use your NMSU username and password to sign in.

2. If prompted, select Company or School Account and then enter your password and provide your credentials in the NMSU login screen.

3. From the Creative Cloud website, browse for and download your desired app. Click Apps on the top of the page to view all apps.
For more information on how to download or install apps, see Download and Install Creative Cloud apps (https://helpx.adobe.com/download-install/using/download-creative-cloud-apps.html).

For educators and school leaders seeking to engage students during campus closures, Adobe has curated resources to help them discover inspiring projects, best practices, and new ideas so they can continue to drive valuable learning in virtual environments. For more information on Adobe’s distance learning resources please click here (https://edex.adobe.com/distance-learning).

If you have any questions or issues please contact the helpdesk at help@nmsu.edu (mailto:help@nmsu.edu). Please continue to visit the NMSU Coronavirus page for new information https://nmsu.edu/coronavirus/ (https://nmsu.edu/coronavirus/) . We will soon have student technology resource page available.

Norma Grijalva
CIO/AVP Information Technology
Campus Research Update

Update 3/20/2020 – 5:45 pm

Dear Deans, DHs, Directors and PIs,

We are facing unprecedented complex, ever-changing, challenging times at NMSU. As persons responsible for the critically important research enterprise of our university, we must now put the safety and health of faculty, students and staff above all else.

To that end, and until further notice, the following is required:

1. NO students, graduate or undergraduate, who traveled abroad or out-of-State during Spring Break can return to your laboratories and work spaces until they have completed a mandatory, two-week period of self-isolation to ensure that they are not infected with SARS-CoV-2.

2. DO NOT remove any graduate or undergraduate student from your grant or contract payroll.

3. NO travel abroad or out-of-State.

4. All grant or contract activity that can be performed at home should be prioritized.

5. PIs who must access labs or workspace will inform their supervisor (Director, DH, Associate Dean for Research) and get approval through email noting who will be accessing and when. Please record, via a sign-in sheet, record of texts, or otherwise, the entrance and exit of each of your supervisees to campus each day. This information will be needed for contact tracing should a case be detected on campus.

6. Keep track of your sponsors’ webpages; they contain the latest information on how to manage your grant and contract requirements as the SARS-CoV-2 outbreak limits access to the workplace. Most funding organizations are offering extensive flexibility in submission deadlines, reporting deadlines, budget deadlines, etc. Moreover, some are offering supplemental funding to cover extended time for personnel who were unable to perform duties for a period of time but were nonetheless paid. You are encouraged to contact your funding agencies to discuss these options.

Since most undergraduates will not be able to return to housing on campus, please be particularly flexible in offering undergraduate researchers alternatives to being in the laboratory.

In the event the University announces Level III status, prepare for closing of all laboratories and work spaces. Only essential personnel needed to maintain critical laboratory organisms and animals will be allowed on campus. If you have laboratory organisms and animals in your laboratory and have not done so already, contact your Director and/or Associate Dean for Research to plan for a phased shut-down.

Luis Cifuentes
Vice President for Research & Dean of the Graduate School

(575) 646-0111
Students returning to campus

Update 3/20/2020 – 5:53 pm

NMSU Las Cruces Campus students and employees:

Because of the rapidly changing nature of the COVID–19 pandemic, we are updating our guidance to the campus community regarding students returning to campus after spring break.

- If you live in a residence hall and you left for Spring Break, do not return to campus this semester. Because the university will have only online courses after our extended Spring Break, there is no reason to return to campus this semester.
- Exceptions to this guidance will be made through Housing and Residential Life only for campus residents who may not have other housing options.
- Students living in our Family Housing units are not affected by this guidance.
- Housing and Residential Life and Dining Services will continue to serve our residential students currently here.

We look forward having each of our students rejoin us as soon as conditions allow. More information about campus services will be provided as we learn more next week.

READ CAMPUS HOUSING UPDATE - MARCH 21 (3-21-20-Campus-Housing-Update.html)

John Floros
NMSU President
Update 3/20/2020 – 1:05 pm

Academic Technology is pleased to announce that Zoom is now integrated into Canvas and is now available for all instructors and students throughout the entire NMSU system. Adobe Connect is still available for use. This was facilitated to provide additional tools as we transition more classes to online Instruction.

Zoom is a leader in modern enterprise web conferencing, with an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems.

This Zoom integration in Canvas was completed two months ahead of schedule to better accommodate the needs of NMSU staff, faculty, and students during the COVID-19 pandemic.

Learn more about using Zoom in Canvas for online course delivery using synchronous video communication at Academic Technology – NMSU Zoom in Canvas (https://learning.nmsu.edu/zoom-at-nmsu/zoom-in-canvas/). Zoom in Canvas can be used for course lectures, office hours, and private meetings with individual students. Quick Start Guides (https://learning.nmsu.edu/zoom-at-nmsu/zoom-in-canvas/) for using Zoom in Canvas are available for faculty and students now. Please check the NMSU Zoom in Canvas page frequently as new resources are being added every day.

Information about use outside of Canvas for administrative meetings and other ways that NMSU Zoom is used are also available at Academic Technology – Zoom at NMSU (https://learning.nmsu.edu/zoom-at-nmsu/zoom-in-canvas/).

More online academic resources from Academic Technology are available at learning@nmsu.edu (mailto:learning@nmsu.edu). Contact us at learning@nmsu.edu (mailto:learning@nmsu.edu) if you have any questions.

Please continue to visit the NMSU Coronavirus (https://nmsu.edu/coronavirus/) for updated information for students, faculty and employees.

Norma Grijalva,
CIO/AVP Information Technology

https://nmsu.edu/coronavirus/3-20-20-Zoom-integrated-into-Canvas-and-for-administrative-use-is-now-available.html
Campus Housing Update: March 21

Update 3/21/2020 – 12:50 pm

Good afternoon,

This applies to all residents with the exception of those in Student Family Housing.

Residents who did not leave their campus housing assignment for spring break are welcome to continue to stay. Guests and visitors are not allowed in on-campus residence halls and apartments until further notice.

Residents who left campus housing for the break and are interested in returning for their personal belongings must follow this protocol:

- If you left the State of New Mexico or the El Paso area do not return to campus. Your belongings will remain in place until it is safe for you to return.
- If you did not leave the State of New Mexico or the El Paso area you may sign up for a time to return your room or apartment and collect your belongings. Following the scheduled time for your entry to campus housing is critical and will strictly limit the number of people in any area at one time. Direction on that will be communicated to you in an email from your Resident Director today. For example, Nicki Halopka, the Resident Director for Chamisa Village will send an email to those residents and Autumn Combs, Resident Director for Piñon Hall will send an email to those residents, etc. That will occur today by 5:00 pm it is critical that you follow instructions closely including using the express checkout process and not bringing guests or helpers into campus housing areas for moving.

Residents who did not leave campus housing and wish to leave now should use the express checkout process. Envelopes for this process are available at the Chamisa and Garcia desks and at the bulletin boards in the Aggie Express building on south campus. If you are not able to access the envelopes, please leave your keys on your desk and send an email to housing@nmsu.edu letting us know that you’ve left. Guests and visitors are not allowed in on-campus residence halls and apartments even to provide moving assistance.

Residents who do not have another option for living arrangements should submit THIS FORM. Once that is done a housing staff member will contact you within 24 hours. We will work through each situation on a case by case basis to ensure our residents who need to live on campus have that option.

These are unprecedented times. Your cooperation and patience is appreciated as we endeavor to serve you with a focus on the health and safety of residents and staff. Please understand you are our priority and we are doing everything we can to keep you safe.

If the form link above does not work for you, copy and paste this URL into your browser:

https://forms.office.com/Pages/ResponsePage.aspx?id=qIfso7ifWEG6j_Ebr0HRqpcG9Vj1cjZEnuzHA8NMiDHUMIjQjUjdUR0xESk01V0hVSFA3VkICOEk1TC4u

Ophelia Watkins
Interim Executive Director, Housing & Residential Life
B&N Closing, COVID-19 Update from Barnes & Noble President, Lisa Malat

Update 3/23/2020 – 3:06 pm

NMSU Students, Faculty, and Staff

Open online and delivering orders free, but temporarily closing stores starting 3/24

NMSU Aggies,

On behalf of everyone at Barnes & Noble College, our hearts go out to all those impacted by COVID-19.

As we have all witnessed, the situation has escalated very rapidly over the last week. The health and safety of our customers and employees is our top priority, and we want to do our part to further limit the spread of COVID-19.

It is with careful consideration that we have made the difficult decision to temporarily close stores starting on Tuesday, March 24th, with a tentative plan to reopen on Monday, April 6th. We will continue to review the situation at large in accordance with federal, state and local guidelines.

This is not a decision we made lightly as we realize the impact a closure can have on all NMSU Students, Faculty, and Staff. We will be doing all we can to take care of our employees during this challenging time.

Online Delivery Available with Free Shipping

We remain open for online business and ready to serve you through our app and on the web. We will keep delivering our products during this temporary store closure with no shipping charges, though you may experience longer shipping times than usual.

For students who are not on campus, your rented textbooks can be returned free by mail. Simply go to the campus store website and follow the instructions to print a shipping label.

While these times are unprecedented and circumstances are fluid, we also know this is temporary. We want to express our sincerest thanks to our incredible store teams and to you, our customers, for your continued support. We will continue to update you as circumstances change. In the meantime, we hope you and your loved ones stay safe and healthy. We look forward to seeing you back on campus soon.

Lisa Malat
President of Barnes & Noble College
Aggie Welcome & Orientation Update

Update 3/24/2020

Undergraduate Admissions and Orientation want to assure you that preserving the health and safety of NMSU students, faculty, staff, and visitors continues to be our highest priority as we work through the world-wide COVID-19 outbreak.

All of us at NMSU understand the uncertainty this unprecedented situation is causing everyone, especially students and families, navigating the decisions associated with going to college. While NMSU remains open to provide essential services to current students, we are limiting in-person activities with visitors and the public.

Face-to-face summer orientation programs are still scheduled to take place. We also have contingency plans in place should the need arise to change how these programs are conducted. You can rest assured that we are prepared to make sure you will receive academic advising, get registered for classes, and have access to all the information and resources necessary to start your first semester as a part of the Aggie family in August.

The Undergraduate Admissions and Orientation team will keep you updated in the coming days and weeks with any adjustments we may have to make. Still, as of today, there is no reason to consider postponing or canceling your orientation reservation.

For questions, contact the Aggie Welcome and Orientation office at 575-646-8038 or awo@nmsu.edu.

To stay up-to-date on what's going on at NMSU regarding COVID-19, visit our Coronavirus Information page.

Thank you for your understanding as we prioritize the well-being of the campus community and our visitors.

Seth B. Miner
Director of Undergraduate Admissions and Orientation
Telehealth Services Begin at the Aggie Health & Wellness Center

Update 3/24/2020 – 8:05 am

In an effort to reduce the risk of exposure to COVID-19, the Aggie Health & Wellness Center will move to Telehealth services for appointment evaluation.

Effective, Monday, March 23, 2020 the AHWC will be utilizing Telehealth services for access to medical and counseling providers, laboratory and pharmacy services.

Please call 575-646-1512, Monday–Friday, from 8:00–11:30 am and 1:00–4:30 pm to receive an appointment for Telehealth screening.

The appointment will then connect you with the triage nurse or on-call counselor via Zoom meeting invitation. Zoom meetings can be joined from your mobile phone, laptop, or desk computer. Appointments will also be made for laboratory services and pharmacy refills. For information on COVID-19 please visit the website at: https://wellness.nmsu.edu/coronavirus-2019-ncov/
Campus Research Update

Update 3/26/2020 – 8:02 am

Dear deans, DHs, directors, faculty, students, and staff,

Owing to Governor Lujan-Grisham’s Stay-at-Home order and the continued spread of COVID-19, access to on-campus NMSU laboratories, work spaces and offices will be restricted to faculty and staff who provide essential/critical functions. Neither graduate nor undergraduate students should be performing research on campus unless they meet the exceptions below and have documented approval from their director or department head, dean, and the vice president for research.

Per the Governor's order, the following will be excepted:

1. NMSU's Carlsbad Environmental Monitoring & Research Center and the Physical Science Laboratory under the “Laboratories and defense and national security-related operations supporting the United States government or a contractor to the United States government” waiver; however, running with reduced staffs; and

2. Farming and ranching operations at NMSU Agricultural Science Centers and field locations under the “Farms, ranches, and other food cultivation, processing, or packaging operations” waiver.

Recognizing that not all research activity can be suspended, the following will be allowed:

1. Maintenance of critical laboratory organisms, animals, and sensitive equipment;

2. Research in remote locations if the area is not shut down and the work, including travel, enables social distancing to be easily accommodated at all times.

We understand that these circumstances will result in delays of and impediments to critical research. In particular, there are graduate and undergraduate students planning to graduate this Spring who still need to collect data. In these cases, a request for an exception must include an explanation of why the effort is essential/critical and should describe the protocol to ensure safety (e.g., minimum number of people, social distancing, tracking students and employees moving through campus buildings, proper cleaning/sanitizing). The exception request must be reviewed and approved by the relevant director or department head and dean or vice president, and then forwarded to the vice president for research for final review and decision.

PIs on grants and contracts need to do everything possible to keep everyone employed, including students. If absolutely necessary, we have a process that provides guidance for temporary reduction of your workforce (site HR info). Finally, keep track of your sponsors' webpages for guidance and contact your funding agencies for needed clarification.

The situation is complicated and fluid, and changes may take place at any time, hopefully in the direction of lessening the need to curtail research activity. Such changes will be communicated regularly and promptly. I ask for your patience during these demanding times. As always, your contributions to research and scholarship at NMSU are greatly appreciated.

Luis Cifuentes
Vice President for Research & Dean of the Graduate School

https://nmsu.edu/coronavirus/3-26-20-Campus-Research-Update.html
Provost's Message to Students

Update 3/27/2020

Dear Students,

All classes will resume next week online, starting at the same time as before Spring Break unless you have been told otherwise by your instructor. Your instructor will be emailing you to advise you how to restart a course that previously met in person and now will meet online.

If you have not heard from your instructor by Monday morning, please do the following:

1. Log into your course Canvas site at or before the same time your class used to start and look for instructions there.

2. If your course did not use a Canvas site, and you have not heard from your instructor by Monday morning, please call your Dean's Office:

   - College of Agriculture, Consumer & Environmental Sciences: 575–646–1120
   - College of Arts & Sciences: 575–646–2001
   - College of Business: 575–646–2821
   - College of Education: 575–646–5858
   - College of Engineering: 575–646–2912
   - College of Health Sciences & Services: 575–646–4691
   - Honors College: 575–646–2005

Carol Parker,
Provost
Novel Coronavirus (COVID-19)
Communications Archive

APRIL 2020

Please note information reflected in this archive includes outdated guidance. For the most up-to-date information please visit: ready.nmsu.edu
Can I go back into my office?

Update 4/3/2020

Please see the procedures to enter NMSU main campus buildings. View in PDF format (Request-for-entry-to-bldg-covid-19.pdf).

Entry into NMSU Main Campus buildings (COVID-19)

Depending on the building, key or card access is required to enter. If you do not have these available, please contact your supervisor, director, or department head for entry.

To reduce the spread of COVID-19 and promote telework from home, buildings are closed with only limited access. By following these simple steps, you ensure all university personnel and their families stay safe and secure during this critical event. Thank you in advance for your consideration and help.

As it stands at this time there are three types of building entry, each with their associated rule as described here.

“Research” are those research activity that takes place on a regular basis and is expected to proceed throughout the Stay-at-Home order. (Include your unit director, department head, dean and VPR approval as an email attachment with your submittal for building entry. Provost level approval is not appropriate or necessary.)

“Daily” are those activities that require entry into a defined area every day to perform routine activities such as animal care or student services. (Include your unit director or department head level approval as an email attachment with your submittal for building entry.)

“Single” are those activities that require one-time entry to pick up or drop off items from an office or work area. (Include your direct supervisor or department head level approval as an email attachment with your submittal for building entry.)

1. Authorized Approval Attached (yes/no):
2. Name of the person entering the building?
3. Date and/or dates entered the building?
4. Approximate time entry and exit to the building?
5. What building did you enter?
6. What entrance/exit did you use to enter the building?
7. What room numbers did you go into?

(Please include all rooms including copy rooms, kitchens and restrooms.)

Please send all information and approval to Askfs@nmsu.edu (mailto:Askfs@nmsu.edu)

For those with scheduled days and times to enter a building send in a notice with multiple days listed, for example: every Friday for a month, from 8–10am. If the schedule changes for any reason, send in a new email with updated information and approval.

Facilities and Services
Aggie Welcome & Orientation General Announcement

Update 4/16/2020

In response to the on-going concerns regarding COVID–19, New Mexico State University has decided to hold all Aggie Welcome & Orientation (AWO) sessions in a virtual, online format. Through this virtual format, we will continue to provide high-level content for students and their family members as well as create ways for you to foster communities to ease your transition to NMSU. Shifting to a virtual format has enabled us to lower the AWO fee to $99. Students who have already signed up for AWO under the $165 rate, will have a credit placed on their student account soon.

Students will maintain the AWO dates for which they already registered. We will be hosting dynamic virtual experiences on your chosen AWO date, since you already have this time scheduled, and we know that university faculty and staff are available on those days. This helps us provide you with both recorded videos and content to read prior to your AWO date, but also engage you with live presentations where you can ask questions and “in-person” one-on-one meetings with your Academic Advisor.

We know that you will have many questions as we make this transition, and we will work to answer those questions in a timely manner. Many of the questions that you have may already be answered via our “Frequently Ask Questions (https://awo.nmsu.edu/faqs/”) page. It is important that you monitor your email accounts regularly, as you will receive direct updates about orientation through your personal and NMSU email accounts. We will also continue to post up-to-date information on the AWO website’s FAQ page, and other NMSU locations as necessary.

At this time, all AWO staff are working from home. Therefore, sending questions to awo@nmsu.edu (mailto:awo@nmsu.edu) is the best way for students to ask questions or otherwise communicate with our office. Families can also email families@nmsu.edu (mailto:families@nmsu.edu) if they have questions specific to their needs. Your understanding and patience is appreciated as we work through multiple layers of implementing the best virtual experience we can for all of our amazing incoming students and their families. We are looking forward to this new positive experience for your transition to NMSU.

Go Aggies!

Aggie Welcome & Orientation
Undergraduate Admissions & Orientation Office
Campus Residents - Credit Adjustments

Update 4/16/2020

Dear Resident:

Please see the below important information regarding housing and dining credit adjustments that will be applied to your student account before April 30, 2020 due to the unprecedented COVID-19 pandemic. Information on parking credit adjustments that will be posted to your parking account is also included below.

Housing charges:

- Please review the this flowchart (HRL-Flowchart-for-Housing-Credit-Adjustments-Spring-2020.pdf) to determine your eligibility for a housing credit adjustment.

Once posted this amount may take 1-2 business days to reflect on your account. Please work with University Accounts Receivable at UAR@NMSU.edu (mailto:UAR@NMSU.edu) or at (575) 646-4911 for how this will be applied to your NMSU student account.

Meal plan charges:

- Students no longer in campus housing with meal plans will receive a credit adjustment to their student account for unused Taos swipes and unused Aggie Dining Dollars.
- Residents who have been approved to remain on campus and have a meal plan may continue to utilize remaining Taos swipes and Aggie Dining Dollars.

Please find additional information for meal plans at https://idcard.nmsu.edu/student-meal-plans/ (mailto:IDSVS@nmsu.edu). For any questions contact IDSVS@nmsu.edu.

Parking charges:

- Students who purchased a parking permit will receive a $35 credit adjustment to their parking account. The credit will be applied first to any outstanding unpaid parking citations.
- Any remaining credit amount will be applied to the permit cost for Fall 2020. If the student is not returning in the Fall a refund may be requested.

Please find additional information for parking at https://park.nmsu.edu/ (mailto:parking@nmsu.edu) or for any questions contact parking@nmsu.edu.

NMSU Housing & Residential Life
Spring 2020 Graduation Options

Update 4/21/2020

Dear Graduates,

In these uncertain times, we realized that you may still have some questions about your options for graduating from NMSU, so we wanted to provide some additional information and clarification. Both of the below options are available to you. You do not have to choose one or the other.

1. You are invited to participate in a virtual ceremony to be webcast and streamed on social media Saturday May 16, 2020. It will also be saved for viewing, by you and your loved ones, at a later date.

2. You are invited to participate in a physical ceremony in December, if COVID19 circumstances allow large gatherings at that time.

There is no cost to participate in one or both of these ceremonies, since you have already applied for your degree.

Why is NMSU offering a virtual ceremony option?

Due to the worldwide circumstances surrounding the COVID19 pandemic and the need for social distancing, we cannot provide you with the traditional graduation ceremony that every Aggie alum before you has experienced. However, we did not want to miss the opportunity to celebrate the closure of your academic career immediately when classes end in May, so we are offering you the opportunity to participate in the first ever virtual NMSU graduation ceremony.

What do I need to do to sign up for the virtual ceremony?

University administrators have already filmed their speeches and the Alumni Association is ready to welcome you as a member! All we need is for you to click here to create a login[https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnmsu.marchingorder.com%2F%2FsetPassword%2FIUPy38LJxpXf19z8dxee1PU7FyrxxhMZDjdxEX4-%Ys1&data=01%7C01%7Cmchavira%40nmsu.edu%7C%7C6874e826d5c143b3a64b08d7e602c551%7Ca3ec87a89fb84158ba8ff11bace1eba%7C1%7Cdata=PxvtXq%2F%2 using your NMSU email address, and 1) upload a photo, 2) type a favorite saying or some words of thanks and inspiration you would like to share (150 characters or less), and 3) provide the correct pronunciation of your name so we can announce you correctly during the ceremony.

Will Spring 2020 graduates be recognized in a separate graduation ceremony in December?

As excited as we are that we are able to offer the first ever virtual ceremony in May, there is nothing like the real thing, so we also look forward to celebrating your accomplishments in person in December, if COVID19 allows. If more than 300 of you indicate you will be available to attend an in person ceremony in December, we will be able to host a special ceremony just for the Spring 2020 graduates, so tell your friends and classmates to login now and let us know you will all be back in December!!

What do I need to do to sign up for the December ceremony?

Click here to login[https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnmsu.marchingorder.com%2F%2FsetPassword%2FIUPy38LJxpXf19z8dxee1PU7FyrxxhMZDjdxEX4-% Ys1&data=01%7C01%7Cmchavira%40nmsu.edu%7C%7C6874e826d5c143b3a64b08d7e602c551%7Ca3ec87a89fb84158ba8ff11bace1eba%7C1%7Cdata=PxvtXq%2F%2 using your NMSU email address, and respond to the questions regarding both the virtual ceremony and the December ceremony. You do not have to choose one or the other, but you also do not have to participate in both. It is entirely up to you. If you choose to participate in the December ceremony, we do ask that you provide a non–NMSU email address so we can communicate with you about the ceremony during the Fall, when you are no longer a NMSU student.

What if I don't have a photo in my cap and gown?

Your virtual ceremony photo does not have to be in a cap and gown, but it definitely can be. It can also be a photo from your favorite place on campus or around Las Cruces, from your current classroom (home), a favorite vacation photo, etc. Just make sure it doesn't include any alcohol or drug references, profanity or hand gestures, and that you are appropriately clothed.

What if I have other questions or need help signing up for the ceremonies?

Email diplomas@nmsu.edu (mailto:diplomas@nmsu.edu), the Commencement staff is available to provide assistance and answer all of your questions.
Novel Coronavirus (COVID-19) Communications Archive

MAY 2020

Please note information reflected in this archive includes outdated guidance. For the most up-to-date information please visit: ready.nmsu.edu
Planning for Fall 2020

Update 5/11/2020

TO: NMSU – Las Cruces Faculty and Staff

As the spring semester draws to a close, we are taking a moment to reflect on the inspiring way our campus community has responded to this crisis. We successfully achieved a massive and rapid change for the good of our students, our colleagues and our community. This was only possible through the flexibility, compassion, and personal responsibility that you have demonstrated and continue to demonstrate every day. For that and so much more, we continue to be deeply grateful.

Looking to the fall semester, we know there is no going back to normal. We must think in terms of moving forward together, and we must continue to be just as flexible, compassionate and responsible now, as we continue the important work of our land-grant university mission.

As a reminder, you should be collaborating with colleagues and supervisors to plan how to bring your unit back to campus, in phases, and in a way that ensures that your unit is fully able to meet the needs of NMSU. We seek to have a comprehensive draft in place by May 22 in order to set in motion the actions and accommodations necessary to allow a smooth transition into our fall semester. Plan also to pivot when we need to – these plans are not cast in stone, but are a guidepost for us as we navigate the future.

Plans need to be reviewed through your supervisory chain and send to President.Floros@nmsu.edu. While keeping your plans as succinct as possible, please ensure that they address the following key elements:

1. A scope of work for your unit
2. A list of functions that must take place on campus to support our mission and ones that can successfully support our mission through telework
3. A description of the locations for these functions (example: work that takes place at a reception desk or in a single-occupancy office)
4. A plan for how you will decide who works from campus and who teleworks
5. An assessment of COVID-19 exposure risks, like proximity of staff work areas and exposure to others staff members or the public
6. Mitigation plans for each of these risk points, including safety practices such as workspace or schedule modifications, installation of barriers, personal protective equipment recommendations, limiting public access, and training in daily cleaning and disinfection protocols
7. A list of triggering events, such as an employee who reports likely exposure to the COVID-19 virus
8. Continuity of business plan for the unit following a triggering event

Additional guidance can be found in "NMSU Employee and Administrative Protocols for Return to Campus — Fall 2020 (NMSU-Employee-Safety-and-Administrative-Protocols-for-Return-to-Work-5112020.pdf)" and in the attached ACHA Guidelines (ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf). As you plan, please keep in mind some guiding principles. Your plan should:

- Understand and reduce individuals’ risk at NMSU related to COVID-19
- Support the mission, vision, goals, and values of NMSU LEADS 2025, and
- Protect the health and wellness of the NMSU community and the communities we serve. This means your plan needs to allow for:
  - Appropriate distance from or barriers between community members at all times
  - Hand washing and sanitizing workspaces and public areas as often as needed
  - Requiring that staff stay home when they feel ill
  - Supporting our community members who learn and work from home by facilitating remote participation in the NMSU community
  - Ongoing assessment of worker exposure risk as conditions change, with help from NMSU’s Environmental Health Safety and Risk Management as needed

If you have any questions, please tune in to Thursday’s Town Hall meeting. As always, you can submit questions at https://president.nmsu.edu/.

Again, we thank you for your commitment to our mission and your tireless work on behalf of New Mexico State University.

Dan Arvizu, NMSU Chancellor
Jon Floros, NMSU President

https://nmsu.edu/coronavirus/5-11-20-planning-for-fall2020.html
Wearing a face covering at work

Update 5/19/2020

TO: NMSU – Las Cruces Faculty and Staff

If you have been tuning in to the frequent updates from New Mexico Governor Michelle Lujan Grisham, you are already aware that the May 15 Public Health Order, issued by the New Mexico Department of Health, directs that everyone wear face coverings in public, with exceptions for eating, drinking, or exercising and unless otherwise advised by a health care provider. According to the Governor's press release, a recent study found that if 80 percent of us adopt a simple homemade face covering, we could reduce deaths from COVID-19 by between 17 and 45 percent within two months.

In the workplace, New Mexico State University employees must comply with the Governor's order. As an NMSU employee, this means that you must wear at least a cloth face covering over your nose and mouth whenever you are around people on campus. While this type of face covering does not provide the same protection as a medical mask, this cloth “courtesy face covering” is a way to reduce transmission of the COVID-19 virus. You may provide your own face covering or ask your supervisor for one. More information may be found here: https://safety.nmsu.edu/wp-content/uploads/sites/72/2020/05/NMSU-EHSRM-Pandemic-Face-Coverings-5-18-2020-.pdf.

Courtesy face coverings are easy to make, and our Bernalillo County FCS 4-H Agent, Nicole Jacobs, has created a video tutorial on sewing your own cloth face covering: https://youtu.be/bJMeH4mEsC. You can also find instructions online for creating a face covering with no sewing required, such as this tutorial available on the New Mexico Department of Health’s COVID-19 website: https://youtu.be/r1FLAYYzj9M. The Center for Disease Control also has tips on how to make and use a face covering on its website: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html.

Wearing an appropriate face covering is just one aspect of our multi-pronged approach to help protect the safety and health of our Aggie community, along with social distancing measures, cleaning and disinfecting protocols, and other tactics designed to reduce the risk of transmission on our campuses and facilities. Personal responsibility—stay home if you are feeling ill, wear your courtesy face covering, wash your hands often, and practice healthy hygiene at all times—is absolutely essential for the protection of our students and one another.

Remember, be courteous! My face covering protects you, and your face covering protects me. Together, we can greatly reduce the spread of the virus in our campus community as we prepare for our students’ return in the fall.

Dan Arvizu, NMSU Chancellor
Jon Floros, NMSU President
Announcing the COVID-19 Rapid Response Team

Update 5/28/2020

TO: NMSU Community

As Aggies, we have accomplished a lot together over the past months as we responded to the coronavirus pandemic. We worked through major changes and kept our institution committed to the health and safety of our students, our employees, our communities, and our state. We are far from done, and today we write to announce progress in our preparations for the start of the next academic year in August.

We have assembled a COVID-19 Rapid Response Team to plan for the return of students, faculty, and staff to our campuses. This team consists of some of NMSU’s most knowledgeable experts from across the system. They will develop solutions to challenges regarding teaching and learning, student services, residence life, and campus dining. They will address modifications needed for classrooms, research, human resource practices, safety protocols, and business operations. They will communicate regularly with the NMSU community to ensure you are up to date regarding our progress.

The COVID-19 Rapid Response Team will be led by Vice Chancellor and Strategic Chief Financial Officer Ruth Johnston. In her short time at NMSU, she has already demonstrated her ability to think carefully about both the big picture and the fine details. There is no higher priority in the NMSU System right now than ensuring that we are prepared for the fall term.

Colleges and administrative units have already developed plans for a careful, phased return to campus that will culminate in August with the start of the academic term. These plans allow some employees to continue to work from home and describe ways to reduce exposure to the coronavirus for people who will work from campus. We are currently reviewing these plans, and those that deal with more complex situations will be referred to experts for additional review.

We acknowledge that our plans will need to adapt to changing conditions. While New Mexico has made great strides in flattening the curve of COVID-19 infection, we are months away from a vaccine or a cure. All of our plans are subject to changing guidelines from the Centers from Disease Control, the New Mexico Department of Health, and the state of New Mexico.

Although the frequency of Town Hall meetings has decreased for the summer, we will continue to communicate with you regularly. We’re setting up a website that will be announced shortly which will provide up-to-date information and a portal for questions. We hope you’ll use this site as your go-to resource in the weeks to come.

In the meantime, please submit feedback to President.Floros@nmsu.edu or Chancellor.Arvizu@nmsu.edu.

Go Aggies!

Dan Arvizu, NMSU Chancellor
Jon Floros, NMSU President
Please note information reflected in this archive includes outdated guidance. For the most up-to-date information please visit: ready.nmsu.edu
Planning for Your Return to Campus #NMSUReady!

Update 6/1/2020

Dear Aggies!

As the month of May draws to a close, I cannot thank you enough for your flexibility and perseverance, especially over the past 6 weeks. As a student body, you were able to rapidly and successfully respond to changes in travel plans (quickly returning from overseas and self-isolating), adapt to online class delivery methods, and seek out ways to serve your community (utilizing your skills as first responders in the medical fields, designing and producing masks, and/or giving time volunteering at the Aggie Cupboard or community outreach centers). Simply put, the Aggie response has been amazing and awe-inspiring, and we are so proud of the Aggie Nation!

This summer, NMSU’s main campus is operating fully online and our enrollment is actually up – a sign that as Aggies, you are dedicated to accomplishing your educational goals! We are also busy planning for your return to campus in the fall. #NMSUReady! We plan to be open and operational this fall, with dedicated faculty and staff preparing strategies and plans that will follow CDC recommendations and meet safety guidelines across academics, campus activities, and athletics.

Rest assured, your safety is our top priority, so you can focus on your goal of learning from our internationally recognized professors and student development experts. NMSU has been consulting experts – and continues to do so – about enhanced cleaning, minimizing contact with staff, and improving the safety of services such as housing, dining, retail, advising, financial aid support, and more.

As a part of our preparations for your arrival in August, we will be introducing information to help you learn how to navigate our new normal. You can expect to learn more about personal responsibility and how to use social distancing, courtesy face coverings, and other tools to keep yourself and your fellow Aggies safe and healthy.

In the coming weeks, you will hear more from the provost about how professors have prepared their classes for a hybrid delivery that includes online and face-to-face learning in classrooms modified to accommodate social distancing. You will also hear soon from the president with more details about coming to NMSU this fall and how NMSU is ready for you.

Until then, stay home and stay safe. We can’t wait to welcome you back to NMSU this fall.

See you soon!

Dr. Renay M. Scott, Vice President of Student Success
Message from NMSU Housing & Residence Life

Update 6/3/2020

Dear Aggies,

In preparation for opening our residential facilities for fall 2020 arrival of students, we are focused on practices that support a healthy on-campus living environment. We are committed to providing students with a positive, engaging, safe and supportive campus experience.

The health and safety of students is everyone’s responsibility. NMSU Housing & Residential Life will provide the framework and guidance from NMSU health experts, NM Department of Health, CDC and other resources, with the expectation that students will do their part to stay healthy and keep their on-campus community safe.

Through the summer, we will implement operational practices that may become the norm as we adapt to a post-COVID-19 world. Your first experience with these adaptations will be scheduling an appointment for your move into campus housing in August. Safety measures like scheduling and sticking to your move-in time will be successful only if they are followed. For your safety, we’re implementing best practices for social distancing, face masks in public and restricted access to residents. Look for our weekly newsletter launching next week, with important updates and information.

NMSU Housing & Residential Life is looking forward to your arrival in August. Together we can ensure your on-campus life is fun, engaging and a meaningful continuation of your experience as an Aggie.

Ophelia Watkins, Interim Executive Director
Housing & Residential Life
Instructional Delivery Adaptations and Centralizing Scheduling Implementation Effective Fall 2020 Semester

Update 6/15/2020

To: Faculty and Staff, Las Cruces Campus

I write to provide an update of where we are regarding the very large undertaking of preparing to return instructional delivery to campus effective Fall Semester. Great effort and coordination have been required to implement the instructional adaptation plans which were prepared by the departments and colleges just prior to the end of the Spring Semester. The Registrar and Associate Deans Academic Council (ADAC) have provided invaluable leadership in order to make the plans a reality, as have the leadership and staff of the ICT and Facilities units.

Instructional Delivery Adaptations

For additional context, please know that to facilitate on-campus instruction, NMSU has adopted the CDC’s guideline of needing 48 sq. ft. of space per person, together with other virus transmission reduction protocols. These space adaptations roughly translate into a loss of a little more than half of our classroom capacity, with the largest rooms being the most affected by seating loss. Another challenge is that most of the traditionally scheduled classrooms, once adapted for virus transmission reduction protocols, cannot accommodate more than 10 students. Thus, we are actively looking for other rooms that may have larger capacity. To date, ADAC and the Registrar have analyzed the Fall 2020 schedule which offers nearly 73,843 total seats via nearly 4,000 sections, for which students have already registered. A number of these sections have had to be adjusted to accommodate reduced room capacities, and new requirements for classroom technology, etc. With the help of CARES Act funds, ICT will be installing new simulcast technology in a total of 40 rooms over the summer.

Facilities personnel will also be working on reconfiguring seating and passageways throughout the summer. Analysis of the instructional delivery plans prepared by the academic units showed that, roughly speaking, about half of our Fall 2020 sections will require students to be on campus to complete, and about half will not require students to be on campus. Below is a breakdown of course adaptations based on delivery modalities this fall:

- 100% asynchronous online (students work independently) 23%
- 100% synchronous online (students attend online sessions together) 32%
- Flex (students choose to attend in-person or online) 15%
  - Content delivery is duplicated for each modality
- Hybrid (delivery is a mix of in-person and online) 15%
  - Content delivery incorporates more than one modality
- 100% on campus (adapted to reduce virus transmission) 7%
- Adapted labs/studios/production sections 8%

Classroom Assignments

Previously, only about half of the classrooms were centrally assigned. To accommodate the delivery adaptations, all classroom assignments will need to be listed in the classroom database, together with all relevant attributes and usage priorities. The room assignment process requires rebuilding the classroom database with accurate data. That work is also underway. By accurately capturing a room’s usage priorities and attributes, we can preserve the appropriate rooms for special use, while also maximizing use of more general classrooms. I would like to encourage the Department Heads to become actively engaged in the process of capturing all room usage priorities and attributes to ensure we are working from completely accurate information.

Student and Faculty Impact

All rescheduling work is occurring outside of the live registration system, and we have temporarily eliminated the ability to make most other schedule changes in the live system. In the next few weeks, Associate Deans and Department Heads will need to reach out to all faculty to discuss proposed schedule changes with them to make sure their instructional needs will be met. Within a few weeks our advisors will also start the work of contacting students to determine if they would prefer different sections that might better meet their preferences and needs of on-campus vs. online delivery modalities. When the process is finished – our target date is mid-July – the schedule will be loaded into the live schedule and registration system. Room assignments will occur in late July/early August. During the summer Facilities and ICT will continue to make the needed classroom modifications.

Future communications will be required to provide guidance and information to faculty who will be teaching on campus, such as classroom management in the era of COVID and how to maintain recommended physical distancing protocols, etc.

Future Scheduling Process

Fundamentally, these adaptations mean that the traditional manner of scheduling courses and rooms from the past is no longer an option for scheduling Las Cruces campus. Previously, the primary considerations for scheduling included section capacity and room assignment. Now instructional delivery modalities must also be incorporated.

We will soon turn our attention to developing the Spring 2021 schedule so that similar adaptations can be identified and incorporated before Spring 2021 registration opens in November. While Spring 2021 is a transition semester, in which we will be relying on AdAstra to optimize classroom assignments as described in item 5 below, we are still using the old Excel spreadsheet proof process. Those spreadsheet proofs were sent to Departments in late April and are due back to the Student Records Office by September 27th.

Building the course schedules in the future will follow this process:
1. The previous like semester schedule will be revised, based on the refined Platinum Analytics course and seat demand projections.

2. The draft schedule will then be released to Departments via a new section scheduling software, CLSS. CLSS is an intuitive web-based user interface that will allow academic units to see and modify their class schedule in relation to the entire University schedule. The system will also allow schedule and section modifications to route through appropriate workflows and be published directly to Banner. Training will be provided to all Departmental users in the coming months.

3. ARP 12.71 rules will be applied, and approval workflows will route exceptions through the appropriate approval process.

4. The schedule will be published for students to view prior to registration.

5. Using the updated AdAstra classroom database, including physical space attributes such as region of campus, regular and/or reduced room capacity, technology and equipment, furniture, etc., sections will be assigned to classrooms/lab spaces prior to the start of the semester.

6. The final version of the schedule will be loaded into the system in time for registration.

Much effort has gone, and will continue to go, into adapting our classrooms, course schedule and instructional delivery modalities in order to accommodate the realities of living in a pandemic. This effort has required much sacrifice, and I am grateful for the way in which everyone has pulled together to make this happen. I would especially like to thank our Registrar, Dacia Sedillo, our new Facilities and Services AVP, Luis Campos, the members of the Associate Deans Academic Council (ADAC), and especially ADAC Chair, Associate Dean and Prof. Joe Lakey, for their leadership in overseeing the work that is underway to achieve these process adaptations.

I will make every effort to keep you apprised as other milestones are achieved.

Carol Parker, Provost and Senior Vice President of Academic Affairs