



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Please note information reflected in this archive includes outdated guidance.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

NMSU (<http://www.nmsu.edu>) ➤ Coronavirus (COVID-19) (<https://nmsu.edu/coronavirus/>) ➤ Can I go back into my office?

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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 insure 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



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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*



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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 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/> (<https://idcard.nmsu.edu/student-meal-plans/>) or for any questions contact IDSVS@nmsu.edu (<mailto: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/> (<https://park.nmsu.edu/>) or for any questions contact parking@nmsu.edu (<mailto:parking@nmsu.edu>).

NMSU Housing & Residential Life



