



CAMPUS RESOURCES

The Graduate School

<http://gradschool.nmsu.edu> □



General Resources

- **Library.** As an instructor of undergraduate students, you hold a responsibility for introducing them to library resources. More and more information is accessible over the Internet and through other electronic forms. Interlibrary loans are easy, and circulation policies for graduate students are liberal. Excellent handouts are available, including guides on how to do library research in a variety of disciplines. You should demand library expertise from your students, and the library staff will assist you as both instructor and student. The Zuhl Library Reference Desk, 646-5792 is a good starting point.
- **Electronic Journals.** A number of electronic journals are available through the NMSU library. These can be found at <http://lib.nmsu.edu> by selecting Electronics Journal Link.
- **Workshops.** The Library offers a variety of workshops throughout the year that help students learn how to make the best use of their time at the library and in accessing the resources available. Topics include but are not limited to research strategies, APA citation style, advanced PowerPoint techniques, CBE style, demystifying congressional information, getting the most out of google, Latin American databases, navigating the library, etc. For a complete listing of workshops, dates and times visit <http://lib.nmsu.edu/Instruction/worksho.ps>.
- **Teaching Academy.** The Teaching Academy provides a variety of workshops on teaching. The workshops are available to both graduate students and faculty. The Teaching Academy can be reached at 646-2204.
- **Information and Communication Technologies (ICT).** You can get to many places in the world through ICT, which maintains campus computer labs; gives each student a free computer account; provides modem service; rents terminals; facilitates discount programs for student computer purchases; and provides information and software. For information, call the ICT Information Center at 646-1840 or the User Assistance Desk at 646-3595.
- **Office of Institutional Equity (OIE).** OIE is responsible for processing complaints of discrimination, and for providing training and technical assistance regarding discrimination, diversity and affirmative action. OIE is located in O'Loughlin House and you can reach the Director of Institutional Equity at 646-3635 or equity@nmsu.edu.

Campus Resources

American Indian Programs

Phone: 646-4207

Location: García Annex, Rm 136

Contact Person: Dr. Donald Pepion

Hours: M-F 8AM-12PM, 1PM-5PM

E-mail: dpepion@nmsu.edu

Provides advising and academic assistance including tutoring; sponsors cultural and social events for students; assists with scholarships, job placement, and job referrals; All students are eligible to use these services.

Black Studies Programs

Phone: 646-4208

Location: García Annex, Rm 135

Contact Person: Festus Addo-Yobo

Hours: M-F 8AM-12PM, 1PM-5PM

E-mail: blackpro@nmsu.edu

Provides advising and academic assistance; maintains a library of Black Studies materials; sponsors cultural and social events for students; assists with scholarships, job placement, and job referrals; student advocacy; All students are eligible to use these services.

Career Exploration Center

Phone: 646-2241

Location: García Annex

1st Floor NE Corner

Contact Person: Eileen Winfree

Hours: M-F 8AM-12PM, 1PM-5PM

E-mail: careerct@nmsu.edu

Career Center offers information to students about careers and choosing a major; administers career assessment and interest inventories; personal career counseling is also available; open to all students.

Center for Learning Assistance

Phone: 646-3136

Location: Hardman Hall, Rm 210

Contact Person: Terry Cook

Hours: M&F 8AM-5PM

Email: cla@nmsu.edu

The CLA offers study skills assistance in several ways; university courses for credit, drop-in service for students needing help in one or more learning and study areas, numerous workshops throughout the school year. A sample of areas covered: time management, concentration, overcoming math anxiety, critical thinking, term and research papers, and much more.

Chicano Programs

Phone: 646-4206

Location: García Annex, Rm 138

Contact Person: Dr. Laura Spencer

Hours: M-F 8AM-12PM, 1PM-5PM

Email: lqutzspc@nmsu.edu

Academic and financial aid advising; information on scholarships; resume writing; co-op and employment information; typing services; All students are eligible to use services.

Computer Services MAC LAB (Being Remodeled)

Phone: 646-4209

Location: Jacobs Hall, Rm 205

Contact Person: Mr. Remington Thomas

Hours: M-TH 8AM-11PM, F 8AM-10PM

Sat 9AM-10PM, Sun 9AM-12PM

Email: rthomas@nmsu.edu

Computer Services IBM/PC LAB

Phone: 646-4209

Location: Jacobs Hall, Rm 128

Contact Person: Mr. Remington Thomas

Hours: M-TH 8AM-11PM, F 8AM-10PM

Sat 9AM-10PM, Sun 9AM-12PM

Email: rthomas@nmsu.edu

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Sat 9AM-10PM, Sun 9AM-12PM

Email: rthomas@nmsu.edu

Legal Assistance for Students

Phone: 646-4419 or 646-4415

Location: Corbett Center, Rm 206

Contact Person: Carolina Mijares

Hours: Call for an appointment

Email: mijares@nmsu.edu

Provide legal advice and notary services. This office does not provide litigation services. Must be a currently registered student to qualify for services.

Library

Branson Phone: 646-2932

Zuhl Phone: 646-6928

Hours: M-W 7:30AM-10PM

TH-F 7:30AM-6PM

Sun 12PM-10PM, **Sat** 12PM-6PM

The Library offers a variety of workshops throughout the year. A list of these workshops can be found on their web page at <http://lib.nmsu.edu>.

Math Learning Center

Phone: 646-5743

Location: Walden Hall, Rm 101 & 102

Contact Person: Pat Morandi

Hours: M-TH 7:30AM-9:30PM

F 7:30AM-4:30PM

Sun 5:30PM-9:30PM

Tutoring for students enrolled in Math 111, 115, 180, or 185; tutoring services are in Rm. 99. Video tapes of course lectures; review programs for quizzes; computer programs with tutorials for algebra.

Office of the Registrar

Phone: 646-3411 or 646-3412

Location: Educational Services Building

Contact Person: Reception desk

Hours: M-F 8AM-5PM

Email: registrar@nmsu.edu

URL: www.nmsu.edu/~registra/

The Office of the Registrar provides a variety of services including but not limited to transcripts, degrees and applications for New Mexico residency.

Parking Services

Phone: 646-1839

Location: 725 College Dr.

Contact Person: Stella Altamirano

Hours: M-F 8AM-4:30PM

NOTE: Cashier's window closes promptly at 4:30 PM

Quintana Learning Center Doña Ana Campus

Phone: 527-7540

Location: Doña Ana, Rm 160

Contact Person: Sylvia Nickerson

Hours: M-F 8AM-5PM

Basic education skills; GED preparation in Spanish and English; US citizenship classes; English as a Second Language (ESL), literacy volunteer program.

Service for Students with Disabilities

Phone: 646-6840

Location: Corbett Center, Rm 244

Contact Person: Michael Armendariz

Hours: M-F 8AM-5PM

Email: mikearm@nmsu.edu

Students with documented disabilities may register with this office to receive accommodations.

Speech and Hearing Center

Phone: 646-3906

Location: Speech Building, Rm 158

Contact Person: Margo Speer

Hours: M-F 8AM-6PM

Email: mspeer@nmsu.edu

Individuals with speech and/or hearing problems may be assessed and receive therapy through this office. Services are provided to students and their families as well as members of the community. There is a charge for some of the services provided.

Counseling Center

Phone: 646-2731

Location: García Annex, Rm 100

Contact Person: John Irvine

Hours: M-F 8AM-5PM

Email: jirvine@nmsu.edu

Provide counseling services for students at no charge. Group, individual relationships, stress eating disorders, incest survivors, gender and family issues; crisis assistance offered on a "walk-in" basis. Also offer the Choices Program and Safe Ride.

Financial Aid

Phone: 646-4490

Location: Educational Services Bldg.

Contact Person: Tyler Pruett

Hours: M-F 8AM-5PM

Email: finaid@nmsu.edu

Assistance and information on scholarships, grants, and loan, and work-study openings

Graduate School

Phone: 646-2736

Location: Educational Services Bldg.

Contact: Reception Desk

Hours: M-F 8AM-5PM

Email: gradinfo@nmsu.edu

URL: <http://gradschool.nmsu.edu>

Provide assistance with admission, registration, and graduation procedures for graduate students. Also offer workshops for graduate students, faculty, and staff.

Graduate Student Council

URL:

<http://www.nmsu.edu/~wwwgsc/index.php>

The Graduate Student Council (GSC) is the link between graduate students, ASNMSU, and the Graduate School. The GSC is the graduate students' voice on university administrative committees. Visit the GSC web-site for meeting dates and times.

Indian Resources Development Program

Phone: 646-1347

Location: Gerald Thomas, Rm 263

Contact Person: Joe Graham

Hours: M-F 8AM-5PM

Resources for educational needs; open door policy and access to IRD staff; services include: xerox, fax, telephone, computers, and study lounge. Provides information regarding sources of financial aid available to Native American students.

Institutional Equity/ADA Office

Phone: 646-3635

Location: O'Loughlin House
1130 E University

Contact Person: Gerard Nevarez

Hours: M-F 8AM-12PM, 1PM-5PM

Email: equity@nmsu.edu

Provide information regarding EEØADA institutional guidelines and assist with filing discrimination grievances. OIE investigates complaints of discrimination and provides training and technical assistance regarding discrimination, diversity, and affirmative action.

International Programs

Phone: 646-2017

Location: García Annex Rm. 238

Contact Person: Dianne Gobrick

Hours: M-F 9AM-11:45AM, 1PM-4:45PM

Email: cip@nmsu.edu

The center provides admission coordination and processing for international students, as well as orientation, personal counseling, and information on immigration processes and visas.