



# NEW MEXICO MILITARY INSTITUTE

101 West College Boulevard  
Roswell, New Mexico 88201-5173  
575-624-8400  
Fax: 575-624-8459



## COMMANDANT OF CADETS DEAN OF STUDENTS

Parents and Guardians of New Cadets,

Congratulations and welcome to New Mexico Military Institute.

As the Commandant and Dean of Students, I am responsible for the safety, security, health and welfare, physical fitness, accountability, mentorship and discipline of the Corps of Cadets. My staff focuses on leadership and character development, and handles housing, the dining facility, the cadet store, laundry/dry cleaning, the infirmary, post office, barber shop, cadet extracurricular activities and many other aspects of a cadet's daily life. Key to a cadet's success is positive encouragement from parents and guardians, and regular communication with Troop Leadership Advisors (TLAs). It usually takes nine weeks of experiencing all aspects of cadet life (academics, physical fitness, and military structure) before new cadets adjust to the NMMI environment. New cadets are highly encouraged to arrive in good physical condition. During the first weeks they will focus on stretching, pushups, sit-ups, and running one mile.

We have a well trained and qualified staff focused on the Corps of Cadets 24 hours a day, 7 days a week during the entire school year. When parents have any issues concerning their cadet, the first person they should contact is the cadet's Troop Leadership Advisor (TLA). This is the adult staff member who plays a key role in the education of your cadet. They will know the most about your cadet, and be able to assist you in the shortest amount of time. A cadet's TLA will be able to direct you to the right individuals for academic, athletic, administrative, quality of life, or health related issues. A cadet's troop assignment, the name of the cadet's TLA, his/her email, phone number and fax number, is very important information that you will receive during matriculation. You can also call my office during normal business hours after matriculation to get assistance.

Parents and cadets should become familiar with NMMI's policies and procedures used to develop the Cadet/Parent contract. Every cadet and his/her parent or guardian is required to sign the contract to reinforce our collective understanding and commitment to the established NMMI standards. The contract is an effort to communicate with parents, guardians and cadets to ensure understanding the rules that guide daily cadet life. Our high standards, parental and guardian support, and the commitment of the staff and faculty enable NMMI cadets to achieve a high degree of success.

NMMI sends out email newsletters that highlight Corps activities, cadet accomplishments, NMMI news and events, and important information for parents. To sign up for the Parent E-Newsletter visit <http://mailman2.nmmi.edu/mailman/listinfo/parentenews> or for more information please visit the NMMI Newsletter website at <http://wordpress.nmmi.edu/parents/>. I strongly encourage parents to sign up for the parent email and frequently visit our website, [www.nmmi.edu](http://www.nmmi.edu), which has the school's Master Calendar highlighting special activities and events.

Enclosed with this letter is important information that you and your cadet must read. Please take the time to accurately fill out the paperwork and submit it online. It is critical that we have your email address and phone numbers (home and cell). The Parent/Cadet contract and procedures for emergency communications are very important so please go over them carefully with your cadet. Thank you and welcome to the NMMI family!

Thomas Tate  
Colonel, USA (Retired)  
Commandant of Cadets



**NEW MEXICO MILITARY INSTITUTE  
FINANCIAL CHARGES/PAYMENT PLANS**

**2021-2022  
HIGH SCHOOL & JUNIOR COLLEGE  
NEW CADETS**

	FALL SEMESTER			SPRING SEMESTER		
	IN-STATE	NON-RES./NORTH AMERICAN	INTERNATIONAL	IN-STATE	NON-RES./NORTH AMERICAN	INTERNATIONAL
TUITION	1,000.00	4,440.00	7,235.00	1,000.00	4,440.00	7,235.00
MATRICULATION FEE	100.00	100.00	100.00	-	-	-
*FIXED FEES	2,126.00	2,126.00	2,126.00	2,109.00	2,109.00	2,109.00
ROOM	908.00	908.00	908.00	908.00	908.00	908.00
BOARD	2,255.00	2,255.00	2,255.00	2,255.00	2,255.00	2,255.00
TUITION REFUND INSURANCE	40.00	126.00	169.00	40.00	126.00	169.00
LAPTOP RENTAL	275.00	275.00	275.00	275.00	275.00	275.00
R.A.T. FEE 1st SEM HS ONLY	375.00	375.00	375.00	-	-	-
**INTERNATIONAL FEE	-	-	500.00	-	-	500.00
UNIFORMS	2,500.00	2,500.00	2,500.00	-	-	-
***TOTAL	\$ 9,579.00	\$ 13,105.00	\$ 16,443.00	\$ 6,587.00	\$ 10,113.00	\$ 13,451.00

PLEASE NOTE: You must pay in full or enroll in an online payment plan on or before July 26, 2021 and January 10, 2022.  
See below for payment plan options.

- \* INCLUDES A \$16 (1ST SEMESTER ONLY) BLUE BOOK FEE.
- \*\* THE \$500 INTERNATIONAL FEE WILL ALSO BE CHARGED TO ALL CADETS WHOSE HOME ADDRESS IS OUTSIDE THE U.S., EXCLUDING ATHLETES WITH A SIGNED LOI. THE FEE IS BASED ON RESIDENCY STATUS, NOT TUITION CLASSIFICATION.
- \*\*\* DOES NOT INCLUDE FUNDS FOR PERSONAL EXPENSES WHICH VARY DEPENDING ON SPENDING HABITS. COLLEGE CADETS WILL REQUIRE ADDITIONAL FUNDS FOR TEXTBOOKS. ALL CHARGES ARE SUBJECT TO CHANGE BY BOARD OF REGENTS APPROVAL.

Note: \$350 is a non-refundable enrollment fee including no-shows.

To create an online payment plan or to pay in full, follow this link:

<https://www.nmmi.edu/business/>

New Mexico Military Institute offers an online deferred payment service that allows you to make automated monthly payments with flexible payment methods at no interest. Payments are processed on the 5th of each month. Balance remaining after down payment will be spread equally over number of payments listed.

Note: A \$45 non refundable deferred payment fee is assessed each semester for online deferred payment plans. **New plans must be set up for each semester.**

**Fall 2021 Payment Plans available on April 15, 2021.**

Payment plan option	Date open to enroll in plan	Last day for online plan enrollment	Required down payment	Remaining Balance	Number of Payments	Months of payments on the 5th
1	April 15	May 26	\$350	6	6	June-Nov
2	April 15	June 24	\$1,350	5	5	July-Nov
3	April 15	July 26	\$3,075	4	4	Aug-Nov

**Spring 2022 Returning Payment Plans available on November 18, 2021.**

	Payment plan option	Date open to enroll in plan	Last day for online plan enrollment	Required down payment	Remaining Balance	Number of Payments	Months of payments on the 5th
<b>First Year Returning</b>	1	Nov 18	Dec 24	0	4	4	Jan-Apr
	2	Dec 25	Jan 10	\$975	3	3	Feb-Apr
<b>New Spring Cadet</b>	1	Nov 18	Dec 24	\$1,800	4	4	Jan-Apr
	2	Dec 25	Jan 4	\$3,075	3	3	Feb-Apr

**All account balances must be fully paid by November 5th for the Fall Semester and April 5th for the Spring Semester or the cadet may face possible disenrollment.**

Enrollment is not considered complete unless tuition and fees have been paid in full or you are enrolled in our authorized online payment plan from NelNet Campus Commerce. You will not be eligible to matriculate until your financial obligation has been met.

If you fail to make a scheduled payment, you will be placed on financial hold until your account is made current and may be subject to disenrollment. A financial hold means you will not be able to register for future semesters and you will not be able to obtain grades or transcripts.

If you have any questions about the information on this page, please contact your Financial Advisor:

Cadet Last name	Financial Advisor	Phone Number	E-mail
A to C	Angelia Horton	(575) 624-8083	<a href="mailto:angelia@nmmi.edu">angelia@nmmi.edu</a>
D to G	Rebecca Holstun	(575) 624-8406	<a href="mailto:rholtun@nmmi.edu">rholtun@nmmi.edu</a>
H to L	Katy Whitman	(575) 624-8082	<a href="mailto:katy@nmmi.edu">katy@nmmi.edu</a>
M to O	Kimberly Tuley	(575) 624-8084	<a href="mailto:tuley@nmmi.edu">tuley@nmmi.edu</a>
P to S	Linda Stansell	(575) 624-8077	<a href="mailto:stansell@nmmi.edu">stansell@nmmi.edu</a>
T to Z	Maxine Chavez	(575) 624-8089	<a href="mailto:chavez@nmmi.edu">chavez@nmmi.edu</a>

# The Tuition Refund Plan

The Tuition Refund Plan is in use at over 1200 leading independent schools and colleges.

**2021-2022**



**New Mexico  
Military institute**

**DEWAR**

# Why do you need the Tuition Refund Plan?

Your financial obligation to the school is for the full term as stated in the school's enrollment contract. The school cannot refund tuition or cancel unpaid obligations if your child is forced to withdraw during the term.

If your son or daughter withdraws, the Tuition Refund Plan will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation.

Every year, thousands of students must withdraw from private schools. The following are examples of reasons why:

- Family Move
- Change of Objective
- Injury or Sickness
- Death of Parent or Student
- Disciplinary Dismissal
- Scholastic Difficulties
- Financial Problems
- Mental Health Conditions
- Job Loss

This leaflet explains how to protect your tuition commitment against unforeseen withdrawals or dismissals. The Plan provides substantial insurance protection at a modest cost.

# What the Plan covers

## Withdrawal or absence for medical reasons

- The Plan will pay **75%** of the unused term fees\*, **minus any refund or credit from NMMI per Business Office Policies**, provided the student's **injury or sickness** forces the student to withdraw from school or medical absence lasts for 31 or more consecutive days. Benefits are paid retroactive to the first day of medical absence.
- The Plan will pay **50%** of the unused term fees\*, **minus any refund or credit from NMMI per Business Office Policies**, provided the student's **mental health condition**, as referenced in DSM V, forces the student to withdraw from school or medical absence lasts for 31 or more consecutive days. Benefits are paid retroactive to the first day of medical absence.

## Withdrawal for other than medical reasons

(Examples include: moves, change of objective, financial hardship and voluntary withdrawals.)

- The Plan will pay **50%** of the unused term fees\*, **minus any refund or credit from NMMI per Business Office Policies**, provided the student has withdrawn from school **after attending more than fourteen consecutive calendar days** beginning with the student's first class day of attendance in the term.

## Dismissal from the school

- The Plan will pay 50% of the unused yearly term fees\*, **minus any refund or credit from NMMI per Business Office Policies**, provided the student is dismissed from the school **after attending more than fourteen consecutive calendar days** beginning with the student's first class day of attendance in the term.

\*See Definitions

## Definitions and conditions

- The "term" (referred to as "period of coverage" in the policy) upon which benefits are based consists of the actual calendar days in the term (including weekends, holidays and vacations) beginning with the first day of formal academic instruction (excluding pre-season athletic practice, orientation, registration and graduation days) and ending with the last day of formal academic instruction, including examinations.
- "Withdrawal or absence for medical reasons" means complete, involuntary severance from classes as certified to and regularly treated during the period of coverage by a legally qualified medical practitioner, not related to the student.
- "DSM V" is the American Psychiatric Association's Diagnostic and Statistical Manual.
- "Withdrawal for other than medical reasons" means complete, voluntary severance from classes for the balance of the term.
- "Dismissal" means complete, involuntary severance from classes by the school authorities for scholastic or disciplinary reasons for the balance of the term.
- "Unused term fees" means the portion of the insured fees paid or payable by the insured student/parent for the remaining time in the current school term after the student's withdrawal or dismissal. (i.e., the prorated tuition insured from date of separation to the end of the term. Does not include that matriculation fee, room, board, tuition refund insurance, laptop rental, recruit-in-training fee, international fee, or uniforms.)
- "Preschool" means any instruction, program or service rendered to students who attend early childhood, nursery or any other program for children prior to or below the kindergarten level.

## Definitions and conditions (continued)

- Medical benefit period ends immediately upon student's resumption of classes at any school or upon becoming gainfully employed.
- Under this policy coverage ceases on the last day of formal academic instruction by the school for any reason. For preschool students the last day of academic instruction will include your announcement / provision of any virtual, remote, online or similar type of education or service in lieu of education or services on the physical campus.
- Withdrawal or dismissal must result in the loss of scholastic credit at the school.

## Period of coverage

### **Coverage is effective under the Plan as follows:**

**MEDICAL:** From August 1 through the last day of the academic year.

**NON-MEDICAL / DISMISSAL:** For the entire term after meeting the fourteen-day attendance requirement.

**LATE-ENTERING STUDENTS** who commence classes after opening day may enroll in the Plan provided premium is paid within 10 days after starting classes. Medical coverage begins on the date the premium is received. Non-medical coverage is effective after the student has satisfied the fourteen-day attendance requirement.

# Exclusions

*Not Covered Under The Plan*

## **Medical withdrawal or absence due to:**

1. war or any act of war or certified act of terrorism 2. taking part in a riot 3. pregnancy and/or childbirth 4. use of any drug, narcotic or agent which is similarly classed or has similar effect unless given by and while under the care of a doctor 5. suicide or intentionally self-inflicted injury or self-inflicted sickness 6. alcoholism or use of alcohol 7. nuclear reaction, radiation or radioactive contamination 8. failure to attend classes for any reason other than injury or sickness 9. injury or sickness (including mental health conditions) if during the 180 days preceding and including the coverage effective date, there was medical care, advice, consultation or treatment for the condition, or if symptoms of the condition were present.

## **Withdrawal for other than medical reasons or dismissal due to:**

1. being inducted into the armed forces or being assigned alternative duty in lieu of active military service 2. any hostile or warlike action or terrorism 3. rebellion, riot or civil commotion 4. any order of a de jure or de facto governmental or sovereign power directed to the student 5. nuclear reaction, radiation or radioactive contamination 6. destruction of any school facility due to any cause 7. school bankruptcy, insolvency or other financial instability that results in school's inability to operate and provide formal academic instruction 8. school closure for any reason (for preschool students, closure includes your provision of any virtual, remote, online, or similar education or service in lieu of education services provided on the physical campus, beginning with date of announcement and regardless of resumption or intention to resume on the physical campus) 9. temporary non-medical absences, suspensions, changes from resident to day status or schedule reductions 10. boycotting of classes by the student 11. completion of academic requirements or early graduation 12. any withdrawal or dismissal prior to or within the first fourteen consecutive calendar days beginning with the student's first class day of attendance in the academic year.



## Claims

Claim forms with instructions are available at the school business office. Claims must be reported within 30 days from the date of separation. Benefit payment is made to the school to be credited to the student's account. Benefits not required to settle your account with the school, if any, will be refunded to you by the school.

## Cost

The cost of the Tuition Refund Plan is detailed in your enrollment materials. Written notification of enrollment in the Plan must be made by August 1, the effective date of the policy. Premium payment is due within ten days after the first class day of the term.

# Contact Us

Website: [www.tuitionrefundplan.com](http://www.tuitionrefundplan.com)

Email: [trp@dewarinsurance.com](mailto:trp@dewarinsurance.com)

## **A.W.G. DEWAR, INC.**

4 Batterymarch Park  
Quincy, MA 02169

# Underwriter

Tuition Refund Plan policies are underwritten by Atlantic Specialty Insurance Company and OBI National Insurance Company. Plan policies are produced by A.W.G. Dewar, Inc., dba A.W.G. Dewar Insurance Agency, Four Batterymarch Park, Quincy, MA 02169. The name of each student is listed on a policy which is held by the school business office, not as agent for the insurance company, but on behalf of insured students and their parents. This leaflet is an outline of coverage for the ensuing academic year. Actual coverages are governed by the insurance policy on file in the school's business office. Coverage may change each academic year. A.W.G. Dewar, Inc. is the originator of the trademarked Tuition Refund Plan.

Academic year: 2021-2022

Form number: G14220

Coverage code: NPPC/31R/75/50/50/50/SEM/NMMI

# PLAN OF THE DAY SPRING 2021

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY / HOLIDAY
Uniform of the Day	Class "C"	ACU/OCF	ACU/OCF	Class "C"	Class "C"	Class "C"	Summer "A"
SROTC – PT	0530-0630	0530-0630		0530-0630	0530-0630		
Reveille / Personal Hygiene / Room Prep	0600-0625	0600-0625	0600-0625	0600-0625	0600-0625	0600-0625	0730
Breakfast Roll Call (BRC) and March to Bates	0630-0720	0630-0720	0630-0720	0630-0720	0630-0720	0630-0730	0815-0830 Accountability Formation
Sick Call	0700-0800	0700-0800	0700-0800	0700-0800	0700-0800	Emergencies Anytime	Emergencies Anytime
Preparation for Academics (1)	0700-0730	0700-0730	0700-0730	0700-0730	0700-0730		
Chapel Services							0830 Protestant Services 1000 LDS Worship 1700 Catholic Mass
Academics - Periods 1-4	0730-1120	0730-1120	0730-1120	0730-1120	0730-1120	0800 - 1200 Academic, Leadership, or Athletics (2)	
JC Dinner(3)	1130-1230	1130-1230	1130-1230	1130-1230	1130-1230	1200 Accountability	0900-1200 Brunch
Academics - Period 5	1130-1220	1130-1220	1130-1220	1130-1220	1130-1220		
HS Dinner (3)	1230-1330	1230-1330	1230-1330	1230-1330	1230-1330	1200 Accountability	0900-1200 Brunch
Academics - Periods 6-8	1240-1530	1240-1530	1240-1530	1240-1530	1240-1530		
Physical Development Training / Corps PT (4)	1545-1645		1545-1645		1545-1645		
Cadet Activities		1540-1640		1540-1640			
Athletics (4)	1545-1800	1545-1800	1545-1800	1545-1800	1545-1800		
SROTC – Remedial PT (4)	1545-1700	1545-1700		1545-1700	1545-1700		
MS 3 & 4 Lab			1540-1700				
Tour Squad (5)					1545-1745 1900-2200	1300-1700 1900-2200	1300-1700
Recreation / Intramurals / Personal Time					1540-1745	1300-1645	1300-1800
Cadet Free Time/Study Time (6)	1645-1800	1645-1800	1645-1800	1645-1800	1645-1800		
Supper Roll Call (SRC) Formation (3)	1800-1845	1730-1830	1730-1830	1800-1845	1800-1845 March By	1800-1845	1800-1900 March By
Commandant's Time / Drill		1840-1930	1840-1930				
Accountability Formation	1850-1900			1850-1900	1850-1900		
Night Study Hall (NSH) (7)	1900-2200	1940-2200	1940-2200	1900-2200			1900-2200
4 <sup>th</sup> Meal	2130	2130	2130	2130			
TAPS (6)	2230	2230	2230	2230	2300	2330	2230

**Remarks: Refer to numbered items**

1. Academic Tutoring by appointment with faculty.
2. Cadet Leadership Activities and Academic Weekends as specified/approved by the Commandant/ Dean. (e.g., Inspections, Parades, Academic Weekend, Community Service, Drill)
3. The Commandant or Regimental Commander may conduct Dinner Roll Call (DRC) and/or Supper Roll Call (SRC) formation(s) with marching to Bates Dining Hall anytime throughout the semester.
4. Bronco and Colt Athletes attend Practice M-F 1545-1800. Prep PT is M-W-F 1545-1645. SROTC Remedial PT is M-T & TH-F 1545-1745. All other cadets attend Corps PT M-W-F 1545-1645. Cadets who have not passed their MAPFT will attend remedial PT on Fridays. **Tours trump Remedial PT.**
5. Tour Squad on Holidays 1300 – 1700.
6. **Cadets may not go on permit in accordance with NMMI Covid-19 Regulations until further notice.**
7. During third hour of NSH (2100-2200), cadets may sleep, go to 4th meal, read quietly, or take care of personal matters if their homework is done. Video games are never permitted during NSH.



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COMMANDANT OF CADETS  
DEAN OF STUDENTS

## Memorandum for: Parents, Guardians, and Cadets

### Subject: LAUNDRY AND DRY CLEANING

1. Cadets are expected to use our contracted laundry and dry cleaning service which is included in their tuition and fees. This service is for all issued and/or authorized uniform items including bedding. Cadets may also turn in civilian clothes at their expense. The turnaround time is normally 24 hours, but not more than 48 hours on regular business days.
2. Our vendor is a local professional company that also serves Roswell and surrounding areas and operates company stores in town. The vendor maintains a full time staff customer service desk in the basement of Bates Hall. The desk phone number is 575.624.8425 and the manager's contact information is: Mr. Fernando Sanchez, [fernando@allamericancleaners.net](mailto:fernando@allamericancleaners.net). The normal hours of operation during the school year are 0700-1600 M-F and 1000-1400 on SAT (Saturday hours vary through August-October).
3. The cadets are required to document the items they turn in on a receipt provided at the customer service desk. They are also taught to only turn in or pick up their own laundry and dry cleaning since each piece is "bar coded" to them individually from the first time they turn in to the vendor. The vendor can track the items turned in, by cadet owner name, and when the items are picked up.
4. Only hypoallergenic detergents are used for all cadet laundry and dry cleaning.
5. The most common errors in managing cadet laundry and dry cleaning are when cadets 1) fail to fill out the paperwork or do not account for each item, 2) turn in someone else's laundry, 3) fail to understand the turn-around timeline (e.g. turn in late one day and expect it back the next day), or fail to report a problem right away to their TLA if the laundry staff cannot answer their question. If your cadet experiences problems they will be asked detailed questions that will be supported by the vendor's computer data. Please have your cadet talk to the contract staff and their TLA to resolve any issues.
6. Limited washers and dryers are available for cadets in Bates Hall 4 days per week *as a convenience and privilege for older cadets only*, and are not intended to support normal laundry requirements. RATs are required to use the contract laundry/dry cleaning service from arrival until the Monday after Fall/Spring Family Weekend.



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COMMANDANT OF CADETS  
DEAN OF STUDENTS

25 March 2021

## **Memorandum For: Parents/Guardians/College Cadets**

**Subject:** Proof of Medical Insurance Policy

1. In order for the NMMI medical staff to coordinate and expedite secondary medical care (follow-up visits after emergency room visits, and schedule doctor's appointments), all cadets are required to provide proof (copy) of insurance for medical, dental, prescriptions, etc. Copies of these documents are to be provided to the medical staff during Matriculation.
2. All cadets participating in high school athletics, college athletics, or JROTC competitions must provide proof of insurance to be eligible to play or participate.
3. Proof of insurance will be kept on file in the Infirmary and must be updated annually, or when there is any change in insurance coverage. The Infirmary medical staff will maintain a list of those cadets who have not provided proof of insurance.
4. All costs for medical treatment received are the responsibility of the parent or adult cadet. This includes submitting bills and other documentation to their own insurance company as required.
5. Cadets may jeopardize their ability to remain at NMMI if they are unable to perform routine Corps activities that include physical fitness training. A cadet's inability to obtain necessary medical care due to a lack of insurance is not a valid excuse for non-participation in Corps activities. If this occurs, the Commandant may initiate action that requires a cadet to go before the NMMI Medical Review Board to be considered for disenrollment.

Jonathan K. Graff, Jr.  
Lieutenant Colonel, US Army, (Ret)  
Commandant of Cadets/Dean of Students



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COMMANDANT OF CADETS  
DEAN OF STUDENTS

**Memorandum For:** Parents, Guardians, and Cadets

**Subject:** Medical Care at NMMI

## 1. General Information

- a. Marshall Infirmary is a 25 bed facility located on post, with a Registered Nurse on 24-hour duty. This allows for hospitalization, isolation and treatment of simple diseases and minor injuries. In case of serious illness, serious injury, or when surgery is required, arrangements for the necessary treatment will be made by the Infirmary staff.
- b. Sick Call is scheduled from 7:00 AM until 8:00 AM Monday through Friday. Cadets may still be seen throughout the day, if necessary. Cadets can be seen by the Physician's Assistant or Nurse Practitioner a couple times a week, currently Monday and Wednesdays from 4:00 PM to 6:00 PM and Fridays from 8:00 AM to 10:00 AM. The Medical Director has a clinic once a week, the schedule is posted in the infirmary. The NMMI Athletic Trainers work closely with the Infirmary staff and are available at the infirmary Monday through Friday mornings, at 7:00 AM.
- c. NMMI provides a driver from 8:00 AM-5:00 PM Monday through Friday to transport cadets to and from medical appointments. If a cadet needs to go somewhere after hours, a member of the Commandant's staff will transport the cadet.
- d. Diagnostic tests, blood tests or treatment which cannot be done at the infirmary are **not** included in the tuition and are the responsibility of the cadet. There may be charges to the Cadets account for certain supplies and or medications used at the Infirmary. These items are charged on an individual basis for use.
- e. For a cadet's convenience, they may want to bring the following items: (Please note that these items are NOT mandatory, however, they are convenient to have.)
  - i. A Hydro-flask (or something similar) to stay hydrated throughout the day.
  - ii. Over the counter, non-drowsy allergy medications. A cadet may store certain over-the-counter medications in their room as long as they are logged in the infirmary. You may contact the infirmary for a list of medications that are allowed to be stored in a cadet's room.
  - iii. Hand sanitizer.
  - iv. Tissue boxes.
  - v. Chap Stick.
  - vi. Sunscreen

## 2. Medical Insurance

- a. The Infirmary does NOT process any insurance or medical claims. It is the student's responsibility to abide by US Law and have insurance that is accepted in the United States. **ANY CHANGE IN INSURANCE NEEDS TO BE PROVIDED TO THE INFIRMARY IMMEDIATELY.**

b. **Insurance Cards:**

Please provide a clear, enlarged copy of your insurance card. Copies of both FRONT and BACK are needed. Please make sure it is legible; if you can't read it, we can't read it.

**Please note that foreign insurances and Medicaid from other states are routinely denied insurances. Please check with your states Medicaid program to see about receiving NM Medicaid. If you choose to use a foreign insurance, you will be responsible for submitting your medical claims.**

3. **Prescriptions and Medications:**

- a. Prescription medications are ordered through the contracted pharmacy by the infirmary staff. **THERE WILL BE NO MEDICATIONS FROM FOREIGN COUNTRIES ACCEPTED.** Insurance information that is on file in the Cadets chart will be sent with the medication order. If there is a co-pay, it will be charged to the Cadets account. The infirmary is not responsible for charges incurred due to outdated or lack of insurance.
- b. Medical Furloughs slips are available in the Infirmary for Cadets who need to go off post for longer than a standard appointment. It is the Cadet's responsibility to come obtain and fill out the proper form. The Infirmary Staff will then verify the appointment so that the furlough may be processed. Medical Furloughs are intended for 24 hours. The Medical Furlough process should be started at least ten days in advance.

4. **Medical Requirements:**

The following are the medical requirement for New Mexico Military Institute. **ALL SHOULD BE COMPLETED PRIOR TO MATRICULATION.** If you have any questions, please call Marshall Infirmary at (575) 624-8235 after 1 August 2021.

a. **Physical Exam:**

The physical must be legible and complete with dates and signatures. Incomplete physicals will not be accepted. All physicals must be less than one year old.

b. **Health and Consent Form (HCF):**

The HCF must be filled out completely. Every question should be answered. Any question answered YES will need to have an explanation. If you have had Chicken Pox please mark the appropriate box and have proper documentation from your doctor's office of when the illness occurred. Sign and date the back of the form with current phone numbers (home and cell) and mailing address.

c. **Immunizations:**

Please be aware of the required immunizations to attend NMMI. Requirements vary from state to state and country to country. Please review the immunization schedule for the state of New Mexico to ensure that you have all of the appropriate immunizations prior to matriculation. Please provide a clear legible copy of your immunization record. Most states have electronic records. Check to see if your state can provide you with a copy of your electronic records.

**Required**

MMR – Documentation of two doses  
HEP B – Documentation of at least three doses

**Strongly Recommended**

Influenza (annually)  
HPV

OPV or IPV – Documentation of at least four doses  
Tetanus or Tdap – Documentation of dose in the last ten years  
Varicella – Documentation of two immunization or of having illness  
DTap-Documentation of at least 4/5 doses  
Meningococcal-Documentation of at least one dose.

The Infirmary staff led by Health Service Administrator, at the New Mexico Military Institute greatly appreciates you taking the time to review the required medical documentation. Ensuring that all requirements are met will make providing your health care more effective and efficient for all involved. If you have any further questions please call Marshall Infirmary at (575) 624-8235.





NEW MEXICO  
MILITARY INSTITUTE

## N.M.M.I. ONE-TO-ONE TECHNOLOGY PROGRAM

**As part of NMMI's continued effort to provide the latest in technology and help prepare our cadets for future success, NMMI will provide each new cadet a portable computing device from a tier one manufacturer for their use while at NMMI.**

- **Is the program mandatory?**
  - All cadets who matriculate in the Fall of 2021 will be issued a laptop.
  
- **How much is the rental fee?**
  - \$275 per semester – this includes the computer, all necessary software, warranties, etc. The rental fee is non-refundable. The fee is already included as part of the NMMI fees to attend.
  
- **What is the benefit of having an Institute device?**
  - Repair and downtime are issues of the past. On-site service enables you to be back up and running quickly. You won't be facing additional expenses for a similar device, which with the right software, can cost upwards of \$1,500.
  
- **What type of device will I receive?** The device is a Laptop configured specifically for NMMI. Some of the features include:
  - High quality display, touch screen interface, and long battery life.
  - Laptop form factor with minimum 13" inch high resolution display.
  - A Clickpad Backlit Keyboard and optical mouse.
  - The device can communicate through a high speed wireless interface
  - Peripheral devices connect through high speed USB ports.
  
- **Do I need to purchase additional software?**
  - Devices will be loaded with school approved educational software. At a minimum this will include an operating system, Microsoft Office, a browser, a book reader, an Adobe .pdf reader, virus protection, remote update capability, wireless network capabilities, access to any NMMI cloud applications, and access to NMMI server applications.
  
- **What happens if I...?**
  - Lose it or accidentally break it? Insurance will cover broken, lost or stolen devices if there is a police report filed.
  - Note: Abuse or neglect may result in additional charges as determined by a third party vendor.
  
- **Can I take it with me during breaks?**
  - Yes, but remember, the laptops are owned and maintained by NMMI for the cadet's use during their stay and while at NMMI. When you leave NMMI for the summer break, graduate, or leave permanently, you simply return the laptop.
  
- **Can I bring my own device?**
  - Yes, however the \$275 is part of your fees and you will be issued an NMMI device. State law prevents NMMI from supporting your personal device if you have software or repair issues.



# NEW MEXICO MILITARY INSTITUTE

101 West College Boulevard  
Roswell, New Mexico 88201-5173



Memorandum for: Parents and New Cadets  
Subject: Cadet Mail

1. New cadets will be assigned a mail slot during the first week of school. Until you have been notified of his/her mail slot number, leave the "NMMI Mail Slot #" blank. **Please note: Items are sorted by mail slot numbers. It may be faster for your letter or package if you wait for the mail slot number.** The NMMI Mailroom will ensure that any mail addressed to a cadet will be placed in his/her mail slot until you are able to include the mail slot number in your cadet's address. Having no mail slot number will cause delay in the delivery of the cadet's mail. There are no package restrictions.
2. Cadets are expected to check their mail between 0745–1600.
3. Cadet mail should be addressed as follows:  
  
**Cadet Last Name, First Name**  
**NMMI Mail Slot \_\_\_\_\_** (do not use the word "PO Box or Box")  
**101 W. College Blvd.**  
**Roswell New Mexico 88201-5173**
4. The following carriers deliver mail to NMMI:  
U S Postal Service  
Fed-X  
UPS  
DHL
5. Cadets are able to purchase postage stamps, and mail letters and packages at this office. They must pay by cash or check only.
6. If you have any questions, stop by the NMMI Post Office or you may call the Supervisor of the NMMI Post Office, at (575) 624-8103.

## Classroom Supply List

### All Classes:

Sticky Notes  
Pencils  
Pens  
Erasers  
Paper (lined) (X3)  
3-ring Binders – 1 ½” to 2” in different colors/one per class  
3-hole punch (some fit in binders)  
Sheet Protectors – 2 per class for Syllabi  
1 set of 8 tab Dividers per Class  
Masks

### HS Science/Math:

Three (3) Red Pens  
Compositions notebooks (not spiral bound)  
Ti-30 Calculator (or its equal) and batteries

### JC Math and Physical Sciences:

Ti-84 Calculator and Batteries  
Erasers  
Index Cards  
Quad-ruled graph paper  
Ruler  
Highlighters

### PHE/Health/Fitness:

Folder with prongs/brads for Health/Fitness  
1” 3 ring binder  
Dividers

# BASIC FIRST AND SECOND ISSUE ITEMS MALE/FEMALE

<u>First Issue</u>	<u>Qty</u>	<u>First Issue</u>	<u>Qty</u>
Red Mesh Laundry bag	1	NMMI crest	1
White Mesh Laundry bag	1	Torch crest	1
Name Tags +	6	Yellow star	2
Door Name tag	6	Small brass buckle	1
Name on Name tags	6	Black web belt	1
ACU name tags	3	ID holder	1
Red PT cap GC	1	Lanyard/black	1
Wind suit top	2	Luggage ID	2
Wind suit bottom	1	ACU bronco patch	1
Red pt. shirts	4	Red ACU plain square	1
Black pt. shorts	3	H2O water system	1
Black Thermal Bottoms	2	NMMI backpack	1
Athletic socks	5	black knit watch cap	1
Masterlock set	2	black gloves	1
Rub-a-Dub marker	1	Glove liner	1
Silver sharpie	1	NMMI fleece blanket	1
Toothbrush	1	Sheets/flat	2
Shoe polish kit	1	Sheets/fitted	2
New Balance Mesh	1	White bathrobe	1
Shoes-black	1	NMMI ACU name tag	2
Simichrome polish	1	(J.C. only)	2



# BASIC FIRST AND SECOND ISSUE ITEMS MALE/FEMALE

<b>Second Issue</b>	<b>Qty</b>
Red NMMI laundry bag	1
Squadron Pin	1
Class Brass	1
Epaulets	2
Blue Garrison Hat	1
Trousers	4
Hems	4
Short Sleeve Shirts	5
Long Sleeve Shirts	2
Dress Jacket/blue	1
Black Service Jacket w/Name	1
Dress Gloves/black	1
Four hand tie/Cross Over Tie	2
Bow tie	1
ACU Digital camo shirts	2
ACU Digital Camo pants	2
ACU tan tee shirt	3
Polar Fleece Jacket	1
Dress Socks	6
Hangers	15
Shoes Leather	2
ACU Belt	1
ACU boots	1
ACU HAT	1
ACU Rain jacket	1





# NEW MEXICO MILITARY INSTITUTE

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575-624-8400  
Fax: 575-624-8459



COMMANDANT OF CADETS  
DEAN OF STUDENTS

## **Memorandum for: Parents and Cadets**

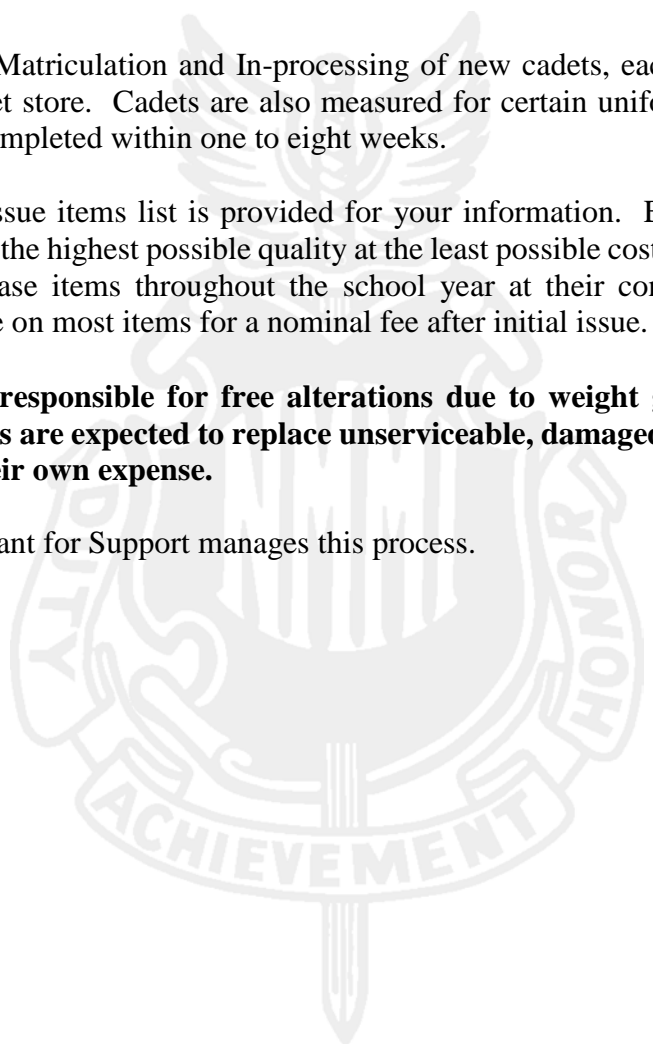
**Subject:** Cadet Uniform Item Issue

As part of the Matriculation and In-processing of new cadets, each cadet will be issued items through our cadet store. Cadets are also measured for certain uniform items. Alterations and tailoring will be completed within one to eight weeks.

The enclosed issue items list is provided for your information. Every effort is made to obtain items that are of the highest possible quality at the least possible cost. Cadets will also have opportunities to purchase items throughout the school year at their convenience. Additional alterations can be made on most items for a nominal fee after initial issue.

**NMMI is not responsible for free alterations due to weight gain or loss during a cadet's tenure. Cadets are expected to replace unserviceable, damaged or worn out clothing items and shoes at their own expense.**

The Deputy Commandant for Support manages this process.





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COMMANDANT OF CADETS  
DEAN OF STUDENTS

22 March 2021

**Memorandum For:** Corps of Cadets and Parents/Guardians

**Subject:** Policy Letter #1 Emergency Contact and Routine Correspondence/Contact during Duty/Non-Duty Hours

1. Parents/guardians are encouraged to utilize the Troop Leadership Advisors (TLA), Squadron Leadership Advisor (SLA), Chaplain, Counselor, Academic Advisors and Coaches as first points of contact for emergencies such as death, severe illness in the family, or any other matter that may be extremely difficult for the cadet.
2. Emergency contact numbers to contact your cadet, during normal duty hours (0600-2200) and during non-duty hours 24/7.
  - a. TLA Command Post (575) 624-8478  
(575) 624-8163
  - b. Hagerman Guard Box (0600-2200) (575) 624-8418
  - c. Night Accountability and Control Officer (2200-0600)  
Hagerman Barracks (575) 624-8478  
Saunders Barracks (575) 624-8474  
Cell Phone (2200-0600) (575) 910-8667
  - d. Campus Police (anytime)\* (575) 624-8421  
*\*Wait for office phone to forward to cell phone when officer is on patrol*
  - e. Infirmary (575) 624-8235
  - f. Chaplain (575) 624-8211  
*\*Wait for office phone to forward to cell phone when Chaplain is out of his office*
  - g. Eastern New Mexico Medical Center Emergency Room (575) 622-8170
  - h. Lovelace Regional Medical Center Emergency Room (575) 627-7000
3. All cadets are required to check NMMI email accounts twice daily when not on status for sports, cadet activities, or furloughs. Cadets are also required to check their mail boxes twice a week. To contact a cadet during normal duty hours (0600-2200) for routine issues and correspondence, the following options should be used.
  - a. The primary non-emergency method of contact is to e-mail your cadet.  
(for example) firstname.lastname@nmmi.edu or IDnumber@nmmi.edu (ID number must include zeros at beginning)
  - b. Troop Leadership Advisor. Voice and email capability. (575) 624-\_\_\_\_  
*\*Wait for office phone to forward to cell phone when TLA is out of his/her office*
  - c. TLA Command Post (24/7 operations and internal radio capability) (575) 624-8478  
Cell Phone (2200-0600) (575) 624-8163
  - d. Academic Advisors (0800-1530). Voice and email capability. (575) 624-8360
  - e. Hagerman Guard Box (575) 624-8418  
or 8419
  - f. **Parents or guardians are encouraged to send letters and cards.**

4. The contacts listed above should be utilized *first* during normal duty hours. **Please talk to your cadet's Troop Leadership Advisor (TLA) or Squadron Leadership Advisor (SLA) first!**

**Emergency contact numbers if unsuccessful in reaching your cadet are listed below.**

**PLEASE ALLOW AT LEAST FOR 7 RINGS AS PHONES WILL FREQUENTLY ROLL  
FROM OFFICE TO POLICE, SLA AND TLA CELL PHONES**

- a. Squadron Leadership Advisors
- |                                      |                |  |
|--------------------------------------|----------------|--|
| 1st Squadron (Troops A, B, C, D, HQ) | (575) 624-8461 | <a href="mailto:lueras@nmmi.edu">lueras@nmmi.edu</a>     |
| 2nd Squadron (Troops E, F, G, H, I)  | (575) 624-8474 | <a href="mailto:romeror@nmmi.edu">romeror@nmmi.edu</a>   |
| 3rd Squadron (Troops K, L, M, N, O)  | (575) 624-8460 | <a href="mailto:villegas@nmmi.edu">villegas@nmmi.edu</a> |
- b. Deputy Commandant for Operations. Voice and email capability. [zmayefski@nmmi.edu](mailto:zmayefski@nmmi.edu)  
(575) 624-8405
- c. Deputy Commandant for Support. Voice and email capability. [houghtby@nmmi.edu](mailto:houghtby@nmmi.edu)  
(575) 624-8404
- d. Commandant's Office. Voice and email capability.  
(575) 624-8400  
(575) 624-8402  
(575) 624-8403
- e. Campus Police (24/7 operations) (575) 624-8421
- f. Infirmary (when applicable) (575) 624-8235 [nurse@nmmi.edu](mailto:nurse@nmmi.edu)
5. Authorized contact from cadets to parent/guardian during normal duty hours (0600-2200).
- a. Email to parents
- b. Parents are advised that cell phone use during night study hall (1900-2130) and after TAPs (2200-0600) is prohibited.
- c. Letters/Post Cards
6. Questions regarding this policy should be addressed to the cadet's Troop Leadership Advisor or Squadron Leadership Advisor. If they cannot be reached, please call the Commandant's office at (575) 624-8400 or (575) 624-8402.





# NEW MEXICO MILITARY INSTITUTE

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COMMANDANT OF CADETS  
DEAN OF STUDENTS

**Memorandum For:** Corps of Cadets and Parents/Guardians

**Subject:** Policy #2 Required, Authorized, Unauthorized and Issue Items

1. The following items are required for all cadets.
  - a. **These items must be purchased in advance:**
    - 1) Alarm clock (Electric clock, with backup battery strongly suggested)
    - 2) One regular size pillow (oversize is unauthorized) and 2 white pillow cases
    - 3) Four white towels (bath size) and six white washcloths
    - 4) Physical training running or “cross training” shoes (at least one pair, they must be **ALL BLACK SHOES WITH BLACK SHOE LACES – NO ACCENT COLORS**)
      - One pair will be issued. Recommended to have a second pair already broken in.
      - Zip-up high tops are unauthorized.
      - Wear them before arriving at school so they have a chance to get broken in.
      - **Athletic shoes with exposed individual toes or with bright colored laces or trim are not authorized.**
    - 5) One pair of slippers or flip flops (black, white, red, or grey)
    - 6) Sleepwear—at least two sets (black, red, white, or gray—cotton sweat suit/gym shorts and shirt type is preferred and most practical for **both male and female**)
    - 7) Black pocket comb/brush
    - 8) Fingernail clippers with file
    - 9) Sunblock cream, sunscreen, and chap stick
    - 10) Electric (optional) or disposable razors
    - 11) Black permanent ink laundry marking pen
    - 12) Hanging garment bag for storage of civilian clothes
    - 13) Civilian clothes (for when authorized to be worn or carried on a school sponsored trip) including:
      - A long sleeve collared shirt, conservative collared shirt for males, or collared blouse for females
      - One or two pairs of trousers/khaki or black “Dockers style” for males or slacks for females.
  - b. **Male only items:**
    - 1) Boxer shorts/briefs and white crew neck tee shirts (minimum ten sets)
    - 2) Athletic supporter (2)
    - 3) Long underwear (bottoms), neutral or white - 2 pair required
    - 4) Black, red, gray, white or a combination of these colors swimming suit (boxer type—Speedo type is unauthorized except for swim team members during competition)



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COMMANDANT OF CADETS  
DEAN OF STUDENTS

c. **Female only items:**

- 1) Underwear, brassieres, slips, and white crew neck tee shirts (at least ten sets).
  - Long underwear (bottoms only, white or neutral) – 2 pair required
  - Brassieres will be worn while in uniform on/off campus (sports bras for PT, intramurals, and sports are authorized).
  - White Briefs, boy shorts, hipsters or bikini underwear are highly recommended for female cadets.
- 2) The following makeup is optional and must be worn conservatively in earth or natural tones:
  - Foundation
  - Powder
  - Eye shadow
  - Blush
  - Water proof mascara
  - Clear lip gloss
  - Eye/lip liner, lip stick, and any cosmetics containing glitter are unauthorized items.
  - Clear nail polish, hair spray or spritz may be used.
- 3) Earrings: small gold studs, silver studs, or pearl stud earrings (**only one pair at a time and ¼ inch in diameter**)
- 4) Barrettes, pins, clips, etc. must be neutral color or transparent and inconspicuously placed. Scrunchies are prohibited.
- 5) Skin tone panty hose or equivalent with skirts (if skirt is purchased)
- 6) One piece swim suit (black, red, white, gray or some combination—**bikinis are not authorized**)
- 7) Hair brush, hair dryers and curling irons must have automatic shutoff
- 8) Regular nail care equipment
- 9) Purse should be simple and plain black only. This is the only type or color authorized with any cadet uniform.
- 10) **Yoga pants are not authorized.**

d. **Additional items that are authorized (one of each) and maybe purchased after arrival in Roswell.**

- 1) Cell Phone (after 21/28 days)
- 2) Printer
- 3) MP-3s, iPods and iPod Touch, iPads, and portable CD players with headphones
- 4) Camera
- 5) Small vacuum (Dirt Devil type or hand held)
- 6) Ironing boards (small) and irons with auto shutoff



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## COMMANDANT OF CADETS DEAN OF STUDENTS

- 7) Watch – Conservative (black, brown, silver, or gold), regular size (highly recommended)
  - **No oversized watches**
  - **No white or bright colored watches**
  - **No wide band watches**
- 8) Eyeglasses – Conservative (black, brown, clear, wire, silver or gold) frames, **no bright colors, embedded jewelry, etc.**

e. **Items which may be brought from home or purchased at the NMMI Cadet Store.**

*(The Cadet Store does have a wide variety of school supplies and sundry items.)*

- 1) Toothbrush, toothpaste and dental floss
  - 2) Bath soap or body wash
  - 3) Disposable razors (limited quantity)
  - 4) Deodorant (mandatory and non-aerosol)
  - 5) Feminine hygiene products
  - 6) Disinfectant cleaner, window cleaner and sponges
  - 7) Lemon oil furniture polish
  - 8) Broom, dust pan and small black or dark brown trash can
  - 9) Racquetball/Tennis equipment/Golf clubs/musical instrument
  - 10) Liquid laundry detergent and dryer fabric softener with static guard
  - 11) Insect repellent
2. **NMMI will not be responsible for lost, abandoned, or stolen items.** Cadets and parents/guardians are highly encouraged to obtain appropriate personal property insurance to cover authorized high dollar personal items such as computers, cell phones, iPods, iPads, MP-3s, digital cameras, watches and jewelry.
  3. **Unauthorized Items:** Due to the limited desk space, storage area, electrical power capacity, and safety issues, the following items are not authorized, as indicated by cadet status.
    - a. Electric/Battery operated hair clippers are **not allowed for any cadets.**
    - b. TVs, VCRs, or DVD players, stereos (stand-alone) and speakers are not allowed for new cadets and yearlings.
    - c. Any computer games and playing devices (i.e. X-Box, PlayStation, Gameboy, Wii, etc.) are **not allowed for new cadets and yearlings.**
    - d. Maximum monitor size for authorized TVs and computers screens is 21 inches.
    - e. Refrigerator, microwaves, hot pots/plates, toasters, coffee makers, cooking devices, water coolers, candles, matches, lighters or any device creating an open flame are **not allowed for any cadets. Cadets are not authorized to cook in their rooms!**
    - f. Floor heaters, fans, air purifiers, humidifiers, hair clippers, water fountains, desk lamps or any type of lighting are **not allowed for any cadets.**
    - g. Stuffed animals, oversize pillows, comforters, knick knacks are **not allowed for any cadets.**



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## COMMANDANT OF CADETS DEAN OF STUDENTS

- h.** Bicycles, skateboards, or roller skates are **not allowed for any cadets.**
- i.** Any quantity of food that cannot be consumed within 2 days. All food must be kept in plastic containers and must fit in a cadet's personal locker. This applies to all cadets except RATs. **Fall RATs cannot have any food in their rooms for the first 21 days and Spring RATs cannot have any food in their rooms for the first 28 days.**
- j.** Flags and posters are not authorized to hang on the wall.

**NOTE: If unauthorized items are found, they will be confiscated and mailed home at the cadet's expense. While authorized in small size and quantity, Holiday decorations are to be kept to a minimum. Please check with your cadet or TLA prior to sending.**

- 4.** Cadets need very little pocket money and are highly discouraged from maintaining large amounts of cash (more than \$50.00) on their person or in their rooms.
- 5.** All items brought to NMMI are required to be marked with the cadet's number. Various clubs, sports, and activities may require cadets to purchase additional equipment, uniforms or accessories. While in uniform cadets are authorized to wear a watch, one ring and a medical bracelet. Attached is the list of items issued during matriculation. Questions about this policy should be addressed through the Commandant's chain of command starting with the Troop Leadership Advisor.

Encl. 1 How to Pack for Arrival  
Encl. 2 Arrival Recommendations



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COMMANDANT OF CADETS  
DEAN OF STUDENTS

## HOW TO PACK FOR ARRIVAL

After reviewing Policy Memorandum #2 “*Required, Authorized, Unauthorized and Issue Items*” please consider the following guidance on how to pack for arrival.

The cadet Matriculation process on the designated matriculation dates listed in this packet begins with luggage drop off at the Godfrey Athletic Center (GAC). Vehicles enter at Achievement Avenue gate onto the NMMI campus from N. Kentucky Avenue on the west side of NMMI. Cadets will be stationed to assist with directions and traffic flow. As each vehicle approaches the luggage drop off point all cadet luggage will be removed from vehicles and transported by hand and handcart into GAC. The luggage station inside the center will ensure that all bags and items are tagged with the cadet’s name.

### WHAT **NOT** TO DO:

- DO NOT USE PLASTIC BAGS (like grocery store bags) TO PACK ITEMS IN
- DO NOT CARRY IN LOOSE PILLOWS, BEDDING, CLOTHING, OR SMALL ITEMS
- DO NOT WEAR UNCOMFORTABLE SHOES OR FLIP-FLOPS (includes parents). There will be a lot of walking and standing until the process is complete.
- DO NOT BRING FULL SIZE VACUUM CLEANERS
- DO NOT BRING IN UNAUTHORIZED ITEMS (See Policy Memo #2 referenced above).
- DO NOT WEAR HATS

### RECOMMENDED:

- Cadets should wear black running shoes when they arrive (not packed)
- International cadets should carry their passports and immigration paperwork with them
- Cadets should carry the cadet/parent package forms with them (not packed)
- Large, rolling suitcases work best or large bags or containers that can be carried by hand. Each cadet will return to the luggage area upon completing matriculation and will carry his/her luggage to their room.
- Bring the least number of luggage pieces as possible
- Pack pillows and other loose items inside luggage/containers
- Write the cadet’s last name, first name, and cadet ID number on each piece of luggage or container (Admissions issues the cadet number at acceptance).
- Expect hot weather. Pack jackets inside luggage.
- Small tube of sunscreen for males after haircut.

**FOR AFTER HOURS ARRIVALS:** If your cadet arrives after normal business hours, luggage drop off and in-processing BEGINS at the Command Post in Hagerman Barracks (large square brick building, enter at Honor Ave gate, off N. Kentucky Avenue). Proceed south through the central walkway on the north end of the barracks building.



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COMMANDANT OF CADETS  
DEAN OF STUDENTS

## Arrival: What to Expect, What to Wear (Parents too!)

**In order to make your arrival and Matriculation Day as efficient and comfortable as possible, please review these recommendations.** Every effort is made to move new cadets through matriculation as efficiently and quickly as possible with stations inside air conditioned buildings. Cadets will be moved on foot between buildings and stations for up to a few hours after arrival under the direct control of cadet leaders trained in the matriculation process.

NMMI is not a large campus compared to some other colleges or universities, but there will be a few hours of walking and standing involved. August matriculation in Roswell, New Mexico may occur during some of the hottest days of the year as well, so please make sure you are well hydrated and try not to skip breakfast on the day you arrive. Parents and family members may accompany new cadets through most of the matriculation process however once the new cadet's luggage is dropped off parents or guardians may only need to be with minor cadets at the Infirmary/medical station and the Business Office since any questions regarding billing or medical care and insurance can be addressed by the NMMI staff at those locations.

### We highly recommend the following:

- Once luggage is dropped off you will be directed to temporary parking areas to speed up the luggage in-processing and vehicle traffic. Entry traffic is one-way entering from Kentucky Avenue through the Achievement Avenue gate on the west side of campus on the designated college and high school matriculation day. Arrivals after hours or not during scheduled matriculation days will be directed to Hagerman Barracks Command Post to begin the process.
- Wear comfortable, loose clothing and comfortable shoes – new cadets and family members.
- Hydrate before you get here. New Mexico can be very dry. Drink lots of water before getting on campus, and eat breakfast.
- If you are not from an arid climate, be sure to bring some type of lip balm and lotion to use until your skin acclimatizes.
- Males – bring a small tube of sunscreen in your pocket that you can put on top of your head after it gets shaved. It may burn if you don't put some on before you are issued your hat.
- Consolidate all luggage and personal items as much as possible. We highly recommend using “Tupperware” or plastic type large containers with wheels and handles. Your cadet will move his or her luggage from the luggage station to their rooms (up to 200 yards) later in the day after completing matriculation. The fewer items your cadet has to move the easier it will be for them.
  - Please do not use individual plastic bags (e.g. “Walmart” or grocery bags) or other bags or containers that are easily torn, broken, or easily mixed in with other small items.
  - It is much better to pack the cadet's pillow inside luggage or a rolling container than as a loose item. New cadets will receive two fitted and two flat sheets and a blanket when they matriculate but we do recommend they also arrive with one white flat and one white fitted sheet for a twin-size mattress in case they arrive after hours when they will not be able to in-process the uniform issue station until the following business day.



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## COMMANDANT OF CADETS DEAN OF STUDENTS

- Due to the distances you/your family may need to walk we recommend that anyone who has difficulty walking or standing arrive with a wheel chair or a means to travel with the cadet or you plan to drop off your cadet and not follow them through their in-processing. NMMI does not have the staff or the means to transport family members or friends with disabilities.
- Once your cadet has finished in-processing and arrives at their final station (where they turn in their matriculation form and prepare to return to the luggage drop off area for their luggage) the parents and family members need to say good bye and depart. If you choose to stay to watch the new cadets march to the evening meal, you may wait outside the barracks only. You may not be able to “pick out” your cadet since they will all look very similar when they go to the evening meal. The sooner you say good bye the better it will be for you and your cadet since they will be very busy finishing their long arrival day.





# NEW MEXICO MILITARY INSTITUTE

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Roswell, New Mexico 88201-5173  
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COMMANDANT OF CADETS  
DEAN OF STUDENTS

20 February 2020

**Memorandum For:** Cadets and Parents/Guardians

**Subject:** Policy #3 Computer Requirements, Standard Operating Procedures and General Information

1. This policy provides information regarding the standard operating procedures for computer use and requirements at New Mexico Military Institute (NMMI). NMMI will provide all cadets with a laptop. Wireless capability exists in the barracks and all buildings across campus.
2. If you bring your own computer, network registration of that device will be required. Wireless connections are provided to each cadet room. Computers must be able to support wireless connectivity. Operating systems capable of network connections are also required. Microsoft Windows 10 is currently the campus standard. Those desktop Operating Systems no longer supported by Microsoft under their “published end of support dates” are also no longer supported by NMMI and will not be allowed on the NMMI network. **Macintosh, UNIX, or Linux operating systems are not supported on the NMMI network or by the NMMI IT staff.** Hardware/software installation arrangements should be made with vendors if you are uncomfortable installing it yourself. **State law prohibits NMMI Staff from working on personal computers owned by cadets.**
3. Monitor sizes are limited to no larger than 21 inches.
4. Microsoft Office 2016 (Word, Excel, Access, etc.) is the campus standard and required software. It is distributed to cadets, at no charge, under NMMI’s Microsoft Campus Wide Agreement. Other word processing software is not required. All computers must have antivirus and antispyware software with up-to-date definitions installed to be connected and allowed access to the NMMI network. **NMMI does not provide anti-virus or anti-spyware software for cadet personal computers.** Symantec, McAfee, BitDefender, Trend Micro, or AVG is recommended for virus protection. Windows Defender or Ad-Aware are recommended for protection against spyware.
5. Cadets are reminded the cadet network is a shared resource. Actions of one user will affect others. Established standards for computers and network usage (the CAUP) ensure network reliability and fair access for the greatest number of cadets. Network activity is monitored. Abuse of network privileges can result in loss of network access and/or disciplinary action.
6. Questions regarding the computer policy can be directed to the Information Technology Department at (575) 624-4357 (HELP) or via email: **compserv@nmmi.edu**.





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COMMANDANT OF CADETS  
DEAN OF STUDENTS

23 March 21

**Memorandum For:** Cadets and Parents/Guardians

**Subject:** Policy #4 Storage, Handling, and Distribution of Prescription Medications

1. The purpose of this policy is to identify how prescription medications brought to campus by cadets and those provided by New Mexico Military Institute (NMMI) Infirmary are handled and dispensed. During each Academic Year, the Infirmary is staffed 24 hours a day.
2. Routine medications brought to campus by cadets:
  - a. Medications that have been prescribed by a cadet's personal physician, or at the discretion of the Provider and the Health Services Administrator, must be brought to the Infirmary for turn in. Medications available over-the-counter (see attachment) must also be brought to the Infirmary for log-in. **Misuse, abuse, unauthorized possession or sharing of prescription or over-the-counter drugs are a violation of the NMMI Drug Policy, and could result in sanctions up to and including dismissal.**
  - b. Notations about the medication, dosage, and prescriber are made by the Infirmary staff. The cadet reads and signs a statement at the bottom of the Log-In form, indicating that they understand how to take the medication that they will not give or sell it to another person, and that misuse of the medication is grounds for disciplinary action that could result in dismissal. **Expired medications will be destroyed and annotated by the medical staff. MEDICATIONS BROUGHT IN FROM OUTSIDE THE UNITED STATES WILL NOT BE RECEIVED BY INFIRMARY STAFF.** Referrals to local physicians can be arranged to obtain a prescription to replace these medications.
  - c. The Log-In form also states that the cadet understands that any medication prescribed to them while attending school at NMMI must be turned in at the Infirmary. The cadet signs the form and receives a copy to keep with the medication in his/her room. If the cadet is a minor, parental permission must be obtained before the medication can be released to the cadet. **MEDICATIONS NOT TURNED IN AND FOUND IN A CADET ROOM CAN RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.**
  - d. The CMDT's office is notified daily of any medications missed the previous day. The CMDT's staff will counsel the individual cadet who is out of compliance with his or her medication regimen and follow up with the parent, cadet, and Infirmary staff. Parents or guardians of high school cadets will be notified by Infirmary staff and TLAs regarding non-compliance issues, after 3 consecutive days of missed meds. Failure to take prescribed medications will result in sticks, and possibly require an appearance before a medical review board, ultimately resulting in suspension.

3. Narcotics:

- a. All narcotic medicines are kept locked up in the Infirmary. The cadet is required to come to the Infirmary to take them if he/she is not currently admitted. Besides the obvious abuse potential, it is important for the Infirmary staff to be able to assess the pain level of the cadet and ascertain whether or not the cadet needs to be further evaluated or if the pain is being adequately treated by the current medication and dosage.
- b. When the cadet is healed and no longer needs the narcotic, he/she is asked to come to the Infirmary prior to a break in the semester or at semester end and take the medication home, or the medication is destroyed by the pharmacist.

4. Mood-Altering Medications and Stimulants:

- a. These medications are administered by licensed personnel only on a “watch-take” basis because most of these medications are for ADHD and are strictly controlled by the DEA and New Mexico Board of Pharmacy. Besides the potential for abuse, it is important for the nursing staff to continually assess the cadet and bring to the attention of the prescriber any problems or potential problems noted, such as weight loss, lethargy, or inadequate effectiveness of the particular medication.
- b. A list of cadets taking these types of medications will be made available by the Infirmary staff to Troop Leadership Advisors and Academic Advisors, through the Commandant’s Cadet Counselor, strictly on a need-to-know basis.
- c. The Infirmary staff also notifies the parents if a minor cadet has missed more than three doses, consecutively.

5. Questions regarding this policy should be addressed through the Commandant’s chain of command starting with the cadet’s Troop Leadership Advisor or directly to the Infirmary staff at (575) 624-8235.



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COMMANDANT OF CADETS  
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20 February 2020

**Memorandum For:** Corps of Cadets and Parents/Guardians

**Subject:** Policy #5 Abandoned Property

1. **New Mexico Military Institute is not responsible for personal property abandoned on post by a cadet.** Personal property may include any property left in a barracks room, in any troop storage area, or in contraband storage in the Campus Police department. Cadets and/or parents/guardians must make arrangements for possible temporary storage of property with the TLA/SLA prior to a cadet departure for any reason. Failure to make arrangements for temporary storage results in property identified as abandoned. Suspended or dismissed cadets do not have the privilege of temporary storage.
2. **Cadets who abandon NMMI property may be held liable for the item(s) they fail to return.**
3. Cadets are responsible for their personal property upon arrival on matriculation day. Cadets are permitted to utilize temporary storage of personal property that is not authorized to be stored in their personal barracks room while enrolled at NMMI. Cadets will coordinate with their assigned Troop Leadership Advisor (TLA) in accordance with current procedures to pack, label, and store property in Troop storage areas (trunk rooms) to include providing an inventory form.
4. In limited cases a cadet may coordinate with his/her TLA for temporary storage of personal property before attending a subsequent semester to include rare occasions where a Break in Service (BIS) may delay return or re-enrollment (e.g. attendance in military training). Early Commissioning Program (ECP) cadets (Army ROTC) should arrange with the Senior Army ROTC Department for temporary storage of military issued equipment in lieu of storage in the barracks.
5. Cadets who depart NMMI without following clearing procedures and leave personal property - or school property - in their assigned room are still responsible for that property. **Any property that temporary storage was not arranged for, not claimed or arranged for pick up for return COD or pre-paid, or personally picked up by someone designated by the owner, after all cadets have departed at the end of a school year, will be disposed of.**