

The College of Arts & Sciences  
New Faculty Hire FAQ

How is NMSU handling the COVID-19 situation?

NMSU has been proactive in making the health and well-being of all employees and students a priority. To learn about NMSU's system-wide return-to-campus plan, please visit:

<https://nmsu.edu/coronavirus/>.

How do I get a NMSU email?

Go to the MyNMSU.edu signup page to get started on getting your NMSU email and more:

<https://myaccount.nmsu.edu/activation>.

Where can I get my NMSU ID?

ID card services is located at the NMSU Bookstore on the second floor. To get started on getting your ID, please visit their webpage for information: <https://idcard.nmsu.edu/welcome-to-id-card-services/>.

How do I order textbooks for my classes?

First, we suggest that you speak with your department head to see if there are any required textbooks for the classes you will be teaching. NMSU recently partnered with a new bookstore vendor, Follet. An online adoption tool is planned for the Spring 2021 semester. For Fall 2020, faculty and staff are asked to contact the store manager directly, via email, at [2218mgr@follett.com](mailto:2218mgr@follett.com).

Where can I receive help building my online classes and online course materials?

The Online Course Improvement Program (OCIP) provides professional development focused on improving the quality of online courses and online teaching for NMSU – Las Cruces. OCIP is part of [Instructional Innovation and Quality](#). Visit their website for more information:

<https://ocip.nmsu.edu/>.

Where can I get help with Canvas?

NMSU offers many resources to get started with Canvas and building your online classes. For apps, workshops, and more, please visit: <https://learning.nmsu.edu/canvas-resources/>.

Are there any required elements for my syllabus and where can I get help designing it?

The NMSU Office of the Provost offers resources for syllabi requirements, templates, and more. For details, please visit: <https://provost.nmsu.edu/syllabus-resources/>.

What resources are available for professional development?

The NMSU Teaching Academy is an outstanding resource for improving teaching, becoming a better researcher, and learning about mentorship. Workshops are given throughout the calendar year. Please visit their webpage for more information and upcoming events:

<https://teaching.nmsu.edu/>.

Where do I purchase my parking sticker?

For information on how and where to purchase your parking sticker, please visit the NMSU parking webpage: <https://park.nmsu.edu/online/>.

Parking is also free across from the PanAm Center and after 4:30pm in designated areas.

What benefits am I entitled to and where can I learn more?

For information on benefits, please visit the NMSU Benefits webpage to get started:

<https://benefits.nmsu.edu/>.

Can faculty live in campus family housing?

Although policies may change, NMSU Housing does currently allow NMSU faculty to apply to live in family housing. For details, please contact family housing at 575-646-3202 or [housing@nmsu.edu](mailto:housing@nmsu.edu). Their website is: <https://housing.nmsu.edu/contact-us/>.

Can faculty use the Aggie Health & Wellness Center?

Yes, full, part-time, and temporary employees may use the AHC by paying the office visit fee of \$20.00. For details and how to make an appointment or for drop-in hours, please visit:

<https://wellness.nmsu.edu/employee-health-care-services/>.

Can faculty use the recreational center?

Yes, with an AggieFit membership, faculty can enjoy access to Activity Center, Aquatic Center, the South Campus Fitness Center, and much more. For details, please visit:

<https://recsports.nmsu.edu/about-aggiefit/>.

What kind of resources are there for faculty with children?

Myrna's Children's Village offers early care and education programs for NMSU students, faculty, staff, and community families and children, six weeks to five years of age. Please visit their webpage for more information:

<https://tpal.nmsu.edu/academics/graduate-programs/concentrations/eced/mcvi/>.

Can students take a course for Honor's College credit?

Yes, non-Honors courses may count as upper-level Honors courses by contracting the course. An Honors Contract is a mechanism for adding an "honors dimension" to a course that is not listed as an honors course (HON prefix). The contract allows honors students to convert a regular non-honors course into an honors course that counts toward graduation with University Honors. Please visit their website to download the Honor's course contract.

<https://honors.nmsu.edu/crimson-scholars/graduating-with-university-honors/honors-courses-by-contract/>.