



To: NM MESA Advisors

From: Anita Gonzales, NM MESA Program Coordinator

Re: NM MESA NMHU College Night General Information & Registration Instructions

Date: September 20, 2013

WHAT IS NMHU College Night:

The *New Mexico Highlands University College Night on October 22, 2013* is a great opportunity for 200 attendees to visit with staff and faculty at NMHU and explore the wonderful campus located in Las Vegas, NM. There is time arranged for students to meet with the individual departments and there will be insightful presentations on all things needed to prepare for college. NM MESA has partnered with NMHU to extend an extremely rewarding experience to all NM MESA students. If you are interested in attending please contact your Regional Coordinator as they will assist you in arranging regional transportation if needed. NM MESA will pay for all transportation costs as approved. Also note that the NM MESA portion of the day is in addition to the general College Night program. If you receive any other literature directly from New Mexico Highlands or Luna Community College it will have a time from 5:00-8:00 PM only. The NM MESA program is being provided as an added benefit to our NM MESA students which includes time to participate in the general College Night program. All programs must plan to stay for the duration of the ENTIRE program to attend the NM MESA Day and MUST send enough chaperones to adequately supervise your entire group.

This year, NMHU will host a raffle for a tablet for a student attendee. Winning student must be pre-registered and present to win. In addition, this event is provided in entirety by New Mexico Highlands University so University fiscal procedures and policies will need to be followed.

SCHOOL BENEFITS (What NM MESA will pay for):

- Transportation to (1) New Mexico Highlands as follows until event capacity is reached. NOTE: Busses are expected to be filled with at least **30** attendees with 75% of all attendees being current NM MESA students. Schools will be required to bus-pool as able to consolidate transportation and to fulfill the bus minimum. Any decrease in students below the 30 attendee requirement may result in transportation not being reimbursed.
 - Up to 1 bus from each North Region High School
 - Up to 2-3 busses from the Santa Fe surrounding area
 - Maximum of 1 bus from each of the other regions as able and approved
- Dinner the day of the event
- Event materials and program costs

SAMPLE OF WHAT NM MESA DOES NOT PROVIDE:

- Any Additional food costs
- No lodging will be provided. Schools will only be approved if they are able to go and come in the same day or provide their own lodging.

REGISTRATION PROCESS:

- Please visit the NM MESA Website: <http://www.nmmesa.org>; Events, Upcoming Events, NMHU College Night Event Page, and Registration Link.
- On Line Registration will collect all teacher information, student information, and travel information (B-4). So please have all information needed to complete registration including student names, transportation vendor information, etc. If you require consolidated transportation you MUST get with your Regional Coordinator prior to completion so that you know what transportation option to select.
- Registration will need to be completed by (1) primary advisor per school program creating (1) registration per school program. NOTE: When you receive your confirmation, it will show you as 1 school in party.
- Once registered you will receive a confirmation email and number which will allow you to modify or cancel your registration. Modifying includes adding/removing/changing students or advisors and any other changes to your registration.

- All event information will be available on the event page on our NM MESA website. This will include all information needed for attendance including complete agenda, map, parking instructions, etc.
- Please note that any additional students need to be approved after the registration deadline as attendance is limited to the 1st 200 registrants. After all spots are filled, a wait list will be created.
- The registration deadline is **October 14, 2013 at 5PM or until all spots are filled**. A wait list will be created once all spots are filled. This is also the last day to modify a registration. Students will not be allowed to be replaced or added after this point and be eligible for the tablet raffle. For any cancellations, please notify Anita Gonzales via email so that all logistics can be properly arranged (food, space, etc.).

GENERAL AGENDA: Tuesday, October 22nd, 2013

- 1:15 PM Arrive at New Mexico Highlands University Student Center Ballroom- Registration
- 1:30 Welcome-NM MESA Staff
- 2:00-3:15 Campus Tour-NMHU Recruitment Ambassadors
- 3:25-4:25 NMHU Department Presentations
- *Campus Life*
 - *ARMAS/SASE Program*
 - *Science/Mathematics Departments*
 - *School of Education*
- 4:35-5:35 College Information Presentations-Omnisc Education
- *9th & 10th Grade-Foundations for College*
 - *11th Grade-ACT Workshop*
 - *12th Grade-FAFSA and College Financial Information*
- 5:35-6:15 Dinner Reception @ NMHU Ballroom – Hosted by NM MESA-New Mexico Highlands
- 6:15-6:30 Shuttle/Walk to College Night (TBD) Las Vegas Recreation Center
- *Provided by Individual School Busses*
- 6:30-7:30 NMHU/LCC College Night Booth Walk Through
- *City of Las Vegas Abe Montoya Recreation Center*
 - *NOTE: This portion is REQUIRED for all attendees*
 - *College Night actually runs until 8:00 if you would like to stay later*
- 7:30 PM Tablet Raffle and Depart for Home (After Raffle)

*Any additional Questions, Please Contact Anita Gonzales:
(505) 454-3027 or (866) 614-2487
anita@nmmesa.org*