

Academic Affairs

Faculty Computer Accounts

Approved by the New Mexico Tech Board of Regents October, 1997

Policy

1. Students can have one computer account that is billed monthly to their Student ID Number.
2. Staff employees can have one personal computer account that is deducted from their paycheck monthly. This has to be approved by the Payroll Office.
3. Staff employees can have computer accounts that are billed to general ledger accounts (e.g. 111A12345). Someone with signature authority must authorize the expenditure.
4. Teaching faculty can have one computer account that is paid by the Office of Academic Affairs with approval from Academic Affairs.
5. Faculty can have computer accounts that are billed to general ledger accounts (e.g. 111A12345). Someone with signature authority must authorize the expenditure.
6. Class accounts (e.g. CS122, MATH283) must be paid by the requesting department with approval by someone with signature authority in the department.
7. Academic departmental accounts (e.g. CS DEPT, MATH, etc) must be paid by the department.
8. Spouse of full time staff or full time faculty can have one computer account that is deducted from the spouse's paycheck monthly. This has to be approved by the Payroll Office.
9. Employees of affiliated entities (e.g. NRAO, UNM faculty, NMSU faculty, UNM students, NMSU students) can have one computer account but they must first open an Accounts Receivable account in the Business Office of Brown Hall and must also prepay six months of usage in advance.
10. Alumni of New Mexico Tech can have one computer account but they must first join the Alumni Association, open an Accounts receivable account in the Business Office of Brown Hall, and prepay six months of usage in advance.
11. Community college instructors can have one personal computer account when they are teaching. Approval must be obtained from the Community College Director to bill to the Community College. Otherwise the employee must first open an Accounts Receivable account in the Business Office of Brown Hall and prepay six months of usage in advance.
12. Student Association Clubs can have one account but it must be approved by the Treasurer of the Student Association.

Closing Computer Accounts

Accounts of withdrawing or transferring students or terminating employees will be closed at the time the Clearance form or Account Termination form is turned into and signed by the TCC Office. Graduating student accounts will be closed on the first working day following the last day of finals. Graduates may keep their accounts by joining the Alumni Association and following #10 above