

New Mexico Military Institute Alumni Cadet Recruiting Program Recruiter Handbook



Office of Admissions
101 West College Boulevard
Roswell, NM 88201-5173
(800) 421-5376 / (505) 624-8050
admissions@email.nmmi.cc.nm.us

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Alumni Cadet Recruiting Program Mission

“The Alumni Cadet Recruiting Program’s mission is to provide a local, informed, and friendly contact to prospective cadets who are considering attending the New Mexico Military Institute high school or junior college.”

New Mexico Military Institute Mission

“As an institution of higher and secondary education, New Mexico Military Institute will provide challenging academic preparation through a structured learning environment affording extensive opportunities for leadership and character development.”

Opportunities to Serve NMMI

- ❖ Throughout the year, the admissions office receives information on high school and college fairs around the country. It is not always possible for an NMMI admissions counselor to visit these fairs personally. We ask that you attend the fair as the Institute’s representative. The admissions counselor you are working with is responsible for shipping you the materials and information you will need to be a successful representative. If you know of a fair in your area, please contact the Admissions Office to discuss this opportunity.
- ❖ We often receive inquiry calls from prospective cadets around the world. The phone numbers, addresses, and names of these young people from your area will be forwarded to you so that you can contact them and answer any questions they may have about the Institute. The prospective cadet should have already received an information packet and application from the admissions office.
- ❖ In high schools, the guidance counselor is the primary contact for students wishing to attend college. These counselors may not be aware of New Mexico Military Institute or what we offer. We ask that you make an appointment with the counselor and visit with them to discuss the Institute. You can give an information packet to the school counselor so that it is available to the students.
- ❖ If you know of any prospective cadets in your area, especially high school juniors and seniors, contact the admissions office and relay that information. Information on the school will then be sent to the student.
- ❖ Remember that you are New Mexico Military Institute to the people you contact.

Ways to Recruit

There are many opportunities for service in your area. Following are some of the options:

- ❖ Attendance at college and high school fairs.
- ❖ Phone calling prospective cadets in your area.
- ❖ Phone calling newly accepted cadets in your area.
- ❖ Visit local high school counselors in your area and deliver information packets to them.
- ❖ Refer prospective cadets to NMMI and provide the school with locating information. (especially email addresses)
- ❖ "Word of Mouth" advertising

We welcome suggestions for additional recruiting efforts in your area. Please contact an admissions counselor to discuss the opportunities.

Materials the Admissions Office Will Provide

- ❖ Appropriate recruitment materials for each event.
- ❖ Outlines for presentations and suggestions on how to conduct activities.
- ❖ Power point presentations.
- ❖ Follow up with prospective cadets contacted by the alumni recruiter.

Material Overview and Utilization

❖ **Business Cards**

Handout to students with lots of questions and to every student who takes an application packet.

❖ **Student Inquiry Cards**

Have every student who wants information fill out an inquiry card. Often this is the initial and only contact NMMI has to a student. You will use a lot of these. You can have the student mail the inquiry card back or **what is best** is for you to mail it yourself. If you mail the card you know we will receive it.

❖ **NMMI Pencils**

❖ **Junior College and High School Application Brochures**

These brochures contain an application and a return envelope to mail the application to NMMI. We give these out to seriously interested students only (those ready to apply immediately). Give them to high school seniors applying to junior college or to students ready to apply for the NMMI high school program or to parents.

❖ **Counselor Packets**

These are for high school guidance counselors, specifically. Counselors keep these packets for students to view.

❖ **Scholarship Booklets**

Give a scholarship booklet to students specifically needing or asking about scholarships.

❖ **Search Brochures**

These are for students curious about NMMI and for high school juniors who are interested in the junior college program. The search brochure mostly gives general information about the junior college program.

❖ **CDs**

These are for your viewing and to give out.

❖ **Mini Calendars**

Some students may ask about events and happenings at NMMI. Give them a calendar to view.

Sample Presentation

Suggested Opening

- A. Introduce yourself
- B. Give a short bio of yourself

Suggested Outline

1. Opening
2. What is New Mexico Military Institute?
2. Where is it located?
3. Brief history of New Mexico Military Institute.
4. Power point presentation or slide show (if available).
5. Admission requirements for high school and junior college.
6. Total cost for high school and junior college.
7. Closing

Suggested Closing

- A. Finish current discussion.**
- B. Thank the prospective cadets for coming and listening to you.
- C. Be sure every prospective cadet has literature and has given you a completed inquiry card. Be sure and get email addresses!
- D. Open the floor for questions.

Tips for Alumni Recruiting

- ❖ Stay informed about NMMI
Read as much information as possible to update your current knowledge of the Institute. Know the admission requirements for both high school and junior college. Know other “fun facts” about the Institute. Stay in constant contact with the admissions office. Know the NMMI Website!
- ❖ Identify with the current campus
Remember that the school may be different from when you were a cadet. It is important that you understand what the current Corps life is like here at NMMI presently so that you can relay current information to the prospective cadet.
- ❖ Learn to relate to your audience
As you convey information to prospective cadets and their families, remember they may be limited in their knowledge of the school. It is important to explain the traditions and “ins and outs” of the school in plain English. Do not assume they know how the school operates or how important certain events are.

- ❖ Be positive – You are NMMI to the people you contact
As you visit with students, families and high school counselors, the information you provide them will be their image of New Mexico Military Institute. Share with them the necessary facts of the school and a brief personal history about how the school positively influenced your life. Your enthusiasm, friendliness and sincerity will spark interest in these people. Remember the goal is they apply and seriously consider becoming a cadet at NMMI.
- ❖ Remember the three “NEVERS”
 1. **Never** compare colleges or say anything negative about another school. Encourage the student to learn about other schools and draw their own conclusions about what is best for them.
 2. **Never** give answers to questions when you are unsure. Encourage the student to contact the admissions office or access the website – www.nmmi.cc.nm.us for the correct answer.
 3. **Never** make promises or guarantees about admission, financial aid, scholarships, etc... Once again, forward their questions to the admissions office.
- ❖ Keep communicating
It is important to the Alumni Cadet Recruitment Program that you provide the admissions office with feedback about the activities you participate in, negative or positive. We want for this program to be effective, therefore, your opinion is valued.
- ❖ Finally, have fun!
We hope that your job as an alumni representative is a rewarding one. We hope you will enjoy the people you encounter while performing your duties as a representative
- ❖ Questions?
If you have any questions please contact one of the admission officials listed below.

Craig Collins
Lieutenant Colonel, NMMI
Director of Admissions
(505) 624-8050
craig@email.nmmi.cc.nm.us

Sonya Rodriguez
Captain, NMMI
Administrative Assistant
to the Director of Admissions
(505) 624-8056
sonya@yogi.nmmi.cc.nm.us

Carey Smith
Captain, NMMI
Admissions Counselor
(505) 624-8054
carey@email.nmmi.cc.nm.us

Anthony Grubbs
Captain, NMMI
Admission Counselor
(505) 624-8053
grubbs@email.nmmi.cc.nm.us

Admission Requirements

Junior College

- ❖ Entering college freshman must meet the following admission requirements:
- ❖ An 18+ ACT or 870+ SAT score. A minimum 2.0 average G.P.A. on a 4.0 scale for all high school core courses or meet admission requirements for the Army commissioning program.

OR

- ❖ Minimum of a 2.5 average or better on a 4.0 scale for all high school core courses and graduating in the top 50% of the high school class.

OR

- ❖ Failing to meet the above academic standards, students must be recommended by the Admission Committee in accordance with established procedures.

NOTE: The students targeted for admission to NMMI are those who have obtained a 2.3 average or higher in their core courses and have scored a 19 or higher on the ACT or 910 or higher on the SAT.

High School

- ❖ Students wishing to enter the high school program in 9th or 10th grade must meet the following admission requirements:
- ❖ A minimum 2.5 cumulative G.P.A. on a 4.0 scale from the previous two years of school.
- ❖ Students wishing to enter the high school program in 11th or 12th grade must meet the following requirements:
- ❖ A minimum 2.25 cumulative G.P.A. on a 4.0 scale from the previous two years of school.
- ❖ All high school students must take an entrance exam and be interviewed on the NMMI campus. Students must express a desire to attend school here as well as test at grade level on the entrance exam.*

Junior College and High School

- ❖ New Mexico Military Institute will not accept students with any severe discipline problems, students with severe psychological problems, students who have been convicted of a felony, or students who abuse drugs or alcohol.

*If a student does not meet the admission requirements, alternatives are available for admittance. An admissions counselor will be in contact with the prospective cadet and the cadet's family.

Timetable for Junior College Admission

Junior Year Spring Semester in High School

- ❖ Evaluate New Mexico Military Institute's admissions requirements. This includes SAT/ACT scores and high school G.P.A.
- ❖ Contact NMMI's admissions office at 1-800-421-5376 or at admissions@yogi.nmmi.cc.nm.us to express your interest in the school and request an admissions packet.
- ❖ Visit the NMMI campus. This is not required but is a good idea.
- ❖ Take the SAT/ACT and have your scores sent directly to NMMI by selecting the appropriate college code. 004534 for the SAT and 2644 for the ACT.

Senior year fall semester in high school

- ❖ Reevaluate NMMI's admission requirements.
- ❖ Submit the admission and scholarship application to NMMI prior to the posted deadline. Apply for financial aid early, during the admission process.
- ❖ Retake SAT/ACT if necessary and resubmit the results.
- ❖ Apply and send in other NMMI scholarship and financial aid information. You should receive this information after you submit your application for admission.

Senior year spring semester in high school

- ❖ Receive an acceptance letter from NMMI. Submit any additional information the school requests.

ROTC Basic Camp (Camp Challenge)

Many cadets are interested in pursuing a military career through this approach. In order to qualify for the two-year commissioning program a student must successfully complete a five-week training program conducted by the U.S. Army. This course occurs the summer before the cadet enters their freshman (2nd class) year at New Mexico Military Institute. In special cases, students who have three or more years of high school ROTC or prior military service may apply for advanced placement credit. If accepted, they need NOT attend the Basic Camp. All eligible camp cadets can compete for a two year scholarship which is awarded upon completion of the Basic Camp. There are 65 Basic Camp scholarships available for NMMI cadets.

Advanced ROTC

Two years of Advanced Military Science (MS III and MS IV), are required during the Freshman and Sophomore years respectively. An Advanced ROTC Camp is required during the summer between MS III and MS IV. This camp is also six weeks long.

Commissioning

Upon successful completion of all phases; two years of college, Basic Camp, MS III, Advanced Camp and MS IV, the cadet is commissioned as a second lieutenant in the United States Army Reserve.

Upon graduation from New Mexico Military Institute, all newly commissioned lieutenants must complete their baccalaureate degree within 36 months. While attending the college of choice, the student may affiliate with a local Army National Guard or Army Reserve unit. After completing a baccalaureate degree, the officer will fulfill the remainder of the military service obligation (MSO). The active duty or reserve duty determination is based on the needs of the Army, desires of the officer, and any scholarship/non-scholarship contract conditions.

Obligation

A student who enters Advanced ROTC is required to sign a contract with the Government. This contract enables the student to compete for a commission provided the student satisfactorily completes the program. In turn, the student promises to serve as a commissioned officer in one of the following ways:

Reserve Forces Duty (Army Reserve or National Guard): An initial period of 90 - 180 days of active duty for training is required with the remainder of eight years in the Ready Reserve (seven and one-half to seven and three-quarter years). NOTE: Individual Ready Reserve is often called "Standby Reserve" or "Inactive Reserve". It may or may not include monthly drills and a summer

camp. Among the determining factors are availability of an appropriate Reserve or National Guard unit and a position for the officer. An officer can be in the Army Reserves or National Guard without graduating from college. An officer receives pay for his meetings and summer camps and he may retire after twenty years of reserve service. The officer remains on the rolls but has no active participation in Reserve activities. The officer could be called to active duty in the event of a national emergency declared by the Congress or the President.

Active Duty: Upon completion of a baccalaureate degree, application can be made for active duty as a commissioned officer for an initial period of up to four years. (The remainder of the eight year commitment can be served in the Reserves.)

Financial Aid – ROTC

An Advanced ROTC Cadet receives the following allowances while under contract:

Subsistence: \$200.00 a month, for a maximum of \$2,000.00 each year.
Note: New Mexico Military Institute allows a student to pledge all or part of this money toward tuition payments.

Uniform Allowance: Approximately \$1,800 (male) \$2,100 (female). A one-time reimbursement which compensates for the cost of uniforms at New Mexico Military Institute not provided by the Army.

Pay for Basic Camp: Approximately \$700.00 is received for completion of the Basic Camp.

Pay for Advanced Camp: Approximately \$700.00 is received for completion of the Advanced Camp.

Eligibility

The program is open to all students who meet the following qualifications:

- Age: Applicants must be at least 17 to enroll in the advanced course and be able to be commissioned before they reach age 30.
- Testing: Have achieved a composite score of 19 on the ACT, or 920 points on the re-centered SAT exam.
- Education: Must be a high school graduate with a minimum grade point average of 2.0 on a scale of 4.0 or its equivalent.
- Physical: Must be able to pass a standard Army physical examination and meet the height and weight standards.
- Citizenship: Must show proof of American citizenship.

- Character: Must not have been criminally charged and sentenced as guilty in a court of law. (Note: Some minor infractions may be waived.)

Summary - Early Commissioning Program (ECP)

- A student may receive a commission in two years instead of four.
- A student will make over \$6,200 in the first two years of college.
- A student will have an Associate in Arts degree from New Mexico Military Institute.
- A student may concentrate on a college major in the last two years of college without being concerned about ROTC.
- A student will participate as a second lieutenant in the Reserve or National Guard in the last two years of college and earn additional income and gain experience, as well as earning longevity for pay and promotion.
- *A student must complete a four-year degree before going on active duty.*

Academy Prep Program

Last year 54 NMMI students were appointed to the Air Force, Naval, Military, and Merchant Marine Academies. This year, we have been appointed the prep school for the U. S. Coast Guard.

General Student Profile for the Year 2001

- ❖ The Institute has 997 cadets.
- ❖ The Institute has an approximate 15 percent female and 85 percent male student population.
- ❖ The Institute's cadet population is made up of approximately 17.1% Hispanic, 6.9% African American, 2.2% Native American, 5.7% Asian, 6.1% other and 62% Caucasian.
- ❖ 98% of the high school cadets go onto college.
- ❖ 35% of cadets continue on at the NMMI junior college.

Typical Day of a Cadet

- 0600:** Reveille
- 0610-0700:** BRC Formation, March to Bates, Breakfast Roll Call (BRC)
- 0700-0715:** Voluntary Chapel, Clean Rooms, Lawn Police, Personal Hygiene
- 0715-1500:** Academic Time with Dinner Roll Call (DRC) served in Bates from 1120-1230
- 1500-1730:** Drill, Intramurals, Team Sports, Club Activities
- 1730-1800:** Retreat, Guard Mount, prepare for SRC
- 1800-1900:** SRC Formation, March to Bates, Supper Roll Call (SRC)
- 1900-2130:** Night Study Hall (NSH) with break from 2015-2020.
- 2130-2155:** Protected Free Time
- 2155:** Bugle Call to Quarters (Tattoo)
- 2200:** Taps

Activities will vary from day to day but this is a typical weekday. Inspection Saturdays are scheduled once a month, Military problems for College ROTC are scheduled once a month, Academic Saturdays are scheduled once a month and the Commandant has activities scheduled once a month. High School Cadets do not participate in field exercises.

Frequently Asked Questions

- Q. Do I have to be in the military if I go to school at NMMI?
- A. NO! You will be required to wear uniforms and follow a structured lifestyle patterned after West Point. You are not required or obligated to be in any of the armed services.
- Q. Do I have to cut my hair?
- A. Yes, if you are a male cadet you will be required to get a “buzz” haircut the day you arrive. You will be allowed to grow it out to a mandated length after a certain period of time. Females are not required to cut their hair but it must be kept regulation length.
- Q. Can I have a car?
- A. Cars are allowed for college cadets and certain high school old cadets.
- Q. When can I go home?
- A. Our scheduled holidays are Thanksgiving, Christmas and Spring Break. School normally begins early August and ends in early May.
- Q. What is RAT Week?
- A. RAT stands for Recruit At Training and the first week you are here is when you are taught the military requirements such as marching, who you salute, how to wear the uniform, etc. This is known as Rat Week.
- Q. What time do I have to get up?
- A. Cadets are required to get up at 6:00 a.m.
- Q. What time do I go to bed?
- A. Cadets go to bed at 10:00 p.m.

Q. How many females are at the school?

A. There are approximately 800 males and 200 females.

Q. What is the food like?

A. The dining hall at NMMI is managed under a commercial contract with a nationally recognized firm, Aramark, which specializes in the food service needs of large institutions. They provide three well-balanced and nutritious meals a day to the Corps of Cadets. Some cadets will tell you it is not like home cooking while others will go back for seconds and thirds. Cadets are encouraged to eat as much as they like as long as they eat what they take.

Q. Can I have a T.V. and a stereo?

A. Not as a New Cadet.

Q. How large is Roswell?

A. The population of Roswell is 47,000.

Q. What is the weather like?

A. The average temperature in Roswell is 62 degrees. Average rainfall is 10.47 inches. Average snowfall is 3.3 inches. Average humidity is 48%.

Q. Is there a chapel on campus?

A. Yes. Nondenominational and Catholic services are conducted on campus each Sunday during the school year. Families are encouraged to worship in our chapel when they are on campus. Protestant services begin at 8:30 a.m. followed by Catholic services at 9:30 a.m. Cadets with special religious needs should seek counsel with the NMMI Chaplain for accommodation.

Q. May I have a telephone?

A. All cadets are required to have a telephone. Each telephone has a voice mail message system. Cadet telephones are turned off Sunday thru Thursday evenings for night study hall (7:00 to 9:30 p.m.) and on occasions when there is an inspection or weekend study hall.

Q. What is the student/teacher ratio?

A. Average class size is 20:1.