

## DWI SCHOOL RULES OF PROCEDURE

1. The UNM-Gallup DWI School is held on Saturday's at the UNM-Gallup Campus, 705 Gurley Avenue **Calvin Hall, Room 229**
  - Registration paperwork, along with the **\$175 fee** (payable by cash or money order) must be paid to the Gallup Municipal Court (451 Boardman Drive, Gallup, NM) prior to attending the UNM Gallup DWI School. Registration must be completed through the Gallup Municipal Court; you will not be able to attend DWI School unless you are registered through the Gallup Municipal Court.
  - DWI School consists of THREE (3), four-hour sessions, totaling 12 hours. You must attend all three sessions in consecutive order to receive completion certificate.
  - All sessions, class-one(1), class-two(2), class-three(3), must be completed within 12 months of your sentencing date.
    - If you miss a session or are asked to leave, within **6 months** of the sentencing date, you must report back to the court that referred you. If the court allows, you may re-register for the next session of DWI Classes for a **\$100.00 re-registration fee** (*one re-registration only at \$100, thereafter \$175*). All registration and re-registration fees shall be paid to the Gallup Municipal Court.
    - If DWI School is not completed within **6 months** or **after one(1) re-registration**, a **\$175 re-enrollment fee** will be required for re-registration.
2. You are strongly encouraged to bring a support person to DWI School.
3. If you need help writing or understanding English, you may bring a guest to help you for all three sessions. This guest must follow all the rules of the DWI School. If you do not have a guest to help you, it will be your responsibility to **notify the DWI School one work week prior to your first class**.
4. If you are hearing impaired, you must contact the DWI School 30 days prior to the registration date if a friend or family member cannot perform sign language interpretation.
5. It is imperative you are ON TIME for all classes and upon returning from all breaks. It is recommended you arrive for class 15 minutes early. If you are not on time, you will be asked to leave and return to your referring court with NO REFUND.
6. A DWI Student manual will be issued the first session. If the manual is lost or stolen a replacement may be purchased (\$40.00) through UNM Gallup DWI Director, (505) 863-7738. If the manual is forgotten you will be asked to leave and reschedule for next month's session (NO REFUND) — you cannot attend DWI School without a student manual.
7. You must not drink any alcohol before attending DWI School or during breaks. Any person attending DWI School who appears to be under the influence of alcohol/drugs or sleeping while attending class will be asked to leave and re-register for next month's session (NO REFUND). The DWI Instructor has the authority to make this decision and that decision will be final.
8. To receive a DWI School Certificate of Completion; you will be required to: 1) attend all three (3) classes consecutively, 2) sign-in and sign-out at the beginning of each class, 3) complete all homework assignments and 4) participate in class discussions and group activities.