

ADMISSIONS GUIDE

The Office of Admissions at Eastern New Mexico University-Roswell is committed to assisting students through the admissions process so that they can begin their academic careers. In an effort to ensure that students understand the admissions process, we have created the following checklist. We hope you will find it helpful.

Check box when complete

Step 1

As a candidate for admission to ENMU-Roswell, you are required to complete and submit the attached ENMU-Roswell Application for Admission and complete the steps listed below. Allow a minimum of 2 to 3 business days for your application to be processed.

Step 2

If you have not already done so, you should complete an Application for Financial Aid. You may apply online at <http://www.fafsa.ed.gov/>

Step 3

Request official transcripts from ALL schools you have attended. These include all colleges, universities or technical/trade schools that you have attended. A transcript request form is attached for your convenience. If you have not completed 30 credit hours at another institution, a high school or GED transcript IS required for your admission file to be complete. If you have 30 college credits, a high school transcript is not required

Note: Financial Aid Clearance Forms cannot be released until your admission file is complete.

Step 4

Take your Placement Test. ALL degree seeking students are required to take placement tests UNLESS you have already earned at least 30 college credits which include college-level English and Math OR have Math, English, and Reading ACT scores of 19 or above.

My appointment is _____ at _____
Date Time

Please feel free to contact our office at any time if you have questions or we may be of assistance. We can be reached at (505) 624-7141 or 624-7455.



ENMU ID# _____

Semester you wish to start at ENMU Fall Spring Summer
Campus you wish to attend Portales Roswell Ruidoso

NAME, ADDRESS AND TELEPHONE INFORMATION

Legal Name: _____
Last First Middle Initial

Other names which may appear on academic records: _____

Legal Mailing Address: _____
Street and/or P.O. box City State Zip

Permanent Physical Address: _____
(If different from above) Street and/or P.O. box City State Zip

Telephone Numbers: _____ (day) _____ (evening)

E-mail Address: _____

PERSONAL INFORMATION

Date of Birth _____ Place of Birth: _____ Gender: Male Female
Month/Date/Year City/State/Country

Social Security Number _____ Would you like an alternate ID#? Yes No
SSN is used solely for record keeping and statistical purposes.

Do you plan to be a part-time (1-11 credit hours) or full-time student? (12-18 credit hours)
Are you planning to apply for financial aid or student loans? (Degree seeking students only)* Yes No
Were you claimed on your parents' income tax last year? Yes No
Are you applying for Veteran School Benefits?* Yes No
Do any of your parents have a four-year college degree?* Yes No
Are your parents Eastern Alumni?* Yes No

Check Appropriate ethnic origin:*

American Indian or Alaskan Asian Black, Non-Hispanic Hispanic
 International Native Hawaiian/Pacific Islander White, Non-Hispanic Other _____

The above information is voluntary and is not being used in a discriminatory manner.

STUDENT STATUS

Student Type:

First Time Freshman (0 hours)
 Freshman (1-29 hours)
 Sophomore (30-59 hours)
 Junior (60-89 hours)
 Senior (90-bachelor hours)
 2nd Bachelors
 Graduate

Admit Type:

First enrollment in ANY college or university
 Transferring from college or university in New Mexico
 Transferring from college or university OUTSIDE New Mexico
 Concurrent High School or Home School
 Readmission-returning after absence from ENMU or ENMU branch
Year you attended ENMU _____
Previously applied for admission to ENMU but did not attend.
What year? _____

*Although disclosure of these items is not required, Eastern must report this data in composite form to state and federal agencies. It is the policy of Eastern not to discriminate on the basis of race, creed, sex, color, age, disability, or national origin in its educational programs, activities, or employment procedures.

The applicant agrees to abide by the Computer Usage Policy as stated in the Student Handbook for proper use of ENMU-Roswell provided computers and INTERNET. This policy can also be found on the ENMU-Roswell homepage at www.roswell.enmu.edu.



RESIDENCY INFORMATION

Are you, your spouse, or parent active duty military stationed in New Mexico? Yes No

If yes, indicate military home state of record: _____

How long have you lived in NM? Dates: From _____ To _____

How long has your family lived in NM? Dates: From _____ To _____

Are you a U.S. citizen? Yes No

If not a U.S. citizen, are you a permanent resident? Yes No

If yes, give alien number: _____

Please provide a copy of your residency card front and back.

EDUCATIONAL INFORMATION

Pre-College Education:

Last High School or Home School Attended:

School	City	State
--------	------	-------

High School Diploma? Yes No

OR

GED Diploma? Yes No

Home School Diploma? Yes No

GED Graduation Date: _____

Graduation Date: _____

State Where Tested: _____

Last Grade Attended: _____

Beginning with the current or most recent, list ALL colleges, universities and technical/vocational schools previously attended.

COLLEGE ATTENDED	STATE	FROM	TO	HOURS

Area of Academic Interest/Major: _____

Academic Intent:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Certificate | <input type="checkbox"/> Associate Degree | <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> 2nd Bachelor's Degree |
| <input type="checkbox"/> *Non-degree <i>If non-degree, please check one</i> | <input type="checkbox"/> Updating Job Skills | <input type="checkbox"/> Updating Personal Skills | |
- *(Non-degree not eligible for Financial Aid)

Have you ever been dismissed or suspended from any college or university for scholastic or disciplinary reasons?

Yes No

Have you ever been convicted of a felony? (must be answered) Yes No

I certify that the above information is true and correct to the best of my knowledge. I understand that nondisclosure or misrepresentation of information can affect my admission status. Permission is granted to Eastern to report my completion and graduation rates.

Signature: _____ Date: _____

For Office Use Only

Date received _____ Initials _____ Processed _____



ARE YOU CURRENTLY ENROLLED AT ANY OTHER ENMU CAMPUS Roswell Portales Ruidoso

Previously enrolled at: Portales Roswell Ruidoso Semester/year of last enrollment _____

Enrolling for Fall Spring Summer

Social Security # _____ ENMU ID# _____ Date of birth ____/____/____

Current Name: _____
Last First Middle Maiden

Former Names: _____

ADDRESS INFORMATION

Physical Address _____
Street City State Zip

Mailing Address _____
Street City State Zip

Telephone _____ Day _____ Evening _____

Have you attended another university or college since your enrollment here? Yes No

Name of School _____ Location _____ Hours _____

Name of School _____ Location _____ Hours _____

Are you on Scholastic Probation or Suspension? Yes No

Are you on Disciplinary Probation or Suspension? Yes No

ARE YOU SEEKING A DEGREE FROM ENMU OR ANY OTHER COLLEGE OR UNIVERSITY?

No, I am not seeking a degree (non-degree not eligible for Financial Aid)

Yes, I am seeking a degree. Major: _____

CLASSIFICATION

Concurrent HS Freshman (0-29 hrs) Sophomore (30-59 hrs) Junior (60-69 hrs) Senior (90+hrs)

INTENT:

Update job skills Update personal skills Certification Certificate of Occupational Training

Associate Degree Bachelors Degree

HAVE YOU BEEN CONVICTED OF A FELONY SINCE YOUR LAST ENROLLMENT AT ENMU? Yes No

WERE YOU CLAIMED ON YOUR PARENTS' INCOME TAX LAST YEAR? Yes No

I certify that the above information is true and correct to the best of my knowledge.

Date _____ Signature _____

For Office Use Only

Date received _____ Initials _____ Processed _____

Transcript Request



To: _____

Date: _____

SUBJECT: Request for OFFICIAL Transcript

I am making a formal application for admission to Eastern New Mexico University-Roswell campus and need an official transcript forwarded to them.

My name while attending your institution was: _____

My social security number is: _____

The transcript I am requesting is:

- High School Transcript - I graduated in _____
- GED Transcript - I completed GED testing in _____
- College Transcript - Date of last attendance was _____

Please send an official copy of my transcript to:

EASTERN NEW MEXICO UNIVERSITY-ROSWELL
ATTN. ADMISSION & RECORDS
PO BOX 6000
ROSWELL, NM 88202

Signature _____

If there are any fees involved, please advise me at the address below:

Name _____

Address _____

City, State, Zip _____

Documents must be sent directly from institution to ENMU-Roswell to be official.

PLEASE RETURN THIS FORM WITH OFFICIAL TRANSCRIPT.



Please Type or Print Legibly

Application for Fall semester 20____ Spring semester 20____

Name of Student _____
(Last) (First) (Middle/Maiden) Social Security Number

Permanent Mailing Address _____
(Street) (City) (Zip Code)

Are you a U.S. Citizen? YES NO Are you a NM Resident? YES NO

Local Phone Number (____)_____ Other Phone Number (____)_____

Have you submitted a Free Application For Federal Student Aid (FAFSA)? YES NO

ENTERING FRESHMAN STUDENTS

Counselors must complete the following section for all high school students.

High School Name _____

Graduation Date _____ High School GPA _____

Counselor Signature

If GED Graduate, GED Completion Date _____

CONTINUING STUDENTS

Last College Attended/Last Semester Attended _____

Major _____ Total Hours completed _____ GPA _____

A Free Application For Federal Student Aid (FAFSA) is required for institutional scholarships. This application does not cover scholarships that require a specific application form.

"I hereby give permission to use the information provided on this application for recognition purposes if selected. I also give permission to release information concerning my academic progress to donors of the scholarship I may receive."

(Signature)

(Date)

Deadline dates for the scholarships are as follows:

High school seniors should apply by April 1, preceding the fall term for which the scholarship is requested. Scholarships will be awarded before the end of the senior year, presented during the "awards assemblies" if possible. College students should apply by July 1, preceding the fall term for which the scholarship is requested. These scholarships are awarded after spring grades are posted. Students wanting a scholarship for the spring semester must apply by December 1.

BRIDGE SCHOLARSHIP:

This scholarship assists entering freshman students the first semester of college. Must have graduated from a Chaves County high school, had a 2.0 GPA at time of graduation, and have financial need. Pays for tuition only.

FOUNDATION OR STEVEN LUSK SCHOLARSHIP:

This is a tuition and fee scholarship offered to continuing students who are enrolled in at least 12 credit hours (full-time), have completed a previous semester at ENMU-Roswell full-time with a 3.0 GPA or better, and are New Mexico residents. Must have a FAFSA on file, and must have unmet need. New Mexico Lottery Success Scholarship recipients are not eligible to receive the Foundation scholarship. Entering high school students who complete their seventh semester of high school with a 3.0 GPA and who are New Mexico residents could qualify for this scholarship.

LUTHER SIZEMORE SCHOLARSHIP:

This is a \$500 scholarship for the fall semester sponsored by the New Mexico District Council of Carpenters. The student must have completed a previous semester with 12 credits and a 2.5 GPA, and be enrolled full-time for the current semester.

NM LEGISLATIVE ENDOWMENT SCHOLARSHIP:

This scholarship is available to provide aid for undergraduate students who are New Mexico residents, are enrolled in at least 6 credit hours, maintained a 2.5 GPA, have a FAFSA on file, and have not reached the timeframe limit of 106 credit hours.

NM LOTTERY SUCCESS SCHOLARSHIP:

This scholarship is available to New Mexico residents who have recently graduated from a New Mexico public high school, accredited New Mexico private high school, or have obtained a New Mexico GED, and enroll immediately after graduation into a New Mexico college full-time (12 credit hours) and completes the semester with a 2.5 GPA. NOTE: GED recipients must enroll in the next semester after their last GED test date. Students are required to submit a FAFSA (Free Application For Student Aid). The scholarship pays for tuition only.

SERTOMA SCHOLARSHIP:

The Sertoma scholarship was established by Mr. Robert Chewning and other donors to assist students in funding their education at ENMU-Roswell. Applicant must be in a degree-seeking program. Applicant must have completed a previous semester at ENMU-Roswell with 12 credit hours and 3.0 GPA. Applicant must be enrolled full-time (12 credit hours or more). Applicant must meet the financial aid Satisfactory Academic Policies (academic and time frame). Chosen recipients cannot reapply within the same academic school year.

PEPSI SCHOLARSHIP:

Applicant must be enrolled in at least 6 credit hours, be degree seeking in a program at ENMU-Roswell, must have a FAFSA on file, must have financial need, and completed a previous semester at ENMU-Roswell with at least 6 credit hours and a 2.5 grade point average.

PROVOST SCHOLARSHIP:

This is a tuition and fee scholarship offered to continuing students who are enrolled in at least 12 credit hours (full-time), have completed a previous semester at ENMU-Roswell full-time with a 2.5 GPA or better, and are New Mexico residents. Must have a FAFSA on file, and must have unmet need. New Mexico Lottery Success Scholarship recipients are not eligible to receive the Provost scholarship. Entering high school students who complete their seventh semester of high school with a 2.5 GPA and who are New Mexico residents could qualify for this scholarship.



\$50 Dorm Deposit due with this form.

Please Print.

Name: Last _____ First _____ Middle _____

Mailing Address: _____

Telephone:(_____) _____ Date of Birth: _____ Gender: Male Female

Email Address: _____ Social Security Number: _____

Academic Year: Fall 20____ Spring 20____ only Summer 20____ (Sessions I & II)
 Summer 20____ (Session I only) Summer 20____ (Session II only)

Classification Next Term: Freshman Sophomore Junior Senior Graduate

Returning Resident: Yes No

Residence Hall Preference: _____ Santa Fe (female) _____ Zia (male)
_____ Yucca (male, sophomores and above) _____ Pinon (coed, sophomores and above)

Room Type: Double Private* Single Commuter _____ Number of nights per week (2-4 only)
(There are limited number of privates, suites, single-private suites and commuter rooms available. We do not guarantee you a private, suite, or commuter room, if you indicate such a preference. Double rooms will be assigned if no privates, suites, or commuters are available.) *Not available for freshman.

Assignment Preferences

The following information will be used in assigning you a roommate. Please make one choice for each category. An attempt will be made to honor your stated preferences. We do not guarantee assignment preferences, however, as assignments are limited to availability.

- I am a: Smoker Non-Smoker
• I prefer to live with a: Smoker No Preference
• I prefer going to sleep: Before 11 p.m. After 11 p.m.
• I plan to study: Often (3+hours per day) Some (1-3 hours per day)
• I prefer to keep my room: Very Neat Tidy Clean, But Messy
• I prefer to study: In My Room Library Elsewhere in the Hall
• I prefer to study with: Music/TV in Background No Music/TV
• I consider myself: Very Social Social Reserved
• I prefer a roommate who is: Very Social Social Reserved
• My musical preference is: Rock Hard Rock Soft Rock/Pop Soul Country
 Alternative Rap Classical Gospel Other
• I have physical disabilities or other conditions requiring special housing considerations: Yes No
If yes, please indicate: _____
• I would like to room with an international student: Yes No
• I plan to bring a computer that I would like connected to the campus network Yes No

Roommate Request Information

If you are requesting a specific roommate, it must be a mutual request and the Residence Hall Application should be submitted at the same time, if possible.

Name of requested roommate: _____



MEAL PLAN

The expenses for providing a Meal Plan are taken up front and the balance of the money provided by the student will be used to purchase anything in the cafeteria at COST. Below are some suggestions to help decide what would be best for each student. Variables to consider would be how many times the student will be eating in the cafeteria each week; how big of an eater each student is and how much money the student wishes to spend for food.

- 19 Meals a Week: Average Eater \$1334.00
 - 15 Meals a Week: Average Eater \$1190.00
 - 10 Meals a Week: Average Eater \$1278.00
 - Additional Gold Card amount \$_____ (cannot take place of meal plan)
- An Average Eater could be defined as one who would eat an entrée and normal side servings at each meal, three times a day.*

RESIDENCE HALL AND DINING SERVICES AGREEMENT:

The Residence Hall and Dining Services Agreement is a legal and binding agreement between the student and Eastern New Mexico University-Roswell. The student’s signature indicates their commitment to pay for services for the current or upcoming semester. Application for admission to the university and application for on-campus housing and meals are separate processes, acted upon separately by the university.

MEAL PLAN CONDITIONS AND TERMS:

The Meal Plan requirement will remain in effect the current semester. For specific Meal Plan requirements and additional information, contact the university’s Department of Food Services at **(505) 624-7408** or email the Director at **james.baird@roswell.enmu.edu**. Those freshmen who do not indicate a preference of Meal Plan on the application will be assigned and billed for 15 meals/week on Package “B”.

CHANGE IN MEAL PLAN:

Other than refunds during the university refund schedule, students can make changes in the meal plan by adjusting the amount of money they wish to use for purchasing food. The portion of the Meal Plan designated for plan expenses cannot be changed. After the initial check in at the residence halls, the Director of Food Services must initiate any refunds or changes. The Director of Housing, at the time of initial check in to the residence halls, can make adjustments to the funds the student desires to use for purchasing food.

MEAL PLAN REFUNDS:

Any money set aside for the purchase of food, above meal plan expenses, at the end of the term, is refundable or can be rolled over to the next term. The portion of the Meal Plan allotted for expenses is not refundable after the drop/add period. Any refunds will be in accordance with the university’s refund schedule.

EMERGENCY CONTACT INFORMATION:

Name _____
Daytime Phone Number: _____

Relationship: _____
Evening Phone Number: _____

I have enclosed a check or money order made payable to Eastern New Mexico University-Roswell in the amount of \$50 as a Dorm Deposit fee for my residence hall accommodations.

I understand that my \$50 Dorm Deposit fee will be refunded only if a written request for cancellation is received by:

August 1 for Fall Semester **January 1 for Spring Semester**

May 1 for summer session I only **June 1 for summer session II only**

When I sign this application, I am agreeing to the terms and conditions of the Residence Hall and dining Services Agreement, to pay all room and board fees when due, to abide by all the rules, regulations and policies as outlined in the Student Handbook, Resident Hall Handbook, and supporting documents covering room and board accommodations at Eastern New Mexico University-Roswell. This agreement terminates at the end of the spring semester. Moving or checking out of the residence hall does not constitute release from the agreement.

_____ Date

_____ Signature of Applicant