

Dear Interested Student for the 2024/2025 Academic Year:

On behalf of the Special Services Program at ENMU-Roswell, we appreciate your interest and look forward to helping you with the application process. Special Services is one of just a few university programs in the nation offering Certificates of Training in a vocational field, along with core subjects that advance skills in independent living. We offer certificate programs designed for students with disabilities, who with appropriate training are able to obtain positions in competitive employment.

On the next page is a checklist that will guide you through the process of applying to the Special Services Program. The student will need to sign or initial where stated. All pages of the application will need to be returned along with any attachments required. We will be accepting applications for Fall 2024 enrollment until May 1, 2024. We encourage you to apply as soon as possible as classes can fill up quickly.

Program information is available in the ENMU-R Catalog which is accessible at: www.roswell.enmu.edu. You may also contact our Special Services Coordinator, Brianna Bitner, at brianna.bitner@enmu.edu, with any questions.

Once again, thank you for your interest and we look forward to receiving your completed application. Please call our office at 575-624-7286 with any questions or concerns, or if you would like additional information.

Sincerely,

Rebecca L. Cobos, MSW

Ketecra L. Cobos

Director of Special Services

Phone: 575-624-7289

Email: <u>rebecca.cobos@enmu.edu</u>



Checklist for a Complete Application Packet

Please initial next to each completed item

1.	Entrance Requirements
2.	Application for ENMU – Roswell Special Services
3.	Application for ENMU – Roswell Undergraduate Admissions
4.	Application Sierra Vista Village Housing
5.	ENMU – Roswell Information Release Forms (notarized)
6.	Guardianship/Power of Attorney Forms (if applicable)
7.	ENMU – Roswell Health Information Form
8.	Copy of State Identification Card/Social Security Card
9.	3 Letters Recommendation (1st Year Student)
10.	One Page Essay "Why I Want to Return for a Second Year" (2 nd Year Student)
11.	Support Documentation of a Disability
	(failure to provide full disclosure could lead to a dismissal of acceptance and/or
	removal from the program)
	a.Individual Education Program (IEP) – Most Recent
	b.Educational Diagnostic Evaluation – Most Recent
	c.Psychiatric/Psychological Documentation for known conditions (e.g. ADHD,
	Depression, Anxiety, Bipolar Disorder, Schizophrenia, Etc.)
	d.Medical Health Plan for Known Conditions
	i. Allergies
	ii. Asthma
	iii. Diabetes
	iv. Mental Health
	v. Seizures
	Return Completed Application Packet to: ENMU Roswell

ENMU Roswell Special Services PO Box 6000 Roswell, NM 88202



Entrance Requirements Special Services Occupational Training Program

The following criteria and/or documentation will be used to help determine acceptance into the program:

- 1. Most recent Individualized Education Plan and educational diagnostic report from high school. Candidates are also encouraged to submit a professional vocational assessment showing the student's abilities and skills in relation to the specific vocation of interest.
- 2. Complete documentation and full disclosure of medical/psychological/developmental disabilities. *Failure to provide full disclosure could lead to dismissal of acceptance and/or removal from the program.*
- 3. Minimum 18 years of age. Maximum age of 30.
- 4. Self-medicate with no assistance. The ability to follow directions from nurses, doctors, or pharmacy and manage medical and psychological issues appropriately and to take the appropriate medicine at the right time. Student's must independently follow prescribed plans as follows:
 - a. Asthma plan signed from a medical provider.
 - b. Diabetes plan and/or other medical plans signed from a medical provider.
 - c. Asthma plan signed by a medical provider
 - d. Mental Health Plan signed by a mental health provider.
- 5. Independently awaken to an alarm. Attend classes and practicum regularly and on time.
- 6. Be able to independently utilize public transportation.
- 7. Maintain appropriate personal hygiene, dorm room, and laundry.
- 8. Demonstrate effective communication skills including the ability to read, write, process information, follow instructions from faculty and staff, and respond appropriately. Demonstrate appropriate social behavior, including the ability to get along with peers and follow rules.
- 9. Meet minimum entrance requirements for the selected study discipline.
- 10. COVID Vaccine is recommended for Child Care Attendant Program.
- 11. Full disclosure and documentation of any past legal issues
- 12. Students are required to live in the Sierra Vista Dorms.
- 13. Students are required to purchase a meal plan for the cafeteria.
- 14. Student interview in person, by video chat, or phone.

A committee is utilized to determine admission into the Special Services Occupational Training Program and reviews all applications.



Special Services Program

Application for Eastern New Mexico University Roswell Special Services Program 2024-2025 Academic Year

Applicant Name:		
First Name	Middle Name	Last Name
Applicant Date of Birth:		
Applicant Mailing Address:		
Applicant Cell Phone:		
Applicant Email Address:		
Choose from two vocational options: Child Care Attendant, Food Service, Office S	Skills, and Stocking & Merc	handising
First Vocational Choice:		
Second Vocational Choice:		
Parent/Guardian:		
Parent Mailing Address:		
Parent/Guardian Cell Phone:Parent/Guardian Email Address:		
Parent/Guardian:		
Parent Mailing Address:		
Parent/Guardian Cell Phone:		
Parent/Guardian Email Address:		
Does parent have legal guardianship of appli Does parent have Power of Attorney of appli		
If there is legal guardianship or Power of Att application packet.	orney, copies of these docur	ments <mark>must</mark> be submitted with
Student Signature		Date
Parent/Guardian Sign:	ature	Date
Parent/Guardian Signa	ature	Date

Applicant and Parent/Guardian Signature below states:

"We understand the above entrance requirements"

X	
Student Signature	Date
X	
Parent/Guardian Signature	Date
X	
Parent/Guardian Signature	Date

Application for Undergraduate Admission







Personal Informat	ion				
Please complete in black ink					
Legal name	Last name First name Middle initial				
Previous or other	Last name First name initial				
legal names	- .				
	Name				
Legal mailing					
address	Mailing address street and number or PO box number Apartment, Room or Space No.				
	City State ZIP				
	Dh. wisal weiling address (if different from weiling address)				
Phone	Physical mailing address (if different from mailing address)				
riione					
	Home Cell-Work				
E-mail					
	E-mail				
Date of birth					
Place of birth	Month Day Year				
Tiace of bil cit					
<u> </u>	City/State/Country				
Gender	D Male D Female (Your SSN is used to ensure an accurate academic record and will not be used as your.				
Social security number	(Your SSN is used to ensure an accurate academic record and will not be used as your primary ID. If you are unable to provide an SSN, the University will assign an alternate				
namber	number to you. This will not impact the admission decision.)				
Family history	Did either of your parents or guardians graduate from a community college or university? D Yes D No				
Race/Ethnicity This information is requested by	Please indicate whether you consider yourself to be Hispanic/Latino: D Yes D No				
government agencies to demonstrate compliance with the	In addition, select one or more of the following racial categories to describe yourself:				
Civil Rights Act. The information	D American Indian or Alaska Native D Asian D Black or African American				
will not be used in a discriminatory manner. Your response is voluntary.	D Native Hawaiian or other Pacific Islander D White				
Residency					
	What is your legal state of residence?				
	How long have you been living continuously in New Mexico?				
61/1 L1	Years Months Days				
Citizenship Please attach a copy of your	Are you a U.S. citizen? D Yes D No				
residency card, front and back,					
to this application.	If alien resident, please provide your resident alien number: A#				
Military service	Are you active duty military/national guard/reserves? D Yes D No Is your spouse active duty military? D Yes D No				
Please contact the admissions office for Military Waiver Form.	Are either of your parents active duty military? D Yes D No				
	If yes, are you or your parents stationed in New Mexico? D Yes D No				
Self-Disclosure	Have you ever been dismissed, suspended or restricted from entering a campus from any college or D Yes D No				
Required for Admission.	university for academic or disciplinary reasons? Have you ever been charged with, convicted of or pled guilty to a felony offense in any court, including D Yes D No				
	deferred adjudication?*				
	* If yes, you must attach a detailed explanation. Include state and location, dates and case number. If applicable, provide the name and phone number of a probation officer. You are under a continuing obligation to immediately update your response to this question if your circumstances change after you submit				
	this application.				
Financial aid	Are you planning to apply for financial aid or student loans? D Yes D No				
Degree-seeking students only.	, ,				

Enrollment Information				
Campus where you plan to enroll	D Portales D Ruidoso D Roswell			
Semester you plan to start	D Fall D Spring D Summer Year			
Your enrollment status Does not include college courses taken prior to high/home school graduation or GED completion.	D First enrollment in any college or university after high school graduation D Transferring to ENMU from a college or university outside New Mexico D Transferring to ENMU from a college or university in New Mexico D Readmission—returning after absence from ENMU location: D Portales D Roswell D Ruidoso Year(s) D Previously applied for admission but did not attend ENMU: D Portales D Roswell D Ruidoso Year(s)			
Intended degree *Nondegree not eligible for financial aid. Field of study	D Certificate D Associate's degree D *Nondegree: updating job skills D Bachelor's degree D *Nondegree: updating personal skills Academic major:			
	Other areas of interest:			
Academic Information	Other areas of interest.			
High school last attended Name Did you take college courses while in high school? D Yes D No				
High school graduation	High school diploma? D Yes D No Graduation date: Month / Year / Year			
or GED completion	GED certificate? D Yes D No Certificate date: Month / Year State tested: Last grade attended:			
Previous colleges or universities attended	Note: You must include colleges you have attended while in high school. State From To Hours			
Beginning with the current or most recent, list all colleges, universities and technical/vocational schools previously attended.				
Academic regulations require that students who have registered at other colleges or universities may not disregard their records at such institutions when making application for admission to this University.				
Failure to report all institutions attended and not submitting a transcript may result in delay of admission, loss of credit or dismissal from the University.				
Required				
I affirm the information I have provided on this application form and all other admission material is complete, accurate and true. I agree to submit other materials required for this admission application and understand that failure to do so, and/or the furnishing of false, incomplete or misleading information in connection with my admission or attendance at Eastern New Mexico University, may result in the termination of my admission and registration at ENMU. I agree, as a student, I am subject to ENMU policies and procedures. I understand that directory information as defined by the Family Educational Rights and Privacy Act (FERPA) may be made available to the general public. Directory information is generally not considered harmful to the individual or an invasion of privacy. Items may include name, address, telephone number, e-mail address, major field of study, dates of attendance, enrollment status, degrees and awards received, date and place of birth, most recent previous school attended, photographs, participation in officially recognized activities and sports, height and weight of athletes. I hereby give Eastern New Mexico University permission to use my image (still photograph or video) and name for all nonprofit purposes, such as promoting the University in videos, CD-ROMs, electronic and printed publications, without compensation. I understand if I want to restrict any or all of the above information, I must notify the Office of the Registrar in writing. I understand these restrictions will remain in place until I give written notice to the Office of the Registrar to release the restrictions.				
study, dates of attendance, enrollment status, degrees and recognized activities and sports, height and weight of athl for all nonprofit purposes, such as promoting the Univers I understand if I want to restrict any or all of the above inf I give written notice to the Office of the Registrar to release	lividual or an invasion of privacy. Items may include name, address, telephone number, e-mail address, major field of awards received, date and place of birth, most recent previous school attended, photographs, participation in officially etes. I hereby give Eastern New Mexico University permission to use my image (still photograph or video) and name ity in videos, CD-ROMs, electronic and printed publications, without compensation. ormation, I must notify the Office of the Registrar in writing. I understand these restrictions will remain in place until use the restrictions.			

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Housing Application

1. Please submit your housing application to Sierra Vista Village along with the following fees:

Refundable security deposit: \$200

The security deposit is refundable before your lease is signed and will then be held by management for the term of the lease.

- Accommodations are limited and will be leased on a first-come, first-served basis. The acceptance of this application does not ensure an accommodation.
 An accommodation is reserved only upon execution of the lease agreement by all parties. Rates/installments, fees and utilities included are subject to change. Rates/installments do not represent a monthly rental amount (and are not prorated), but rather the total base rent due for the lease term divided by the number of installments.
- 3. For information or assistance in completing this application, please contact our office at 575.347.7132.

Applicant Information

Name:					
(LAST	NAME)	(FIRST NAME)	(MIDDLE NAME))	
Current Local Address:		(OLTA)	(ОТАТЕ)	(710)	
	(STREET)	(CITY)	(STATE)	(ZIP)	
Permanent Address: _	(STREET)	(CITY)	(STATE)	(ZIP)	
Cell Phone: (_)		Other Phone: ()			
Email Address:					
Social Security No:		Date of Birth: / / □	Male Female		
Please provide the inform	mation for one of the it	ems below and check the corresponding choic	e:		
□ Driver's License □	Passport State ID	Number:	State:		
Are you a student?	□ Yes □ No If yes	, what school:			
Fall 2023 Standing:	□ Freshman □ Soph	omore □ Junior □ Senior □ Graduat	te Major:		
What is your currente	mployment occupati	on if you're not a currentstudent?			
Have you ever been c	onvicted of a felony?	□ Yes □ No Reason:			
Have you ever been	evicted from any res	sidence? □ Yes □ No Reason:			
Have you ever filed b	ankruptcy? Yes	□ No If yes, when:			
Guarantor Info	rmation				
Name:	(LACT NAME)	(FIRST NAME)	(MIDDLE MAME)		
Address:	(LAST INAIVIE)	(FIRST NAME)	(MIDDLE NAME)		
	(STREET)	(CITY)	(STATE)	(ZIP)	
		Other Phone: ()			
				<u> </u>	
Date of Birth:/	_/ Social Se	ecurity No:			
Has the guarantor ev	ver filed bankruptcy?	□ Yes □ No If yes, when:			
Emergency contact of	ther than guarantor:				
Cell Phone: (Other Phone: ()			

Parking/Vehicle Informatio	n			
Will you need parking? □ Yes □ No				
Vehicle Make:		Model:		
License Plate Number:		Year:		
Floor Plan Selection				
☐ 1 Bedroom + 1 Bathroom Deluxe ☐	2 Bedroom + 1 Bathroom D	Peluxe 🗌 2 Bedroom	+ 1 Bathroom 4 Bedroom-	-2Bathroom
Roommate Request				
If you have already chosen your roommate(s together. If you do not have a full apartment roommate requests cannot be guaranteed.	group, you will be matched			
NAME:	CELL PHONE:		EMAIL:	
1				
2				
3				
Text Message Alerts				
By initialing in the space provided, A text messages regarding community exwireless number(s) that Applicant has Sierra Vista Village.	vents, rent payments, property	operations and leasing	, delivered via automated techno	logy, to the
By initialing in the space provided, App Terms of Use and Privacy Policy. Mess month. Reply HELP for help. Reply S	sage and data rates may apply			
Acknowledgment				
If you fail to answer any question, or if you processing fees and deposits as liquidated d if you have signed a lease, it will be a violate	lamages for time spent and e			
By my signature I attest that the information of submitted information for the purpose of evaluation in the ev			thorized to verify my credit hist	ory, and all othe
This application will be approved upon satisfa	actory criminal background c	heck.		
Applicant Signature:			Date:	



Student's Name	Social Security # or Student ID #	Phone Number				
I hereby give my consent to ENMU-Roswell to release my Admissions, Records, Financial Aid, Student account, and or Special Services records and information either in verbal, written and/or electronic form, E-mail, and fax to the staff and or faculty members of ENMU-Roswell and to the person(s) and or Third-Party Agency listed below. This person(s) or agency has access to my information for the, 2023/2024 academic year which includes the fall, spring and summer semesters. I understand this release cannot exceed one academic year. The person(s) listed below may have any information they request regarding: All documentation in my files and any information						
Please check all that apply: ☐ Admissions and Records (Applicati ☐ Financial Aid (Pell grant/Scholarsh ☐ Special Services ☐ Business Office (Student account) ☐ Bookstore ☐ Summit Dining ☐ Sierra Vista Village ☐ TRIO Program ☐ DVR or DARs ☐ Workforce Connections The information checked in the boxe	iips)					
The information checked in the boxes above may be released to: Name (print) Relationship to student Phone number						
Name (print)	Relationship to student	Phone number				
Name (print)	Relationship to student	Phone number				
Notary Public State of County of	<u> </u>					
My Commission expires:	on the day of					
FOR OFFICE USE ONLY:						
Received by:	Date:					
Picture ID type:	ID Number:					



EASTERN NEW MEXICO UNIVERSITY – ROSWELL INFORMATION RELEASE FORM

t's Name S	tudent ID#	Telephone Numbe			
, hereby give ENMU-Fat Account and/or Special Services records and it staff and/or faculty members of the third party a sinformation for the acadest and this release is only valid for the current ac The agency/person listed below may have acce	nformation in either verbal, was gency or person(s) listed belowing aid year, which includes ademic aid year and must be a	ow. This agency/person will have so the fall, spring and summer te renewed upon expiration for any			
Please check all that apply:					
 All documentation in my file for: Admissions and Records Applications and/or trans Financial Aid Pell Grant/Scholarships Third party grants Budget and/or other award information Special Services 	o The follow	Office tudent account information salances and/or credits wing may NOT be released:			
The information checked in the above box(es)	The information checked in the above box(es) above may be released to:				
N /A	D 1 (1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
Name/Agency	Relationship to stu	ident			
Name/Agency	Relationship to stu	udent			
NOTE: The student and the requesting completing this form and also provide a is/are not available, the release to the completion of the co	current picture ID. If the re must be notarized below in	questing agency/person(s)			
Student's signature	Date				
Notary Public Expiration	n Date Date				
FOR OFFICE USE ONLY:					
FOR OFFICE USE ONLY: Received by:	Date:				



Student Name:		Student DOB:	_
Health History: Do you have any of the following? Wh	nen were you diagnose	d?	
		T OF YOUR KNOWLEDGE	
Condition	Date of Diagnosis	Comments	
AMPUTATION			
ANOREXIA/OTHER EATING DISORDER (BE SPECIFIC)			
APHASIA			
ARTHRITIS DISORDERS (PLEASE SPECIFY)			
ASTHMA/RESPIRATORY ISSUES			
ATAXIA			
ADD/ADHD			
AUTISM SPECTRUM BACK DISORDERS (PLEASE SPECIFY)			
BLOOD DISORDERS (PLEASE SPECIFY)			
BRAIN/HEAD INJURY (PLEASE SPECIFY)			
CANCER (PLEASE SPECIFY)			
CEREBRAL PALSY			
CHRONIC FATIGUE SYNDROME			
CYSTIC FIBROSIS			
DEPRESSION			
DIABETES			
DOWN'S SYNDROME			
DYSLEXIA			
EPILEPSY/SEIZURE DISORDER			
GASTROINTESTINAL PROBLEMS			
GENITAL PROBLEMS (MALE)			
GYNECOLOGICAL PROBLEMS (FEMALE)			
HAY FEVER/SEASONAL ALLERGIES			
DEAF\HEARING LOSS			
HEART DEFECT/DISEASE			
HIGH BLOOD PRESSURE			
HYPOGLYCEMIA			
INTELLECTUAL DISABILITY			
KIDNEY PROBLEMS			
MOOD DISORDERS			
NEUROMUSCULAR DISORDERS (PLEASE SPECIFY)			
OBESITY			
POST TRAUMATIC STRESS DISORDER			
RECURRENT BLADDER INFECTIONS			
SCHIZOPHRENIA/OTHER PERSONALITY DISORDERS			
SPINAL CORD INJURY (PLEASE SPECIFY)			
SUBSTANCE ABUSE/CHEMICAL DEPENDENCY			
TOBACCO USE			
VISUAL DEFICITS (PLEASE SPECIFY)			

Student Name:	Student DOB:
	TO VIVOW A DOVE
ARE THERE ANY OTHER CONDITIONS/PROBLEMS WE NEED	TO KNOW ABOUT?
WHAT MEDICATIONS/VITAMINS/SUPPLEMENTS DO YOU TAI	KE? HOW MUCH? HOW OFTEN?
LIST ANY KNOWN ALLERGY TO MEDICATION/FOOD/SUBSTA	NCES:
Date Filled Out:	
Student Signature:	
Derent/Guardian Signatura	
Parent/Guardian Signature:	
Parent/Guardian Signature:	



FY 24/25 **ESTIMATED** Costs for Special Services Program

Tuition, Fees, and Meal Plan are subject to change by the Board of Regents.

NM IN-DISTRICT (Chaves County residents):

TUITION & FEES	FALL COST	SPRING COST	SUMMER COST
Tuition	\$1092	\$1092	\$780
Required Fees	224	224	160
Special Services Fees	1771	1771	886
Life Skills Fee	30	30	30
Independent Living Lab Fee	30	30	30
CPR Card Fee			20
Fingerprinting Fee (Child Care/Office Skills ONLY)	44		
Course Fee (Food Service ONLY)	30	30	30
Technology Fee	15	15	15
Liability Policy	5	5	5
Bus Pass	35	35	15
Graduation Cap & Gown			100
TOTAL Tuition & Fees	\$3199 to \$3273	\$3199 to \$3273	\$2039 to \$2069
MEAL PLAN	\$1735	\$1735	\$1005

TEXTBOOKS (for the whole year) ~ \$550 - 825

HOUSING @ Sierra Vista Village

 \sim \$425/mo with 12 month lease = \sim \$5100 for the year (+ \$200 deposit)

SUPPLIES and Required Clothing Items: ~\$300 (includes \$18 cost for Nametag)

TOTAL Cost for the 3 Semesters for NM In-District Student (Tuition, Fees, Meals, Books, Housing, Supplies) = approximately \$19,315



FY 24/25 **ESTIMATED** Costs for Special Services Program

Tuition, Fees, and Meal Plan are subject to change by the Board of Regents.

NM OUT-OF-DISTRICT (Outside of Chaves County):

TUITION & FEES	FALL COST	SPRING COST	SUMMER COST
Tuition	\$1190	\$1190	\$850
Required Fees	224	224	160
Special Services Fees	1771	1771	886
Life Skills Fee	30	30	30
Independent Living Lab Fee	30	30	30
CPR Card Fee			20
Fingerprinting Fee (Child Care ONLY)	44		
Course Fee (Food Service ONLY)	30	30	30
Technology Fee	15	15	15
Liability Policy	5	5	5
Bus Pass	35	35	15
Graduation Cap & Gown			100
TOTAL Tuition & Fees	\$3297 to 3341	\$3297 to 3341	\$2109 to \$2139
MEAL PLAN	\$1735	\$1735	\$1005

TEXTBOOKS (for the whole year) ~ \$550 - 825

HOUSING @ Sierra Vista Village

 \sim \$425/mo with 12 month lease = \sim \$5100 for the year (+ \$200 deposit)

SUPPLIES and Required Clothing Items: ~\$300 (includes \$18 cost for Nametag)

TOTAL Cost for the 3 Semesters for NM Out-of-District Student (Tuition, Fees, Meals, Books, Housing, Supplies) = approximately \$19,700



FY 24/25 **ESTIMATED** Costs for Special Services Program

Tuition, Fees, and Meal Plan are subject to change by the Board of Regents.

NON-RESIDENT:

TUITION & FEES	FALL COST	SPRING COST	SUMMER COST
Tuition	\$3352	\$3352	\$2180
Required Fees	224	224	160
Special Services Fees	1771	1771	886
Life Skills Fee	30	30	30
Independent Living Lab Fee	30	30	30
CPR Card Fee			20
Fingerprinting Fee (Child Care ONLY)	44		
Course Fee (Food Service ONLY)	30	30	30
Technology Fee	15	15	15
Liability Policy	5	5	5
Bus Pass	35	35	15
Graduation Cap/Gown			100
TOTAL Tuition & Fees	\$5459 to \$5533	\$5459 to \$5533	\$3439 to 3469
MEAL PLAN	\$1735	\$1735	\$1005

TEXTBOOKS (for the whole year) ~ \$550 - 825

HOUSING @ Sierra Vista Village

 \sim \$425/mo with 12 month lease = \sim \$5100 for the year (+ \$200 deposit)

SUPPLIES and Required Clothing Items: ~\$300 (includes \$18 cost for Nametag)

TOTAL Cost for the 3 Semesters for NM Non-Resident Student (Tuition, Fees, Meals, Books, Housing, Supplies) = approximately \$25,235