

# SUMMER 2019 INFORMATION



**ENMUR**  
*EASTERN NEW MEXICO UNIVERSITY* *ROSWELL*

## ADVISOR INFORMATION

- Not Seeking a Degree or Certificate
- Summer Session Only
- Undecided

### SUBJECT AREA

#### ASSOCIATE OF ARTS

- Agriculture
- Behavioral Science
- Business Administration
- Child Development
- Criminal Justice
- Human Services
- University Studies

#### ASSOCIATE OF SCIENCE

- Biology
- Early Childhood Education
- Emergency Medical Services
- Medical Assisting
- Nursing
- Occupational Therapy Assistant
- Professional Pilot Training-Fixed Wing
- Teacher Education

#### ASSOCIATE OF APPLIED SCIENCE

- Automotive Technology
- Aviation Maintenance Technology
- Engineering and Design Technology
- Fire Science - EMS Concentration
- Fire Science - Structural Fire Concentration
- Fire Science - Wildland Fire Concentration
- Heating, Ventilation, Air Conditioning-Refrigeration Technology
- Industrial Engineering Technology
- Mathematics
- Media Arts - Animation
- Media Arts - Film Technology
- Media Arts - Graphic Design
- Occupational Safety Engineering and Environmental Management Technologies
- Paramedic
- Police Science
- Professional Pilot Training-Unmanned Aerial Systems
- Respiratory Therapy
- Welding Technology

#### CERTIFICATE OF ACHIEVEMENT

- Aviation Maintenance Technology
- Computer and Network Cyber Security
- Workplace Interpersonal Effectiveness

#### CERTIFICATE OF OCCUPATIONAL TRAINING

- Automotive Technology
- Bookkeeping/Accounting
- Business Assistant Administrator
- Commercial Refrigeration
- Computer Applications and Support
- Culinary Arts

- Early Childhood Education
- Emergency Management - Advanced Professional Development
- Emergency Medical Technician-Paramedic
- Engineering and Design Technology
- Heating, Ventilation, Air Conditioning-Refrigeration Technology
- Management Training
- Medical Assisting
- Medical Coding
- Professional Pilot Training-Unmanned Aerial Systems

#### CERTIFICATE OF EMPLOYABILITY

- Automotive Technology-Brakes
- Automotive Technology-Diesel
- Automotive Technology-Level I
- Automotive Technology
- Commercial Driver's License
- Community Health Worker
- Community Paramedic
- Computer Applications and Support
- Construction Trades
- Emergency Management- Emergency Preparedness
- Emergency Management - Professional Development
- Emergency Management - Advanced Professional Development
- Emergency Medical Technician
- Emergency Medical Technician-Advanced (AEMT)
- Engineering and Design Technology-Architecture
- Engineering and Design Technology-Surveying
- Grant Writing
- Homemaker/Home Health Care Aide
- Human Services-Alcohol and Drug Abuse Studies
- Human Services-Helping Relationship Skills
- Industrial Engineering Technology - Construction Trades
- Media Arts - Animation
- Media Arts - Film Technology
- Media Arts - Graphic Design
- Medical Assisting/Medical Scribe Option
- Nursing Assisting
- Occupational Safety Engineering and Environmental Management Technologies -Safety Training Technician Level I
- Safety Trained Manager
- Certified Occupational Safety Technician
- Certified Occupational Safety & Health Specialist
- Certified Occupational Safety & Environmental Technician
- Certified Occupational Safety & Health Trainer
- Office Manager
- Pharmacy Technician
- Phlebotomy
- Telecommunications Technician
- Welding Technology - Basic
- Welding Technology - Advanced

SPECIAL SERVICES CERTIFICATE  
OF OCCUPATIONAL TRAINING

Special Services Program fees apply.

- Animal Healthcare
- Auto Mechanics (Future Program)
- Building Maintenance
- Child Care Attendant
- Food Service
- Office Skills
- Stocking and Merchandising

SPECIAL SERVICES CERTIFICATE OF ACHIEVEMENT

- Independent Living

Persons with Disabilities: Students needing special accommodations should contact the Disability Services Office at Eastern New Mexico University-Roswell at (575) 624-7286.

ENMU-ROSWELL/NM YOUTH CHALLENGE ACADEMY  
CERTIFICATE OF EMPLOYABILITY

- NMYCA Training Program - Automotive Brakes
- NMYCA Training Program - Construction Trades
- NMYCA Training Program - Emergency Responder
- NMYCA Training Program - Media Arts
- NMYCA Training Program - Nursing Assisting
- NMYCA Training Program - Phlebotomy
- NMYCA Training Program - Welding

## UNIVERSITY CALENDAR SUMMER/FALL 2019

**SUMMER 2019**

JUN. 3 (M)	FIRST 4-WEEK SESSION BEGINS SUMMER 2019 (6/3/19 - 6/28/19)*
JUN. 4 (T)	FIRST 4-WEEK SESSION - ADD/DROP AND LATE REGISTRATION (ONE DAY ONLY)
JUN. 14 (F)	LAST DAY TO APPLY FOR GRADUATION
JUN. 21 (F)	FIRST 4-WEEK SESSION - LAST DAY TO WITHDRAW
JUN 24-28 (M-F)	FIRST 4-WEEK SESSION - FINAL EXAMS

**SECOND 4-WEEK SESSION**

JUL. 1 (M)	SECOND 4-WEEK SESSION BEGINS SUMMER 2019 (7/1/19 - 7/26/19)*
JUL. 2 (T)	SECOND 4-WEEK SESSION - ADD/DROP AND LATE REGISTRATION (ONE DAY ONLY)
<b>JUL. 4 (TH)</b>	<b>INDEPENDENCE DAY HOLIDAY - NO CLASSES; CAMPUS CLOSED</b>
JUL. 12 (F)	SECOND 4-WEEK SESSION - LAST DAY TO WITHDRAW
JUL. 22-26 (M-F)	SECOND 4-WEEK SESSION - FINAL EXAMS
JUL. 25 (TH)	SPECIAL SERVICES GRADUATION

**EIGHT-WEEK SESSION**

JUN. 3 (M)	8-WEEK SESSION BEGINS SUMMER 2019 (6/3/19 - 7/26/19)*
JUN. 4 (T)	8-WEEK SESSION - ADD/DROP AND LATE REGISTRATION (ONE DAY ONLY)
JUN. 14 (F)	LAST DAY TO APPLY FOR FALL GRADUATION
<b>JUL. 4 (TH)</b>	<b>INDEPENDENCE DAY HOLIDAY - NO CLASSES; CAMPUS CLOSED</b>
JUL. 12 (F)	8-WEEK SESSION - LAST DAY TO WITHDRAW
JUL. 22 - 26 (M-F)	8-WEEKS SESSION - FINAL EXAMS
JUL. 25 (TH)	SPECIAL SERVICES GRADUATION

**FALL 2019**

AUG. 8 (TH)	NEW STUDENT ORIENTATION
AUG. 16 (F)	FACULTY ON CAMPUS
AUG. 16 (F)	FACULTY/STAFF IN-SERVICE
AUG. 19 (M)	FACULTY IN-SERVICE
AUG. 19 (M) (TENTATIVE)	NEW STUDENT ORIENTATION
AUG. 20 (T)	16-WEEK SESSION BEGINS FALL 2019 (8/20/19 - 12/13/19)*
AUG. 20 (T)	16-WEEK SESSION - BEGIN ADD/DROP AND LATE REGISTRATION
AUG. 20 (T)	FIRST 8-WEEK SESSION BEGINS FALL 2019 (8/20/19 - 10/11/19)*
AUG. 21 (W)	FIRST 8-WEEK SESSION - ADD/DROP AND LATE REGISTRATION
AUG. 23 (F)	16-WEEK SESSION - END OF ADD/DROP AND END OF LATE REGISTRATION
<b>SEPT. 2 (M)</b>	<b>LABOR DAY HOLIDAY - NO CLASSES; CAMPUS CLOSED</b>
SEPT. 13 (F)	FIRST 8-WEEK SESSION - LAST DAY TO WITHDRAW
SEPT. 30 (M)	EASTERN NM STATE FAIR DAY - NO CLASSES; CAMPUS CLOSED
OCT. 5-11 (S-F)	16-WEEK SESSION-MIDTERM EXAMS
OCT. 11 (F)	LAST DAY TO APPLY FOR SPRING GRADUATION
OCT. 11 (F)	FIRST 8-WEEK SESSION-LAST DAY OF CLASS
OCT. 14 (M)	SECOND 8-WEEK SESSION BEGINS FALL 2019 (10/21/19 - 12/13/19)*
OCT. 15 (T)	SECOND 8-WEEK SESSION - ADD/DROP AND LATE REGISTRATION (ONE DAY ONLY)
OCT. 25 (F)	16-WEEK SESSION - LAST DAY TO WITHDRAW
NOV. 3 (SU)	REGISTRATION OPENS FOR SPRING SEMESTER
NOV. 8 (F)	SECOND 8-WEEK SESSION - LAST DAY TO WITHDRAW
<b>NOV. 27-DEC. 1 (W-SU)</b>	<b>THANKSGIVING RECESS - NO CLASSES; CAMPUS CLOSED</b>
DEC. 2 (M)	CAMPUS REOPENS; INSTRUCTION RESUMES AT 8:00 A.M.
DEC. 10 (T)	16-WEEK SESSION AND SECOND 8-WEEK SESSION - LAST DAY OF SEMESTER
DEC. 12 (TH)	COMMENCEMENT
<b>DEC. 24, 2019-</b>	<b>WINTER BREAK NO CLASSES; CAMPUS CLOSED</b>
<b>JAN. 1, 2020 (W)</b>	

Unforeseen circumstances may necessitate modification of the University Calendar.

\* Refer to Course Schedule and Course Syllabus for specific start and end dates

**CAMPUS DIRECTORY**

ACCUPLACER Placement Test.....	(575) 624-7227/7183/7258
Admissions and Records.....	624-7141
Adult Education.....	624-7271
Advising Services.....	624-7294
Arts and Sciences Education.....	624-7253
Bookstore.....	624-7192
Business Office.....	624-7123/7125
Cafeteria.....	624-7306 / (575) 208-8244
Campus Security.....	624-7180
Career Success and Veteran's Resource Center.....	624-7245
Cashier.....	624-7125
Center for Workforce and Community Development.....	624-7164
Child Development Center.....	624-7301
College Development.....	624-7404
Computer Services/Blackboard Help Desk.....	624-7491
Computer Lab (ITC).....	624-7214
Deaf and Hard of Hearing Support Services (TDD Only) (Voice).....	624-7300 624-7286
Degree Planning.....	624-7294
Developmentally Disabled.....	624-7286
Distance Education.....	624-7224
Dropping Courses.....	624-7141
Dual Credit Coordinator.....	624-7168
ENMU Portales Information.....	624-7221
Facilities Coordinator.....	624-7250
Financial Aid.....	624-7400
GEAR UP.....	624-7104
GED Preparation/Pretesting.....	624-7271
GED Testing.....	624-7227/7183/7258
Graduation Information.....	624-7141
Health Education.....	624-7469
Housing (Sierra Vista Village).....	347-7132
iCenter.....	624-7335
Learning Resource Center/Library.....	624-7282
Meal Plan.....	624-7123
Media Center.....	624-7139
New Student Relations.....	624-7136
Overloads.....	624-7159
Physical Education Center.....	624-7338
President.....	624-7112
Special Fees.....	624-7123
Special Services.....	624-7286
Student Health Center.....	624-7106
Student Outreach Program -TriO.....	624-7201
Student Success Center.....	624-7003
Switchboard.....	624-7000
Technical Education.....	624-7147
Testing Services.....	624-7227/7183
Tutoring.....	624-7220
Veterans' Information.....	624-7450
Vice President for Academic Affairs.....	624-7161
Vice President for Business Affairs.....	624-7210
Vice President for Student Affairs.....	624-7159

**GENERAL WELCOME**

Welcome to Eastern New Mexico University-Roswell. Our address is P.O. Box 6000, Roswell, NM 88202-6000. As your local University, we serve approximately 3,000 students each semester through a wide variety of credit and non-credit classes and numerous community partnerships. Our beautiful campus has some of the finest facilities anywhere. Our instructors and staff are friendly and ready to help you. Inside you'll find summer 2019 registration and class information, ENMU Portales classes, and New Mexico Highlands University classes. For more information, call (575) 624-7000, or visit our web site at [www.roswell.enmu.edu](http://www.roswell.enmu.edu)

**ADMISSION POLICY**

ENMU-Roswell has an 'open' admission policy, which means that most students will be automatically accepted to attend the university. Specific restrictions may apply upon review of the admissions application. Some programs offered at ENMU-Roswell also have specific prerequisites criteria that must be met for continued enrollment in the program. Prospective students must complete an admission application, which can be completed online at our web site, [www.roswell.enmu.edu](http://www.roswell.enmu.edu), by completion of a paper application downloaded from the website, and submitted to the Student Services Center, or completion of a paper application requested from the Admissions Office in the Student Services Center.

**ACADEMIC ACCOMMODATIONS**

The Disability Services Office at Eastern New Mexico University- Roswell provides services to students with disabilities to ensure accessibility to university programs. For academic purposes, our services may include disability related and referral information, extended testing time, preferential seating, reader services, note taking assistance, books in audio format, large print material, adaptive equipment, taping of lectures, and other auxiliary aids. Academic accommodations are provided to eligible students free of charge. For more information, see page 49-50 of the current ENMU-Roswell Catalog or call the Disability Services Officer at 575-624-7286.

**CAMPUS CRIME REPORT AND GRADUATION RATE REPORT**

In compliance with the Department of Education Federal Regulations, the campus Crime Report and the Graduation Rate Report are available on the ENMU-Roswell web site at [www.roswell.enmu.edu](http://www.roswell.enmu.edu)

A printed copy is available upon request from either Campus Security or the Office of the Vice President for Student Affairs. Information on the Drug Free Schools Act of 1990 is also available on the campus web site and at the same locations. Students may call 1-800-243-6687 or mail a request to Campus Security at P.O. Box 6000, Roswell, NM 88202-6000.

**CAMPUS HOURS**

Monday - Thursday: 7:30 a.m. to 6:00 p.m.  
Friday, 8:00 a.m. to Noon

**SECURITY HOURS**

Monday - Thursday: 8:00 a.m. – 10:00 p.m.  
Friday: 8:00 a.m. – Noon

A University Security Officer can be reached 24 hours/day including weekends and holidays at (575) 624-7180.

**CENTER FOR WORKFORCE AND COMMUNITY DEVELOPMENT**

20 West Mathis, Roswell, NM 88203

For information, call (575) 624-7164.

Enhance your SUCCESS with professional development and life-long learning at ENMU-Roswell! Workforce Training courses offer inexpensive, short-term training opportunities for businesses and community members to increase job skills and provide life-long learning opportunities. The Center for Workforce and Community Development offers a variety of training programs and topics to increase productivity and peak team performance. We can also tailor courses to meet the specific needs of your organization. Course topics and content, duration, and scheduling can be customized to fit employee work schedules and employer needs. We can teach at your place of business or ours. Customized training services have been utilized by numerous local banks and businesses, public schools, government contractors, and federal, state, and local governmental agencies. Training areas have included computer skills, management/supervision, forklift certification, industrial safety awareness, customer service, and others.

Businesses and organizations may also arrange customized training to address specific employee or member needs.

- Contract Training
- Professional and Workforce Development Courses
- Computer Courses
- Online Short Courses and Certificate Programs

**OPEN ACCESS COMMUNITY EDUCATION**

Community Education is open to everyone, regardless of educational background. Courses and workshops offered are based on student interests and needs. Some courses could be scheduled every semester, while others come and go depending on demand. There are neither grades nor degrees. Certificates of participation are available for all classes. Community Education is supported entirely by tuition fees; hence minimum enrollments are required in most classes. Courses vary in length from a few hours to eight or more weeks.

**MANY CHOICES**

Community Education courses cover a wide range of subjects, broadly categorized as follows:

- Arts & Crafts
- Computer Skills
- Health & Fitness
- Hobbies & Leisure
- Home & Garden
- Languages
- Music & Dance
- Online Courses
- Personal Growth
- Safety

### CONTINUING EDUCATION UNITS

Continuing Education Units (CEUs) and Continuing Professional Educations Units (CPUs) may be awarded for organized, noncredit, continuing education experiences. CEUs and CPUs may not be used to fulfill degree requirements.

### COMMUNITY INVOLVEMENT WELCOME

Community Education welcomes suggestions and input. Potential students are encouraged to call or visit with inquiries, course ideas, and requests. Those with a specialty may consider becoming Community Education trainers and sharing their expertise with others.

### PROGRAMS FOR CHILDREN

Kids College is held in the summer with courses and activities in a variety of formats and topics.

### STUDENT SUCCESS CENTER

Students may take advantage of free English, math and science tutoring in the **Student Success Center** located in the library of the Learning Resource Center (LRC). Assistance is provided by faculty, professional tutors, and student tutors for any currently enrolled student seeking assistance.

The **Student Success Center** includes a writing lab located in the LRC where students become more effective, confident, and resourceful writers. In the writing lab students will find individualized writing assistance for any writing assignment, across all departments, and help at any stage of the writing process.

Students will find assistance with mathematics, statistics, biology, astronomy, geology, physics and chemistry. Students may also find assistance with courses that include online supplements like MathXL or materials in Blackboard.

#### Writing lab hours

Monday-Thursday: 8:00 a.m.-8:00 p.m.

Friday: 8:00 a.m.-12:00 p.m.

Telephone: (575) 624-7054

#### Cougar Cafe

\*Hours are the same as the Student Success Center Hours

### iCENTER

The Mission of the ENMU-Roswell "iCenter" is to support STEM and General Education students, faculty, and the community in the exploration, investigation and production of material research using wood, metals, plastics, vinyl and other materials.

The iCenter was funded through a \$2.9 million dollar federal Title III-STEM Grant in 2017 and is equipped with state-of-the-art computers, and equipment not readily available to students, faculty and community members. The labs are overseen by a Director, and are staffed by the iCenter Coordinator and Students, who instruct and guide members in the use of the equipment.

The Six Studios of the iCenter include a Sign-in/Registration area (Studio A); a Media Arts and Computer Assisted Drawing "CAD" Studio (Studio B); a Tech studio with laser engraver, 3D Printing, vinyl printing, robotics center, Fabric rooms and a collaboration center (Studio C); a Wood production studio (Studio D); a metal production and powder-coating/paint booth area (Studio E); and a Presentation Hall in room 124 (Studio F).

These studios play an integral role in student innovation, faculty research and community support/partnerships in the planning, prototyping, producing and presenting of innovative and creative designs and products.

<https://www.roswell.enmu.edu/center/>

**iCENTER INFORMATION:**  
20 Mathis St, Roswell NM 88203  
OTC 127

**Hours of operation:**  
Tuesday – Friday 1:00pm – 9:00pm  
Saturday – 10am – 6pm

**For class scheduling in iCenter contact:**  
**iCenter Coordinator, Raif Henrie:**  
[raif.henrie@roswell.enmu.edu](mailto:raif.henrie@roswell.enmu.edu), 575-624-7236  
**Director, Irina Galassini:**  
[irina.galassini@roswell.enmu.edu](mailto:irina.galassini@roswell.enmu.edu), 575-624-7335

### DUAL CREDIT PROGRAM

New Mexico education law requires that every student who graduates from a New Mexico public high school must earn at least one credit as an advanced placement, honors, dual credit, OR distance learning course. ENMU-Roswell offers a wide selection of dual credit courses as agreed upon with individual public school districts.

Dual credit courses are courses that accrue both high school and college credits. Tuition and general fees are waived by the institution of higher education. Students must pay for specific course fees associated with the class, and public school districts are required to pay for textbooks. Students receive both high school and college credit for the successfully completed course.

Advantages of dual credit courses include: (1) students who lag behind in the number of high school credits required for graduation are able to acquire needed credits at community colleges and universities; (2) students gain access to a broader number of academically rigorous courses; and (3) students accrue college credits while still in high school to get a 'jump start' on their college education. For more information, contact Angie Bersane at (575) 624-7168.

**TRIO - STUDENT SUPPORT SERVICES (SSS)** is a college retention and degree completion program that is designed to support low-income and first generation students to reach their full potential and achieve academic success.

SSS is located in the LRC Room 130.

We are open 8 :00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

We offer multiple services to student participants such as:

- Academic Support and Guidance
- Advocacy and Personal Support
- Tutorial Assistance
- Assistance with Financial Aid
- Financial Literacy
- Leadership Development
- Social Development
- Cultural and Community Events
- Computers and Study Area

**For more information about TRiO services you may call the TRiO office at (575)624-7202.**

### CANCELLED CLASSES

ENMU-Roswell reserves the right to cancel any classes that do not attain the minimum enrollment requirements. Students will be notified by ENMU-Roswell student e-mail that the class has been cancelled. A notice will be posted on the ENMU-Roswell web homepage and on the classroom door. The student will automatically receive a 100% refund for all tuition and fees associated with the cancelled course(s).

### ENMU-ROSWELL COMPUTER USAGE AND COPYRIGHT POLICY

It is the policy of ENMU-Roswell that unauthorized file sharing, copying, or plagiarism is in violation of U.S. copyright laws and is not acceptable. The University has included the policy in the Policy and Procedures Manual, the Student Manual, Computer Use Agreement letter, posted notices, and has informed the staff of this policy. Unauthorized file sharing of music, video, or other copyrighted material is a violation of copyright law. Any unauthorized downloading, uploading, or enabling file sharing of these files can result in serious lawsuits and penalties. Under copyright law, lack of knowledge about the law is not a defense.

### FALL GRADUATION

Students who wish to graduate in the fall 2019 semester must submit an Application for Graduation prior to the application deadline date of June 14, 2019. The application can be accessed online at [www.roswell.enmu.edu](http://www.roswell.enmu.edu) under Records/Forms and faxed, emailed, or mailed to the Admissions and Records office. Once the application is received, a degree audit will be performed to determine eligibility for graduation. Eligibility confirmation and further information regarding graduation activities will be delivered to the applicant via ENMU-R student email after the deadline date.

### INSTRUCTION PERIOD

Regular summer 2019 session begins Monday, June 3, 2019 and ends on Friday, July 26, 2019.

**INSTRUCTOR INFORMATION FOR SUMMER CLASSES 2019**

To the best of the University's knowledge, the instructors listed at the time the schedule is posted are the instructors who will teach. However, the University reserves the right to make changes as necessary.

**LIMITED SIZE CLASSES**

Enrollment in selected classes is limited, and ENMU-Roswell reserves the right to close enrollment in these classes when the maximum class size is reached.

**OVERLOADS**

All registrations with overloads (more than 18 credit hours in the summer semester) must be approved and signed by the Vice President for Student Affairs before courses can be entered on the computer. Students who register for 12 to 18 hours will pay a flat rate. Any overload hours beginning at 19 are charged at a per credit hour rate. Tuition overload rates are listed on page 8.

**STUDENT E-MAIL ACCOUNTS! GET CONNECTED!**

You will be expected to use your ENMU-Roswell e-mail account for all official communications with ENMU-Roswell offices.

Instructions for activating your e-mail account:

1. After you have registered for your first class at ENMU-Roswell, you will receive an ENMU-Roswell e-mail account. The process may take up to 24 hrs.
2. Log-in to your account and check your e-mail by going to CosmoLink@ <https://enmu-roswell.edu>. There is a link for "First Time Users", where you can look up your credentials. You can also get your logon credentials through the account Information Look-up Quicklink on the ENMU-Roswell homepage @ <http://home.enmu-roswell.edu>.

Microsoft Outlook 365 Student E-Mail will give you access to your student e-mail, Microsoft 365 Office Professional Plus, and basic online storage space. Enrolled students can take advantage of the full desktop versions (on up to 5 devices) of the Microsoft 365 Office Professional Plus suite which includes: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, and InfoPath.

Step by step instructions are:

1. Logon to CosmoLink
2. Click on the "Office 365" icon in the Launch Pad box on the left side of the screen.
3. Click on the Gear Icon in the upper right and select "Office 365 Settings" from the drop down menu.
4. Select the "Software" Link on the left side
5. Install the version (32 or 64 bit -- MS recommends 32bit even for 64bit OS versions to allow for full integration with other applications).
6. Follow the online installation instructions and use the troubleshooting assistance as necessary.
7. Return to this same area to manage your devices.

**ONLINE REGISTRATION INFORMATION**

All ENMU-Roswell students (new and current) have an opportunity to register online. As you prepare to register online, read all instructions carefully.

**System Hours:** Online registration for summer classes begins on Sunday, April 7, 2019. The last day for summer registration is Friday, June 7, 2019. During this time period, online registration is open 24 hours a day, Sunday from 8:00 a.m. - Friday at 7:00 p.m. Online registration is unavailable from 7:00 p.m. on Friday until 9:00 a.m. on Saturday, for special maintenance projects and/or upgrades. Please check the ENMU-Roswell web site for specific information.

**ADVISING SERVICES:**

Advising Services encourages all students to make appointments with an academic advisor over their program of study; however in order to meet the needs of our students, we take walk ins on a first come, first served basis. During peak times, expected wait times may be longer than normal; therefore we encourage students to arrive early. We greatly appreciate your patience. To make an appointment, call (575) 624-7294.

The Academic Advisors are available for walk-ins throughout the semester to accommodate the needs of our students.

**1) CONSULT WITH YOUR ADVISOR.** The importance of visiting with your advisor cannot be overstated. They can assist you in taking the appropriate sequence of classes so you will complete your degree in a reasonable

time frame. They can explain the process for course substitutions and help you plan ahead as you work toward your degree. **ALL FIRST TIME FRESHMAN STUDENTS MUST SEE AN ADVISOR BEFORE THEY WILL BE ALLOWED TO REGISTER FOR CLASSES.**

**2) CHECK COURSE RESTRICTIONS, COREQUISITES AND PREREQUISITES.** It is your responsibility to check course descriptions in the catalog for corequisites or prerequisites. If you enroll in a course with restrictions or that requires corequisites or prerequisites without meeting the requirements, you will be withdrawn from that course. Withdrawal will reduce your credit hours and effect your eligibility for financial aid, scholarships, and veteran's benefits.

**3) CLEAR HOLDS.** Holds on your record will prevent you from enrolling. Holds may be from Admissions Office, academic probation, academic suspension waivers, academic suspension, address verification, Advising Office, Financial Aid Office, Business Office, degree/major restrictions, unpaid parking citations and disciplinary actions. Holds may be addressed in the following locations:

*NOTE: An AT Hold will not prevent you from registering.*

**Administration Center**

**Business Office Holds:** Business Office and Cashiers (575) 624-7123

**Student Services Center**

**Admissions Holds:** Admissions and Records Office (575) 624-7141  
Warning, Probation, Suspension Waiver and Suspension

**Address Verification:**

Admissions and Records Office (575) 624-7141

**Financial Aid Holds:** Financial Aid Office (575) 624-7400

**Advising Services** (575) 624-7294

**Learning Resource Center**

**CAAP Testing Holds:** Instructional Center, Room 208 (575) 624-7227/7183

**Library Hold:** Library (575) 624-7282

**Security Office**

**Unpaid Parking Citation Holds:** Security Office (575) 624-7180

**MANDATORY CAMPUS ID CARDS**

All registered ENMU-Roswell students **MUST** have a valid student ID card if taking classes on campus or at an off-campus site within Chaves County. Student ID cards are optional for students who are **ONLY** taking courses online and will **NOT** be using campus facilities, such as the library, computer labs, or PE Center.

The Security Office will issue **FREE** ID cards to all individuals utilizing any campus facilities, including community members who may use only the PE Center or Library. For students, you will need to provide a current invoice showing credits applied towards tuition costs and a government issued photo ID, such as a driver's license. Validation stickers will be added each semester to keep IDs current by provided a current invoice.

**MANDATORY PARKING STICKERS**

All students, staff, and community members must have a mandatory **FREE** parking sticker displayed at the bottom left of their vehicle's windshield to avoid parking citations. The Security Office issues **FREE PARKING STICKERS** year round, with new stickers issued at the beginning of the academic year each August. To obtain a parking sticker, the Security Dept. must be presented with a valid campus ID card and the vehicle registration.

**SUMMER NEW VETERANS**

New students who wish to utilize veteran's education benefits for the summer 2019 semester must submit the required documentation, including the Request for Certification of Courses, to the Veteran's representative in the Office of Admissions and Records, located in the Student Services Center. The priority deadline for the submission of required eligibility documentation is June 4, 2019. Determination of eligibility may be delayed for students who submit documentation after the stated priority date.

**RETURNING VETERANS**

Returning Veterans may begin the enrollment process for the summer 2019 semester the week of April 7, 2019, by submitting the Request for Certification of Courses form to the Veteran's representative in the Office of Admissions and Records, located in the Student Services Building. The priority deadline for the submission of required documentation is June 4, 2019. Receipt of benefits may be delayed for students who submit documentation after the stated priority date.

**NOTE:** All veterans are subject to the void policy stated below. Once

enrolled, veterans must make payment arrangements or verify Third Party Payment Status (Chapter 31 and 33 Veterans only) with the Business Office.

#### LATE REGISTRATION AND DROP/ADD PERIODS

Late registration and the Drop/Add (D/A) period will be according to the session start date. All invoices are due and payable by the first day of classes, or you will be voided for non-payment. Students whose account is paid by a third party and students expecting to receive financial aid should verify that payment has been made to their student account. The following refund schedule will apply according to the part-of-term (POT).

#### Summer 2019 Drop/Add Schedule

POT	Begin	Drop/Add End Late Reg.	Last Day to Withdraw	End
8 weeks	6/3/19	6/4/19	7/12/19	7/26/19
1 <sup>st</sup> 4 weeks	6/3/19	6/4/19	6/21/19	6/28/19
2 <sup>nd</sup> 8 weeks	7/1/19	7/2/19	7/12/19	7/26/19

Students must pay close attention to the start dates that apply to their specific courses. Registration, drop/add periods, refund periods, and last day to withdraw will be different and is based on the session start date. If you have any questions, please call the Admissions and Records Office at (575) 624-7141, or the Business Office at (575) 624-7123.

#### Summer 2019 Refund Schedule POT-Part of Term All tuition and fees are due on July 5 POT 1

Begins	Ends
100% Tues. 6/4/2019	
90% Wed. 6/5/2019	Tues. 6/11/2019
50% Wed. 6/12/2019	Tues. 6/18/2019
25% Wed. 6/19/2019	Tues. 6/25/2019
0% Wed. 6/26/2019	End of Semester

#### POT 3

Begins	Ends
100% Tues. 6/4/2019	
50% Wed. 6/5/2019	Tues. 6/11/2019
25% Wed. 6/12/2019	Tues. 6/18/2019
0% Wed. 6/19/2019	End of Semester

#### POT 4

Begins	Ends
100% Tues. 7/2/2019	
50% Wed. 7/3/2019	Tues. 7/9/2019
25% Wed. 7/10/2019	Tues. 7/16/2019
0% Wed. 7/17/2019	End of Semester

#### TUITION PAYMENTS

Students are encouraged to register early for best course selection.

#### SUMMER:

Full payment or an initial payment on the payment plan is due at registration. Students who cannot pay in full have the option to make a 25% initial payment online, and set up a payment plan, using a bank account or credit card as your method of payment.

Students may sign up for the payment plan through the Online Payment Gateway on the campus web site: [www.roswell.enmu.edu](http://www.roswell.enmu.edu).

The following payment schedule will apply for summer 2019 registration periods:

Registration begins Sunday, April 7, 2019 through Tuesday, June 4, 2019. Students who register during this period must complete one of the payment options above by noon on April 12, 2019, or your classes will be dropped for non-payment.

Please note that students whose tuition is paid by a third party should make sure the Business Office receives advance authorization from third party agencies. Students receiving financial aid must have their file complete and their aid authorized to ensure enrollment. For more information, contact the Business Office at (575) 624-7124 or (575) 624-7125.

#### TUITION AND FEES

**TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE BY THE BOARD OF REGENTS OF ENMU. CHECK THE CAMPUS WEB SITE ([www.roswell.enmu.edu](http://www.roswell.enmu.edu)) FOR THE CURRENT TUITION/FEE RATES.** Tuition and fees are payable at time of registration unless prior arrangements have been made. ENMU-Roswell accepts Discover, Visa and Mastercard and American Express. In addition, ENMU-Roswell has a Deferred Tuition Payment Plan. Please ask at the Business Office for details.

A student is not officially enrolled until payment of tuition and fees has been received or a deferred payment plan has been authorized by the Business Office.

**Notice:** Students who do not wish to attend classes in which they are registered may drop classes through web registration, or at the Student Services Center through the end of the Add/Drop period. Students who wish to withdraw after the Add/Drop period must adhere to the withdrawal policy as published in the ENMU-Roswell College Catalog and/or the ENMU-Roswell Student Handbook. Students who fail to complete the withdrawal process will owe the full amount of tuition.

The three (3) categories of residency for tuition and fees at ENMU-Roswell are:

- 1) Resident, In-District -- for all official residents of Chaves County.
- 2) Resident, Out-of-District -- for all official residents of the State of New Mexico, outside of Chaves County.
- 3) Non-resident -- for all students who have not established official residency in the State of New Mexico.

#### Students carrying 12 or more semester hours: SUMMER 2019

Resident, In-District	
Tuition	\$936.00
Fees	192.00
Total.....	\$1,128.00
Resident, Out-of-District	
Tuition	\$1,020.00
Fees	192.00
Total.....	\$1,212.00
Non-resident*	
Tuition	\$2,616.00
Fees	192.00
Total.....	\$2,808.00

#### Students carrying 11 or fewer semester hours: SUMMER 2019

Resident, In-District	
Tuition per credit hour	\$78.00
Fees per credit hour	16.00
Total.....	\$94.00
Resident, Out-of-District	
Tuition per credit hour	\$85.00
Fees per credit hour	16.00
Total.....	\$101.00
Non-resident*	
Tuition per credit hour	\$ 218.00
Fees per credit hour	16.00
Total .....	\$ 234.00

Western Undergraduate Exchange	\$127.50
	16.00
Total.....	\$143.50

Flat Rate Western Undergraduate Exchange	\$1,530.00
	192.00
Total.....	\$1,722.00

\*Non-resident students are charged resident, out-of-district rates for the summer session and when taking 6 credit hours or less in a fall or spring semester.

\***Technology Fee.....\$15**

Distance Education Fee for students enrolled in online courses and off-campus ITV.....\$10.00/credit hour

\*See Special Course Fees under the Tuition/Fees section on the ENMU-Roswell web site [www.roswell.enmu.edu](http://www.roswell.enmu.edu)

#### TUITION OVERLOADS

Students who register for 12 to 18 hours will pay a flat rate. Any overload



rates begin at 19 hours and are charged at a per credit hour rate.

**ACCUPLACER PLACEMENT TEST**

The ACCUPLACER Placement Test helps new students determine their skill levels in the areas of English and math. The placement test takes approximately one and a half hour to complete. Prospective students are encouraged to review basic skills prior to taking the ACCUPLACER Placement Test. For additional information regarding the pre-ACCUPLACER practice test please call the tutoring lab at 575-624-7282. Review of basic skills prior to testing will ensure a more accurate course level placement, which may save students time, money, and effort. All entering students are required to test in each area unless they meet the exemptions.

Students with an ACT scores of 19 or higher in Math and 7 or higher in English are exempt from taking the ACCUPLACER Placement Test. Students with at least 30 credit hours or an associate degree are exempt from taking the ACCUPLACER Placement Test. In order to correctly place the student, the ACCUPLACER Placement Test must have been taken within the last three years. ACCUPLACER testing is limited to twice during an academic year. Students seeking a certain certificate are not required to take the Placement Test. Please see program requirements for testing information.

The placement exam is administered on a walk-in basis on Monday, Wednesday, and Thursday from 8:00 a.m. to 4:00 p.m., Friday from 8 a.m. to 10 a.m. For more information, please contact the Testing Services staff at (575) 624-7227 or (575) 624-7183. The placement schedule may be subject to change due to holidays or other special circumstances.

**TESTING SERVICES INFORMATION**

Testing Services is located on the second floor of the Instructional Center in Suite 208. It provides a variety of testing assessments and examinations for ENMU-Roswell students, staff, and individuals in the community. Besides the ACCUPLACER™ placement test (which is offered on computer, online nationally, or as a paper and pencil test), Testing Services administers various standardized national exams such as CLEP™ (College Level Examination Program); GED™ (General Education Development); ETS/HiSET (New Mexico High School Equivalency Test); Distance Education Proctoring and other tests as requested by individuals and departments (contact Testing Services regarding proctoring/sitting fees).

In addition to these standardized tests, Testing Services offers computer-based testing for teacher licensure program National Evaluation Series (NES™) examinations, GRE™ (Graduate Record Exam), MOST™ (Microsoft Office Specialist) certifications exam(s), FAA™, and the A+ Examination™. Students with special needs should contact Testing Services prior to taking the test to make arrangements for appropriate accommodations. For information concerning any of the testing programs offered, please call (575) 624-7227 or (575) 624-7183 or (575) 624-7258.



**ABBREVIATIONS**

ARR.....	Arranged Site
HHS.....	Hagerman High School
NMMI.....	New Mexico Military Institute
RAC.....	Roswell Adult Center
RAMT.....	Roswell Aviation Maintenance Technology Center
RASC.....	Roswell Arts and Sciences Center
RATC.....	Roswell Automotive Technology Center
RCAHPK.....	Cahoon Park
RCDC.....	Roswell Child Development Center
RFLD.....	Roswell Camp-Assigned Field Work
RHSC.....	Roswell Health Science Center
RIC.....	Roswell Instructional Center
RITC.....	Roswell Instructional Technology Center
RLRC.....	Roswell Learning Resource Center
ROTC.....	Roswell Occupational Technology Center
RPAC.....	Roswell Performing Arts Center
RPEC.....	Roswell Physical Education Center

RPOOL.....	Roswell Swimming Pool
RWEB.....	Web Based Course
UHS.....	University High School

**ADULT EDUCATION**

The Adult Education (AE) program offers FREE materials and instruction in citizenship, EL Civics, English Literacy (ESL), basic reading, writing, and math skills, life skills, and basic office skills. The program also offers preparation for individuals who want to earn their high school equivalency (HSE) or enter college. All classes are subject to change without prior notice. Instruction is available on an individual, self-paced basis or through the following classes:

<b>Title &amp; Location</b>	<b>Days</b>	<b>Times</b>
Math I (CSC 201-E)	M & W	8:15 AM - 10:15 AM
Math II (CSC 201-E)	T & TR	8:30 AM - 11:30 AM
Read & Write, Social Studies (LRC 122)	T & TR	10:30 AM - 11:30 AM
Science (CSC 201-E)	W	10:30 AM - 11:30 AM
<b>Title &amp; Location</b>	<b>Days</b>	<b>Times</b>
HSC Tutoring (CSC 201-E)	M-TR	11:30 AM - 12:30 PM
Orientation English (ENMU-R 201 E)	M-T	12:00 PM - 4:00 PM
Orientation Spanish (ENMU-R 201 E)	W	12:00 PM - 4:00 PM
ESL/HSE (Hagerman Middle School)	M-T	5:30 PM - 7:30 PM
HSE Prep. (ENMU-R 201-E)	M-T	6:00 PM - 8:00 PM
ESL/HSE (Portales)	M-W	8:00 AM - 4:00 PM
	Tuesday	6:00 PM - 8:00 PM
HSE Prep. (201-E)	M-T	6:00 PM - 8:00 PM
ESL (201) B	M-T	6:00 PM - 8:00 PM
ESL (Grace Community Church)	Wednesday	6:00 PM - 7:30 PM
	Sunday	5:00 PM - 6:30 PM
Computer Lab Instructor (CSC 201)	T & TR	11:00 AM - 2:00 PM
Computer Lab Instructor (CSC 201)	Wednesday	8:00 AM - 2:00 PM
IBEST CNA (HSC170)	T-W-F	8:00 AM - Noon
	Thursday	6:00 PM - 9:00 PM
IBEST EMS (HSC 160/233)	T-W-TR	6:00 PM - 10:00 PM
IBEST EMS Tutoring (HSC160/233)	T-W-TR	11:00 AM - 1:00 PM
IBEST EMS (HSC 160/233)	T-W-TR	1:00 PM - 5:00 PM
HSE Prep. (CCJDC)	M-TR	11:00 AM - 2:00 PM
HSE (CCDC) Males	T-W-TR	8:30 AM - 10:30 AM
HSE (CCDC) Females	T-W-TR	3:30 PM - 5:30 PM
Distance Learning (CSC 201)	M-TR	8:00 AM - 2:00 PM
HSC Prep. (NMYC IC Rm 116)	M-F	8:00 AM - 5:00 PM
HSE Prep. (NMYC IC Rm 119)	M-F	1:00 PM - 5:00 PM
HSE Prep. Tutoring (NMYC Rm 117/118)	Wednesday	2:30 PM - 3:30 PM
HSE Prep. Tutoring (NMYC Rm 117/118)	T & TR	9:30 AM - 10:30 AM

**LOCATIONS in ROSWELL (unless otherwise noted):**

Chamber of Commerce	100 S. Ave. A, Suite 10, Portales, NM 88130
Chaves County Detention Center (CCDC)	3701 S. Atkinson
Chaves County Juvenile Center (CCJDC)	400 E. Fourth Street
ENMU-Roswell AE Department (CSC), Suite 201	52 University Blvd.
ENMU-R Health and Science Center (HSC)	52 University Blvd.
ENMU-R Instructional Technology Center (ITC)	52 University Blvd.
ENMU-R Learning Resource Center (LRC)	52 University Blvd.
ENMU-R Occupational Technology Center (OTC)	52 University Blvd.
ENMU-R Physical Education Center (PEC)	52 University Blvd.
Grace Community Church	935 W. Mescalero Rd. Roswell, NM 88201
Hagerman Middle School	304 Cambridge Ave. Hagerman, NM 88232
NMYouth Challenge (NMYC)	Roswell, NM 31 Earl Cummings Loop

The AE program is located in Suite 201 on the second floor of the College Services Center above the Bookstore. For more information, stop by Suite 201 or call (575) 624-7271.

**ADULT EDUCATION HOURS**

Monday-Tuesday: 7:30 a.m. - 8:00 p.m.  
 Wednesday-Thursday: 7:30 a.m. - 5:30 p.m.  
 Friday: 8:00 a.m. - Noon

**SUMMER 2019 BOOKSTORE CHARGE DATES**

ENMU-Roswell's Bookstore is located on the first floor of the College Services Center. The Bookstore's extended hours for students to purchase their textbooks and supplies are:

Tuesday, May 28 <sup>th</sup>	7:30 a.m. to 5:30 p.m.
Wednesday, May 29 <sup>th</sup>	7:30 a.m. to 5:30 p.m.
Thursday, May 30 <sup>th</sup>	7:30 a.m. to 5:30 p.m.
Friday, May 31 <sup>th</sup>	8:00 a.m. to Noon
Monday, June 3 <sup>rd</sup>	7:30 a.m. to 6:00 p.m.
Tuesday, June 4 <sup>th</sup>	7:30 a.m. to 6:00 p.m.

**STUDENT ID/DRIVER'S LICENSES and CLASS SCHEDULE ARE REQUIRED ON ALL STUDENT CHARGES!**

The first day for student charges is Tuesday, May 28, 2019. The last day for student charges is Tuesday, June 4, 2019 at Noon. The last day for refunds/exchanges is Tuesday, June 4, 2019.

**RECEIPT IS REQUIRED FOR ALL REFUNDS AND EXCHANGES****TEXTBOOK REFUND POLICY**

Valid ID and receipt are required for all refunds and exchanges. ENMU-R Bookstore wants you to have the textbooks you need, so please double-check with your professor and your syllabus to ensure that you have purchased the correct textbooks before the last day for returns and exchanges. If books are purchased after Tuesday, June 4<sup>th</sup>, a summer 2019 class schedule is required along with the receipt and must be done within 7 business days from the date on the receipt. New books and other items must remain in new unmarked condition, including original unopened shrink-wrapping, tags, and packaging. All credit and debit purchases will be refunded to the card used at time of purchase. All check purchases require proof that the check has cleared before a cash refund will be given.

**Summer 2019 Textbook Rental Due Date is July 29, 2019**

Final Day for refunds/exchanges on textbooks and rentals will be Tuesday, June 4, 2019.

- Rentals MUST be returned on or before the Return Date noted on the receipt
- Rentals MUST be in saleable condition or the return may be denied
- If a rental is LATE or DAMAGED a Replacement Cost for the remainder of the New Book Value will be applied to the credit card that is on File.

Book Buyback is conducted every day throughout the year. Student ID is required. No receipt required.

**General Merchandise Refund Policy:**

Valid ID and receipt required for all returns, exchanges and refunds. Non-textbook items may be returned within 30 days of purchase. Items must be in new condition with no stains or worn marks and tags still attached. All clearance sales and gift card purchases are final.

**Thank You for shopping ENMU-R Bookstore**  
**www.enmu-roswellshop.com**

**Regular Bookstore Hours:**

Monday –Thursday: 8:00 a.m. to 5:00 p.m.  
Friday: 8:00 a.m. to Noon

**SIERRA VISTA VILLAGE**

Sierra Vista Village Student Housing Complex at ENMU-Roswell provides students with all the comforts of living on campus. Fully furnished apartments include private bedrooms, appliance equipped kitchens and Internet access. All utilities are paid. Experience innovative student living at ENMU-Roswell's Sierra Vista Village. Reserve your room now! Call (575) 347-7132 or visit us at [www.sierravistavillage.com](http://www.sierravistavillage.com).

**PRIVATE SUITE (Building) 1**  
**1 Bedroom + Study**                      **\$780 p/month-1 semester**  
**\$740 p/ month-2 semesters**  
**\$580 p/month-12 months**

**SUPERIOR SUITE-2/1 Standard**  
**2 Bedroom w/ kitchen**                      **\$580 p/month-1 semester**  
**\$540 p/ month-2 semesters**  
**\$435 p/month-12 months**

**COZY SUITE (Building 1)**  
**2 Bedroom w/ kitchenette**                      **\$465 p/month-1 semester**  
**\$425 p/ month-2 semesters**  
**\$345 p/month-12 months**

**SHARED SUITE**  
**4 Bedroom w/ kitchen**                      **\$430 p/month-1 semester**  
**\$390 p/month-2 semesters**  
**\$320/p/month-12 months**

- All units are fully furnished
- All utilities are included: Central Air, Heat, Power, HW
- Free internet hookup in every unit
- Brand new Deluxe Queen size beds
- Club House, Media Room, Gym, Study Room, Computer Center
- On Campus, No vehicle, No commute

**NOTE:** Rates subject to change without notice. \$200 Refundable Security Deposit.

**STUDENT HEALTH SERVICES**

Student Health Services are available on campus on a limited basis coordinated through LA CASA Family Health Center. A nurse practitioner provides services on campus for ENMU-Roswell students from Monday through Thursday, 8:00 am-Noon and 1:00 pm-6:00 pm. Individual student appointments are encouraged. The Student Health Clinic is located in Room 130 of the Health Science Center, 75 University Blvd. To schedule an appointment, call (575) 624-7106.

**CAMPUS DINING**

Food service at ENMU-Roswell is provided by Great Western Dining Services, Inc. We feature a wide variety of freshly prepared, great-tasting foods along with meal plan choices to fit everyone's lifestyle and an array of dining venues to satisfy every appetite. Great Western also offers professional, full service catering, both on and off-campus. Contact Dining Services at (575) 624-7306 or (575) 208-8244.

The Cafeteria is conveniently located in the Campus Union Building and is open to the public as well as serving the entire campus community.

**Hours of Operation:**

Monday – Friday

Breakfast: 6:30 a.m. – 8:30 a.m.

Continental Breakfast 8:30 a.m. – 9:00 a.m.

Lunch: 11:00 a.m. – 1:30 p.m.

Dinner: 4:30 p.m. – 6:00 p.m.

Dinner Friday: 5:00 p.m. – 6:00 p.m.

**SUMMER 2019 EXAMINATION SCHEDULE**

Examinations will be administered and scheduled at the discretion of the course instructor throughout the semester. Final exams will be comprehensive and administered during the last week of the term. Examinations in both face-to-face and online environments may require proctoring and extended periods of time and could include comprehensive writing assignments.

**ENMU ONE EASTERN CAMPUS COMMUNITY BENEFITS:**

All ENMU employees and students have the rights and privileges granted to them on their home campus available to them on any ENMU campus. For example, on the Portales campus, Roswell and Ruidoso employees and students have access to the following free of charge (except where noted) by simply presenting their ENMU ID:

- Bookstore
- Campus Events (Fundraisers not included)
- Cashier services
- Computer Labs
- Proctoring
- Library
- Parking Decals
- Post Office
- Tutoring
- Health Services (co-pay may apply)
- Cafeteria (charges will be at the student or employee rate)
- Athletics (Football free for students, \$10 for employees)



Success Starts Here!

**EQUAL OPPORTUNITY STATEMENT**

Eastern New Mexico University - Roswell University is an affirmative action and equal opportunity employer. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its education programs, activities, employment or admission, and the University is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner. For more information on Affirmative Action, Title IX or disability services, go to <https://www.roswell.enmu.edu/?s=affirmative+Action> or <https://www.roswell.enmu.edu/title-ix/> or <https://www.roswell.enmu.edu/?s=disability+services>.

**INFORMACION en ESPANOL**

La universidad ENMU-Roswell tiene abiertas sus puertas para toda aquella persona que desee continuar con sus estudios superiores. Los estudiantes de nuevo ingreso deben de llenar la solicitud de admisión. El estudiante La universidad cuenta también con las oficinas de Advising and Retention Center, Suite 101 en el edificio de Administración en donde los estudiantes pueden recibir orientación sobre las clases requeridas en su plan de estudios. Para mayor información llame al (575) 624-7294.

ENMU-Roswell cuenta también con fondos monetarios, con préstamos, y con becas para ayudar a costear los estudios de los estudiantes que lo necesiten. Para mayor información pase a la oficina de Financial Aid en Suite 115 en el edificio de Administración o llame al (575) 624-7152.

**CENTRO DE SERVICIOS PARA EXAMENES**

El Centro de Servicios para exámenes está localizado en el Centro de Instrucciones (IC 208). Se ofrecen los exámenes para obtener el GED, así como también el examen de ACCUPLACER para identificar el nivel académico de cada estudiante. Para mayor información llame al (575) 624-7227, (575) 624-7183 o al número siguiente (575) 624-7258.

Estudiantes con alguna discapacidad, o con necesidad de adaptaciones especiales para poder asistir a clases, deben de comunicarse al Departamento de Servicios Especiales, Special Services Department, al teléfono (575) 624-7286. Todos los cursos que la universidad ENMU-Roswell ofrece son en inglés, a no ser de que se especifique de diferente manera. debe de haber obtenido su diploma de High School o su equivalente, el GED. Para mayor información sobre los requisitos de admisión, pase a las oficinas de Admissions and Records en el edificio de Administración o llame al (575) 624-7141.

Como un servicio para nuestros residentes de habla hispana, el programa de Educación Básica para los Adultos, Adult Basic Education, ofrece clases gratuitas en diferentes materias de inglés y de Inglés como Segunda Lengua, proveyendo al mismo tiempo el material necesario para las mismas. El programa ABE ofrece también clases gratuitas para obtener la ciudadanía, para capacitar al estudiante en los conceptos básicos del trabajo de oficina y para prepararlo para obtener el GED (equivalente del diploma de High School). Para mayor información llame al (575) 624-7271.

**IMPORTANT PHONE NUMBERS**

Admissions and Records.....	(575) 624-7141
Advising Services.....	624-7294
Billing Information .....	624-7123
Bookstore .....	624-7192
Center for Workforce and Community Dev.....	624-7164
Computer Services/Blackboard Help Desk.....	624-7491
Dual Credit Coordinator.....	624-7168
Financial Aid.....	624-7400
Housing.....	347-7132
Instructional Units:	
Arts & Sciences Education .....	624-7253
Health Education.....	624-7235
Technical Education .....	624-7147/624-7337
Main Number.....	624-7000
New Student Relations Office.....	624-7168
Safety/Security .....	624-7180/624-7181
Student Outreach Program .....	624-7201
Success Center.....	624-7003
Testing Services.....	624-7227/624-7183/624-7258
Tutoring .....	624-7003

**ENMU-ROSWELL ALUMNI ASSOCIATION**

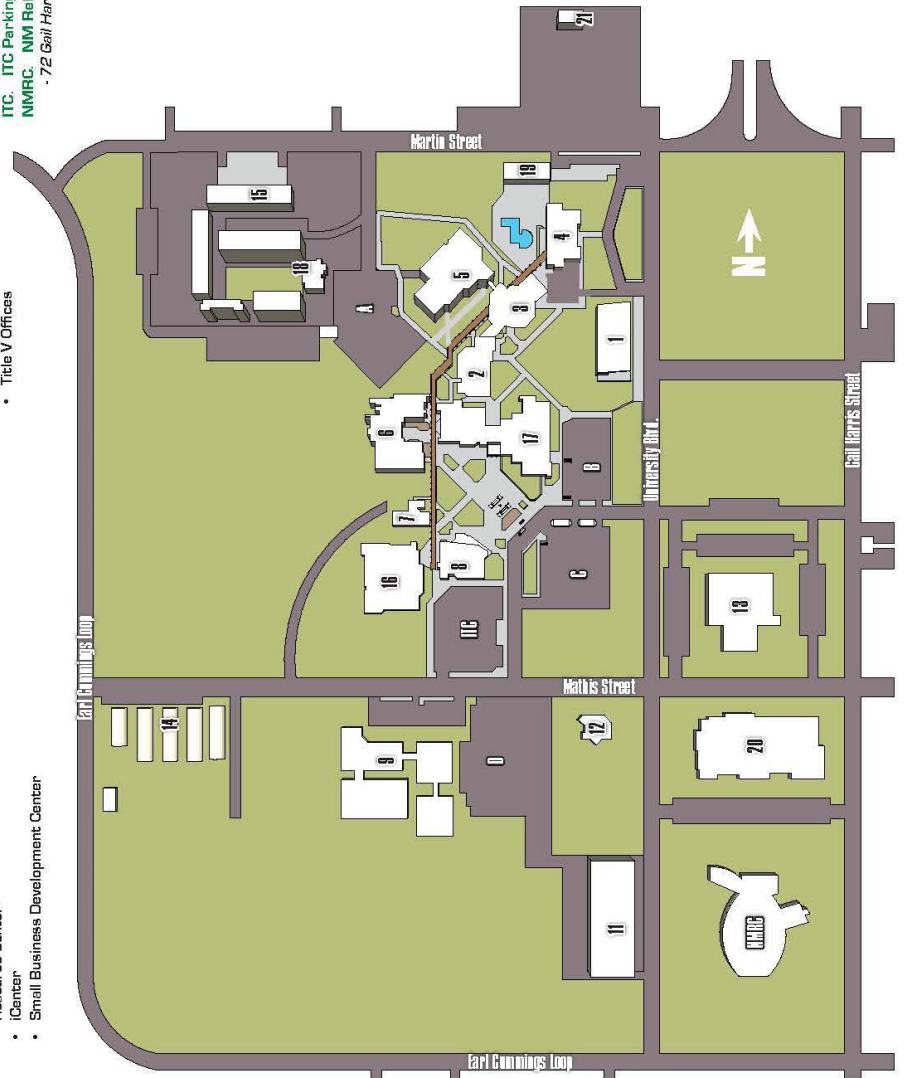
THE ENMU-ROSWELL FOUNDATION IS BUILDING AN ALUMNI ASSOCIATION. IF YOU ARE A FORMER STUDENT OR GRADUATE OF ENMU-ROSWELL, GO TO THE WEB SITE ADDRESS BELOW TO SIGN UP AND STAY CONNECTED TO ENMU-ROSWELL!

[www.roswell.enmu.edu/foundation/alumni.php](http://www.roswell.enmu.edu/foundation/alumni.php)



# ENMU-Roswell Campus Map

1. Student Services Center (RSSC)  
-56 University Blvd.  
  - Admissions Office
  - Advising Services
  - Dual Enrollment Office
  - Financial Aid Office
  - New Student Relations
2. Administration Center (RAC)  
-52 University Blvd.  
  - Board Room 135
  - Budget Office/Business Office/Cashiers
  - College Development Office
  - Foundation Office
  - Institutional Research
  - President
  - Vice President for Academic Affairs
  - Vice President for Business Affairs
3. College Services Center (RCSC)  
-52A University Blvd.  
  - Adult Education
  - Bookstore/Shipping & Receiving
  - Student Outreach Offices-TRIO
4. Campus Union Building (RCUB)  
-48 University Blvd.  
  - Cafeteria
  - Conference Facilities
  - Alcove Room
  - Fireplace Room (CLB 102)
  - Multipurpose Room
  - CLUB Conference Room
5. Physical Education Center (RPEC)  
-52B University Blvd.  
  - Gymnasium
  - Intramurals
6. Instructional Center (RIC)  
-58A University Blvd.  
  - Arts and Sciences Education Unit
  - Early College High School
  - Portables Information Center
  - Testing Center
  - Campus Security
7. Performing Arts Center (RPAC)  
-64 University Blvd.  
  - Auditorium
  - Lawrence C. Harris Occupational Technology Center (ROTC)
8. Technical Education Unit  
-20 W. Mathis  
  - CWCC
  - Career Success/Veteran's Resource Center
  - iCenter
  - Small Business Development Center
9. Child Development Center (RDOC)  
-61 University Blvd.  
  - Fine Arts
  - Human Resources/Payroll
  - Special Services
10. Aviation Maintenance Technology Center (RAMT)  
-12 W. Challenger  
  - Warehouse
  - Quonset Huts
  - Residencce Halls (vacant)
11. Automotive & Welding Technology Center (RATC)  
-78 University Blvd.  
  - Auto Mechanics
  - Welding
12. Child Development Center (RDOC)  
-8 W. Mathis  
  - Arts & Science Center (RASAC)
  - GEAR UP Offices
13. Arts & Science Center (RASAC)  
-61 University Blvd.  
  - Fine Arts
  - Human Resources/Payroll
  - Special Services
14. Physical Plant Operations  
-36, 34, 32, 30, 28 W. Mathis  
  - Facilities Office
  - Shop
15. Warehouse  
-78 University Blvd.  
  - Quonset Huts
  - Residencce Halls (vacant)
16. Instructional Technology Center (RITC)  
-23 W. Mathis  
  - Computer Classrooms
  - Science Labs
17. Learning Resource Center (RLRC)  
-58 University Blvd.  
  - Computer Services
  - Library
  - Media Services
  - Success Center
  - Title V Offices
18. Sierra Vista Village (Housing Complex)  
-32, 30, 28 W. Martin  
-28 W. Martin (Clubhouse)  
-20 W. Martin  
  - Health Science Center (RHSC)
  - Health Science Center (RHSC)
  - Dental Clinic-La Casa
  - Health Education Unit
  - Student Health Services - Suite 130
19. Swimming Pool/Pool House (RPOOL)  
-20 W. Martin
20. Health Science Center (RHSC)  
-75 University Blvd.  
  - Dental Clinic-La Casa
  - Health Education Unit
  - Student Health Services - Suite 130
21. ODL/Test Center  
-40 University Blvd.  
  - A. Parking Lot A
  - B. Parking Lot B
  - C. Parking Lot C
  - D. Parking Lot D
  - ITC. ITC Parking Lot



# Eastern New Mexico University-Portales

## COURSE OFFERINGS AND REGISTRATION INFORMATION

Customize your education at ENMU. Attend ENMU Portales classes on campus or online. Access course listings and important registration information at [www.enmu.edu/ClassInfo](http://www.enmu.edu/ClassInfo). Before registering, review the Must-Read Registration Information link which provides helpful details in navigating the class schedule and starting coursework at ENMU Portales.

Please note, courses coded with a "WW" section number are web courses that do not require face-to-face course attendance. Courses with "AW" section numbers are asynchronous Mediasite, meaning students do not need to attend face-to-face classes but are required to watch recorded lectures according to a regular weekly schedule. Courses coded with "SW" section numbers are synchronous Mediasite, in which students are required to attend live lectures via webcam. Contact individual instructors to determine specific asynchronous or synchronous course requirements.

If you have any questions about registering for classes at ENMU Portales, contact the Advising Center as (575) 562-2338.



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