

SUMMER/FALL 2020 INFORMATION

All information is subject to change due to COVID-19 status.
Please refer back periodically for any updates.



ADVISOR INFORMATION

- ☐ Not Seeking a Degree or Certificate
- ☐ Summer School Only
- ☐ Undecided

SUBJECT AREA

ASSOCIATE OF ARTS DEGREE

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

ASSOCIATE OF SCIENCE DEGREE

- ☐ Biology
- ☐ Community Paramedic
- ☐ Early Childhood Education
- ☐ Mathematics
- ☐ Nursing
- ☐ STEM-Mathematics and Science
- ☐ Teacher Education-Early Childhood Education
- ☐ Teacher Education-Elementary Education
- ☐ Teacher Education-Secondary Education

ASSOCIATE OF APPLIED SCIENCE DEGREE

- ☐ Automotive Technology
- ☐ Aviation Maintenance Technology
- ☐ Engineering and Design Technology
- ☐ Fire Science - EMS Concentration
- ☐ Fire Science - Structural Fire Concentration
- ☐ Heating, Ventilation, Air Conditioning-Refrigeration Technology
- ☐ Media Arts - Film Technology
- ☐ Media Arts - Graphic Design
- ☐ Medical Assisting
- ☐ Occupational Safety Engineering and Environmental Management Technologies
- ☐ Occupational Therapy Assistant
- ☐ Office Management and Technologies
- ☐ Paramedic
- ☐ Police Science
- ☐ Professional Pilot Training-Fixed Wing
- ☐ Respiratory Therapy
- ☐ Welding Technology

CERTIFICATE OF ACHIEVEMENT

- ☐ Aviation Maintenance Technology
- ☐ Computer and Network Cyber Security
- ☐ General Education Completion Option 1
- ☐ General Education Completion Option 2
- ☐ Professional Pilot Training-Fixed Wing Basic
- ☐ Professional Pilot Training-Fixed Wing Intermediate

CERTIFICATE OF OCCUPATIONAL TRAINING

- ☐ Early Childhood Education
- ☐ Emergency Medical Technician-Paramedic
- ☐ Engineering and Design Technology
- ☐ Heating, Ventilation, Air Conditioning Technology

- ☐ Media Arts-Game Design
- ☐ Medical Assisting

CERTIFICATE OF EMPLOYABILITY

- ☐ Automotive Technology-Brakes
- ☐ Automotive Technology-Diesel
- ☐ Automotive Technology-Level I
- ☐ Automotive Technology-Level II
- ☐ Bookkeeping/Accounting
- ☐ Commercial Driver's License
- ☐ Commercial Refrigeration
- ☐ Community Paramedic
- ☐ Emergency Medical Technician
- ☐ Emergency Medical Technician-Advanced (AEMT)
- ☐ Engineering and Design Technology-Architecture
- ☐ Engineering and Design Technology-Surveying
- ☐ Human Services-Alcohol and Drug Abuse Studies
- ☐ Human Services-Helping Relationship Skills
- ☐ Industrial Engineering Technology - Construction Trades
- ☐ Media Arts - Film Technology
- ☐ Media Arts - Graphic Design
- ☐ Medical Scribe
- ☐ 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
- ☐ Professional Pilot Training-Advanced
- ☐ Welding Technology - Basic
- ☐ Welding Technology - Pipe
- ☐ Welding Technology - Advanced

ENMU-ROSWELL YOUTH CHALLENGE TRAINING PROGRAMS

CERTIFICATE OF EMPLOYABILITY

- ☐ NMYCA Training Program - Automotive
- ☐ NMYCA Training Program - Construction Trades
- ☐ NMYCA Training Program - Emergency Responder
- ☐ NMYCA Training Program - Fire Science
- ☐ NMYCA Training Program - Health Care Clerk
- ☐ NMYCA Training Program - Media Arts
- ☐ NMYCA Training Program - Nursing Assisting
- ☐ NMYCA Training Program - Welding

SPECIAL SERVICES CERTIFICATE OF OCCUPATIONAL TRAINING

Special Services Program fees apply.

- ☐ Animal Healthcare
- ☐ Auto Mechanics
- ☐ Building Maintenance
- ☐ Child Care Attendant
- ☐ Food Service
- ☐ Office Skills
- ☐ Stocking and Merchandising

SPECIAL SERVICES CERTIFICATE OF ACHIEVEMENT

Special Services Program fees apply.

- ☐ Independent Living

Persons with Disabilities: Students needing special accommodations should contact the Disability Services Office at Eastern New Mexico University-Roswell at (575) 624-7218.

UNIVERSITY CALENDAR SUMMER/FALL 2020

SUMMER 2020

APR. 5 (SU)	REGISTRATION OPENS FOR SUMMER AND FALL SEMESTER
JUN. 1 (M)	8-WEEK SESSION BEGINS-SUMMER 2020 (6/01/2020 - 7/24/2020)
JUN. 2 (T)	8-WEEK SESSION - ADD/DROP AND LATE REGISTRATION (ONE DAY ONLY)
JUN. 12 (F)	LAST DAY TO APPLY FOR FALL GRADUATION
JUL. 3 (F)	OBSERVED INDEPENDENCE DAY HOLIDAY - NO CLASSES; CAMPUS CLOSED
JUL. 10 (F)	8-WEEK SESSION - LAST DAY TO WITHDRAW
JUL. 20-24 (M-F)	8-WEEK SESSION - FINAL EXAMS
JUL. 23 (TH)	SPECIAL SERVICES GRADUATION

FALL 2020

AUG. 13 (TH)	FACULTY ON CAMPUS
AUG. 14 (F)	FACULTY/STAFF IN-SERVICE
AUG. 17 (M)	16-WEEK SESSION BEGINS FALL 2020 (8/17/20-12/11/20)*
AUG. 17 (M)	16-WEEK SESSION - BEGIN ADD/DROP AND LATE REGISTRATION
AUG. 17 (M)	FIRST 8-WEEK SESSION BEGINS FALL 2020 (8/17/20-10/9/20)*
AUG. 18 (T)	FIRST 8-WEEK SESSION - ADD/DROP AND LATE REGISTRATION (ONE DAY ONLY)
AUG. 21 (F)	16-WEEK SESSION - END OF ADD/DROP; END OF LATE REGISTRATION
SEPT. 7 (M)	LABOR DAY HOLIDAY - NO CLASSES; CAMPUS CLOSED
SEPT. 11 (F)	FIRST 8-WEEK SESSION - LAST DAY TO WITHDRAW
OCT. 5 (M)	EASTERN NM STATE FAIR DAY - NO CLASSES; CAMPUS CLOSED
OCT. 3-9 (S -- F)	16-WEEK SESSION - MIDTERM EXAMS
OCT. 9 (F)	LAST DAY TO APPLY FOR SPRING 2021 GRADUATION
OCT. 9 (F)	FIRST 8-WEEK SESSION - LAST DAY OF CLASS
OCT. 12 (M)	SECOND 8-WEEK SESSION BEGINS FALL 2020 (10/12/20 - 12/11/20)*
OCT. 13 (T)	SECOND 8-WEEK SESSION - ADD/DROP AND LATE REGISTRATION (ONE DAY ONLY)
OCT. 23 (F)	16-WEEK SESSION - LAST DAY TO WITHDRAW
NOV. 1 (SU)	REGISTRATION OPENS FOR SPRING SEMESTER
NOV. 6 (F)	SECOND 8-WEEK SESSION - LAST DAY TO WITHDRAW
NOV. 25-29 (W-SU)	THANKSGIVING RECESS - NO CLASSES; CAMPUS CLOSED
NOV. 30 (M)	CAMPUS REOPENS; INSTRUCTION RESUMES AT 8:00 AM
DEC. 7-8 (M-T)	16-WEEK SESSION AND SECOND 8-WEEK SESSION - FINAL EXAMS
DEC. 8 (T)	16-WEEK SESSION AND SECOND 8-WEEK SESSION - LAST DAY OF SEMESTER
DEC. 10 (TH)	COMMENCEMENT
DEC. 24, 2020 (TH) --	WINTER BREAK (BEGINS AT 5:30 PM ON WEDNESDAY, DECEMBER 23); NO CLASSES;
JAN. 1, 2021 (F)	CAMPUS CLOSED

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
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
Security.....	624-7180
Special Fees.....	624-7123
Special Services.....	624-7218
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/fall 2020 registration and class information. For more information, call (575) 624-7000, or visit our web site at 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, 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

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 Education 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). **Academic support is provided by faculty, professional tutors, and student tutors for any currently enrolled student seeking academic assistance. Additionally, the Success Center provides dedicated spaces for collaborative or individual study. A staffed computer lab with printing capabilities is also located in the Success Center. Workshops are offered on a weekly basis.**

SUCCESS CENTER HOURS:

Adjusted Success Center Services

To enter the Learning Resource Center, a student must present a current Student ID.

Hours

Monday- Thursday
10:00 AM to 4:00 PM
Closed Friday, Saturday and Sunday

Computer Lab

Open with social distancing protocols in place.

Tutoring

- Due to limited staffing, appointments are requested.
- In-person tutoring offered only during operational hours as listed above.
- Online tutoring offered 9:00 AM to 5:00 PM.
- Sessions are limited to 30 minutes.

Tutoring is available for the following subjects:

- MATH 097, 098, 1130, 1220, 1350
- BCIS 1130, CIT 101

(please email or call for a Blackboard Collaborate session or for an in-person session)

Writing Assistance is available only through online submissions.

- Papers must be submitted through the Success Center email.

Independent Study

Space is available for students to bring their laptops and use Success Center Wi-Fi.

Study Rooms

Study Rooms are closed

Workshops

Staff will be developing workshops to be offered online.

Academic Coaching

By appointment only, online or on-site during operational hours.

Cougar Cafe

Closed

Contact Information:

Success Center Front Desk 575-624-7225

Success Center Email: successcenter@roswell.enmu.edu

David Almond, STEM Tutor Coordinator and Content Specialist
575-624-7054

david.almond@roswell.enmu.edu

Eileen Romero, Student Development Specialist, Tech Emphasis
575-624-7073

eileen.romero@roswell.enmu.edu

Dr. Russell Baker, Director, STEM Academic Support/Success Center
russell.baker@roswell.enmu.edu
575-624-7246

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/icenter/>

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:

Director, Irina Galassini:

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 2020 semester must submit an Application for Graduation prior to the application deadline date of June 12, 2020. The application can be accessed online at 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 2020 session begins Monday, June 1, 2020 and ends on Friday, July 24, 2020.

Regular fall 2020 session begins Monday, August 17, 2020 and ends on Friday, December 11, 2020.

INSTRUCTOR INFORMATION FOR SUMMER CLASSES 2020

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 login 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:

Due to concerns regarding the spread of COVID-19, the campus is currently closed to the public. We are serving students through email and telephone at this time. Registration for Summer and Fall semesters will open on Monday, April 6th.

Students are encouraged to contact Academic Advisors via e-mail and phone to receive assistance with class registration. 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. Students are encouraged to contact Academic Advisors assigned to their program of study to receive registration assistance. Please contact the following advisors based on your program of study:

Arts and Sciences Programs and Health Programs:

Nika Najafova, Interim Director of Advising Services, at 575-624-7044 or nika.najafova@roswell.enmu.edu

Technical Education Programs:

Louella Chavez, Technical Education Academic Advisor, at 575-624-7376 or louella.chavez@roswell.enmu.edu

STEM Programs:

Corey Fisher, STEM Program Coordinator, at 575-624-7401 or corey.fisher@roswell.enmu.edu

Academic Advisors are available from 10:00 am – 2:00 pm, Monday – Thursday, until further notice. The Academic Advising department may be reached at 575-624-7294 or advising.center@roswell.enmu.edu. Academic advisors will promptly respond to your e-mails and calls within 24 hours to answer your questions and provide registration assistance. Please keep in mind that these are temporary adjustments as a response to COVID-19. We will continue to update students and the public as circumstances change and information becomes available.

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.

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 2020 Refund Schedule POT-Part of Term All tuition and fees are due on July 6 POT 1

	Begins	Ends
100%		Tues. 6/2/2020
90%	Wed. 6/3/2020	Tues. 6/5/2020
50%	Wed. 6/6/2020	Tues. 6/8/2020
25%	Wed. 6/9/2020	Tues. 6/11/2020
0%	Wed. 6/12/2020	End of Semester

POT 3 - 1st 4 week session

	Begins	Ends
100%		Tues. 6/2/2020
50%	Wed. 6/3/2020	Tues. 6/5/2020
25%	Wed. 6/6/2020	Tues. 6/8/2020
0%	Wed. 6/9/2020	End of Semester

FALL INFORMATION TBA

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.

The following payment schedule will apply for summer 2020 registration periods:

Registration begins Sunday, April 5, 2020 through Tuesday, June 2, 2020. Students who register during this period must complete one of the payment options above by noon on April 10, 2020, 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) 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/FALL 2020

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/FALL 2020

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

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.

TESTING SERVICES INFORMATION

ENMU-R College campus is physically closed to students and employees. Testing Services Department is closed until further notice. We are currently unable to proctor at this time due to the current global pandemic. Should you have any questions please call 575-624-7227 or email Juan Hernandez at juan.hernandez@roswell.enmu.edu or sarahi.diaz@roswell.enmu.edu. You will receive a response to your email within 24 hours.

**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:

Due to concerns regarding the spread of COVID-19, the campus is currently closed to the public. We are serving students through email and telephone at this time. We will continue to update students and the public as circumstances change and information becomes available.

Staff is available from 10:00 am – 2:00 pm, Monday – Thursday, for the following departments:

Admissions & Records	575-624-7141
Adult Education	575-624-7271
Advising Services	575-624-7294
Financial Aid	575-624-7400
(add Testing and others)	

SUMMER 2020 BOOKSTORE CHARGE DATES**SUMMER 2020 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 26th	7:30 am- 5:30 pm
Wednesday	May 27th	7:30 am- 5:30 pm
Thursday	May 28th	7:30 am- 6:00 pm
Friday	May 29th	8:00 am- 12:00 pm
Saturday	May 30th	8:00 am- 12:00 pm
Monday	June 1st	7:30 am- 6:00 pm
Tuesday	June 2nd	7:30 am- 6:00 pm

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

The first day for student charges is Tuesday, May 26, 2020. The last day for student charges is Tuesday, June 2, 2020. The last day for refunds/exchanges is Friday, June 5, 2020

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 Friday, June 5th, a summer 2020 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 2020 Textbook Rental Due Date is Monday July 27, 2020

Final Day for refunds/exchanges on textbooks and rentals will be Friday, June 5, 2020.

- 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.

PRIVATE SUITE

from \$699/month

Spacious, granite/stainless kitchen:

1 Bedroom + Study/Living Room/1 bathroom

PRIVATE APARTMENT

from \$650/month

Granite/stainless kitchen/private washer/dryer:

1 Bedroom/1 bathroom

DELUXE SUITE

from \$475/month

Oversized kitchen and Living Room/private washer/dryer:

2 Bedrooms/1 bathroom

SUPERIOR SUITE-2/1 Standard

from \$435/month

Spacious, washer/dryer:

2 Bedroom/1 bathroom

COZY SUITE

from \$375/month

Granite/stainless kitchen:

2 Bedroom/1 bathroom

SHARED SUITE

from \$335/month

Shared experience, most economical/private washer/dryer:

4 Bedroom w/ kitchen

- **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.

SUMMER/FALL 2020 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

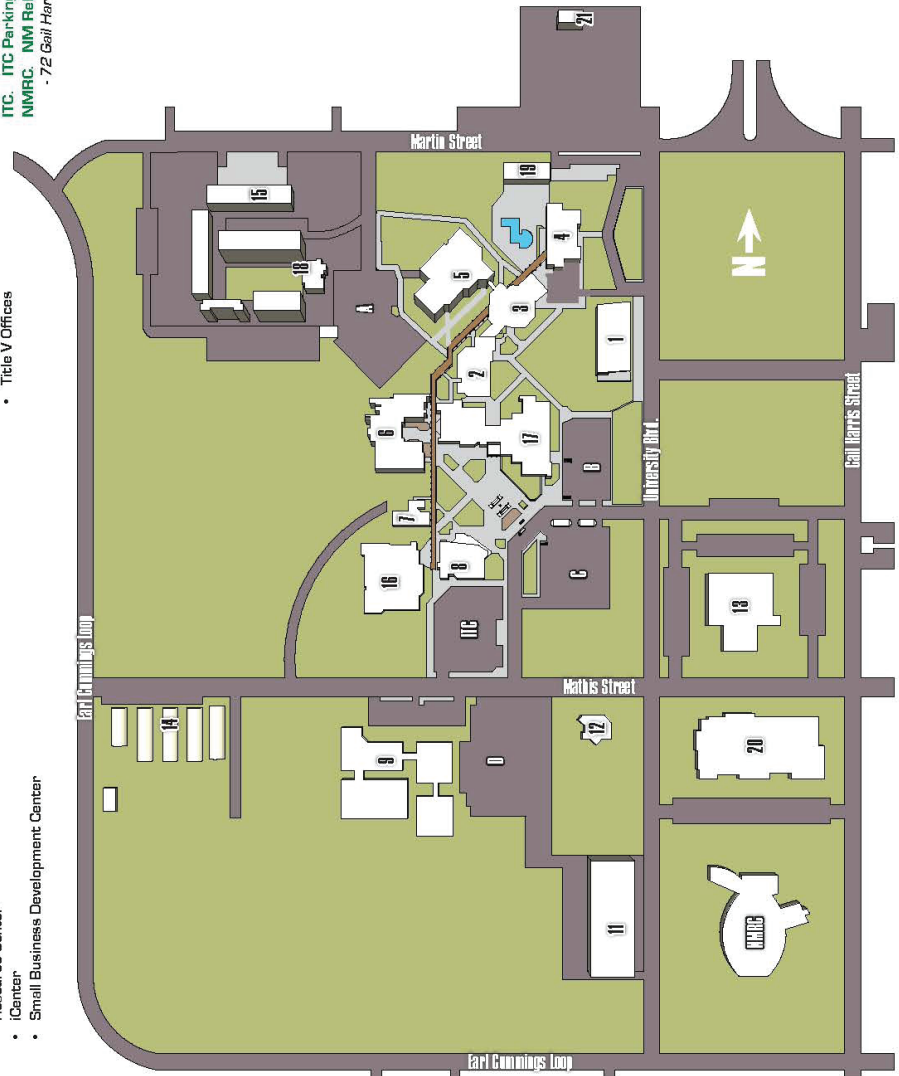
THE ENMU-ROSWELL FOUNDATION IS BUILDING AN ALUMNI ASSOCIATION. IF YOU ARE A FORMER STUDENT OR GRADUATE OF ENMU-ROSWELL, GO TO THE WEB SITE ADDRESS BELOW TO SIGN UP AND STAY CONNECTED TO ENMU-ROSWELL!

www.roswell.enmu.edu/foundation/alumni.php



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
• Campus Union Building (RCUB)
-48 University Blvd.
• Cafeteria
• Conference Facilities
• Alcove Room
• Fireplace Room (CUB 102)
• Multipurpose Room
• CUB 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
• Portales Information Center
• Testing Center
• Campus Security
-5 Mars Rd.
7. Performing Arts Center (RPAC)
-64 University Blvd.
• Auditorium
• Lawrence C. Harris Occupational
Technology Center (ROTC)
-20 W. Mathis
8. Technical Education Unit
• Career Success/Veteran's
Resource Center
• iCenter
• Small Business Development Center
9. Arts & Science Center (RASC)
-61 University Blvd.
• GEAR UP Offices
• Fine Arts
• Human Resources/Payroll
• Special Services
10. Aviation Maintenance
Technology Center (RAMT)
-12 W. Challenger
• Warehouse
• Quonset Huts
• Resin Halls (vacant)
11. Automotive & Welding
Technology Center (RATC)
-78 University Blvd.
• Auto Mechanics
• Welding
12. Child Development Center (RDOC)
-8 W. Mathis
13. Child Development Center (RASC)
-61 University Blvd.
• GEAR UP Offices
• Fine Arts
• Human Resources/Payroll
• Special Services
14. Physical Plant Operations
-36, 34, 32, 30, 28 W. Mathis
• Facilities Office
• Shop
15. Residence 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. Health Science Center (RHSC)
-75 University Blvd.
• Dental Clinic-La Casa
• Health Education Unit
• Student Health Services - Suite 130
19. GDL/Test Center
-40 University Blvd.
• Parking Lot A
• Parking Lot B
• Parking Lot C
• Parking Lot D
• ITC, ITC Parking Lot
NIMRC: NM Rehabilitation Center
-72 Gail Harris
18. Sierra Vista Village
[Housing Complex]
-32, 30, 28 W. Martin
-28 W. Martin (Clubhouse)
-20 W. Martin
Swimming Pool/Pool House (RPOOL)



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. 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.



**Explore.
Experience.
Excel.**