

Graduation Steps: Checklist

Whether or not you chose to participate in the graduation ceremony, following this checklist will help you complete the steps necessary to ensure you meet the requirements for your degree, and your diploma or certificate will be mailed.

Reminder: *There is no summer commencement. If you graduate in the summer, you can choose to participate in either the preceding spring commencement or the following fall commencement as long as you meet the application deadline for your chosen semester.

SPEAK TO YOUR ADVISOR

Make an appointment with your program advisor or academic advisor for your declared major prior to submitting your graduation application to ensure you have met all requirements to complete your certificate/degree, including any course substitutions you may need.

Call Advising Services at (575) 624-7294.

CHECK FOR HOLDS

Check your Self-Service Banner in [Cosmolink](#) for holds on your account. If you have holds, they must be resolved prior to graduation. Having holds on your record can prevent the mailing of your certificate or diploma.

Call Admissions & Records (575) 624-7141 with any questions.

CHECK YOUR STUDENT EMAIL

Make sure to check your student email for important notices about graduation and financial aid EXIT interviews.

Call Financial Aid at (575) 624-7400 or Admissions & Records at (575) 624-7141 with any questions.

UPDATE INFO

Complete a [Change Form](#) to update address, phone number, or a legal name change.

Call Admissions & Records at (575)624-7141 with any questions.

CAP AND GOWN

Call the Bookstore at (575) 624-7192 with questions about ordering your cap and gown.

TURN IN TRANSCRIPTS

Turn in OFFICIAL transcripts from all colleges or universities you have attended to Admissions & Records. Transcripts can be mailed to:

Admissions & Records
Eastern New Mexico University – Roswell
P.O. Box 6000
Roswell, NM 88202

Call Admissions & Records at (575) 624-7141 with questions.

Reminder: If you are awarded, your physical diploma/certificate will be mailed to the address we have on file 8-10 weeks after final grades post and a final audit is completed.