

SPRING  
2023

# INFORMATION GUIDE



*Success Starts Here!*

# ADVISOR INFORMATION

## ASSOCIATE OF ARTS

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

## ASSOCIATE OF SCIENCE

- Agriculture
- Biology
- Community Paramedic
- Early Childhood Teacher Education (non-licensure)
- Mathematics
- Nursing
- Teacher Education-Early Childhood Education
- Teacher Education-Elementary
- Teacher Education-Secondary Education

## ASSOCIATE OF APPLIED SCIENCE

- Automotive Technology
- Aviation Maintenance Technology
- Engineering and Design Technology
- Fire Science - Structural (Urban) Fire Concentration
- Heating, Ventilation, Air Conditioning-Refrigeration
- 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-Airframe
- Aviation Maintenance Technology-Powerplant
- General Education Completion
- General Education Completion STEM
- Professional Pilot Training - Fixed Wing Basic
- Professional Pilot Training - Fixed Wing Intermediate

## CERTIFICATE OF OCCUPATIONAL TRAINING

- Early Childhood Education
- Paramedic
- Engineering and Design Technology
- Heating, Ventilation & Air Conditioning Technology Technology
- Media Arts - Game Design
- Medical Assisting

## CERTIFICATE OF EMPLOYABILITY

- Advanced Emergency Medical Technician (AEMT)
- 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
- Engineering and Design Technology-Architecture
- Human Services-Alcohol and Drug Abuse Studies
- Human Services-Helping Relationship Skills
- 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 and Health Specialist
- Certified Occupational Safety and Environmental Technician
- Certified Occupational Safety and Health Trainer
- Office Assistant
- Pharmacy Technician
- Phlebotomy
- Professional Pilot Training-Fixed Wing Advanced
- Welding Technology - Basic
- Welding Technology - Advanced
- Welding Technology - Pipe Welding

## Youth ChalleNGe Training Programs CERTIFICATE OF EMPLOYABILITY

- Automotive
- Construction Trades
- Emergency Responder
- Fire Science
- Health Care Clerk
- Media Arts
- Microsoft Office
- Nursing Assisting
- Welding

## SPECIAL SERVICES CERTIFICATE OF OCCUPATIONAL TRAINING

*Special Services Program fees apply.*

- Animal Healthcare Core 1
- Animal Healthcare Core 2
- Child Care Attendant Core 1
- Child Care Attendant Core 2
- Food Service Core 1
- Food Service Core 2
- Office Skills Core 1
- Office Skills Core 2
- Stocking and Merchandising Core 1
- Stocking and Merchandising Core 2

## SPECIAL SERVICES CERTIFICATE OF ACHIEVEMENT

*Special Services Program fees apply.*

- Independent Living Core 1
- Independent Living Core 2

*Persons with Disabilities interested in the Special Services Program offerings contact the Special Services Office at Eastern New Mexico University at (575)624-7286*

# UNIVERSITY CALENDAR

## SPRING 2023

|                          |   |
|--------------------------|---|
| Jan. 2 (M)               | Campus Reopens  |
| Jan. 12 (Th)             | Faculty on Campus   |
| Jan. 13 (F)              | Faculty/Staff In-Service  |
| <b>Jan. 16 (M)</b>       | <b>Martin Luther King Jr. Day - Campus Closed</b>                   |
| Jan. 17 (T)              | 16-Week Session Begins Spring 2023 (1/17/23 - 5/09/23)              |
| Jan. 17 (T)              | 16-Week Session—Begin Add/Drop and Late Registration                |
| Jan. 17 (T)              | First 8-Week Session Begins Spring 2023 (1/17/23 - 3/10/23)         |
| Jan. 18 (W)              | First 8-Week Session—Add/Drop and Late Registration (One Day Only)  |
| Jan. 20 (F)              | 16-Week Session—End of Add/Drop; End of Late Registration           |
| Feb. 10 (F)              | First 8-Week Session—Last Day to Withdraw                           |
| <b>Feb. 20 (M)</b>       | <b>Presidents' Day - No Classes; Campus Closed</b>                  |
| February 24 (F)          | Last Day to Apply for Summer Graduation                             |
| Mar. 4 – Mar. 10 (S - F) | 16-Week Session—Midterm Exams                                       |
| March 10 (F)             | First 8-Week Session – Last Day of Class                            |
| <b>March 18-24 (S-F)</b> | <b>Spring Break-No Classes; Campus Open</b>                         |
| March 27 (M)             | Instruction Resumes at 8:00am                                       |
| March 27 (M)             | Second 8-Week Session Begins Spring 2022 (3/27/23 - 5/09/23)        |
| March 28 (T)             | Second 8-Week Session—Add/Drop and Late Registration (One Day Only) |
| March 31 (F)             | 16-Week Session—Last Day to Withdraw                                |
| April 2 (Su)             | Registration Opens for Summer/Fall Semesters                        |
| April 14 (F)             | Second 8-Week Session—Last Day to Withdraw                          |
| May 6 - 9 (S - T)        | 16-Week Session/Second 8-Week Session —Final Exams                  |
| May 9 (T)                | 16-Week Session/Second 8-Week Session —Last Day of Semester         |
| May 11 (Th)              | Adult Education Graduation  |
| May 12 (F)               | Commencement  |
| <b>May 29 (M)</b>        | <b>Memorial Day Holiday - No Classes; Campus Closed</b>             |

Unforeseen circumstances may necessitate modification of the University Calendar. The Class Schedule for each semester will reflect those modifications.

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

## CAMPUS DIRECTORY

|   |                            |
|---|----------------------------|
| Academic Accommodations.....                                  | 624-7002                   |
| Admissions and Records .....                                  | 624-7141                   |
| Adult Education.....  | 624-7271                   |
| Advising Services.....  | 624-7294                   |
| Arts and Sciences Education .....                             | 624-7253                   |
| Assistant Vice President for Arts and Sciences Education..... | 624-7253                   |
| Assistant Vice President for Health Education.....            | 624-7468                   |
| Assistant Vice President for Student Affairs .....            | 624-7012                   |
| Assistant Vice President for Technical Education.....         | 624-7336                   |
| Bookstore.....  | 624-7192                   |
| Business Office.....  | 624-7123 / 7125            |
| Cafeteria.....  | 624-7306 / (575) 208-8244  |
| Canvas Help Desk.....   | 624-7224                   |
| Career Placement Pathways .....                               | 624-7001                   |
| Cashier .....   | 624-7125                   |
| Center for Workforce and Community Development .....          | 624-7164                   |
| Child Development Center.....                                 | 624-7301                   |
| College Development.....                                      | 624-7403                   |
| Computer Services Help Desk.....                              | 624-7491                   |
| Deaf and Hard of Hearing Support Services (TDD Only) .....    | 624-7300                   |
| (Voice.....)  | 624-7286                   |
| Degree Planning .....   | 624-7294                   |
| Distance Education .....                                      | 624-7224                   |
| Dropping Courses.....   | 624-7141                   |
| Dual Credit Coordinator.....                                  | 624-7168                   |
| EdReady Test .....  | (575) 624-7227/7183 / 7258 |
| ENMU Portales Information.....                                | 624-7221                   |
| Facilities Coordinator.....                                   | 624-7250                   |
| Food Pantry .....   | 624-7251                   |
| Financial Aid .....   | 624-7400                   |
| GEAR UP .....   | 624-7261                   |
| GED Preparation/Pretesting.....                               | 624-7271                   |
| GED Testing.....  | 624-7227 / 7183 / 7258     |
| Graduation Information.....                                   | 624-7141                   |
| Health Education .....  | 624-7469                   |
| Housing (Sierra Vista Village).....                           | (575) 347-7132             |
| 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 / 7181            |
| Special Fees .....  | 624-7123                   |
| Special Services.....   | 624-7286                   |
| Student Health Center .....                                   | 624-7106                   |
| Student Outreach Program -TriO.....                           | 624-7201                   |
| Success Center .....  | 624-7225                   |
| Switchboard.....  | 624-7000                   |
| Technical Education .....                                     | 624-7147                   |
| Testing Services.....   | 624-7227 / 7183            |
| Veterans' Center .....  | 624-7065                   |
| Veterans' Information .....                                   | 624-7450                   |
| Vice President for Academic & Student Affairs.....            | 624-7161                   |
| Vice President for Business Affairs .....                     | 624-7210                   |

## 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 spring 2023 registration and class information, For more information, call (575) 624-7000, or visit our web site at [www.roswell.enmu.edu](http://www.roswell.enmu.edu)

## ADMISSION POLICY

Prospective students must complete an admission application. Applications can be completed online at [www.roswell.enmu.edu](http://www.roswell.enmu.edu). Students may also submit a paper application in person at the Student Services Center or via email at [applications@roswell.enmu.edu](mailto:applications@roswell.enmu.edu). ENMU-Roswell has an 'open' admission policy, which means that students will be automatically accepted to attend the university. Some restrictions may apply.

## 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, books in audio format, large print material, taping of lectures, and other auxiliary aids. Academic accommodations are provided to eligible students free of charge. For more information, see page 65-66 of the current ENMU-Roswell Catalog or call the Disability Services Officer at 575-624-7002.

## 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 am - 6 pm

FRIDAY, 8am - Noon

## SECURITY HOURS

Monday - Thursday: 8:00 am – 5:30 pm

Friday: 8:00 am – Noon

A University Security Officer can be reached 24 hours/day including weekends and holidays at (575) 624-7180 or (575) 624-7181.

## CASHIER'S OFFICE HOURS

Monday - Friday: 8:00 am – Noon

## 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 (CPEUs) may be awarded for organized, noncredit, continuing education experiences. CEUs and CPEUs 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.

## SUCCESS CENTER

**Students may take advantage of FREE STEM tutoring in the 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 SERVICES:

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

#### Hours

**Monday-Thursday: 8:00 am- 6:00 pm**

**Friday: 8:00 am- 12:00 pm**

**CLOSED: Saturday and Sunday**

### Computer Lab

20 academic computers available for use

### 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.

### Independent Study

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

### Study Rooms

Study Rooms are available. Reservations preferred.

### Workshops

Staff will be developing workshops to be offered.

### Academic Coaching

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

### Contact Information:

Success Center Front Desk 575-624-7225

Success Center Email: [successcenter@roswell.enmu.edu](mailto:successcenter@roswell.enmu.edu)

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

[eileen.romero@roswell.enmu.edu](mailto:eileen.romero@roswell.enmu.edu)

## CAMPUS FOOD PANTRY

The ENMU-Roswell campus Food Pantry, Cosmo's Cupboard, is located in room 121 of the Instructional Center, 58A University Blvd. The pantry provides free food (fresh fruits and vegetables, in addition to canned and packaged food items) for ENMU-Roswell students. The pantry is open Mondays and Wednesdays from 8 a.m. to 6 p.m. and on Fridays from 8 a.m. to noon. For more information, contact James Woody, Food Pantry Coordinator, 575-624-7251.

## CAMPUS VETERANS' CENTER

The Veterans' Center is located in room 129 of the Learning Resource Center, 58 University Blvd. The center is a centralized location for information on veteran resources and local assistance services. The center includes a lounge area with large screen television, computers/printer, coffee maker, and filtered water dispenser. The center is open from 8 a.m. to 6 p.m. Monday through Thursday, and from 8 a.m. to noon on Fridays. For information about the center, contact Veronica Munoz, Director of the Learning Resource Center, 575-624-7065.

## 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 am to 6:00 pm Monday through Thursday and 8:00 am to 12:00 pm 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.

### SPRING GRADUATION

All students planning to graduate in the spring 2023 semester are encouraged to apply by the Priority Deadline of October 7, 2022. All students who plan to participate in the spring 2023 commencement must submit a Graduation Application prior to the final application deadline of March 10, 2023.

The Graduation Application can be submitted online via the "[Current Students](#)" page at [www.roswell.enmu.edu](http://www.roswell.enmu.edu). 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 emailed via student email.

### INSTRUCTION PERIOD

Regular spring 2023 session begins Tuesday, January 17, 2023 and ends on Tuesday, May 9, 2023.

### INSTRUCTOR INFORMATION FOR SPRING CLASSES 2023

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 spring semester) must be approved and signed by the Assistant Vice President of Student Affairs before courses can be entered. Students who register

for 12 to 18 credit hours will pay a flat rate. Any overload credit 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 have an opportunity to register online via [CosmoLink](#). More information regarding online registration can be found at [www.roswell.enmu.edu](http://www.roswell.enmu.edu).

**System Hours:** Online registration for spring classes begins on Sunday, October 30, 2022. Online registration is open 24 hours a day. Emails will be sent when the registration System may be down for Maintenance and Updates. Please check [www.roswell.enmu.edu](http://www.roswell.enmu.edu) for specific information.

### ADVISING SERVICES:

Registration for summer and fall classes opens on Sunday, October 30th. Students are encouraged to contact Academic Advisors 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:*

**Health Programs:** Carolina Vazquez Orozco, Health Education Academic Advisor, at 575-624-7044 or [carolina.vazquezorozco@enmu.edu](mailto:carolina.vazquezorozco@enmu.edu)

**Nursing/Biology:** Corey Fisher, Nursing and Biology Academic Advisor, at 575-624-7401 or [corey.fisher@enmu.edu](mailto:corey.fisher@enmu.edu)

**Arts and Science Programs:** Alyssa Wentland, Arts and Science Academic Advisor, at 575-624-7376 or [alyssa.wentland@enmu.edu](mailto:alyssa.wentland@enmu.edu)

**Technical Education Programs:** Ana Gutierrez, Technical Education Academic Advisor, at 575-624-7162 or [ana.c.gutierrez@enmu.edu](mailto:ana.c.gutierrez@enmu.edu)

Academic Advisors are available from 8 am – 6 pm, Monday – Thursday, and 8 am - 12 pm until further notice. The Academic Advising department may be reached at 575-624-7294 or [advising.center@roswell.enmu.edu](mailto: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.

**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

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

#### Security Office

**Unpaid Parking Citation Holds:** Security Office (575) 624-7180 / 7181

## 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 (who provide a government issued photo ID) 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 rear window 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 Department must be presented with a valid campus ID card and the vehicle registration.

## VETERANS EDUCATIONAL BENEFITS

Students utilizing Veteran's Education Benefits for the spring 2023 semesters must submit the Request for Certification form along with any required documentation to the Veterans Services Coordinator, located in the Student Services Center. Registration for spring 2023 will be available beginning October 30, 2022 (online) and October 31, 2022 (in-person). Students are encouraged to register as soon as possible to ensure required program courses are available.

**Please submit documentation by the priority deadlines of January 6, 2023.**

**NOTICE:** Students may drop classes online, or at the Student Services Center during the Add/Drop period, as posted on the University Calendar. Students who withdraw after the Add/Drop period must adhere to the withdrawal policy as published in the College Catalog. Students who fail to complete the withdrawal process will owe the full amount of tuition.

## 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).

| POT 1- 16 week Session |           |
|------------------------|-----------|
| Begin:                 | 1/17/2023 |
| Late Reg:              | 1/20/2023 |
| Last Day to WD:        | 3/31/2023 |
| End:                   | 5/9/2023  |

| POT 3 - 1st 8 week Session |           |
|----------------------------|-----------|
| Begin:                     | 1/17/2023 |
| Late Reg:                  | 1/18/2023 |
| Last Day to WD:            | 2/10/2023 |
| End:                       | 3/10/2023 |

| POT 4 - 2nd 8 Session |           |
|-----------------------|-----------|
| Begin:                | 3/27/2023 |
| Late Reg:             | 3/28/2023 |
| Last Day to WD:       | 4/14/2023 |
| End:                  | 5/9/2023  |

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.

**Business Office Hours:** Monday-Thursday: 7:30 am-5:30 pm;  
Friday, 8 am – Noon

**Cashier's Office Hours:** Monday-Friday, 8 am - Noon

### Spring 2023 Refund Schedule POT-Part of Term

| POT 1 - 8 week session                  |      |         |      |                 |
|---|------|---------|------|-----------------|
| All tuition and fees are due on April 1 |      |         |      |                 |
| BEGINS                                  |      |         | ENDS |                 |
| 100%                                    |      |         | Fri. | 1/20/2023       |
| 90%                                     | Sat. | 1/21/23 | Fri. | 1/27/2023       |
| 50%                                     | Sat. | 1/28/23 | Fri. | 2/3/2023        |
| 25%                                     | Sat. | 2/4/23  | Fri. | 2/10/2023       |
| 0%                                      | Sat. | 2/11/23 |      | End of Semester |

| POT 3  |      |         |      |                 |
|--------|------|---------|------|-----------------|
| BEGINS |      |         | ENDS |                 |
| 100%   |      |         | Fri. | 1/20/2023       |
| 50%    | Sat. | 1/21/23 | Fri. | 1/27/2023       |
| 25%    | Sat. | 1/28/23 | Fri. | 2/3/2023        |
| 0%     | Sat. | 2/4/23  |      | End of Semester |

| POT 4  |      |         |       |                 |
|--------|------|---------|-------|-----------------|
| BEGINS |      |         | ENDS  |                 |
| 100%   |      |         | Tues. | 3/28/2023       |
| 50%    | Wed. | 3/29/23 | Tues. | 4/4/2023        |
| 25%    | Wed. | 4/5/23  | Tues. | 4/11/2023       |
| 0%     | Wed. | 4/12/23 |       | End of Semester |

## TUITION PAYMENTS

Students are encouraged to register early for best course selection.

### SPRING 2023:

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 4-month payment schedule will apply for Spring 2023 registration periods:

#### Down payment of 25% is due at the time of payment plan enrollment

- 1st Installment due February 1, 2023
- 2nd Installment due March 1, 2023
- 3rd Installment due April 1, 2023

The following 5-month payment schedule will apply for Spring 2023 registration periods:

#### Down payment of 20% is due at the time of payment plan enrollment

- 1st Installment due January 1, 2023

- 2nd Installment due February 1, 2023
- 3rd Installment due March 1, 2023
- 4th Installment due April 1, 2023

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: SPRING 2022

#### RESIDENT, IN-DISTRICT

|                    |                   |
|--------------------|-------------------|
| Tuition            | \$936.00          |
| Fees               | 192.00            |
| <b>Total</b> ..... | <b>\$1,128.00</b> |

#### RESIDENT, OUT-OF-DISTRICT

|                    |                   |
|--------------------|-------------------|
| Tuition            | \$1,020.00        |
| Fees               | 192.00            |
| <b>Total</b> ..... | <b>\$1,212.00</b> |

#### NON-RESIDENT\*

|                    |                   |
|--------------------|-------------------|
| Tuition            | \$2,616.00        |
| Fees               | 192.00            |
| <b>Total</b> ..... | <b>\$2,808.00</b> |

### Students carrying 11 or fewer semester hours: SPRING 2022

#### RESIDENT, IN-DISTRICT

|                         |                |
|-------------------------|----------------|
| Tuition per credit hour | \$78.00        |
| Fees per credit hour    | 16.00          |
| <b>Total</b> .....      | <b>\$94.00</b> |

#### RESIDENT, OUT-OF-DISTRICT

|                         |                 |
|-------------------------|-----------------|
| Tuition per credit hour | \$85.00         |
| Fees per credit hour    | 16.00           |
| <b>Total</b> .....      | <b>\$101.00</b> |



**NON-RESIDENT\***

|                         |                  |
|-------------------------|------------------|
| Tuition per credit hour | \$ 218.00        |
| Fees per credit hour    | 16.00            |
| <b>Total</b>            | <b>\$ 234.00</b> |

**WESTERN UNDERGRADUATE EXCHANGE**

|              |                 |
|--------------|-----------------|
|              | \$127.50        |
|              | 16.00           |
| <b>Total</b> | <b>\$143.50</b> |

|   |                   |
|---|-------------------|
| <b>FLAT RATE WESTERN UNDERGRADUATE EXCHANGE</b> | <b>\$1,530.00</b> |
|   | 192.00            |
| <b>Total</b>                                    | <b>\$1,722.00</b> |

\*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.

**EdReady English and Math PLACEMENT**

EdReady is an online platform that allows you to assess your readiness for English and Math courses at ENMU-Roswell. It also provides you with an individualized study path to help fill in any knowledge gaps in these important subjects. If you put in the time and effort and learn the material, you will be better prepared for college. The EdReady test is not timed, the student can take as much time as they need to complete the exam.

All entering students are required to test in each area unless they meet the exemptions. Students with ACT scores of 19 or higher in Math and 7 or higher in English are exempt from taking the EdReady test. Students with at least 30 credit hours or an associate degree are exempt from taking the EdReady test. In order to correctly place the student, the EdReady test must have been taken within the last three years. Please see program requirements for testing information. The EdReady exam can be taken at home or if you choose to take it at ENMU-R the exam is administered on Monday, Wednesday, and Thursday from 8:00 am to 4:00 pm, Friday from 8 am to 10 am For more information, please contact the Testing Services staff at (575) 624-7227 or (575) 624-7183.

**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 EdReady test (which is offered on computer, online nationally). Testing Services administers various standardized national exams such as AAMC™ (Association of American Medical Colleges). ASE (Automotive Service Excellence); CLEP™ (College Level Examination Program); FINRA™ (Financial Industry Regulatory Authority). GED™ (General Education Development); PSI/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 GRE™ (Graduate Record Exam), MOS™ (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 plan 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 high school equivalency (HSE), citizenship, EL Civics, English as a Second Language (ESL), basic reading, writing, math, and life skills. The program also offers preparation for individuals who want to enter college. All classes are subject to change without prior notice. Instruction is available on an individual, self-paced basis or through on-site classes.

**LOCATIONS:**

- Chamber of Commerce 100 S. Ave. A Suite 10, Portales, NM 88130
- Church on the Move 901 W Brasher Rd, Roswell, NM 88203
- ENMU-Roswell AE Department (CSC), Suite 201 52 University Blvd.
- ENMU-Roswell Health and Science Center (HSC) 52 University Blvd.
- ENMU-Roswell Instructional Center (IC) 52 University Blvd.
- Grace Community Church 935 W. Mescalero Rd. Roswell, NM 88201
- Parkview Elementary School 1700 W. Alameda, Roswell NM
- Roosevelt County Detentions Center 1700 N Boston Ave # C, Portales, NM 88130

**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, call (575) 624-7271, or email [adulthoodeducation@roswell.enmu.edu](mailto:adulthoodeducation@roswell.enmu.edu)**

**ADULT EDUCATION HOURS**

Monday, Tuesday, and Thursday: 7:30 am - 8:00 pm  
 Wednesday: 7:30 am - 5:30 pm  
 Friday: 8:00 am - Noon

**SPRING 2023 BOOKSTORE CHARGE DATES**

ENMU-Roswell's Bookstore is located on the first floor of the College Services Center.

**Bookstore Hours:** Monday- Thursday 9:00 am- 4:00 pm  
 Friday 8:00 am- 12:00 pm, CLOSED- Saturday & Sunday

\*Hours may be subject to change, If hours change it will be updated and posted.

OPEN 24/7 Online at [www.enmu-roswellshop.com](http://www.enmu-roswellshop.com)  
 (575) 624-7192 or email [1679mgr@follett.com](mailto:1679mgr@follett.com)

**Summer Bookstore Charge Dates**

Saturday January 07, 2023- Monday January 23, 2023

**STUDENT ID/DRIVER'S LICENSES AND CLASS SCHEDULE ARE REQUIRED ON ALL STUDENT CHARGES!** The first day for student charges is Saturday January 07, 2023. The last day for student charges is Monday January 23, 2023. The last day for refunds/exchanges is Tuesday June 14, 2022. \*Course Materials purchased after the campus specific deadline must be returned within 7 business days of purchase for a full refund.

### 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. Textbooks purchased after Friday January 20, 2023 must be returned or exchange within 7 business days of the purchase 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/account used at time of purchase. All check purchases require proof that the check has cleared before a cash refund will be given.

\*Note: Some Course Materials/ Textbooks are noted as non-returnable.

#### TEXTBOOK RENTALS SPRING 2023

Book Rental Due Date is Tuesday May 16, 2023

- Rentals MUST be returned on or before the Return Date noted on the receipt
- Rentals MUST be in returnable condition noted on rental agreement or the return may be denied
- If the rental is LATE or DAMAGED, FEES per rental agreement will be applied to the credit card that is on file.

#### Book Buyback

Buybacks in-store or online. In-Store Student ID is required. Online follow the link below, select the "Sell Your Books" tab and follow the instructions to selling your books. If you have any questions, please call the bookstore at (575)624-7192. [www.bkstr.com/easternnewmexicostore/sell-textbooks](http://www.bkstr.com/easternnewmexicostore/sell-textbooks)

#### 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.

#### Spring 2023

Charge Dates January 07, 2023- January 23, 2023

Cap & Gown Orders Due by March 10, 2023

Rental Due Date May 16, 2023

#### Thank You for shopping ENMU-R Bookstore

[www.enmu-roswellshop.com](http://www.enmu-roswellshop.com)

[1679mgr@follett.com](mailto:1679mgr@follett.com)

#### 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

Spacious, granite/stainless kitchen

**1 Bedroom + Study/Living Room/1 bathroom**

**\$760/month**

#### PRIVATE APARTMENT

Granite/stainless kitchen/private washer/dryer

**1 Bedroom/1 Bathroom**

**from \$700/month**

#### DELUXE SUITE

Oversized kitchen and Living Room/private washer/dryer

**2 Bedroom/1 Bathroom**

**from \$595/month**

#### SUPERIOR SUITE-2/1 Standard

Spacious, washer/dryer

**2 Bedroom/1 Bathroom**

**from \$555/month**

#### COZY SUITE

Granite/stainless kitchen

**2 Bedroom/1 Bathroom**

**from \$425/month**

#### SHARED SUITE

Shared experience, most economical/private washer/dryer

**4 Bedroom w/ kitchen**

**from \$455/month**

- All units are fully furnished
- All utilities are included: Central Air, Heat, Power, HW
- Free internet hookup in every unit
- 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 BEHAVIORAL HEALTH SERVICES

Students are eligible to receive Behavioral Health Services with their student I.D. through La Casa Family Health Center located in the Health Science Center, Suite 130.

Hours are Tuesday, Wednesday and Thursday from 1 p.m. to 5 p.m. The phone number is 575-624-7106.

For Behavioral Health Services, students can walk in during the clinic's open hours to be seen if a therapist is available or call 575-755-2272 to schedule an appointment.

Behavioral Health services are also offered at La Casa Behavioral Health, 110 Mescalero Rd.

For medical services, students can go to the La Casa Medical Clinic is located at 1511 S. Grand Ave. The phone number is 575-623-3255.

#### Services offered:

Individual Counseling

Medication Management

Crisis Intervention

#### Hours of Operation:

Tuesday, Wednesday & Thursday 1:00 pm - 5:00 pm

#### CAMPUS DINING

##### HOURS OF OPERATION:

**Monday-Friday**

**7:00 am - 1 pm, and 5 pm - 6 pm (grill and hot line)**

**Weekends**

**11:00 am - 12:00 pm for lunch, and 5 pm - 6 pm (hot line only)**

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

Food service at ENMU-Roswell is provided by Summit Food Service. 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. Summit also offers professional, full service catering on campus. Contact Dining Services at (575) 624-7306.

### SPRING 2023 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)

### EQUAL OPPORTUNITY STATEMENT

Eastern New Mexico University - Roswell 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 [www.roswell.enmu.edu/notice-of-nondiscrimination/](http://www.roswell.enmu.edu/notice-of-nondiscrimination/)

### INFORMACION en ESPAÑOL

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. La universidad cuenta también con las oficinas de Advising Services, en el edificio de One Stop Center en donde los estudiantes pueden ser aconsejados sobre las clases requeridas en su plan de estudios. Para más 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 más información pase a la oficina de Financial Aid en el edificio de One Stop Center 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 EdReady para identificar el nivel académico de cada estudiante. Para más 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 más información sobre los requisitos de admisión, pase a las oficinas de Admissions and Records en el edificio de One Stop Center o llame al (575) 624-7141.

Como un servicio para nuestros residentes que hablan español, 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. 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 más información llame al (575) 624-7271.

### IMPORTANT PHONE NUMBERS

|   |                     |
|---|---------------------|
| Academic Accommodations .....               | 624-7002            |
| Admissions and Records.....                 | 575) 624-7141       |
| Advising Services.....                      | 624-7294            |
| Billing Information .....                   | 624-7123            |
| Canvas Help Desk .....                      | 624-7224            |
| Bookstore .....                             | 624-7192            |
| Center for Workforce and Community Dev..... | 624-7164            |
| 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 .....          | 624-7136            |
| Safety/Security.....                        | 624-7180/ 624-7181  |
| Special Services.....                       | 624-7286            |
| Student Outreach Program .....              | 624-7201            |
| Success Center.....                         | 624-7225            |



### 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.

# 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/Payroll
  - College Development Office
  - Foundation Office
  - Institutional Research
  - President
  - Vice President for Academic and Student Affairs
  - Vice President for Business Affairs
3. **College Services Center (RCSCS)**  
-52A University Blvd.  
  - Adult Education
  - Bookstore/Shipping & Receiving
  - Human Resources
  - Student Outreach Offices-TRIO
4. **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
  - Food Pantry
  - GEAR UP
  - Portales Information Center
  - Testing Center
7. **Campus Security**  
-5 Mars Rd.
8. **Performing Arts Center (RPAC)**  
-64 University Blvd.  
  - Auditorium
9. **Lawrence C. Harris Occupational Technology Center (ROTC)**  
-20 W. Mathis  
  - Technical Education Unit
  - CWCD
  - iCenter
  - Small Business Development Center
10. **Aviation Maintenance Technology Center (RAMT)**  
-12 W. Challenger
11. **Automotive & Welding Technology Center (RAWTC)**  
-78 University Blvd.  
  - Auto Mechanics
  - Welding
12. **Child Development Center (RCDC)**  
-8 W. Mathis
13. **Arts & Science Center (RASC)**  
-67 University Blvd.  
  - Special Services
  - NM Workforce Connection
  - Fine Arts
14. **Physical Plant Operations**  
-30 W. Mathis  
  - Facilities Office
  - Maintenance Shops
15. **Instructional Technology Center (RITC)**  
-23 W. Mathis  
  - Computer Classrooms
  - Science Labs
  - Title IX Office
  - Commons Meeting Area
16. **Learning Resource Center (RLRC)**  
-58 University Blvd.  
  - Computer Services
  - Library
  - Media Services
  - Success Center
  - Title V Offices
  - Veteran's Center
17. **Sierra Vista Village (Housing Complex)**  
-32, 30, 26 W. Martin  
-28 W. Martin (Clubhouse)  
-20 W. Martin
18. **Swimming Pool/Pool House (RPOOL)**  
-20 W. Martin
19. **Health Science Center (RHSC)**  
-75 University Blvd.  
  - Health Education Unit
  - Student Health Services - Suite 130
20. **CDL/Test Center**  
-40 University Blvd.  
  - A. Parking Lot A
  - B. Parking Lot B
  - C. Parking Lot C
  - D. Parking Lot D

