



The average wait time for students visiting the One Stop Center from 2013 to present is 3 minutes for Admissions and Records and Financial Aid questions and 19 minutes for Advising, although these times may be longer during peak registration times.

Steps to Enrollment

1. Apply for admission to ENMU-Roswell at www.roswell.enmu.edu. **575-624-7141**
2. Complete your FAFSA online at www.fafsa.ed.gov to apply for financial aid. School Code: 002661 **575-624-7400**
3. Schedule and complete the placement exam at Testing Services to determine course placement in English or Math. **575-624-7227**
4. Call and schedule an appointment to meet with your assigned advisor. **575-624-7294**
5. Register for classes online and/or in the One Stop Center. **575-624-7141**
6. Activate your student e-mail account. **575-624-7491**
7. Discuss payment options with the Cashier's Office. **575-624-7125**
8. Buy books and supplies at the bookstore or online. **575-624-7192**
9. Obtain a parking permit and student ID from the Security Office. **575-624-7180**
10. Take a campus tour or contact New Student Relations if you need help finding your way around campus. **575-624-7136**
11. Prepare for classes and be successful!
12. Enjoy your time here and get involved.

www.roswell.enmu.edu



ENMU-ROSWELL ONE STOP CENTER

All your student services in one place



What Is A One Stop?

A centralized area where students can get assistance with the majority of student services-related functions.

A group of cross-trained personnel who can assist with the majority of questions a student has about:

- Registration
- Financial Aid
- Advising
- Student Services

Our story

In 2013 the Student Services Center building was completed on the ENMU-Roswell campus. At that time, the offices of Admissions and Records, Financial Aid, New Student Relations, Advising, and the Vice President for Student Affairs moved into the building and began operating as a cohesive unit.

Since that time staff has undergone cross training to learn new areas as well as customer service training to ensure your experience is pleasant.

The Sign-In Process

Our sign-in process ensures that students will have their student file reviewed in full during each visit. Upon signing in at the front desk, one of our friendly window staff will discuss the following with you:

- Your admissions file
- Your address, phone number, and major
- Your academic status
- Your financial aid file

If, after meeting with our window staff, you would like to see an advisor, we will get you seen as soon as an advisor is available

Appointments?

We accept advance appointments for advising sessions throughout the year except during specified walk-in only periods during registration. Those with appointments will be asked to follow the same screening process to ensure your file is complete. You can call (575) 624-7294 to schedule an appointment.

Expectations

Students should be aware that documents turned in at the One Stop Center will typically not be processed right away. Some of these documents may take up to two weeks to process, but we do our best to get files processed as quickly as possible.

Please understand that when turning in financial aid documents, although the documents may complete your file at the current time, federal regulations may require that we request more documents from you at a later date. These documents may be requested by the US Department of Education to verify a student's file or to clarify a discrepancy on your financial aid file.

Problems?

We want every student's experience to be a pleasant one. If something goes wrong at any point in your visit, please ask for our One Stop Supervisor, Rudy Rankin, at the front desk. If we are doing good we would love to hear that too!



Contact Us

ENMU-Roswell One Stop Center
56 University Blvd
Roswell, NM 88203

(575) 624-7141/624-7400/624-7294

Visit us on the web:
www.roswell.enmu.edu