



Withdrawal Notice

Student ID #	Last Name	First Name	Telephone	Date

CRN	Course	Sec.	CR/AU	Title	Instructor Name	Instructor Signature

Note to Instructor/Dean: The student named above will be withdrawn from the course(s) with a “W”.

Student Signature _____ AVP signature _____

FOR DEAN’S OFFICE USE ONLY:

Student is withdrawing from ENMU-Roswell for the following reason(s):

<input type="checkbox"/> Transportation problems	<input type="checkbox"/> Health problems	<input type="checkbox"/> Dissatisfied with material. (please explain)
<input type="checkbox"/> Military obligations	<input type="checkbox"/> Childcare problem	<input type="checkbox"/> Dissatisfied with online course(s). (please explain)
<input type="checkbox"/> Financial Reasons	<input type="checkbox"/> Other family obligations	<input type="checkbox"/> Other reason (please explain)
<input type="checkbox"/> Moving from area	<input type="checkbox"/> Dissatisfied with instructor. (please explain)	
<input type="checkbox"/> Conflicting work hours		

Please use the space below to provide additional details about the situation: _____

FOR ADMISSIONS AND RECORDS OFFICE USE ONLY:

Processed by: _____ Processed date: _____

Backdated to date initiated Complete withdrawal

Steps to Withdraw

Students may withdraw from a course and/or completely withdraw from the University between the last day to register (end of add/drop) and the Friday of week 10. Please see the withdrawal policy in the current University Catalog for full details regarding the withdrawal process. Students should speak with their instructors prior to initiating the withdrawal process to determine if the instructor can make arrangements with the student to avoid withdrawal.

Step 1. Obtain a withdrawal form on the ENMU-Roswell website. Go to **www.roswell.enmu.edu**, click the Records tab at the top of the page. In the middle of the page is a list of forms. Click the link that says "Withdrawal Form". The withdrawal form is a PDF form that must be printed.

Step 2. Print a copy of your course schedule. Go to **www.roswell.enmu.edu**, click the link on the top right of the page that says "CosmoLink". Log in to the CosmoLink and click the link that says "SSB – Detail Schedule". Select the term you want to print a schedule for and the schedule will show on your screen. To print, right-click on the schedule and choose "Print".

Step 3. Complete the student and course information on the withdrawal form and take it to the appropriate assistant vice president's office as listed on the other side of this page to obtain approval from the assistant vice president's office. If you need assistance with completing the form, someone in the AVP's office will be able to assist you.

Step 4. After filling out the form and obtaining the required signatures the form will be turned in to the One Stop Center for processing by the assistant vice president's office. Forms without proper approvals will not be processed.

Step 5. If you receive Financial Aid it is in your best interest to check with the Financial Aid office to determine if your withdrawal will have any effect on your financial aid award or future eligibility.

Assistant Vice Presidents and Office Locations

The following is a list of the assistant vice presidents and their area of responsibility.

<i>Annemarie Oldfield (See Sherry Durand) – Arts and Science Education</i> <i>Office: OTC 101/Phone: 575-624-7253</i>
ANTH, ART, BIOL, CHEM, COMM, CD, DNC, DS, EDF, ENG, FREN, GEOL, HIST, HPE, HS, HUM, ITAL, MATH, MUS, PHIL, PHYS, PSCI, PSY, REL, SOC, SPAN, STAT, THTR, UNIV
<i>Dr. Laurie Jensen (see ChrisAnne Bell) – Health</i> <i>Office: HSC 111/Phone: 575-624-7235</i>
AHE, AHTH, CHW, DHYG, EM, EMS, FIRE, FPT, MDST, NA, NATR, NURS, OT, PBE, PHAR, RCP
<i>Chad Smith (see Brianna Rowlett) – Workforce Training Unit – Technical Education</i> <i>Office: OTC 101/Phone: 575-624-7337</i>
ACCT, AFR, AFRM, AG, AT, ATC, BUS, CDL, CIT, CJ, CP, CS, CTE, ECON, ELEC, ENER, ENGR, ET, FIN, GAMT, GRNT, HRTM, HTCA, HVAC, IET, IS, MA, MGT, MKT, PPT, PWPL, REFR, SET, TCC, WELD