



Graduation Application Procedures

Office of the Registrar

Phone: 575.562.2175 | Fax: 575.562.2566
Station 5 | 1500 S Ave K | Portales, NM 88130

Please submit this application by the deadline for the semester you plan to graduate; this form is available online at enmu.edu/Graduation.

Procedures for All ENMU Students

1. Submit the student survey online. Print and fill out the Approval for Undergraduate Graduation form with your signature.
2. Submit fee to the cashier in the Administration Building (ADM) or pay by phone with a credit card by calling 575.562.2619.
3. Submit your form to the Office of the Registrar in the Administration Building (ADM), Room 105 or mail, fax or scan and email the completed form using your secure ENMU email address.

Mailing address:	Fax number:
Office of the Registrar	575.562.2566
ENMU Station 5	
1500 S Avenue K	Email:
Portales, NM 88130	registrar.office@enmu.edu
4. If you plan to march in the graduation ceremony, contact the ENMU Campus Bookstore about purchasing regalia.
5. Please contact the Office of the Registrar if you have any questions or concerns.

Notes/Disclaimer: Graduation information will be sent to your ENMU email address. Please be sure to check that email account regularly. The graduation application form has blanks for local and diploma mailing addresses. If you want to receive any graduation information at your local address, please include that address on the form. Your diploma will be mailed to the diploma mailing address you list on the form.

If any of your graduation information changes – your name, mailing address or other fields – contact the Office of the Registrar immediately to have your application updated

Find this information and additional information about graduation at enmu.edu/Graduation

By signing the attached Approval for Undergraduate Graduation form, I am acknowledging I have read and understand the above statement.



Approval for Undergraduate Graduation

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Steps:

1. Submit survey online.
2. Save this PDF to your computer.
3. Type sections 1, 2 and 3. Save and print form.
4. Submit payment for graduation to the Cashier in the Administration Building (ADM) and sign the bottom of this form.
5. Submit approval form to Office of the Registrar, Administration Building (ADM), Room 105, or fax to 575.562.2566.

Final Semester:

- Fall 20_____
- Spring 20_____
- Summer 20_____

Section 1: Student Information

Student's name as it should appear on diploma: _____
First Middle name/initial Last

ENMU ID number: _____ ENMU email: _____

Local mailing address: _____
Street City State ZIP

Diploma mailing address: _____
Street City State ZIP

Phone number: _____ Hometown newspaper: _____

Degree (AA, BA, BS...): _____ Major: _____

Minor: _____ Emphasis/Concentration: _____

Type of certification: Elementary Secondary Early Childhood Not applicable Catalog used (year): _____

Are you a veteran of the U.S. Armed Forces? (Active duty, retired, National Guard, Reserves, etc.)? Yes No

Do you plan to attend another college your last semester? Yes No If so, where? _____

Section 2: Commencement Information (if applicable)

Do you plan to participate in commencement? Yes No

When do you plan to participate in commencement? Fall Spring

Campus where you will walk in commencement: Portales Ruidoso (spring only) Roswell

Note: All orders for caps and gowns should be made through the ENMU Campus Bookstore, enmu.edu/Bookstore. The Office of the Registrar does not distribute graduation regalia.

Section 3: Acknowledgement and Signature

I understand the Office of Financial Aid will automatically cancel any financial aid awarded for future semesters when my name appears on the graduation list. I understand if I do not intend to continue my education at ENMU, I must contact my Financial Aid officer.

I have read the information above and understand if I fail to complete the remaining requirements, I forfeit my right to graduate.

Student signature

Date