



# Undergraduate Application for Graduation

Office of the Registrar

ENMU Station 5 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.2175 | Fax: 575.562.2566 | registrar.office@enmu.edu

Please submit this application by the deadline for the semester you plan to graduate; this form and additional information are also available online at [enmu.edu/GradInstructions](http://enmu.edu/GradInstructions).

## Application Deadlines

Fall applications: Oct. 31

Spring applications: March 31

Summer applications: July 1

## Graduation Application Procedures for All Undergraduate Students

1. Submit the student survey online at [enmu.edu/GradSurvey](http://enmu.edu/GradSurvey).
2. Save this PDF to your computer.
3. Type sections 1, 2 and 3 then save, print and sign form.
4. Submit completed, signed form to the Office of the Registrar in one of the following ways:
  - **Take to the Office of the Registrar**  
Administration Building (ADM), Room 105
  - **Mail to:** Office of the Registrar  
ENMU Station 5  
1500 S Ave K  
Portales, NM 88130
  - **Fax to** 575.562.2566
  - **Scan and email** the completed form to registrar.office@enmu.edu from your ENMU email
5. If you plan to march in the commencement ceremony, contact the ENMU Campus Bookstore at 575.562.2715 or [enmu.edu/Bookstore](http://enmu.edu/Bookstore) about purchasing regalia.
6. Contact the Office of the Registrar if you have any questions or concerns.

## Mandatory Graduation Fees

Submit fees to the cashier in the Administration Building Lobby, or pay by phone with a credit card by calling 575.562.2619.

**Application processing fee** ..... \$30    **Late fee** ..... additional \$50

## Optional Diploma Fee Services

**Overnight UPS** ..... \$25

Your diploma will be mailed via overnight shipping; diplomas are mailed a minimum 4-6 weeks from your date of graduation.

**International UPS (provides tracking number)** ..... \$60

You will need to stop by the office of the registrar to fill out an envelope if your diploma is being sent internationally, regardless if you want to use UPS.

**Diploma Cover Shipping Fee** ..... \$11

If you do not attend Commencement, we can mail your diploma cover to your diploma mailing address upon request. If you participate in Commencement, you will receive your cover when your name is announced.

## Notes/Disclaimer

1. Graduation information will only be sent to your ENMU email address. We will process your application during the final semester you take courses (as indicated in Section 2 on the back of this form).
2. Your degree will be conferred and posted to your official ENMU transcript within 13 business days following Commencement. If you place your order with [StudentClearinghouse.org](http://StudentClearinghouse.org) now and select "hold for degree," your transcript will automatically be processed after 13 business days. You can pay the \$7 ENMU Transcript Fee directly on the Student Clearinghouse website.
3. Diplomas will be mailed out approximately 4-6 weeks from the date of Commencement; you will receive an email the day we mail your diploma.
4. ENMU diplomas list degree and major. Concentration areas are only listed on B.A.A.S. and B.U.S. diplomas, but are, however, included on all official transcripts. View diploma formats online at [enmu.edu/Diplomas](http://enmu.edu/Diplomas).
5. The diploma will be sent to the diploma mailing address you indicate on the following page. If your diploma is being sent internationally, you will need to stop by the Office of the Registrar to write your address on an envelope for customs processing.
6. If you need to change your diploma mailing address (or any other graduation information) after submitting your application, please email registrar.office@enmu.edu from your ENMU email account; include your ENMU ID number and your request.
7. If you are denied graduation, you will need to reapply and pay the application processing fee again.

Semester of application:  Fall  Spring  Summer Year: \_\_\_\_\_

## Section 1: Student Information

Student name as it should appear on diploma: \_\_\_\_\_  
First Middle name/initial Last

ENMU ID number: \_\_\_\_\_ ENMU email: \_\_\_\_\_

Diploma mailing address (diplomas will be mailed out approximately 4-6 weeks from the date of Commencement):

Street City State ZIP

Phone number: \_\_\_\_\_ Hometown newspaper: \_\_\_\_\_

Are you a veteran of the U.S. armed forces (Active duty, retired, National Guard, reserves, etc.)?  Yes  No

## Section 2: Student Records Information (the following items are outlined in your degree plan)

Degree(s):  Associate of Arts  Bachelor of Arts  Bachelor of Science  Other (BBA, BUS, etc.): \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Emphasis/Concentration: \_\_\_\_\_

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

Final semester of courses:  Fall  Spring  Summer Year: \_\_\_\_\_

## Section 3: Commencement Information

Do you plan to participate in Commencement?  Yes  No (If no, skip to Section 4)

When do you plan to participate in Commencement?  Fall (fall graduates only)  Spring (spring graduates only)

There is no summer Commencement. If you graduate in the summer, you can choose to participate in either the preceding Spring Commencement or following Fall Commencement as long as you meet the application deadline for your chosen semester.

Campus where you will walk in Commencement:  ENMU-Portales  ENMU-Ruidoso (spring only)  ENMU-Roswell

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

## Section 4: Acknowledgement and Signature

I have read and understand the deadline schedule, application procedures, fee information and notes/disclaimers noted on this form.

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 and understand if I fail to complete the remaining requirements of my degree plan, I forfeit my right to graduate.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

