



# SPRING 2025

Course Information



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**Information in this document is subject to change. Students should contact offices directly to review any changes to regulations that might supersede the information provided in this document.**

**Each student is solely responsible for complying with all regulations of the University, as stated in their catalog of record and the individual degree plan selected.**

## ACCESSING THE COURSE SCHEDULE

Students can find more specific information for individual classes in the searchable class schedule found at [enmu.edu/Classes](http://enmu.edu/Classes).

# ACADEMIC CALENDAR

The most current academic calendar information is located online at [enmu.edu/AcademicCalendar](http://enmu.edu/AcademicCalendar).

	16-Week Session	First 8-Week Session	Second 8-Week Session
<b>Semester dates</b>	Jan. 13 (M) to May 9 (F)	Jan. 13 (M) to Mar. 7 (F)	Mar. 17 (M) to May 9 (F)
<b>Registration</b>			
Graduates/Seniors	Nov. 3 (Su)	Nov. 3 (Su)	Nov. 3 (Su)
Juniors	Nov. 4 (M)	Nov. 4 (M)	Nov. 4 (M)
Sophomores	Nov. 5 (T)	Nov. 5 (T)	Nov. 5 (T)
Continuing Freshmen	Nov. 6 (W)	Nov. 6 (W)	Nov. 6 (W)
New Freshmen/Transfers	Dec. 9 (M)	Dec. 9 (M)	Dec. 9 (M)
<b>Late registration and drop/add</b>	Jan. 13 (M) to Jan. 21 (T)	Jan. 13 (M) to Jan. 21 (T)	Mar. 17 (M) to Mar. 24 (M)
<b>Refunds for class withdrawals</b>			
100% refund	Through Jan. 21 (T)	Through Jan. 21 (T)	Through Mar. 24 (M)
75% refund	Through Jan. 28 (T)	N/A	N/A
50% refund	Through Feb. 4 (T)	Through Jan. 28 (T)	Through Mar. 31 (M)
25% refund	Through Feb. 11 (T)	Through Feb. 4 (T)	Through Apr. 7 (M)
<b>Payment arrangement deadline</b>	Jan. 21 (T)	Jan. 21 (T)	Mar. 24 (M)
<b>Martin Luther King Day (University closed)</b>	Jan. 20 (M)	Jan. 20 (M)	N/A
<b>Last day to apply for graduation</b>	Mar. 31 (M)	Mar. 31 (M)	Mar. 31 (M)
<b>Midterms</b>	Mar. 3-7 (M-F)	N/A	N/A
<b>Presidents' Day (University closed)</b>	Feb. 17 (M)	Feb. 17 (M)	N/A
<b>Last day to withdraw</b>	Apr. 4 (F)	Feb. 7 (F)	Apr. 4 (F)
<b>Finals</b>	May 5-9 (M-F)	Mar. 6-7 (R-F)	May 8-9 (R-F)
<b>Commencement</b>	May 10 (S)	May 10 (S)	May 10 (S)
<b>Thesis reading copy due</b>	Apr 4 (F)	N/A	N/A
<b>Report of graduate comprehensive exams</b>	Apr. 18 (F)	N/A	N/A
<b>Final thesis due</b>	Apr. 21 (M)	N/A	N/A

Graduate thesis calendar information and resources are online at [enmu.edu/ThesisResources](http://enmu.edu/ThesisResources).

KEY: M = Monday | T = Tuesday | W = Wednesday | R = Thursday | F = Friday | S = Saturday | Su = Sunday

# REGISTRATION INFORMATION

Prior to registration, all undergraduate students must be advised and cleared for registration by their adviser. Registration times and advising information is available on [Page 5](#).

## Last Day to Register:

16-week session and first 8-week session .....Jan. 21 (T)

Second 8-week session..... Mar. 24 (M)

## Fall/Spring Credit Loads

Credit loads for the spring/fall semester are as follows:

	<b>Undergraduates</b>	<b>Graduates</b>
<b>Part time</b>	1-11 credit hours	1-8 credit hours
<b>Full time</b>	12-18 credit hours	9-12 credit hours
<b>Overload</b>	19 credit hours or more (additional tuition is charged)	13 credit hours or more (additional tuition is charged)

## Course Levels

Courses are numbered according to levels.

100-199	primarily for freshmen (0-29 credit hours)
1000-1999	primarily for freshmen (0-29 credit hours)
200-299	primarily for sophomores (30-59 credit hours); freshmen may register
2000-2999	primarily for sophomores (30-59 credit hours); freshmen may register
300-399	primarily for juniors (60-89 credit hours); sophomores may register
400-499	primarily for seniors (90+ credit hours); juniors may register
500-599	for graduate students only (students are required to apply to the graduate program to register for 500-level courses)

Students wishing to register otherwise must secure approval from the instructor of the course. Undergraduate students wishing to enroll in graduate courses for graduate credit must secure approval from the dean of the Graduate School.

## Methods of Registration

Students can register either online or at the Office of the Registrar, Administration Building (ADM), Room 105.

Continuous registration for this semester begins on November 3 by classification. Please note the time frame on the [Academic Calendar](#). All students must see their assigned adviser before registration. **If students register online, it is their responsibility to make sure they have registered for the correct class(es).**

## Registering for or adding classes

Registering for additional classes may result in an increase to the cost of attendance. If a student's enrollment status changes from part-time to full-time, the cost of attendance will increase. Students who register for 19 hours or more will need to obtain the appropriate dean's signature for permission to register for an overload. Additional tuition is charged for 19 hours or above.

## Closed classes

Adding or registering for closed class(es) requires approval by the **class instructor**. The individual granting the approval may contact the Office of the Registrar by email or note approval on the registration or drop/add forms. Office of the Registrar personnel will input the approved closed class(es).

## Registration Times and Advising

### Students must take the following steps before registering for class:

1. Check the calendar on [Page 3](#) for their registration beginning time.
2. Update address (online or at the Office of the Registrar).
3. Check and clear any registration holds (students can view holds online via the [MyENMU Portal](#)).
4. All undergraduate students must be advised and cleared for registration by their adviser.

**Graduate students** currently enrolled and new or readmitted students who have cleared admission without holds can register or add classes online or at the Office of the Registrar, Administration Building (ADM), Room 105, any time after their classification beginning time.

**Current senior, junior and sophomore students** with declared majors must be advised and cleared registration by their adviser. Once advising/clearance has been completed, the student can register online or at the Office of the Registrar, Administration Building (ADM), Room 105.

**Current freshman students (0–29 hours) cannot register online.** Currently enrolled freshman students who attended the previous semester can register (with adviser's signature) any time after their classification beginning time in the Advising Center, Student Academic Services (SAS), Room 214.

**New freshman students** with or without concurrent/dual enrollment credits who are clear for admission must schedule an advising appointment by calling 575.562.2338 or 888.ENMU.ADV (888.3668.238). Advising appointments will be available from 8 a.m. to 5 p.m., Monday through Friday, after their classification beginning time.

**New transfer students** who are cleared for admission must schedule an advising appointment with the Transfer Center by calling 575.562.2856. All transfer students will meet with an adviser prior to registration. Advising appointments will be available from 8 a.m. to 5 p.m., Monday through Friday, after their classification beginning time. Transfer students can declare their major during their appointment.

## Dropping Classes

Approval for dropping classes is not necessary except for freshmen. **Dropping from a course or courses can lead to a change in enrollment status (full-time to part-time), which could lead to changes in federal aid, scholarships, athletic eligibility or veteran's benefits. Please contact the Office of Financial Aid at 575.562.2194 for more information. Dropping classes is allowed during the first five business days of the fall/spring semester and the first three days of the summer semester.** Students may contact the Office of the Registrar at 575.562.2175 or the Advising Center at 575.562.2338 for more information.

## Withdrawing from Classes

If students withdraw from a class(es) after the last day of late registration, the withdrawal will be recorded as a "W" on their permanent record (transcript). **Withdrawing from a course or courses can lead to a change in enrollment status (full-time to part-time), which could lead to changes in federal aid, scholarships, athletic eligibility or veteran's benefits.** Students may contact the Office of Financial Aid at 575.562.2194 for more information.

## Late Registration and Drop/Add Dates

Students are encouraged to register before classes begin. Late registration can be processed online or at the Office of the Registrar, ADM 105, during normal office hours, 8 a.m. to 5 p.m., Monday through Friday.

**See Page 3 for Late Registration and Drop/Add.** Freshmen should register in the Advising Center, SAS 214. Advising Center appointments can be made by calling 575.562.2338 or 888.ENMU.ADV (888.3668.238). Transfer students should register in the Transfer Center, SAS 107. Transfer Center appointments can be made by calling the Office of Enrollment Services at 575.562.2178 or 800.367.3668.

## Hold

A student may be denied the right to register for academic, financial, disciplinary and/or other reasons. The holds and the areas that control the holds are listed below.

Code	Hold	Location to Clear Hold	Phone
AC	Advising Center	Advising Center, SAS 214	562.2338
AD	Admissions	Office of Enrollment Services, SAS 107	562.2178
AE	Athletic Hold	Office of the Registrar, ADM 105	562.2175
AH	Advising Hold	Faculty Adviser	
AV	Address Verification	Update online or in Office of the Registrar, ADM 105	562.2175
BU	Student Accounts	Office of Student Accounts, ADM 114 (arrangements made with Student Accounts)	562.2615
CP	Assessment Testing	Academic Affairs	562.2312
DM	Declare Major	Advising Center, SAS 214	562.2338
DS	Disciplinary	Vice President for Student Affairs, SAS 194	562.2221
FA	Financial Aid	Office of Financial Aid, SAS 107	562.2194
GA	Graduate Admissions	Graduate School, ADM 212	562.2147
GG	College of Business MBA	Business MBA Coordinator	562.2702
IN	International	International Advising, ADM 216	562.4697
PU	Traffic Violations	Department of Public Safety (3rd and Ave K)	562.2392
TC	Transfer Center	Office of Enrollment Services, SAS 107	562.2178
VA	Veterans Certified	Office of the Registrar, ADM 105	562.2175

Students can view holds by logging onto the [MyENMU Portal](#) and selecting "registration" link within the launchpad and selecting "view holds."

## Academic Suspension

Students on academic suspension should contact the retention coordinator at 575.562.4399.



# ONLINE REGISTRATION PREPARATION, PROCEDURE, AND WORKSHEET

Currently enrolled ENMU students (with the exception of freshman students, newly admitted students and undeclared students) will have an opportunity to register online. As students prepare to register online, they should read all instructions carefully and complete the "Online Registration Worksheet" on [Page 8](#) before logging into the system.

1. **Consult with an adviser.** Declared students must obtain registration clearance from their adviser before registering online or at the Office of the Registrar. Students should contact their adviser by phone, correspond by email or visit their adviser in person for registration/degree plan advice. **The importance of visiting with an adviser cannot be overstated.** Advisers can assist with the selection of an appropriate sequence of classes in order to complete a degree in an appropriate time frame. Advisers can assist students if substitutions need to be considered, and they can help students work toward a degree.
2. **Be aware of course restrictions, corequisites and prerequisites.**

**Corequisites** — A course required to be taken simultaneously with another. If students register for a class that has a corequisite (for example, the lab BIOL 2110L is a corequisite of BIOL 2110), and if either the class or the corequisite is closed, then the system will drop both classes and not allow registration for the class until an open class is selected for both the lecture and the lab.

**Prerequisites** — A course that must be completed prior to registering for another. It is the student's responsibility to be aware of and to accommodate enrollment restrictions for all courses. Information on prerequisite requirements can be determined by reading the course description for a course, accessible online from either the University catalogs or by checking on a course CRN (Course Reference Number) in the schedule.
3. **Be aware of record holds.** Students will not be able to enroll if their record has any holds. These holds include: Admission (both graduate and undergraduate), Suspension (graduate and undergraduate) and Disciplinary. See [Page 6](#) for a list of holds and where they can be released.
4. **Addresses** can be updated online at [my.enmu.edu](http://my.enmu.edu) or at the Office of the Registrar.

Classes are subject to change or be canceled at any time and may not be offered each semester or every year. Any course may be withdrawn from current offerings due to legislative action or enrollment too small to justify conducting the course.

## Online Registration Restrictions

1. Classification is based on hours earned and is not affected by the hours of current enrollment.
2. Undergraduate students cannot register for graduate courses online.
3. A class that requires clearance (i.e., an overload, directed study, individual research or internship) must be cleared through the appropriate dean's office.

## Online Registration Procedure

To register for classes online, students should do the following:

1. Log in to the MyENMU Portal at [my.enmu.edu](http://my.enmu.edu).
2. Choose from the menu option **Registration** on the left side of the page. Choose **Add/Drop**.
3. Click on **Register for Classes**.
4. Select **Term**.
5. Enter Search Criteria to select courses or click on the second tab to search by CRN numbers.
6. Once you have found the courses select **Add to Summary**.
7. Scroll to the bottom of your summary in the lower right corner and select **Submit**.
8. View/print class schedule – click on **Student Schedule** to view or print a copy of the class schedule.

## Online Registration Worksheet

To aid in online registration, students should complete this form with alternate choices before logging in to the portal to register for classes.

Course Reference Number (CRN)	Course Discipline	Course Number	Session	M	T	W	R	F	S	SU	Time

## Changes to Course Numbers

Course numbers are in the process of being converted to a new subject code, number, etc. to follow the state-wide common course numbering system (CCNS). For example, ENG 102 is now ENGL 1110.

When searching for available courses online, please note that some courses in one discipline may appear under multiple subject codes. For example, English courses will show up under both the "English (ENG) – Portales" and "English (ENGL) – Portales" searches.



# PAYMENT INFORMATION

**Confirmation/Payment Deadline .....Jan. 21, 2025**

## Payment Options

### Online Payments

ENMU offers an online student account management/payment system at [enmu.edu/OnlinePayments](http://enmu.edu/OnlinePayments). This payment system is also accessible through the [MyENMU Portal](#) (after signing into the portal, students should click "Financial Resources" then "Pay Bill"). The online payment system allows students to:

- Make payments
- Enroll in a payment plan
- Set up direct deposit of refund checks
- View current account activity
- View and print billing statements

### Payment Plan

ENMU offers an online payment plan that divides the account balance into four equal payments due as follows:

- First payment due: Jan. 21
- Second payment due: Feb. 21
- Third payment due: Mar. 21
- Fourth payment due: Apr. 21

### Payment Can Also Be Made:

- **In Person** at the Cashier window in the Administration Building (ADM) Foyer
- **By Phone** to Cashier at 575.562.2619
- **By Mail** to Cashier, ENMU Station 4, 1500 S Ave K, Portales, NM 88130

### Third-Party Payments

Billing information must be provided to the Office of Student Accounts, Administration Building (ADM), Room 114, 575.562.2615, by the **confirmation/payment deadline shown above**.

### Financial Aid Payments

The initial disbursement of financial aid and scholarships will credit student accounts after Jan. 21 when drop/add ends. If the student account is overpaid, refund checks and direct deposits will be processed by Jan. 24.

**Information on this page is subject to change. Any questions regarding student accounts, payments or billing should be referred to Student Accounts at 575.562.2615.**

# REFUNDS

## Refund Schedule

### 16-Week Session

Classes begin Monday, Jan. 13.

100% refund.....	through Jan. 21 (T)
75% refund.....	through Jan. 28 (T)
50% refund.....	through Feb. 4 (T)
25% refund .....	through Feb. 11 (T)

### First 8-Week Session

Classes begin Monday, Jan. 13.

100% refund.....	through Jan. 21 (T)
50% refund.....	through Jan. 28 (T)
25% refund .....	through Feb. 4 (T)

### Second 8-Week Session

Classes begin Monday, Mar. 17.

100% refund.....	through Mar. 24 (M)
50% refund.....	through Mar. 31 (M)
25% refund .....	through Apr. 7 (M)

## Refund Details

Refunds are determined by the date a status change occurs at the Office of the Registrar.

- Refund percentages are applied to total charges assessed and not the amount paid.
- The student is responsible for the total charges assessed regardless of whether the installment payment plan is used.
- A student who withdraws before paying all installment plan payments may receive a bill rather than a refund.
- Absence from classes does not constitute official withdrawal.

**Any change in enrollment status may result in a decrease or loss of financial aid eligibility. Students should refer questions about financial aid eligibility to the Office of Financial Aid at 575.562.2194.**

**Tuition information is available online: [enmu.edu/Tuition](http://enmu.edu/Tuition)**

# ADDITIONAL FEES

## Special Fees

Challenging a course (per credit hour) .....	\$15
Dishonored check handling fee .....	\$30
Transcripts (per copy) .....	\$7.65

## Graduation Fees

Late graduation application .....	\$50
Duplicate diploma .....	\$15
Bindery (master's thesis, projects, etc., per copy) .....	\$15
Cap and gown .....	available at the ENMU Campus Bookstore

## General Fees

New ENMU ID card .....	\$25
Replacement of ENMU ID card.....	\$10
Payment plan Fee .....	\$10
Registration (one time only)	
New students enrolled in under 30 hours.....	\$95
Transfer students enrolled in up to 6 credit hours.....	\$35
Transfer students enrolled in over 6 credit hours.....	\$60
Online course proctoring .....	variable
Reinstatement fee .....	\$50

## Course Fees

AG 325, 331, 450 .....	\$10	ARTS 1810, 318 .....	\$70
AG 348, 349, 350, 351, 433 .....	\$20	ARTS 1610, 1240, 1250, 1310, 1520, 2610 .....	\$90
AG 421 .....	\$30	ARTS 312, 316, 324 .....	\$90
AG 300 .....	\$50	ARTS 1410, 1630, 1840, 2120, 2125, 2630, 2996, 306, 307, 314, 326, 329, 330, 340, 406, 407, 417, 419, 423, 482, 493 .....	\$100
AGRI 1120 .....	\$10	AXED 2110 .....	\$75
AGRI 1210, 1220 .....	\$50	BCIS 1110, 2217, 315, 343, 420, 435, 460 .....	\$10
ALC 102, 104, 202, 204, 210, 212, 290, 293 .....	\$30	BIOL 300L, 303L, 411L, 433L, 510L, 511L, 524L, 531L, 533L, 536L, 542L .....	\$10
ANTH 1120C .....	\$10	BIOL 301L, 341L, 525L .....	\$15
ANTH 1190C .....	\$20	BIOL 2210L, 2225 .....	\$18
ANTH 597, 599 .....	\$25	BIOL 424L .....	\$20
ANTH 482, 583 .....	\$400	BIOL 2110L, 2610L, 2630L 307L, 425L, 431L, 436L, 442L .....	\$25
ANSC 1120, 2320 .....	\$10		
ARTH 364, 367 .....	\$40		

BIOL	409L, 422L, 509L, 522L.....	\$30	SPAN	1110, 1120, 2110, 2120.....	\$30
BIOL	410L, 420L .....	\$35	SPED	445 .....	\$100
BIOL	304L .....	\$40	THEA	468, 493, 2993, 2996.....	\$40
BIOL	306L .....	\$62			
CA	225, 330, 375, 450, 455.....	\$50			
CA	104, 120, 125, 204, 220, 325, 327, 410, 470 ...	\$150			
CDIS	446 .....	\$25			
CDIS	445, 501, 502, 503, 505, 589.....	\$100			
CHEM	2310L.....	\$15			
CHEM	1110L, 125L, 1215L, 1225L .....	\$20			
CHEM	321L, 341L, 342L, 450L.....	\$25			
CHEM	401L, 505L .....	\$30			
COMM	1120, 1140, 2230, 2220, 2182, 302, 303, 304, 311, 327, 344 A-D, 360 A-C, 401, 402, 410, 412, 420, 422, 460.....	\$15			
ECED	2121, 2131.....	\$10			
ECED	4131 .....	\$20			
ECED	487.....	\$100			
EDUC	2116C .....	\$110			
EET	110L, 131, 210L, 237L, 241L, 242, 302L, 310L, 337L, 340L, 357L, 402L, 437L, 450L, 457L, 472L.....	\$25			
ELED	535, 537 .....	\$20			
ELED	460, 523 .....	\$100			
FDMA	1525, 1620, 2996, 312, 313, 314, 320, 350, 360, 375, 376, 480, 493 .....	\$25			
FREN	1110, 1120.....	\$30			
HLED	2410 .....	\$15			
HLED	1120 .....	\$25			
HORT	1110 .....	\$25			
MUED	372.....	\$25			
MUSC	Private lessons/per hour.....	\$50			
MUSC	1160, 1165, 2270, 2310, 2710H, 341, 342, 362, 381, 382.....	\$25			
SED	532, 535, 537 .....	\$20			
SED	460, 597 .....	\$100			

# ADMISSION INFORMATION

## Undergraduate Admission

Undergraduate applications for admission are processed in the Office of Enrollment Services, Student Academic Services (SAS), Room 107. Students may apply online at [enmu.edu/ApplyNow](https://enmu.edu/ApplyNow). More information about how to apply is available at [enmu.edu/Apply](https://enmu.edu/Apply). All students must be admitted to the University prior to registration. Admission requirements are listed in the [current Undergraduate Catalog](#). For additional undergraduate information, students should call 575.562.2178 or 800.367.3668.

## Graduate Admission

Graduate applications for admission are processed in the Graduate School, Administration Building (ADM), Room 212. Students may apply online at [enmu.edu/ApplyNow](https://enmu.edu/ApplyNow). Admission requirements are listed in the [current Graduate Catalog](#). Students who need additional information should call 575.562.2148 or 800.367.3668, ext. 1.

## Application for Readmission

Former students (undergraduate and graduate) not enrolled at ENMU must reapply for admission online at [enmu.edu/ApplyNow](https://enmu.edu/ApplyNow). Admission requirements are listed in the [current Undergraduate Catalog](#) and [current Graduate Catalog](#) for returning students.

## ENMU-Roswell or ENMU-Ruidoso Students

Students attending classes at ENMU-Roswell or ENMU-Ruidoso may change attendance to ENMU-Portales without charge. The [Intra-Campus Transfer Form](#) is available for degree or non-degree Portales attendance. Students who become degree-seeking at ENMU-Portales will need to take a majority of their classes from ENMU-Portales. This form is available online at [enmu.edu/InterCampusTransfer](https://enmu.edu/InterCampusTransfer).

## Application for New Mexico Residency

To facilitate early approval of residency for tuition purposes, out-of-state students should apply for residency before classes begin. While the requirements for residency must be completed before the institution's census date, a petition received after that date will not be considered for the current semester but applied to the next regular semester (fall/spring). A petition for residency must be completed with proper documentation. Undergraduates will need to contact the Office of Enrollment Services, SAS 107, at 575.562.2178 to make an appointment. Graduate students will need to contact the Graduate School, ADM 212, at 575.562.2147 to make an appointment.

Active-duty military personnel and their dependents stationed in New Mexico can petition for the [out-of-state tuition waiver](#) upon their first enrollment. The military waiver requirements must be completed before the institution's census date. A military waiver received after that date will not be considered for the current semester. A new military waiver will need to be completed ensuring military affiliation for any future semesters. The initial military waiver, once on file, will remain valid as long as the student is continuously enrolled. A semester without enrollment, however, will require a new military waiver upon the next enrollment. Active-duty National Guardsmen, but not their dependents, are eligible for the waiver following the same procedures. Undergraduates will need to contact the Office of Enrollment Services, SAS 107, at 575.562.2178 for additional information. Graduates will need to contact the Graduate School, ADM 212, at 575.562.2147 for additional information. The Military Waiver Form is available online at [enmu.edu/MilitaryWaiverForm](https://enmu.edu/MilitaryWaiverForm).

## New Freshman Students

All entering freshman students must make an appointment for individual advising at the Advising Center, SAS 214. Students should call 575.562.2338 or 888.ENMU.ADV (888.3668.238) for more information on setting up an appointment. Students must be fully admitted to ENMU before their advising and registration appointment.

## Transfer Students

All entering transfer students must make an appointment for individual advising at the Transfer Center, SAS 107. Students should call the Office of Enrollment Services at 575.562.2178 for more information on setting up an appointment. Students must be fully admitted to ENMU before their advising and registration appointment.

## FINANCIAL AID INFORMATION

**Please note:** Students should contact the Office of Financial Aid directly at 575.562.2194 to review any changes to regulations that might supersede the information provided in this document.

The U.S. Department of Education Federal Student Aid programs and the State of New Mexico provide scholarships, grants, loans and work-study employment assistance to qualifying students. Federal and state aid can help cover expenses such as tuition and fees, housing and food, books and supplies, personal expenses and transportation. Go to [studentaid.gov](http://studentaid.gov) or [hed.state.nm.us](http://hed.state.nm.us) for general information on these programs.

- The Free Application for Federal Student Aid (FAFSA) should be completed annually at [fafsa.gov](http://fafsa.gov).
- Verification processing must be finished before federal student aid will be awarded.
- The FAFSA academic aid year at ENMU is fall, spring, summer.

### Eligibility Requirements

- Students must be fully admitted into a degree-seeking program and meet the [Satisfactory Academic Progress \(SAP\) requirements](#) of their degree program to receive federal student aid funds.
- Students must have a FAFSA before their SAP status will be updated for a new term.
- Students must be registered for summer courses before aid eligibility will be reviewed for the term.
- There are maximum eligibility limits for some federal and state student aid funds. Students will not be awarded in excess of any limitations. Students can log in to [studentaid.gov](http://studentaid.gov) to view aid history in their account dashboard.
- Federal student aid will pay **one time** for students to repeat a previously passed course. Grades of “A,” “B,” “C,” “D,” “S” and “CRE” are considered passing whether that is the grade required by the degree program or not.

### Awarding

Many financial aid awards are based on the financial need resulting from the costs of the award year. Therefore, awards for the aid year will be split evenly between the fall and spring semesters. Outside scholarships are also applied this way unless the donor stipulates otherwise.

- Summer financial aid is available to students who have eligibility remaining for the academic award year which was not used in the fall and spring semesters.
- Students who plan to leave ENMU during the award year should advise the Office of Financial Aid in writing as soon as possible so any future term's aid may be canceled.
- Students entering ENMU in the spring or summer term must notify Financial Aid about awards already received at another school within the same award year.
- Fall/Spring awards are made to students who are admitted to ENMU. Summer awards are made to students who are admitted and registered for classes.
- Students may view their financial aid awards and academic progress status online: Go to [my.enmu.edu](http://my.enmu.edu), select the “Financial Resources” menu and choose “Financial Aid Status.”

All financial aid offers are based on information provided by students and/or spouses and parents of students, availability of funds and eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, or failure to meet satisfactory academic progress. Withdrawals or reductions in enrollment may affect an award or future awards. Financial aid will not pay for audits or some repeats. Offers are subject to revision at any time due to changes in policy, law, regulations, additional resources, calculation or funding.

### Other Financial Assistance (Resources)

Other financial assistance refers to any outside scholarships, tuition waivers, stipends, state or federal program awards, including Workforce Innovation and Opportunity Act (WIOA) or Division of Vocational Rehabilitation (DVR), participation awards or grants or assistance received by the student other than federal or state financial aid. These amounts are required by law to be included as financial aid resources for the academic aid year, even if they are not paid through the ENMU Office of Financial Aid.

Failure to notify ENMU about these resources could jeopardize a student's financial aid awards and lead to adjustments

in the amount of aid they receive. To report additional resources, students should email the Office of Financial Aid at [financial.aid@enmu.edu](mailto:financial.aid@enmu.edu) or call 575.562.2194 or 800.367.3668.

## Required Enrollment

- Students should only enroll in coursework required for their degree program.
- Pell grants are awarded with 12 hours as the full-time financial aid enrollment standard for all terms, including summer. Disbursement will be prorated for students who are enrolled part-time (less than 12 credit hours). Summer Pell grants, if awarded, require a minimum half-time enrollment, six credit hours, for students who received full-time awards in fall and spring. Students who did not receive full-time awards in fall/spring may have a lower minimum credit hour requirement.
- Federal student loans require a minimum half-time enrollment, six credit hours for undergraduates, five credit hours for graduates.
- Students classified as graduates or levelers must be half-time enrolled in coursework which applies to their program of study
- Student attendance will be reported by faculty at the end of each term's drop/add period. If reported enrollment is less than full-time, federal financial aid awards will be recalculated.

## Student Loans

Students will be offered Federal Direct Loans based on financial need, dependency status and grade classification. Undergraduates may be offered subsidized or unsubsidized Direct Loans, while graduates are only eligible to receive unsubsidized Direct Loan offers. ENMU suggests students use subsidized loan funds first as the U.S. Department of Education pays the interest on these loans under certain conditions. More information is available at [studentaid.gov](http://studentaid.gov).

Federal Direct Loan funds must be disbursed in two payments as follows: Students who borrow for the fall/spring academic aid year will receive their first loan payment in the fall semester and their second loan payment in the spring semester. Students who borrow for one semester will receive their first loan payment at the end of the semester's drop/add period and their second loan payment at the end of the semester's midpoint. One-semester loans are for students who graduate in the fall, students who enter ENMU in the spring, students who begin a new ENMU degree program in spring and students who take summer courses. These dates are available at [enmu.edu/AcademicCalendar](http://enmu.edu/AcademicCalendar). First-time Direct Loan borrowers will receive their first disbursement 30 days following the beginning of their first semester.

ENMU encourages frugal borrowing practices when considering a loan of any type. Students and/or parents should borrow only what is necessary to cover actual educational expenses.

## Scholarship Continuation

- Students should review their award notification for scholarship continuation criteria. These criteria should be considered before making any changes to enrollment.
- Scholarship continuation will be reviewed after grades post at the end of each semester.
- Transfer students should provide any required forms and/or transcripts from their prior school if they have scholarships which should continue at ENMU.

## Aid Disbursement

At the end of the drop/add period each semester, ENMU will automatically transfer student's financial aid and scholarship awards to their student account to pay toward allowable institutional expenses for courses the student is attending. Allowable institutional costs may include: tuition, student fees, and on-campus housing and food. Students may also authorize their aid to pay a portion of non-institutional charges for the current or prior year's expenses.

Any aid received in excess of posted, allowable institutional costs will be refunded to students in the form of a check or direct deposit from the Office of Student Accounts approximately 10 days after the beginning of each semester. If financial aid and scholarship awards will not cover the entire semester's costs, students are liable for their student account balance.

## Returning Title IV Federal Student Aid (R2T4)

Title IV Federal Student Aid funds are awarded under the assumption students will attend classes for the entire period for which the aid is awarded. When students completely withdraw, officially or unofficially, they may no longer be eligible



to receive the full amount of Title IV aid originally awarded. Academically related attendance activities are recorded by physically attending classes, taking exams, submitting required assignments, attending school-assigned study groups, etc.

When students who begin the academic period do not complete at least 60 percent of the period, a recalculation must occur to show the percentage of aid that was earned. This percentage is derived by dividing the number of days the student attended by the number of days in the period.

If the amount of aid disbursed to the student is greater than the amount of aid the student earned, any unearned funds must be returned to the appropriate aid program. If the amount disbursed to the student is less than the amount the student earned and for which the student is otherwise eligible, any earned funds may be made available to the student as a post-withdrawal disbursement.

Students who receive all “F” grades for the semester will be considered as unofficially withdrawn.

Unearned funds will be returned to the U.S. Department of Education in this order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Graduate PLUS Loan
- PLUS Loan
- Pell Grant
- FSEOG Grant
- TEACH Grant
- Iraq and Afghanistan Service Grant

Students withdrawing from classes are liable for any balance due to ENMU after the return of federal student aid funds. The current ENMU R2T4 policy is available at [enmu.edu/R2T4](http://enmu.edu/R2T4).

## Satisfactory Academic Progress

Satisfactory academic progress (SAP) standards are measured at the end of each semester to ensure students receiving federal student aid funds—grants, work-study, Direct, PLUS and Perkins Loans are meeting these requirements:

**Completion Rate** – Attempted hours should be completed.

**GPA** – Grades earned should be sufficient to apply to a degree or certificate plan.

**Maximum Time Frame** – Degree program must be completed in a timely manner.

Following is the policy used by ENMU in compliance with federal regulations to determine students are meeting SAP and should be considered to receive Title IV Federal Student Aid:

## SAP Requirements

Degree	Completion Rate	GPA	Maximum Time Frame
2-Year Certificate	67%	2.0	56 attempted hours
Associate	67%	2.0	106 attempted hours
Bachelor's	67%	2.0	196 attempted hours
Second Bachelor's	67%	2.5	Appeal required
Teacher Certification	67%	3.0	30 attempted hours
Preparatory Leveling	100%	---	1 calendar year
Master's	67%	3.0	70 attempted hours
Second Master's	67%	3.0	Appeal required

## Cumulative Completion Rate

The percentage of work a student has successfully completed at all post-secondary institutions. All attendance, including part-time coursework, remedial coursework, repeated coursework, coursework waived under academic amnesty and periods when students did not receive financial aid, are counted in the cumulative hours attempted and other SAP rules.

$$\text{Completion Rate} = \frac{\text{Cumulative Hours Passed}}{\text{Cumulative Hours Attempted}} \quad \text{Example: } \frac{60 \text{ Passed}}{74 \text{ Attempted}} = 81\%$$

## Cumulative GPA

The cumulative grade point average earned on all coursework at all post-secondary institutions.

## Maximum Time Frame

Maximum time frame is calculated as 150 percent of the hours necessary to complete the degree program and includes all attempted hours from all post-secondary institutions. Title IV Federal Student Aid expires when students appear to lack more hours than they can complete within the maximum time frame limit for their degree program.

Students will begin to be monitored when they reach approximately 120 percent of the hours necessary to complete their program. Students may be asked to petition for reinstatement and provide supporting documentation to show their degree program can be completed within the maximum time frame. Students who lack more hours than can be completed before reaching the maximum time frame limit may petition for reinstatement to receive an extension of Federal Student Aid.

The procedure for reinstatement of federal student aid includes submitting a Petition for Reinstatement, an Academic Success Action Plan (ASAP) and a current Degree Evaluation Report, accessible through Self-Service Banner (SSB). If approved, students must only enroll in the hours listed on their ASAP and complete all attempted hours with the GPA required by their program in order to continue receiving Federal Student Aid.

Students pursuing a subsequent bachelor's or master's degree must petition for reinstatement and should thoroughly explain and document the need for a further degree, including any extreme mitigating circumstances.

## Teacher Certification (Alternative Licensure)

Teacher certification applies to students who already have a bachelor's degree and are returning for certification only. Preparatory leveling applies to students who already have a bachelor's degree but must complete undergraduate prerequisite courses before enrolling in an eligible program. Prerequisite courses must be completed with a grade of "B" or above for the student to continue receiving federal student aid funds for one calendar year.

## Grade Calculation and Completion

Grades of "F," "I," "U" and "W" are considered unsuccessful completion of the course and count against a student's completion rate and maximum time frame calculations. Grade of "S" will count as work completed and will be counted as successful completion of the course. Since no grade point is given for the grade, it is not calculated into the GPA.

Successful completion of the term is defined as completion of all attempted hours with grades sufficient to satisfy the degree plan requirements. Title IV Federal Student Aid funds may be awarded once for a previously passed course.

## ENMU Financial Aid SAP Status

Students must have a current FAFSA and all official transfer transcripts submitted to ENMU before their SAP status can be reviewed. ENMU updates SAP status for continuing students at the end of each semester, following the official posting of grades. New students and transfer students will be assigned an SAP status based on their cumulative transcript history.

## SAP Status

Academic Progress	Status	Result
Meeting Completion Rate and GPA	Eligible: Meeting SAP Policy	Eligible
Not Meeting Completion Rate and/or GPA (New or Transfer Students)	Ineligible: Rate/GPA	Not Eligible
First Failure Completion Rate and/or GPA (Continuing Students)	Warning: Meet SAP by Next Term	1 Semester Provisional Eligibility
Second Failure Completion Rate and/or GPA (Continuing Students)	Ineligible: Rate/GPA	Not Eligible
May Exceed Maximum Time Frame	Ineligible: May Exceed Max Time	Not Eligible
Exceed Maximum Time Frame	Ineligible: Over Max Time Limit	Not Eligible
Approved Petition/Academic Plan	Probation/Follow Plan	1 Semester Provisional Eligibility

Students may review their financial aid academic progress online by accessing their [MyENMU Portal](#) account and following links to the financial aid academic progress status. Students with Provisional Eligibility should use this opportunity to prove they can make successful progress. Ineligible students will lose Title IV Federal Student Aid funding eligibility and have to pay for classes on their own until they are meeting SAP requirements or completing a successful reinstatement request.

## Reinstatement

The Scholarship and Financial Aid Committee will review written requests for reinstatement from students who have extreme mitigating circumstances which prevented them from complying with the SAP Policy. Mitigating circumstances are defined as unanticipated and unavoidable events beyond a student's control. An approved petition will not extend eligibility that has exceeded federal limitations. Petitions for Reinstatement will not be accepted beyond the midpoint of each semester. Contact the ENMU Office of Financial Aid at 575.562.2194 for more information.

## Academic Progress

Academic progress maintained by Financial Aid is not the same as Academic Standing, which is maintained by the Office of the Registrar. Students must be academically eligible and registered at ENMU before written requests concerning academic progress will be reviewed. The current ENMU SAP Policy can be accessed online at [enmu.edu/SAP](http://enmu.edu/SAP).

## Contacting the Office of Financial Aid

Because financial aid is unique to each student, it's important to contact the experts with questions concerning awards or processes. Students may contact Financial Aid to schedule an appointment by calling 575.562.2194 or 800.367.3668 or by emailing [financial.aid@enmu.edu](mailto:financial.aid@enmu.edu).

## BUILDING AND LOCATION KEY

<b>PAA</b> .....	Art and Anthropology	<b>PCUR</b> .....	Curry Hall	<b>PPUR</b> .....	Purchasing
<b>PAAX</b> .....	Art Annex	<b>PDPS</b> .....	Department of Public Safety	<b>PQH</b> .....	Quay Hall
<b>PADM</b> .....	Administration Building	<b>PED</b> .....	Education Building	<b>PRCM</b> .....	Roosevelt County Museum
<b>PAG</b> .....	Agriculture	<b>PEH</b> .....	Eddy Hall	<b>PRSC</b> .....	Roosevelt Science Center
<b>PAPF</b> .....	Athletic Practice Field	<b>PFH</b> .....	Football Fieldhouse	<b>PS</b> .....	Science Building
<b>PAWTH</b> .....	Athletic Weight Training Facility	<b>PFS</b> .....	Food Sciences	<b>PSAS</b> .....	Student Academic Services
<b>PBC</b> .....	Broadcast Center	<b>PGA</b> .....	Greyhound Arena	<b>PSF</b> .....	Soccer Field
<b>PBF</b> .....	Baseball Field	<b>PGH</b> .....	Guadalupe Hall	<b>PTC</b> .....	Trinity Center
<b>PBKST</b> .....	Campus Bookstore	<b>PGS</b> .....	Greyhound Stadium	<b>PTMNC</b> .....	Thomas More Newman Center
<b>PBSU</b> .....	Baptist Student Union	<b>PGP</b> .....	Greek Park	<b>PTRK</b> .....	Track and Field
<b>PBWDM</b> .....	Blackwater Draw Museum	<b>PJWLA</b> .....	Jack Williamson Liberal Arts	<b>PUCC</b> .....	University Computer Center
<b>PBWD</b> .....	Blackwater Draw Site	<b>PLCA</b> .....	Lewis Cooper Rodeo Arena	<b>PUTC</b> .....	University Theatre Center
<b>PCC</b> .....	Church of Christ Student Center	<b>PLH</b> .....	Lea Hall	<b>PSWEB</b> .....	Mediasite/Synchronous Web
<b>PCCH</b> .....	Christian Campus House	<b>PGSSC</b> .....	Golden Student Success Center	<b>PWC</b> .....	West Campus Apartments
<b>PCDC</b> .....	Child Development Center	<b>PMB</b> .....	Music Building	<b>PWEB</b> .....	Online
<b>PCOB</b> .....	College of Business	<b>PNAT</b> .....	Natatorium	<b>PWEBVD</b> .....	Mediasite/Web Video View
<b>PCOM</b> .....	Communication Building	<b>POR JAMES</b> .....	James Elementary	<b>PWF</b> .....	Wesley Foundation
<b>PCTS</b> .....	Tennis Courts	<b>PPCMC</b> .....	Presbyterian Campus Ministry	<b>PSBF</b> .....	Softball Field
<b>PCUB</b> .....	Campus Union	<b>PPP</b> .....	Physical Plant		

### Meeting Days Abbreviation Guide

M .....	Monday
T .....	Tuesday
W .....	Wednesday
R .....	Thursday
F .....	Friday
S .....	Saturday
U .....	Sunday

### College Abbreviations

CET.....	College of Education and Technology
CFA.....	College of Fine Arts
COB.....	College of Business
CLAS.....	College of Liberal Arts and Sciences

## GENERAL INFORMATION

### MyENMU Portal

Students have access to [MyENMU Portal](#), which allows them to easily log in to all ENMU services with a single login. Students can use the portal to get University announcements, use Canvas, check email, change personal ENMU account information, update mailing addresses, check account balance, access online payment system and more.

### Accessing the MyENMU Portal

Generally, a student's username is the last name followed by the first initial, the same as the student's computer login. The username is always in lowercase. For example, Jason Beach might have a username of beachj.

For help with correct username or password information, students should call the ITS HelpDesk at 575.562.HELP (575.562.4357).

### Accessing and Using Online Course Accounts

Online classes and supplemental materials are delivered through Canvas, a course management system and virtual learning environment. Students can access their Canvas accounts from a computer or device connected to the internet that meets the [minimum technology requirements](#). Students can access Canvas through the MyENMU Portal (recommended) by using the following steps:

1. Log in to the MyENMU Portal at [my.enmu.edu](http://my.enmu.edu).
2. The Canvas link will be on the left menu and will take students directly to their Canvas account. No additional login is needed.

**Note:** The Mediasite systems use the same network login information as the portal (but do not use the sd\). All passwords must be changed in the portal.

### ACT-Residual Testing Dates

Students are strongly encouraged to take the ACT on the National ACT test dates. However, if this is not possible, students should call Accessibility Resources and Testing Center at 575.562.2280 to obtain information about the ACT-Residual tests offered on a few dates during the summer.

### Address(es)

An incorrect address results in students not receiving correspondence from the University. Students can update their addresses [on the portal](#) or at the Office of the Registrar or Office of Human Resources.

### ID Cards

New students may obtain ID cards from the Office of Enrollment Services, SAS 107, Monday through Friday from 8 a.m. to 5 p.m. or by filling out the ENMU ID Card Agreement Form located within the MyENMU Portal. The cost of the ENMU ID is \$25 and is charged to the student's account. Students should check with Enrollment Services for lost and found cards; replacement cards are \$10. All new students are charged an ENMU ID Card fee.

#### To access the ENMU ID Agreement form on the MyENMU Portal:

1. Log in to the MyENMU Portal at [my.enmu.edu](http://my.enmu.edu).
2. In the top menu bar, select **Forms/Downloads**.
3. In the menu bar that appears in the middle of your screen, select **Enrollment Services**.
4. Select **Identification Card Agreement** – fill out the form and upload your headshot and identification verification document. Make sure to review the headshot requirements located at the top of the form.

After submitting the form, you may contact the Office of Enrollment Services (575.562.2178) to make arrangements to pick up your card. Please allow 48 hours for card processing. If no arrangements are made, your ENMU ID Card will be mailed to your permanent/parent mailing address that is on file with the ENMU Office of the Registrar.

Please make sure you have updated your address before submitting the form. To update your address, fill out the Name, SSN, Gender and Address Change form. Cards sent to an incorrect address that has not been updated will result in a replacement charge.

The ENMU ID card is used to pick up payroll checks and financial aid proceeds, access labs, attend sports events, charge or sell books at the ENMU Campus Bookstore, use selected services of the GSSC/Golden Library and utilize meal plans. ENMU ID cards and any services coded on the card are not transferrable to anyone other than the student to whom the ID card is issued by the University. Only the student shown on the ENMU ID card can use the services specific to their card, including, but not limited to, the meal plan at the Crossroads Café Dining Hall. Unauthorized use of your identification card, use by a party other than the person identified on the card, and tampering with or altering the card, warrant confiscation and possible disciplinary action by the University.

## Email

Though email accounts are automatically created when students are fully admitted, the accounts must be activated. Students can activate their account to get their username, password and email address at [enmu.edu/AccountPickup](https://enmu.edu/AccountPickup).

Students can also activate their account from any computer lab on campus by clicking the "activate account" icon available on the desktop of all lab computers. Activation is only necessary one time for the entire time enrolled at ENMU, but students can access the information again to see the initial settings. Students who do not have account information should call the HelpDesk at 575.562.4357.

**Note:** The student's ENMU email account will be the only address used for official University or course correspondence.

## GOLDEN STUDENT SUCCESS CENTER

The Golden Student Success Center (GSSC) houses the Golden Library, Distance Learning, and Tutoring and Supplemental Instruction. The Greyhound Guides at the Hound Hub, located on the first floor, show students and visitors around the building. Students can check out equipment and find/schedule an appointment with a tutor at the Hound Hub as well. For more information and hours of operation, students may visit [enmu.edu/GSSC](https://enmu.edu/GSSC) or call 575.562.2486 or 575.562.2487.

### Golden Library

The Golden Library is located inside the GSSC, with hours the same as the building hours. Full library services are available to all on- and off-campus students, and assistance is provided online or by phone, email and chat. Students may direct questions to the Golden Library by calling 575.562.2634. Detailed information is accessible from the library's website at [enmu.edu/GoldenLibrary](https://enmu.edu/GoldenLibrary).

### TRIO

TRIO Student Support Services (SSS) is a federally funded educational opportunity outreach grant program designed to retain, graduate, and encourage continued education for participants who are first generation and/or low-income as well as participants with disabilities. Through proactive and intense services, we inform, intervene when necessary, and encourage each participant's academic progress. We believe academic success is the personal responsibility of each participant; therefore, we champion personal choice and the acceptance of individual responsibility in the quest to aid the creation of productive members of society.

### Multicultural Affairs

Multicultural Affairs is the home of the offices of African-American Affairs, Hispanic Affairs, International Affairs and Native American Affairs. The Department of Multicultural Affairs promotes academic success, retention, graduation, and the celebration of the ENMU community's diverse cultural heritage. The Multicultural Center is located in the Campus Union Building (lower level). Information is also available online at [enmu.edu/MulticulturalAffairs](https://enmu.edu/MulticulturalAffairs) or by calling 575.562.4914.

### Tutoring and Supplemental Instruction

Tutoring services are free and open to all ENMU students. ENMU Tutoring provides:

- One-on-one tutoring sessions for on-campus and online students
- Group study sessions
- Workshops for peer tutors
- Tutoring help by walk-in or appointment
- Convenient online scheduler to schedule tutoring sessions or view group study sessions

For more information, students may visit [enmu.edu/Tutoring](https://enmu.edu/Tutoring) or call 575.562.2286. In addition to the option to schedule tutoring online, Greyhound Guides are available to set up tutoring appointments during GSSC open hours.

## Distance Learning

The Office of Distance Learning is located on the second floor of the GSSC and is open Monday through Friday from 8 a.m. to 5 p.m. ENMU has a variety of resources available to students taking online courses. There is more information about taking online classes available on [Page 23](#) and online at [enmu.edu/OnlineStudentResources](https://enmu.edu/OnlineStudentResources) or by calling 575.562.2165.

# HOUSING AND MEAL PLAN INFORMATION

For further information about housing and meal plans, students should contact the Office of Housing and Residence Life, located in the Campus Union (CUB), Room 108, by calling 575.562.2632. More information is available online at [enmu.edu/Housing](https://enmu.edu/Housing).

## West Campus Apartments

Students who choose to live at West Campus Apartments must submit an application and a deposit of \$150 before a lease can be prepared. Apartments are furnished except for curtains, end tables, etc. A limited number of unfurnished apartments may be available. Utilities, including cable TV, wireless internet and local phone service, are provided. Rent is paid monthly and is billed per student. Again, leases are dependent on availability.

Applications and additional information about living in apartments on campus are available at [enmu.edu/Apartments](https://enmu.edu/Apartments).

## Dining at ENMU

Dining Services are provided by Sodexo, a contracted corporation that specializes in providing a quality dining experience to customers. Sodexo offers “All-You-Care-to-Eat” unlimited dining in the Crossroads Café Dining Hall located in Campus Union (CUB) as well as five other venues on the ENMU campus. The Crossroads Café Dining Hall is where meal plan holders dine. Additional information about residential meal plan prices can be found online at [enmu.edu/Dining](https://enmu.edu/Dining).



## PHONE NUMBERS AND OFFICE LOCATIONS

Office	Location	Phone
Academic Affairs.....	ADM 204 .....	575.562.2312
Advising Center.....	SAS 214 .....	575.562.2338
Admission – Graduate .....	ADM 212.....	575.562.2147
Admission – International.....	ADM 216.....	575.562.4697
Business Office.....	ADM 118 .....	575.562.2611
Campus Bookstore.....	BKST .....	575.562.2718
Cashier .....	ADM Lobby .....	575.562.2619
Department of Public Safety .....	Third and Ave K.....	575.562.2392
Distance Learning.....	GSSC 221.....	575.562.2165
Enrollment Services.....	SAS 107.....	575.562.2178
Financial Aid .....	SAS 107.....	575.562.2194
Housing.....	CUB 108.....	575.562.2631/ 575.562.2632
Registrar .....	ADM 105.....	575.562.2175
Student Accounts.....	ADM 114 .....	575.562.2615
Student Affairs.....	SAS 194.....	575.562.2221
Transfer Center.....	SAS 107.....	575.562.2856
University Computer Center .....	UCC 110.....	575.562.4357

## TAKING ONLINE CLASSES

### Network Login

Students should go to [enmu.edu/AccountPickup](http://enmu.edu/AccountPickup) to retrieve login information. Students need to read the policies and check both boxes at the bottom of the page, then enter their information, then click "Submit." The student's login information will appear on the next page after they submit the form. Students experiencing problems with logging into the portal or Canvas systems should contact the ITS HelpDesk at 575.562.4357.

## Services for Students Taking Courses Off-Campus

A variety of services are available for students who attend ENMU classes at off-campus sites, including Mediasite, on-site and online classes and weekend workshops.

### Registration

Early registration is encouraged as distance courses fill quickly. Payment is required by the last day to pay published in the [Academic Calendar](#) each semester. Tuition must be paid by the start of the semester or arrangements for payment made with the Office of Student Accounts; see "Payment Information" on [Page 9](#). Students can also contact the Office of Student Accounts prior to registering at 800.537.5376 (extension 2615).

### Books

All arrangements for books must be made directly with the ENMU Campus Bookstore in Portales. Online students may purchase books and required course materials from the ENMU Campus Bookstore at [enmu.edu/Bookstore](http://enmu.edu/Bookstore). Shipping rates will apply. All questions should be directed to 575.562.2715.

### ID Cards

Students taking courses off-campus may obtain ID cards from the Office of Enrollment Services by filling out the ENMU ID Card Agreement Form located within the MyENMU Portal. The cost of the ENMU ID is \$25 and is charged to the student's account; replacement cards are \$10. All new students are charged an ENMU ID Card fee.

#### To access the ENMU ID Agreement form on the MyENMU Portal:

1. Log in to the MyENMU Portal at [my.enmu.edu](http://my.enmu.edu).
2. In the top menu bar – select **Forms/Downloads**.
3. In the menu bar that appears in the middle of your screen, select **Enrollment Services**.
4. Select **Identification Card Agreement** – fill out the form and upload your headshot and identification verification document. Make sure to review the headshot requirements located at the top of the form.

After submitting the form, please allow 48 hours for card processing. Your ENMU ID Card will be mailed to your permanent/parent mailing address that is on file with the ENMU Office of the Registrar. Please make sure you have updated your address before submitting the form. To update your address, fill out the [Name, SSN, Gender and Address Change](#) form. Cards sent to an incorrect address that has not been updated will result in a replacement charge.

ENMU distance students may be required to show their ENMU ID for the following:

- Online proctored exams
- Online tutoring services

ENMU ID cards and services coded on the card are not transferrable to anyone other than the student to whom the ID card is issued by the University. Only the issued student on the ENMU ID card can use the services specific to their card. Unauthorized use of your identification card, use by a party other than the person identified on the card, and tampering with or altering the card, warrant confiscation of the card and possible disciplinary action by the University.

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## Online Student Resources

Students taking courses via the internet have access to all of the resources available to students on campus.

Online students may purchase books and utilize library services, as explained above.

There is a reference page with links to needed resources, such as admissions and registration, available at [enmu.edu/OnlineStudentResources](http://enmu.edu/OnlineStudentResources).

## Class Locations

Each campus in the ENMU System has its own Canvas system and unique login page. Courses offered through ENMU-Portales have a "P" designation as part of the course code (e.g., ENGL 300 P). To log in to Canvas courses offered at ENMU-Portales, students should log in to the MyENMU Portal ([my.enmu.edu](http://my.enmu.edu)), then click on Canvas in the Launch Menu on the left sidebar. ENMU-Ruidoso and ENMU-Roswell courses will **NOT** appear on the ENMU-Portales Canvas site.

Students should note that courses appear on their Canvas Dashboard two weeks before classes begin. Students should check the start dates of their second 4- or 8-week session. Session instruction dates are available on [Page 9](#) of this document and online at [enmu.edu/AcademicCalendar](http://enmu.edu/AcademicCalendar).

## Canvas System Requirements

[Browser support and computer requirements are available on the Canvas website.](#)

## Canvas Help

Canvas offers 24/7/365 support through email, chat and telephone support. After a student enters the Canvas system, they will find the HELP link (on the left-hand panel) for guides with step-by-step instructions.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act provides eligible students with certain rights with respect to their education records. Education records are those records that are directly related to a student and maintained by ENMU or by a party acting for ENMU, with some exceptions.

ENMU students attending in person and those attending by other means, such as video conference, satellite and internet, are covered by FERPA. Additional information about student rights under FERPA is available in ENMU's Annual Notice to Students Regarding FERPA Rights and ENMU's Notice Designating Directory Information under FERPA. These Notices can be accessed by students at [enmu.edu/FERPA](http://enmu.edu/FERPA). Students may also contact the Office of the Registrar for additional information regarding their rights under FERPA.

### Office of the Registrar

ENMU Station 5  
1500 S Ave K  
Portales, NM 88130

**Phone:** 575.562.2175  
**Fax:** 575.562.2566  
**Email:** registrar.office@enmu.edu

## TITLE IX STATEMENT

**“No person in the United States, shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” (20 U.S.C. § 1681 & 34 C.F.R. Part 106 (1972)).**

The Eastern New Mexico University System (the System/System) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. The System prohibits any and all discrimination on the basis of sex. The System adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. This policy and procedure specifically govern the System's sex-based discrimination policies and procedures. The System does not discriminate on the basis of sex in its educational programs, activities, employment, and admission decisions, and the University is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner.

When brought to the attention of the System, any sex-based discrimination will be appropriately addressed and remedied by the System according to the ENMU system Policy 80-12 Title IX Policy, and the ENMU System Resolution Process and Procedures Manual for Alleged Violation of the Title IX Policy. Links to these documents can be found at [enmu.edu/TitleIX](http://enmu.edu/TitleIX).

Inquiries concerning the application of Title IX and 34 C.F.R. Part 106 may be referred to the ENMU System Title IX Coordinator or to the Assistant Secretary for the Office for Civil Rights of United States Department of Education.

### ENMU System Title IX Coordinator, Benito Gonzales, Interim

ENMU Station 2  
1500 S Ave K  
Portales, NM 88130

**Phone:** 575.562.2235  
**Fax:** 575.562.2547  
**Email:** titleix.coordinator@enmu.edu

### U.S. Department of Education, Office of Civil Rights

400 Maryland Avenue, SW  
Washington D.C., 20202-1100

**Phone:** 800.421.3481  
**Email:** ocr@ed.gov  
**Web:** [ed.gov/OCR](http://ed.gov/OCR)

## AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER STATEMENT

Eastern New Mexico University is an affirmative action and equal opportunity employer. The University does not discriminate on the basis of age, race, color, national origin, sex, religion, veteran status, disability or any other basis protected by law in its programs, activities or employment.

Persons seeking information about the University's nondiscrimination policy should contact the Affirmative Action officer at 575.562.2115 or ENMU Station 21, 1500 S Ave K, Portales, NM 88130.

## CRIMINAL ACTIVITY STATISTICS

Criminal activity statistics are available at [enmu.edu/CriminalActivity](https://enmu.edu/CriminalActivity).

## GRADUATION AND RETENTION RATES

Eastern New Mexico University's six-year graduation rate for the 2018 Bachelors-seeking Cohort of first-time full-time freshmen was 38.8 percent. There were 549 students in the cohort, and 213 students graduated with a bachelor's degree in six years or fewer.

The fall-to-fall retention rate for the Fall 2023 First-Time Full-Time Freshman Cohort was 62 percent. The Fall 2023 Bachelors-seeking Cohort was 474 – and 294 of those students continued to the second year.

## DRUGS/ALCOHOL

### Drug-Free Campus

ENMU, in compliance with the Drug-Free Schools Act of 1990, does not condone illicit possession, use or distribution of controlled substances. ENMU is committed to drug and alcohol education for students and staff and takes an active approach toward the health and safety of all members of the University community.

### State and Federal Law

The ENMU policies [40-13 Drug-Free Workplace](#), [80-9 Possession, Sale, Use, and Distribution of Alcoholic Beverages](#), and [70-2 Student Code of Conduct](#) prohibit the illegal possession, distribution, and abuse of alcohol, drugs and controlled substances as defined in New Mexico statute. ENMU is in compliance with the NMSA §30-31C-1 (2007) for the use of medical marijuana. The ENMU Student Code of Conduct can be accessed on the ENMU website at [enmu.edu/CodeOfConduct](https://enmu.edu/CodeOfConduct).

### Education and Support

Eastern New Mexico University's Office of Counseling and Career Services offers confidential assistance to students for mental health counseling, drug and/or alcohol abuse, wellness counseling and career and employment assistance. These services include short-term counseling, problem assessment and referrals to outside agencies which include outpatient and self-help groups.

The ENMU Counseling staff has a thorough knowledge of human services off-campus and is prepared to make referrals to meet client needs. Those seeking information or assistance may contact 575.562.2211 or visit Student Academic Services (SAS), Room 232. Counseling information is also available online at [enmu.edu/Counseling](https://enmu.edu/Counseling).

## University Regulations

Controlled substances (alcohol and drugs) are not allowed on campus or at University-sponsored or affiliated events. This prohibition also includes all grounds, buildings, lounges, patios, foyers, arenas, parks, parking lots or other open spaces. Violators of state statutes and/or University regulations governing the possession and/or consumption of alcohol or controlled substances shall be subject to sanctions. Students shall be subject to the sanctions set forth in the Student Code of Conduct and residential students shall be subject to the sanctions noted in the Guide to Campus Living, found online at [enmu.edu/CampusLivingGuide](https://enmu.edu/CampusLivingGuide).

Employees are subject to the guidelines outlined in the [ENMU Policy Manual](#) and the University's progressive discipline process. This is an addition to the regulations and/or penalties described in New Mexico state statutes and federal laws. Students who receive federal or state money under financial aid benefits must sign a certification of awareness of the University Drug-Free School Policy and Program. The Student Code of Conduct can be found at [enmu.edu/CodeOfConduct](https://enmu.edu/CodeOfConduct).