

Admissions

Application for Admission

Any new student wishing to attend Eastern New Mexico University or any former student currently not attending must submit a completed application and appropriate transcripts and/or documents. See the matrix on pages 10 through 13 for admission requirements, documents required and procedures.

The paper application for Admission may be obtained by calling toll free 800.FOR.ENMU (367-3668); or writing to:

Office of Enrollment Services
ENMU Station 7, 1500 S Ave K
Portales, NM 88130.

The online application for admission may be obtained at www.enmu.edu/apply.

A student misrepresenting or failing to disclose information in the completion of the admission form will be subject to disciplinary action and possible dismissal from the University.

If students wish to change when they would like to attend ENMU, they can modify their current application if the starting semester is within one semester of their original application. Students wishing to change their application may send an e-mail to records.scan@enmu.edu with the following information:

1. first and last name
2. student ID number
3. new start semester

Note: Please contact the Office of Enrollment Services 800.FOR.ENMU for any questions on this procedure.

Degree-Seeking Students

First-time Freshmen

ENMU defines a first-time freshman as a student who is going to college for the first time since high school/GED, even though the student may have taken dual or concurrent hours. The following high school core (of regular or accelerated courses) for applicants is **strongly recommended**:

English—four years
Science—two years
Mathematics—four years
Social Studies—two years

High school students are also strongly recommended to take the ACT or SAT examination early and often and have their scores reported to ENMU.

ENMU's ACT test code 2636

ENMU's SAT test code 4299

See the matrix on page 10 for admission requirements, documents required and procedures.

Transfer Students

ENMU defines a transfer student as a student who is moving from a previous college to continue his/her undergraduate course work.

1. Data Entry of Transfer Course Work — Transfer course work is entered on the transfer student's new ENMU transcript, articulated to ENMU's standards and ENMU's grading scale. (Quarter hour credits are converted to semester hour equivalents when entered by the Office of Enrollment Services. One quarter-hour is equal to two-thirds of a semester hour). **The acceptance of transfer course work by the University does not guarantee that these hours will satisfy requirements in a specific major or minor.** The college overseeing the student's major or minor (College of Business, College of Education and Technology, College of Fine Arts, College of Liberal Arts and Sciences) must

approve the course(s) that will count for the major or minor. Grades of "D" cannot be used to meet requirements for a major or minor. Students can access their MyENMU accounts to view or print unofficial ENMU transcripts. Course work articulated to ENMU classes will be marked with a "P".

- 2. Official Transcripts** — Official transcripts submitted by transfer students from their previous institutions will be used for calculating admission eligibility.
- 3. Acceptance of Transfer Credit** — College-level course work is accepted for transfer from institutions whose accreditation is from an accrediting body recognized by the Council for Higher Education Accreditation (C.H.E.A.) Accrediting bodies currently recognized by C.H.E.A. are listed at www.enmu.edu/about/accreditation.shtml.
 - Non-transferable courses (those not of college level) include but are not limited to doctrinal religion courses and basic skills level courses.
 - Technical/Vocational courses are limited to use in specific degree programs.
 - Grades of "D" cannot be used to meet requirements for a major or minor but may meet other requirements.
- 4. Academic Standing (Suspension)** — A transfer student who has been disqualified for registration at another college or university will not be considered for admission to ENMU-Portales until the suspension period has been completed. If the transferring student is on probation from his/her current institution, the probationary status will be carried over to ENMU-Portales. See matrix on pages 31 and 32 for warning, probation and suspension policy.

Credit for college-level work from an institution that is a candidate for accreditation by a C.H.E.A. recognized body will be accepted. Work completed at an institution not accredited by a C.H.E.A. recognized body may be validated by course challenge. See "Course Challenging" on page 33.

All acceptable transfer work from a junior college or community college will be recorded as lower-division credit.

See matrix on pages 11, 12 and 13 for admission requirements, documents required and procedures.

International Student Admission

An international student on a non-immigrant student F-1 visa or J-1 visa may be considered for admission on a full-time basis. All applicants must have an educational background equivalent to that required for United States citizens.

The international student must submit an acceptable statement of ability to meet financial responsibilities prior to attending ENMU and have a TOEFL iBT score of 61 (173 computer-based, 500 written) or complete the highest level of an intensive English program for admission consideration. ENMU will also accept IELTS scores of at least 5.5 in lieu of TOEFL. Test score reports, completed application form, complete transcripts of high school and all previous college credit hours, and financial statement are required before evaluation for admission can begin. The applicant must request official transcripts and have testing agencies send scores directly to ENMU.

International applicants must have these materials on file with the University 90 days prior to the semester for which application is being made. When these requirements are fulfilled, an I-20 Certificate of Eligibility and a letter of admission will be issued.

All international students will be required to attend a special on-campus orientation prior to advising and registration.

Mail all documents to the Office for International Student Admissions, ENMU Station 7, 1500 S Ave K, Portales, NM 88130.

Military Personnel

ENMU defines Military personnel as active duty or veterans and has three admission programs designed for military personnel. They are the Active Duty Military program (ADM), Servicemen's Opportunity College (SOC) and the Military Admissions Program (MAP).

Credit for Military Service

Military credit is accepted as elective credit, and it is the decision of the individual colleges how the credit may be applied to degree requirements. If the American Council on Education Guide (ACE) does not have an evaluation of a course completed, and if the course is comparable to a course offered by ENMU, an individual may take a course challenging examination. For these guidelines, see "Course Challenging" on page 33.

Active duty military and veterans may secure a waiver of the 1 hour well-being general education requirement (HPE 142) and 3 hours of physical activity general education requirement (Advisory Option).

See matrix on pages 11 for admission requirements, documents required and procedures.

Ruidoso or Roswell Students

A Roswell or Ruidoso student may attend classes at ENMU-Portales as degree-seeking or non-degree seeking. A short Intra-campus application form is available at www.enmu.edu/campuschange and should be completed at least a week in advance of registration at the Portales campus.

See matrix on page 12 for admission requirements, documents required and procedures.

Second Degrees

ENMU defines Second Associate's/ Bachelor's as a student who has already received an accredited Associate's/ Bachelor's degree either from ENMU or another accredited institution.

See matrix on page 12 for admission requirements, documents required and procedures. Information about general academic requirements is available on page 28.

Non-Degree Seeking Students

ENMU defines a Non-Degree seeking student as a student who wants to take classes at ENMU-Portales but does not currently wish to pursue a degree. The University recognizes several types of non-degree seeking students.

1. Non-degree Seeking Visiting Student

A student who is seeking a degree at another higher education institution and wants to take classes at Eastern must:

- a. Apply for admissions on-line at www.enmu.edu/apply
- b. Provide all college transcripts or a letter of good standing from the last institution attended.

Note: An applicant must be in good academic and disciplinary standing.

2. Dual Enrollment for High School Credit

"Dual Credit Program" means a program that allows high school students to enroll in college-level courses offered by a college that may be academic or career technical but not remedial or developmental, and simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate. Students must meet with secondary representatives to coordinate appropriate courses approved by both secondary and postsecondary institutions. These eligible courses are listed on a Master Agreement between secondary and postsecondary institutions located in the Distance Education office (DEO). The students must fill out the Dual Credit Request Form, be approved by counselors/teachers and have an approved GPA. The ENMU Dual Credit Request Form is located at www.enmu.edu/future-students/

[counselors/dual-credit.pdf](#). Students' credentials are discussed by the DEO and high school before a student's admission into ENMU. Dual credit students are not required to pay for any tuition, fees or textbooks. More information may be obtained from Distance Education and Outreach at 575-562-2165.

3. Concurrent Enrollment for High School Students

A high school student desiring to earn a college credit at ENMU while still enrolled in high school must:

- a. Apply for admission using the Concurrent Student Admission Form obtained by contacting the Office of Enrollment Services.
- b. Submit the permission form signed by a high school official and a parent or guardian to the Office of Enrollment Services.
- c. Submit the signed form to the Office of Enrollment Services to obtain a signature from an admissions official.

Note: For additional information about Concurrent Enrollment, contact the Office of Enrollment Services at 575-562-2178.

Important Information for Non-Degree Seeking students:

1. To become degree seeking, a student must re-apply for admissions at the beginning of the semester.
2. Thirty (30) hours of non-degree seeking course work may count toward a student's degree. (Exception is Dual Enrollment and Concurrent Enrollment for high school students)
3. Non-degree seeking students may not receive financial aid from ENMU-P. However, the student may be eligible for financial aid at his or her home school under a consortium agreement.

See matrix on page 13 for admission requirements, documents required and procedures.

Admission Requirements and Procedures

First Time Freshman

Types of First Time Freshman	Description	Admission Requirements	Documents submission
First Time Freshman	A student who has never taken college classes	Final high school grade point average 2.5 or ACT 17 or SAT 810	Admission application (paper or online) Official (sealed) 6th semester high school transcript ACT or SAT score report Official (sealed) final high school transcript upon graduation
First Time Freshman with hours	A student who has taken college classes while in high school	Final high school grade point average 2.5 or ACT 17 or SAT 810	Admission application (paper or online) Official (sealed) high school transcript ACT or SAT score report Official (sealed) final high school transcript upon graduation
First Time Freshman from a non-accredited home school or high school	A student who has been home schooled (non-accredited) or a student who has graduated from a non-accredited high school	ACT 17 or SAT 810	Admission application (paper or online) Official (sealed) high school transcript ACT or SAT score report
First Time Freshman/GED	A student under the age of 24 who has taken and passed the General Educational Development (GED) test	ACT 17 or SAT 810	Admission application (paper or online) GED certificate ACT or SAT score report
First Time Freshman (non-traditional)	A student who is 24 years of age or older and has never taken college classes	Final high school grade point average 2.5 ACT or SAT is not required However, for the purpose of course placement, students may choose to take the ACT/ SAT or arrange placement testing through the Advising Center.	Admission application (paper or online) Official (sealed) high school transcript
First Time Freshman/GED (non-traditional)	A student who is 24 years of age or older and has never taken college classes and has received a General Educational Development Certificate (GED)	GED Certificate ACT or SAT is not required However, for the purpose of course placement, students may choose to take the ACT/ SAT or arrange placement testing through the Advising Center.	Admissions application (paper or online) GED certificate

Transfers

Type of Transfers	Description	Admission Requirements	Documents submission
Transfer Freshman 29 hours or less	A student who has completed under 29 college credits or less	2.0 cumulative college GPA and final high school grade point average 2.5 or ACT 17 or SAT 810	Admission application (paper or online) Official (sealed) transcripts from all colleges attended Official (sealed) final high school transcript ACT or SAT score report
Transfer Freshman/GED under 29 hours or less	A student under the age of 24 who has taken and passed the General Educational Development (GED) test and has completed under 29 college credits or less	2.0 cumulative college GPA and ACT 17 or SAT 810	Admission application (paper or online) Official (sealed) transcripts from all colleges attended GED Certificate ACT or SAT score report
Transfer Freshman (non-traditional) under 29 hours or less	A student who is 24 years of age or older and has completed less than 29 college credits or less	2.0 cumulative college GPA and final high school grade point average 2.5 ACT or SAT is not required However, for the purpose of course placement, students may choose to take the ACT/SAT or arrange placement testing through the Advising Center.	Admission application (paper or online) Official (sealed) transcripts from all colleges attended Official (sealed) final high school transcript or GED certificate
Transfer with 30 hours or more	A student who has completed over 30 college credits or more	2.0 cumulative college GPA	Admission application (paper or online) Official (sealed) transcripts from all colleges attended

Military

Type of Military	Description	Admission Requirements	Documents submission
Degree Seeking	A student who is currently on active duty military status seeking a degree	Military students may choose to take the ACT/SAT or arrange placement testing through the Advising Center	Admission application (paper or online) Official (sealed) transcripts from all colleges attended
Non-Degree Seeking	A student who is currently on active duty military status taking courses for general knowledge	Military students may choose to take the ACT/SAT or arrange placement testing through the Advising Center	Admission application (paper or online) Unofficial transcripts or a letter of good standing from the last institution attended

Roswell or Ruidoso Students

Type	Description	Admission Requirements	Documents submission
Transfer Freshman under 29 hours or less	A student who has completed under 29 college credits or less	2.0 cumulative college GPA and final high school grade point average 2.5 or ACT 17 or SAT 810	Intra-campus application form Official (sealed) transcripts from all colleges attended Official (sealed) final high school transcript ACT or SAT score report
Transfer Freshman/GED under 29 hours or less	A student under the age of 24 who has taken and passed the General Educational Development (GED) and has completed 29 college credits or less	2.0 cumulative college GPA and ACT 17 or SAT 810	Intra-campus application form Official (sealed) transcripts from all colleges attended GED Certificate ACT or SAT score report
Transfer Freshman (non-traditional) under 29 hours or less	A student who is 24 years of age or older and has completed 29 college credits or less	2.0 cumulative college GPA and final high school grade point average 2.5 ACT or SAT is not required However, for the purpose of course placement, students may choose to take the ACT/SAT or arrange placement testing through the Advising Center.	Intra-campus application form Official (sealed) transcripts from all colleges attended Official (sealed) final high school transcript or GED certificate
Transfer with 30 hours or more	A student who has completed 30 college credits or more	2.0 cumulative college GPA	Intra-campus application form Official (sealed) transcripts from all colleges attended

Second Degree Students

Type	Description	Admission Requirements	Documents submission
Second Associate's	A student who has already received an accredited associate's degree and is pursuing a second undergraduate degree.	2.0 cumulative college GPA and official transcript indicating receipt of degree	Official (sealed) transcripts from last college attended Note: If the student is an ENMU graduate, transcript(s) currently on file will be processed accordingly. If the student has taken course work from another institution not on file, an official transcript will need to be submitted.
Second Bachelor's	A student who has already received an accredited bachelor's degree and is pursuing a second undergraduate degree.	2.0 cumulative college GPA and official transcript indicating receipt of degree	Official (sealed) transcripts from last college attended Note: If the student is an ENMU graduate, transcript(s) currently on file will be processed accordingly. If the student has taken course work from another institution not on file, an official transcript will need to be submitted.

Non-Degree Seeking Students

Types of Non-Degree	Description	Admission Requirements	Documents submission
Non-degree seeking/ visiting student	A student who is seeking a degree at another higher education institution and wants to take classes at Eastern	Status of good standing at the student's last college attended	Admission application (paper or online) Official (sealed) transcripts from last college attended or Letter of good standing from last college attended
Dual Enrollment	A high school student wanting to enroll in college-level courses offered by a college and used simultaneously to earn credit toward high school graduation and a postsecondary degree or certificate	Approval from a secondary representative	Dual Credit request form Appropriate signatures
Concurrent Enrollment	A high school student desiring to earn college credit at ENMU while still enrolled in high school	Approval from a secondary representative	Concurrent Student Admissions form Appropriate signatures

Admission Decisions

Types of Admissions

Conditional Admission A degree seeking student who does not meet the admission requirements for regular admission may be granted conditional admission after an individual assessment of his/her records. The conditional admit will receive a Conditional Admittance and Plan for Academic Improvement form outlining the terms of the admission. The form needs to be returned to the address listed on the form before registration of classes.

Incomplete Agreement Admission A degree seeking student who meets admission requirements but is unable to obtain all necessary official documents may submit unofficial copies for review. If approved after a complete review of all the necessary documents, an Incomplete Student Agreement form will be provided to the student for completion. Once the completed Incomplete Student Agreement form is returned to the Office of Enrollment Services, an admissions decision will be made. The student will have 45 days to provide the official copies of missing documentation. Students will be denied further registration until the official documentation is received by ENMU.

Regular Admission A student who meets the admission requirements and provides all necessary documentation. The student may or may not be degree seeking.

Transfer with in-progress course work A degree seeking student who is transferring from another college/university who still has course work in progress will be admitted. An additional official transcript will need to be provided for the courses that were in progress at the time of admission. A student will be denied further registration until the official documentation is received by ENMU.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act provides eligible students with certain rights with respect to their education records. Education records mean those records that are directly related to a student and maintained by ENMU or by a party acting for ENMU, with some exceptions. Eligible students in attendance at ENMU include students attending in person and those attending by other means, such as by paper correspondence, videoconference, satellite and internet.

For additional information about your rights as a student under FERPA, please see:

1. ENMU's Annual Notice to Students Regarding FERPA Rights; and
2. ENMU's Notice Designating Directory Information Under FERPA.

These Notices can be accessed by students at www.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

ENMU Qualifying New Mexico General Education Core Courses

Transferring Courses to Fulfill the New Mexico General Education Common Core

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, designated general education core courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore year of study.

The core matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website at www.hed.state.nm.us. Follow the "Colleges and Universities" link to the drop down menu and select "Transferring Credits," then select "Core Matrix." Courses are listed by institution, whether university or community college, under each of the five general education areas. The approved courses for Eastern New Mexico University are listed in the Associate's and Bachelor's General Education Requirements on page 40-41, with their equivalent New Mexico Common Course Number (NMCCN) if applicable. The NMCCNs can be found immediately following the applicable course description in the back of this catalog.

Transfer Among New Mexico Higher Education Institutions

To facilitate transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico's public postsecondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students enrolling for first-year or second-year study at a New Mexico institution and wishing to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years. To review New Mexico modules, see www.hed.state.nm.us.

Student Responsibility

New Mexico's colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately the **student's responsibility**. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer course work will meet the requirements of the desired degree.

Transferable Lower-Division General Education Common Core

Students enrolling for first-year study who **have not** yet selected either an academic focus or the institution from which they wish to graduate are advised to take courses during the freshman year outlined in the Lower-Division General Education Common Core. For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institutions regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences or other profession-related fields are advised that some of this course work may not transfer toward General Education Requirements but in most cases will apply toward elective requirements.

General Education Common Core

Area I: Communications (select 9 semester hours)		
a)	College-Level English Composition	3-4 hours
b)	College-Level Writing (a second course building on the above)	3 hours
c)	Oral Communication	3 hours
Area II: Mathematics (select 3 semester hours)		
a)	College Algebra	3 hours
b)	Calculus	3 hours
c)	Other College-Level Mathematics	3 hours
Area III: Laboratory Science (select 8 semester hours)		
a)	General Biology, with laboratory	4-8 hours
b)	General Chemistry, with laboratory	4-8 hours
c)	General Physics, with laboratory	4-8 hours
d)	Geology/Earth Science, with laboratory	4-8 hours
e)	Astronomy, with laboratory	4-8 hours
Area IV: Social/Behavioral Sciences (select 6-9 semester hours)		
a)	Economics (macroeconomics or microeconomics)	3 hours
b)	Introductory Political Science	3 hours
c)	Introductory Psychology	3 hours
d)	Introductory Sociology	3 hours
e)	Introductory Anthropology	3 hours
Area V: Humanities and Fine Arts (select 6-9 semester hours)		
a)	Introductory History Survey	3 hours
b)	Introductory Philosophy	3 hours
c)	Introductory Course in History, Theory, or Aesthetics of the Arts or Literature	3 hours
Total to be selected		35 semester hours

Lower-Division 64-hour Transfer Modules

Students who **have** selected a field of study but have not yet selected the college or university from which they wish to earn their baccalaureate degree are advised to take courses during the freshman and sophomore years outlined in one of the Lower-Division 64-hour Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and apply toward bachelor's degree program requirements. Students should consult advisors at their current institutions regarding which specific classes fit these categories.

Transfer modules may be obtained electronically from the New Mexico Higher Education Department web site (www.hed.state.nm.us).

Appeal Procedure

All New Mexico public, post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students or from other complainants regarding the transfer of course work from other public institutions in the state. If courses are not accepted for transfer to ENMU, the student may appeal this decision by obtaining a catalog description of the transfer course in question and meeting with the department chair of the content area. If the student is denied and wishes to continue the appeal, the student may appeal to the dean of the college. If the issue is not resolved at the University, students may appeal to the New Mexico Higher Education Department, 2048 Galisteo Street, Santa Fe, NM 87502-2100; phone 505-476-8400, www.hed.state.nm.us.