

Admissions

Application

Any new or former student wishing to attend Eastern New Mexico University must complete an application for admission. The high school senior planning to apply for financial aid and admission to ENMU for a fall semester should apply for admission in early spring. The application may be obtained by writing to the Office of Enrollment Services, ENMU Station 7, 1500 S Ave K, Student Academic Services Building, Room 107, Portales, NM 88130; by calling toll-free (800) FOR-ENMU (367-3668); or by visiting the Web site 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.

Application Procedures

The degree-seeking applicant must have the following materials on file in the Office of Enrollment Services to clear the applicant for registration.

1. **Transcript(s)** — Applicants must have an official transcript or transcripts sent directly to the Office of Enrollment Services. Any student who has not attended college or has completed fewer than 30 semester hours of college work must have a high school transcript sent. Anyone who has attended one or more colleges must have transcripts sent from each school.

Official transcripts are those sent directly by an official of the high school and/or college(s) to the ENMU Office of Enrollment Services. The University cannot accept copies of transcripts in a student's possession.

2. **Test Scores** — Any new applicant who has completed fewer than 30 semester hours of college work must have an ACT/SAT or equivalent (as determined by the institution) assessment on file before he/she can register. High school students should take either examination before completion of their senior year and request that the scores be reported to ENMU.

An applicant who has not graduated from high school (see Admission Requirements, Page 10) must take the General Education Development (GED) examination and meet or exceed New Mexico standards of successful completion. The GED applicant must also complete the ACT/SAT or equivalent as indicated above.

High School Core Requirements

Academic success in college is directly related to the student's preparation in high school. A particular core of knowledge is expected of college entrants and is essential to realizing the student's greatest possible potential in the collegiate experience. Eastern New Mexico University **strongly recommends** the following high school core (of regular or accelerated courses) for applicants:

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

Transfer Students

1. **Admission** — A transfer student who has been disqualified for registration at another college or university will not be considered for admission to ENMU until a suspension period has been completed. A first suspension requires that a student be out one regular semester (excluding summer). A second suspension requires that the student be out for two regular semesters before admission can be considered.
2. **Catalog of Record for Transfer Students** — Any ENMU undergraduate student transferring from any New Mexico two-year institution or cooperating two-year institution accredited by a C.H.E.A.-recognized agency, has the option to select the ENMU catalog in effect during the student's initial college enrollment, provided the ENMU enrollment is within six years of his/her initial college enrollment. (Refer to Catalog of Record section on Page 22.)
3. **Data Entry of Transfer Credit** — The University's Office of Enrollment Services enters academic work completed elsewhere. **The acceptance of transfer credits by the University does not guarantee that these hours will satisfy requirements in a specific major or minor.** To determine how transfer credits count toward degree requirements, the student must consult a faculty advisor and the college (College of Business, College of Education and Technology, College of Fine Arts, College of Liberal Arts and Sciences) must approve the course(s) for use in the major or minor. The student should contact his/her Records Clerk for more information. Grades of "D" cannot be used to meet requirements for a major or minor.

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.
4. **Grade Point Calculation** — Transfer grades **will** be calculated for admission requirements, honors for graduation and professional licensing (such as teacher education or professional nursing).

Admission Requirements

	High school graduate or transfer student with fewer than 30 hours of academic college-level course work.	Transfer student with 30 or more hours of academic college-level course work.	Student with GED	Student over 25 with 0 hours of academic college-level course work.
Regular Admission	Submission of ACT/SAT scores and at least a sixth semester transcript. Final high school grade point average 2.5 or higher in regular or accelerated courses OR ACT of 17 or higher OR SAT of 840 or higher.	College GPA of 2.00 or higher	Successful completion of GED AND ACT of 17 or higher OR SAT of 840 or higher.	Official high school transcript or GED certificate. Submission of ACT/SAT scores for course placement.
Conditional Admission (limited to first-time freshmen)	An individual wishing to seek a degree but not meeting standards for regular admission may be granted conditional admission on an individual assessment of their combined GPA and ACT/SAT scores. A decision on admissibility will be made by the Office of Enrollment Services within two weeks of receipt of materials.			
Probationary Admission	A student transferring to ENMU with any academic college level course work with a college GPA of less than 2.00 may be admitted on probation. A decision on admissibility will be made by the Office of Enrollment Services within two weeks of receipt of materials.			

5. **Acceptance of Transfer Credit** — Credit is accepted for work of a college parallel nature from institutions whose accreditation is from an accrediting body recognized by the Council for Higher Education Accreditation (C.H.E.A.). Courses not of college parallel nature include but are not limited to technical/vocational courses, doctrinal religion courses and basic skills level courses. “D” work will not meet requirements in the student’s major or minor areas of study. Accrediting bodies currently recognized by C.H.E.A. are:

- Accrediting Association of Bible Colleges
- Accrediting Association of the Distance Education and Training Council
- Accrediting Bureau of Health Education Schools
- Accrediting Commission for Career Schools/Colleges of Technology
- Accrediting Council for Independent Colleges and Schools
- Association of Advanced Rabbinical and Talmudic Schools
- Association of Theological Schools in the United States and Canada
- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- The Higher Learning Commission, a member of North Central Association of Colleges and Schools
- Western Association of Schools and Colleges

Credit for work of a college parallel nature from an institution that is a candidate for accreditation by a C.H.E.A. recognized body will be awarded after 15 credit hours are earned at ENMU with a minimum GPA of 2.00. Work completed at an institution not accredited by a C.H.E.A.-recognized body may be validated as outlined in this catalog under “Course Challenging” on Page 27.

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

6. **Application of Credit** — To further enhance articulation between all state-supported institutions in New Mexico, Eastern New Mexico University adopts the principle of treating transfer students as native students in the application of credit toward certificate or degree requirements.
7. **BBA Degree Transfer Students** — Transfer students planning to complete a BBA degree at ENMU should request a College of Business advisor and carefully review the requirements listed on Pages 38–41.

Non-Traditional Students

Students who are 25 years of age or older and have never attended college are admitted regardless of their ACT score. However, they must submit ACT scores prior to registration for course placement purposes. An official high school transcript or GED certificate must be submitted.

Non-Degree Visiting Student Criteria

The non-degree visiting student category is designed to meet the needs of mature, part-time students who do not wish to pursue a degree at this University. Any person wishing to attend ENMU as a non-degree visiting student, who meets the criteria below, may do so by checking non-degree on the application.

1. The individual must:
 - a. be a high school graduate **OR**
 - b. have successfully completed the GED and be out of high school a minimum of one year **OR**
 - c. be at least 23 years of age or older.
2. The non-degree visiting student is subject to all ENMU policies and regulations governing registration, attendance, academic standing and personal conduct.
3. If the individual has previously been academically suspended from ENMU, acceptance in this category will be governed by ENMU Suspension/Probation policy.
4. If the individual has previously been suspended from ENMU for disciplinary reasons, acceptance in this category will be governed by the stipulations of that suspension.

A non-degree visiting student may apply to become a degree-seeking student either (1) by completing ENG 102, ENG 104, and six hours of math beginning with MATH 107, with a GPA of 2.00 or greater **OR** (2) by submitting required transcripts, GED or other test scores to the Office of Enrollment Services and meeting the requirements shown above.

The non-degree visiting student may complete as many hours as desired in this category. However, no more than 30 hours earned while in this category may be applied to any ENMU degree.

A non-degree visiting student is not considered admitted and cannot receive student financial aid.

Concurrent Enrollment for Secondary Students

This program allows a select number of high school students to earn college credit at ENMU while still enrolled in high school. The student must complete both an Application for Admission and a Concurrent Enrollment Form (provided by the Office of Enrollment Services) signed by a high school official, the student, and an ENMU admissions official. The concurrent enrollment student wishing to attend ENMU immediately following high school graduation must have transcripts and test scores sent to the Office of Enrollment Services and apply as a degree-seeking student. Guidelines for the program can be obtained by contacting the Office of Enrollment Services.

International Student Admission

An international student on a non-immigrant student F-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 score of 500 or complete the highest level of an intensive English program for admission consideration. 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 will be made. 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 orientation prior to the student registering.

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

Admission Programs for Military Personnel

ENMU 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).

The ADM program is designed for Cannon Air Force Base active duty personnel to pursue credit courses without meeting the full requirements for admission to undergraduate study.

The SOC program allows service personnel, their spouse and/or dependents to complete study interrupted by military obligations. Students in the program may fulfill requirements toward an undergraduate degree by completion of 32 of the final 64 hours in residence.

MAP allows the active duty military student to earn credit at other institutions while pursuing a degree at ENMU. Academic progress is reported to the ENMU Office of the Registrar where the student's official file is maintained. The student retains his/her ENMU academic advisor. All regular admission and degree requirements must be met.

More information and regulations for these programs may be obtained by contacting the Office of Enrollment Services.

Credit for Military Service

Eastern New Mexico University allows credit to United States military personnel on courses and/or military occupational specialties (MOS's) as evaluated by the American Council on Education (ACE) in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. The amount of credit will not exceed 30 semester hours for undergraduates and eight semester hours for graduates. This credit, along with credit by examination (i.e., CLEP, Advanced Placement, ACT, DANTES and course challenging), cannot exceed 32 hours for an associate degree, 50 hours for a bachelor's degree and eight hours for a graduate degree.

Military credit is accepted as elective credit by the Office of Enrollment Services and it is the decision of the individual colleges how the credit may be applied to degree requirements.

Before credit will be considered official, copies of courses completed or MOS rating must be sent directly to the Office of Enrollment Services from a record center.

If the ACE Guide 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. Active duty military and veterans may secure a waiver of the two-hour physical well-being requirement. Guidelines for challenge examinations are stated on Page 27 of this catalog.

Intra-University Change of Campus

A student attending classes at ENMU-Roswell or ENMU-Ruidoso may change to the ENMU-Portales campus. The student should complete a change form at the Office of Enrollment Services at any of the three campuses 30 days in advance of registration on the Portales campus.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the U.S. Office of Education concerning alleged failures by the institution to comply with the act.

According to FERPA, the institution can release information without written student consent in the following instances:

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.
3. Specified officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid to a student.
5. Organizations conducting certain studies for or on behalf of the school.
6. Accrediting organizations.
7. To comply with judicial order or lawfully issued subpoena.
8. Appropriate officials in cases of health and safety emergencies.
9. State and local authorities, within a juvenile justice system, pursuant to specific State Law.
10. The final results of any institutional disciplinary proceedings for a crime of violence or non-forcible sex offense, if the institution determines that the student committed a violation of its rules or policies with respect to the crime.
11. Information to the parent or legal guardian regarding a student's violation of any law or institutional rule or policy governing the use or possession of alcohol or a controlled substance if the student is under 21 and the institution determines that the student has committed a disciplinary violation.

To have directory information withheld, a student must complete the non-disclosure form, which can be obtained and filed at the Office of the Registrar within the first two weeks of the semester. The institution has established the following as Directory Information: name, mailing addresses, telephone numbers, e-mail addresses, date and place of birth, most recent previous school attended, major field of study, classification, dates of attendance, honors awarded, degrees and dates conferred, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

ENMU does not release records from other institutions, such as transcripts, ACT, CLEP, DANTEs, GRE, and GMAT scores.

Other information regarding disclosure of student data is available at the Office of the Registrar.

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.

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.

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. Lower-division transfer modules presently exist for:

- Business
- Pre-Engineering
- Biological Sciences
- Social/Behavioral Sciences
- Physical Sciences
- Teacher Education — Language Arts, Social Studies and Foreign Language
- Teacher Education — Math, Science and Physical Education
- Teacher Education — Elementary, Bilingual and Special Education
- Teacher Education — Early Childhood Education

Modules for additional areas of study are being developed. Copies of these Transfer Modules may be obtained from the Office of Student Records, the Office of Enrollment Services or electronically from the New Mexico Commission on Higher Education Web site (www.nmche.org/colleges/transfercredits.asp).

Inter-Institutional Transfer Guides and Catalogs

Students who **have** selected a field of study **and/or** the institution from which they wish to graduate are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection. Formal published transfer guides between ENMU and all New Mexico two-year institutions as well as South Plains College in Levelland, Texas are available from the Office of Student Records or from the Office of Enrollment Services. More information, including transfer guides, is available on the University Web site at www.enmu.edu/transfer.

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.

Tuition and Fees

Residency Definition for Tuition Purposes

For tuition purposes, a resident is defined as a student who meets **each** of the requirements **before the first day of classes for that term**:

1. At least 19 years of age
2. Financial independence
3. Written declaration of "intent"
4. Specific overt acts

For more detailed information on the above and other circumstances related to these regulations please contact the Office of Enrollment Services (Student Academic Services Building, Room 107).

Out-of-state tuition is not charged during summer sessions, nor is out-of-state tuition charged to students taking six or fewer semester credit hours during any enrollment period.

Petitions for changes in residency status will be accepted beginning 30 days prior to the semester for which the petition applies. Students are requested to petition prior to registration. The latest date a petition, along with all completed documents and verifications, can be accepted is 21 calendar days after the first day of classes. Petition forms and further information may be obtained from the Office of Enrollment Services (Student Academic Services Building, Room 107).

Tuition and Fees

Tuition is a charge that helps to defray the costs of the education offered at ENMU. Student fees are added to the basic tuition rate to enable ENMU to offer student-related services such as Student Health Services, Student Government, Associated Student Activities Board and other student activities. These fees are mandatory.

Tuition and fees are charged according to the number of credit hours carried by a student; auditors (those enrolled in a course for no credit) pay the same fees as students enrolled for credit. All charges are payable at registration unless arrangements have been made with the Office of Student Accounts. Students who request an installment payment plan must pay one-fourth down of the total charges, with the balance payable in three equal monthly installments. An installment payment plan fee of \$10 will be assessed. Student registration is not complete and enrollment is not official until payment or payment arrangements are made.

It is the student's responsibility to make sure the Office of the Registrar has his/her correct mailing address on file. The University cannot be responsible for cancellation of a student's registration due to mail problems.

All tuition and student fee charges as well as course fees and special services fees are subject to change without notice. Tuition and Fee Schedules change according to legislative and/or Board of Regents' action. Up-to-date tuition and fees schedules can be found in the current semester class schedule, online (www.enmu.edu/fees), in the Office of Enrollment Services' publications or by calling (800) 367-3668 (FOR-ENMU), ext. 7.

Withdrawal from the University — Financial Responsibility

Once a student registers, he or she is responsible for the total charges assessed regardless of whether the installment payment plan is used. Refund percentages are applied to total charges assessed and not the amount paid. This means that a student who withdraws before paying all installment plan payments may receive a bill rather than a refund. Not attending classes does not constitute official withdrawal.

Tuition Reduction

A student may be eligible for a senior citizen discount if he/she is 65 or older and a New Mexico resident. The Office of Enrollment Services requires evidence of this. The cost per credit hour up to six hours will be \$5.

Tuition and Student/Course Fee Refund Policy

The refund schedule is based on the first day of the semester, not on the initial class meeting.

The refund schedule for fall and spring:

- a. Refund of 100% through day 5
- b. Refund of 75% through day 10
- c. Refund of 50% through day 15
- d. Refund of 25% through day 20

Specific dates are published each semester in the class schedule.

Tuition Refund Appeals Procedure

A withdrawing student must submit a written appeal explaining individual circumstances that would warrant an exception to the published refund policy to the vice president for Business Affairs. The vice president will make the decision to approve or deny the appeal.

Undergraduate Tuition and Fees for 2005-2006

	N.M. Resident	Non-Resident
Students carrying 12-18 hours per semester	\$1,308.00	\$4,086.00
Students carrying fewer than 12 or more than 18 hours, per credit hour	\$ 109.00	\$ 340.50
Students carrying six or fewer hours, per credit hour	\$ 109.00	\$ 109.00
On-Site/ITV, per credit hour	\$ 109.00	\$ 109.00

Course Fees

SUBJ	CRS	FEE	SUBJ	CRS	FEE	SUBJ	CRS	FEE	SUBJ	CRS	FEE
AG	203L	\$10	BIOL	151L	\$10	BIOL	450L	\$30	COMM	420	\$25
AG	204L	\$10	BIOL	152L	\$10	BIOL	475	\$25	COMM	422	\$25
AG	231	\$50	BIOL	207L	\$10	BIOL	504L	\$10	ELED	460	\$100
AG	301	\$50	BIOL	209L	\$10	BIOL	505L	\$10	ELED	532	\$20
AG	303	\$50	BIOL	210L	\$10	BIOL	509L	\$30	ELED	535	\$20
AG	321	\$5	BIOL	214L	\$38	BIOL	510L	\$10	ELED	537	\$20
AG	331	\$10	BIOL	300L	\$10	BIOL	511L	\$10	FCS	213L	\$30
ANTH	475	\$25	BIOL	301L	\$10	BIOL	515L	\$10	FCS	301L	\$15
ANTH	481	\$200	BIOL	302L	\$10	BIOL	521L	\$52	FCS	332	\$30
ANTH	575	\$25	BIOL	303L	\$10	BIOL	522L	\$30	FCS	353L	\$15
ANTH	583	\$200	BIOL	307L	\$10	BIOL	524L	\$10	GEOL	475	\$25
ART	106	\$25	BIOL	341L	\$10	BIOL	525L	\$15	GEOL	575	\$25
ART	145	\$50	BIOL	404L	\$10	BIOL	527L	\$25	HPE	220	\$15
ART	146	\$50	BIOL	405L	\$10	BIOL	530L	\$10	HPE	299*	\$15
ART	210	\$65	BIOL	409L	\$30	BIOL	531L	\$10	HPE	299**	\$10
ART	231	\$90	BIOL	410L	\$10	BIOL	533L	\$10	*Lifeguard Training		
ART	245	\$50	BIOL	411L	\$10	BIOL	536L	\$10	**Water Safety Training		
ART	246	\$50	BIOL	415L	\$10	BIOL	542L	\$10	MUS	***	\$50
ART	271	\$40	BIOL	420L	\$10	BIOL	550L	\$30	***private lessons for voice, piano etc.; per credit hour		
ART	345	\$90	BIOL	421L	\$52	BIOL	560L	\$10	PHYS	475	\$25
ART	346	\$90	BIOL	422L	\$30	BIOL	575	\$25	PHYS	575	\$25
ART	375	\$60	BIOL	424L	\$10	CHEM	475	\$25	SED	460	\$100
ART	376	\$60	BIOL	425L	\$15	CHEM	575	\$25	SED	532	\$20
ART	395	\$60	BIOL	427L	\$25	COMM	110L	\$25	SED	535	\$20
ART	396	\$60	BIOL	430L	\$10	COMM	210L	\$25	SED	537	\$20
ART	475	\$60	BIOL	431L	\$10	COMM	220L	\$25	SPED	445	\$100
ART	476	\$60	BIOL	433L	\$10	COMM	344	\$25			
ART	495	\$60	BIOL	436L	\$10	COMM	412	\$25			
ART	496	\$60	BIOL	442L	\$10						

Special Fees

Child Development Center		
(accident insurance, cost of snacks included)		
Time Block		2005-2006
9 a.m.–11:30 a.m.		\$655
8 a.m.–11:30 a.m.		\$915
9 a.m.–12:30 p.m.		\$915
8 a.m.–12:30 p.m.		\$1,180
9 a.m.–3:30 p.m.		\$1,390
8 a.m.–3:30 p.m.		\$1,610
8 a.m.–5 p.m.		\$1,925
Summer Session		
9 a.m.–noon		\$200
8 a.m.–5 p.m.		\$430

Dishonored check handling		\$25
Examination for course challenging		\$15 per credit hour
Graduation:		
All degrees (diploma)		\$10
Cap and gown		
Associate's/Bachelor's degree		\$25
Master's degree		\$45
Second degree		
(conferred at the same time as the first)		\$5
Bindery (master's thesis, projects, etc.)		\$7 per copy
Replacement diploma		\$9
Health and accident insurance:		
U.S. residents (optional)		\$165
International students (mandatory)		\$194
ID card:		
New		\$25
Replacement of ID card		\$10
Installment payment plan		\$10
Orientation:		
New students under 30 hours		\$95
Transfer students		\$25
Reinstatement		
(late fee for not paying registration on time)		\$50

Room and Board

Room rates do not include housing during the recess between fall and spring semesters which includes winter break. Meal plans do not include vacation periods such as Thanksgiving, winter break and spring recess. Meal plans are available to off-campus students at the same rates. Current costs for the various meal plans, room rates and rentals are available from the Office of Housing and Residence Life (Campus Union, Room 108).

Student Delinquent Accounts and Loans

Transcripts and/or other information relating to the University records of any student or former student will not be released or delivered to the student or to any other person, entity or institution until all debts of the student to the University and all of its affiliates have been paid or arrangements satisfactory to the University have been made for payment. This policy is applicable to all debts including, but not limited to, student loans as allowed by law.

Collection Agencies

Following the end of each semester, students who have delinquent account balances may receive a series of itemized statements requesting payment. Failure to receive a bill from ENMU does not relieve the student of the responsibility for payment. If payments or arrangements are not made on a timely basis, the account may be placed with a collection agency. A collection fee will be added to the account. If ENMU obtains judgment from a court of competent jurisdiction, the debtor shall also be liable for the collection agency fee as well as reasonable court costs and attorney's fees.

Methods of Payment

Checks or money orders should be made payable to Eastern New Mexico University and mailed to: Business Office, ENMU Station 4, 1500 S Ave K, Portales, NM 88130. All payments should have the student's name and ENMU ID number or social security number on the check.

Other payment options are: (1) Pay at the Cashier's Office in the Administration Building; (2) Place payment in drop box in front of the Administration Building; (3) Pay by credit card or debit card (VISA, MasterCard, American Express, or Discover); or (4) Use financial aid/scholarship payments.

Financial Aid

The student and his/her family are primarily responsible for defraying the cost of the student's college education. However, when the student and family have made a sincere effort to meet expenses and additional financial assistance is required ENMU believes that aid should be made available whenever possible.

To receive full consideration, the student should apply no later than March 1, unless an earlier date is specified for a particular program. Applications received after March 1 will be considered as long as funds are available. The form accepted by ENMU is the Free Application for Federal Student Aid (FAFSA) or the Federal Renewal Form for Previous Aid Applicants. Although a student may apply for aid prior to enrollment, admission must be complete before aid will be disbursed.

To initially receive and continue to receive financial aid, the student must maintain satisfactory academic progress as determined by federal regulations in conjunction with the University. The student must successfully complete 80 percent of all hours attempted at ENMU. Undergraduates must maintain an ENMU institutional GPA of at least 2.00 and must graduate within 192 attempted semester hours. Graduate students must maintain an ENMU institutional

GPA of at least 3.00 and must graduate within 45 attempted semester hours. For more information about ENMU's Satisfactory Academic Progress, please contact the Office of Financial Aid.

Students who apply for financial aid but are not in good standing are automatically denied by the Office of Financial Aid. However, the student may appeal by completing the appropriate appeal form and submitting that form to the Office of Financial Aid. For further information regarding applications, appeals, loan rates, deferments, minimum/maximum loan amounts, etc. please contact the Office of Financial Aid in the Student Academic Services Building, Room 107. Also, *The Student Guide*, published by the U.S. Department of Education, is an excellent source for additional information. This publication can be obtained in the Student Academic Services Building, Room 107.

Federal Pell Grant

The Federal Pell Grant Program is currently the largest student Grant program administered by the Department of Education. The purpose of the Federal Pell Program is to award grants to help financially needy students meet the cost of their post-secondary education. Students who have earned a bachelor's or professional degree are not eligible to receive a Federal Pell Grant, a Federal Supplemental Educational Opportunity Grant or a New Mexico Student Incentive Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant "supplemental" to the Federal Pell Grant. The stated purpose of the FSEOG is to provide grants to assist in making available the benefits of post-secondary education to qualified undergraduate students who demonstrate exceptional financial need. Priority is given to Federal Pell Grant recipients. These funds are limited and will be distributed until the fund is exhausted.

New Mexico Student Incentive Grant

The Student Incentive Grant Program is available to students who are residents of the State of New Mexico and who demonstrate financial need. The funding is limited and monies will be distributed until the fund is exhausted.

Federal Perkins Loan (formerly National Direct Student Loan)

The Federal Perkins Loan program is a long-term, low-interest (five percent) loan program. Eligibility is based upon a student's demonstrated financial need and is targeted to students with exceptional need. This loan fund is limited and monies will be distributed until the fund is exhausted.

Federal Stafford Loans

(formerly Guaranteed Student Loans)

Federal Stafford Loans are low-interest loans made to students attending school at least half-time. Loans are made by a lender such as a bank, credit union or savings and loan association. These loans are insured by the guaranty agency in each state and reinsured by the federal government.

There are two types of Federal Stafford Loans — subsidized and unsubsidized. Subsidized loans are based on financial need and repayment of principle. Interest begins six months after the student graduates, leaves school or drops below half-time. Students may receive an unsubsidized, or non-need-based loan, as well. The student is responsible for paying the interest during in-school and deferment periods. (Otherwise, the student and lender may agree to capitalize the interest; however, this would increase the amount of the principle.) Students who want to borrow from the unsubsidized Stafford or additional unsubsidized Stafford (formerly SLS) Loan programs must still apply for federal financial aid via the FAFSA.

Federal PLUS Loans

Federal PLUS Loans are for parents who want to borrow to help pay for their children's education. These loans provide additional funds for education expenses and, like Federal Stafford Loans, are made by a lender such as a bank, credit union or savings and loan association. Under this program, the applicant must be deemed credit-worthy by his/her lender.

Federal College Work-Study Program

Students may work on the ENMU campus and at off-campus, non-profit organizations under this federal program. Eligibility is based upon a student's demonstrated financial need. The student usually works between six and 15 hours per week and is paid every two weeks. Both work-study programs are limited in funding and awards will be made until the funds are depleted.

New Mexico Work-Study Program

The New Mexico Work-Study Program is designed to assist residents of the State of New Mexico with their educational costs. The majority of the awards are made to those students demonstrating financial need; however, a portion of the program funds are set aside for those not qualifying for need-based aid. Students must still apply for federal aid to determine need-based eligibility; also, a letter of interest for this state program should be submitted to the Office of Financial Aid as early as possible after the application (FAFSA) has been completed.

Dropping Credits or Complete Withdrawal

Please be aware that any change in enrollment status may result in a decrease or loss of financial aid eligibility. Also, future financial aid could be jeopardized. Students who receive Title IV funding and withdraw completely from the University may be subject to a separate refund schedule. Contact the Office of Financial Aid for examples of these policies.

Scholarships

The Office of Development publishes an annual ENMU scholarship guide. The *Friends of Eastern Foundation Guide to Scholarships* can be obtained through the Office of Development, ENMU Station 8, 1500 S Ave K, Portales, NM 88130, (505) 562-2412. The Guide to Scholarships and applications are also available online at www.enmu.edu/scholarships. The deadline to apply for the majority of ENMU scholarships is March 1 for the following academic year.