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# Graduation Application Procedures Student Records

Please submit this application by Friday, Feb. 1, 2008.

## Procedures for On-Campus Students

1. Submit survey online.
2. Type sections 1, 2 and 3. Save and print form.
3. Submit \$10 graduation fee to the cashier in the Administration Building. Enter information in section 2.
4. Submit approval form to Student Records in Student Academic Services, Room 170.

**REQUIREMENTS:**

5. Students who are on academic probation will be moved to the next semester (for example, transcripts for transfer students, all grade changes and repeat forms).
6. If you plan to march in commencement, go to the bookstore to purchase your regalia.

## Procedures for Off-Campus Students

**APPROVAL FORMS:** All off-campus students must complete the approval form and submit it to Student Records in Student Academic Services, Room 170.

**ADDRESS:** Student Records, Room 170, Administration Building, ENMU, Portales, NM 88130

2161  
1500 S. Ave. K  
(108)  
3R

7K  
SR

**REQUIREMENTS:**

5. Students who are on academic probation will be moved to the next semester (for example, transcripts for transfer students, all grade changes and repeat forms).
6. If you plan to march in commencement, go to the bookstore to purchase your regalia.

**Attention:** All off-campus students must complete the approval form and submit it to Student Records in Student Academic Services, Room 170.

**Note/disclaimer:** If any changes are made in the above information it could mean the forfeiture of my graduation for

WK  
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WI  
WI  
WI  
WI

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

## Contact Information

Phyllis Seefeld, Student Records  
1500 S. Ave. K • ENMU Station 34 • Portales, NM 88130  
Phone: 575-562-2780 • Fax: 575-562-2855 E-mail: degree.plans@enmu.edu



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# Approval for Undergraduate Graduation Student Records

### Steps:

1. Submit survey online.
2. Type sections 1, 2 and 3. Save and print form.
3. Submit payment for graduation to the cashier in the Administration Building and sign the bottom of this form.
4. Submit approval form to Student Records in Student Academic Services, Room 170, or fax to 575-562-2780.

### Final Semester:

- Fall 20\_\_\_\_\_
- Spring 20\_\_\_\_\_
- Summer 20\_\_\_\_\_

## Section 1: Student Information

Student's name as wanted on diploma: \_\_\_\_\_  
First Middle name/initial Last

Student ID number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Diploma mailing address: \_\_\_\_\_  
Address City State ZIP

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

Fax number: \_\_\_\_\_ (if you need to correspond with us by fax)

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

## Section 2: Pay Cashier

Amount: \_\_\_\_\_ Date paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

## Section 3: Commencement Information (if applicable)

Do you plan to participate in commencement?  Yes  No

When do you plan to participate in commencement?  Fall  Spring

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

Note: Caps and gowns will be available at the bookstore. All orders are to be placed directly through them.

College of: \_\_\_\_\_ Degree sought: \_\_\_\_\_

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

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

Student statement: I have read the information above and acknowledge the disclaimer on the Graduate Application and Procedures and understand that if I fail to complete the remaining requirements, I forfeit my right to graduate.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 4: For Office Use Only (The following items are supported by the attached degree plan.)

GPA: \_\_\_\_\_ Graduation honors:  Summa cum laude (3.800-4.0)  Magna cum laude (3.700-3.799)  
 Cum laude (3.600-3.699)  With distinction (3.500-3.599)

Total Hours:		Upper Division Hours:	
Completed		Completed	
Incomplete		Incomplete	
In progress		In progress	
Less remedial hrs		Total	
Total			

### List what must be completed after submission of this form:

Incompletes: \_\_\_\_\_

Substitutions: \_\_\_\_\_

Other requirements: \_\_\_\_\_

Office Use Only (Student Records)

All requirements needed to graduate must be in the Office of Student Records by the deadline stated on the Graduation Application Procedures (online at [www.enmu.edu/graduation](http://www.enmu.edu/graduation)), or you will not graduate.

Dean's signature (approving college) \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only (Registrar)