

Graduation Application Procedures

Office of the Registrar

Please submit this application by the deadline for the semester you plan to graduate, posted online at www.enmu.edu/graduation.

Procedures for All ENMU Students

1. Submit the student survey online. Print and fill out the Approval for Undergraduate Graduation form with your signature.
2. Submit the \$15 graduation fee to the cashier in the Administration Building or pay by phone with a credit card by calling 575-562-2619. Enter the confirmation of payment number you receive from the Cashier's Office in Section 2 of the application.
3. Submit your form to the Office of the Registrar in Room 105 of the Administration Building or mail, fax, or scan and e-mail the completed form using your secure ENMU e-mail address.

Mailing address:
Office of the Registrar
1500 S Avenue K
ENMU Station 5
Portales, NM 88130

Fax number:
575-562-2566

E-mail:
registrar.office@enmu.edu

4. If you plan to march in the graduation ceremony, contact the bookstore about purchasing regalia. You may order directly from the bookstore using a credit card and have regalia mailed to you. Call the bookstore toll-free at 877-499-2665, and any associate will be able to assist you.
5. Please contact the Office of the Registrar if you have any questions or concerns.

Notes/disclaimer: Graduation information will be sent to your ENMU e-mail address. Please be sure to check that e-mail account regularly. The graduation application form has blanks for local and diploma mailing addresses. If you want to receive any graduation information at your local address, please include that address on the form. Please use a permanent address to receive your diploma through the mail.

If any of your graduation information changes—your name, mailing address or other fields—contact the Office of the Registrar immediately to have your application updated.

I understand that the Office of Financial Aid will automatically cancel any financial aid awarded for future semesters when my name appears on the graduation list. I understand if I do not intend to continue my education at Eastern New Mexico University, I must contact my financial aid officer.

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

Contact Information

Ms. Laura Smart or Ms. Pat Gallegos, Office of the Registrar
1500 S. Ave. K • ENMU Station 5 • Portales, NM 88130
Phone: 575-562-2175 • Fax: 575-562-2566



www.enmu.edu

Approval for Undergraduate Graduation

Office of the Registrar

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 Office of the Registrar, Administration Building, Room 105, or fax to 575-562-2566.

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: _____ ENMU e-mail: _____

Local mailing address: _____
Address City State ZIP

Diploma mailing address: _____
Address City State ZIP

Phone number: _____ Hometown newspaper: _____

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 the Registrar by the deadline stated on the Graduation Application Procedures (online at www.enmu.edu/graduation), or you will not graduate.

Dean's signature (approving college) _____ Date _____

Office Use Only (Registrar)