



Southeast New Mexico College

Enrollment Checklist for New Students

Questions? Contact Admissions at (575) 234-9221 or admissions@senmc.edu

In July of 2021, House Bill 212 became law making NMSU Carlsbad an independent college named **Southeast New Mexico College (SENM)**. As of April 1, 2022, we are officially SENMC and are in the process of transitioning from NMSU. Southeast New Mexico College is and remains fully accredited by the Higher Learning Commission as a degree-granting institution.

ATTENTION: Summer 2023 Semester will be the last semester part of NMSU system. Students will apply for admissions through the NMSU Online Admissions Application.

1. Apply for Admission, Financial Aid and Schedule an One-on-One Video Chat

- Submit an admissions application at admissions.nmsu.edu/apply/, select the appropriate campus "Carlsbad."
- Have official high school, GED and/or college transcripts sent to carlsbad_admissions@nmsu.edu or mailed to SENMC/NMSU Carlsbad, 1500 University Drive, Carlsbad, NM, 88220.
- Apply for financial aid at studentaid.gov/ and inquire about VA benefits (575-234-9226), if applicable.

2. Complete Placement Testing*

***Testing may be waived** for students who have finished high school in the last 5 years to present or for those that have completed the ACT/SAT within the last three years; are transferring in math, reading, or English courses; or pursuing certain career technical programs. Those who graduated before the last 5 years will need to take placement exam if they have not taken Math or English courses in the last two years and do not have a degree. Call (575) 234-9322 to inquire.

- If you need accommodations for the test, call Student Accessibility Services for assistance. Kindly provide at least 2 business days' notice. Call (575) 234- 9321 or go to senmc.edu/sas.html.
- If needed, complete the Accuplacer math, reading, and writing placement tests. Call (575) 234-9322 for more information. Try a practice test beforehand at accuplacerpractice.collegeboard.org.

3. Register for Classes and Pay

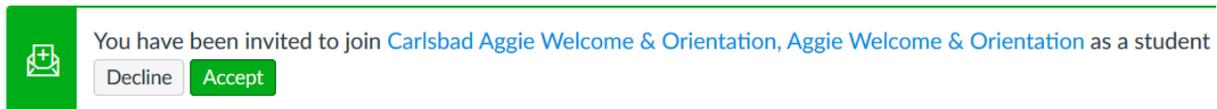
- Create a NMSU Account (myNMSU) student account at myaccount.nmsu.edu/activation.
- Complete *SENM (NMSU) Welcome & Orientation* and download the Microsoft Teams App.
- Schedule an advising appointment at nmsu.campus.eab.com through the Navigate Student App (New Mexico State University System is the school), or call (575) 234-9221. Your advisor will help you register for classes.
- Pay SENMC (via the NMSU Pay Portal pay.nmsu.edu.) tuition and fees via mail, phone. For information about payment plan options, visit student-accounts.nmsu.edu, or call (575) 234-9200.
- Check your financial aid status in your NMSU (myNMSU) account and submit any missing student requirements as noted.

4. Prepare for the Semester

- Complete orientation either online or on-campus. Contact our Admissions Advisor by calling at (575) 234-9238 or schedule a meeting at
- Sign up for Peer Mentoring through the First Year Experience Office at senmc.edu/fye/peermentoring/
- Purchase your textbooks and supplies through the Campus Bookstore, room 105, or online at bkstr.com/nmsustore select "Textbooks" on the top menu bar, and then select the appropriate campus "Carlsbad."
- Prepare for online courses by attending a Canvas workshop in the Learning Technology Center. For more information or to schedule a Canvas training session, call (575) 234-9259 or visit senmc.edu/ltc/
- If applicable, request academic accommodations. Go to senmc.edu/sas.html for more information or call (575) 234-9321.

SENM Welcome & Orientation

1. Create a SENMC (NMSU) account at myaccount.nmsu.edu/activation
2. Sign in to portal.nmsu.edu/
3. Click on the Applications folder under the Launchpad (bottom left) then on Learn.nmsu.edu(Canvas).
4. In the top of the page you will see the following message:



5. Once you accept the invitation, select the Courses button and complete the modules and the quizzes.

If you have any questions about completing the orientation, please contact (575) 234-9238.

Microsoft Teams (for the advising appointment)



1. Download Microsoft Teams microsoft.com/en-us/microsoft-365/microsoft-teams/download-app
2. Log in to the Microsoft Teams App using your SENMC account (NMSU account) If you have not create one please use the following link to create a SENMC account (NMSU account) myaccount.nmsu.edu/activation.
3. A Microsoft Teams Chat box will appear and will allow you to chat, audio call, and/or video conference with your academic advisor. This includes screen sharing so both you and your advisor can review your STAR Degree Audit and any other advising documents. Your advisor will start the chat process at your designated appointment time.
4. After your advisor starts the chat and confirms you are available for your appointment, they will initiate the call or video conference.
5. Ensure the correct Icons are turned on. (In order) Video, Audio, and screen share will be your most frequently used. When a line is drawn through the Icon, it means it is disabled. Click the Icon to make active.

Note: If at any point during the appointment, you have audio or video issues, you can still contact the advisor through the Chat feature.

Please contact the ICT Help Desk at (575) 646-1840 or help@nmsu.edu if you are unable to access your myNMSU account.