



# Admissions & Registration Checklist for New Students

Southeast New Mexico College

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:** While we transition, students will apply for admissions through the NMSU Online Admissions Application.

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

- Submit an admissions application at [admissions.nmsu.edu/apply/](https://admissions.nmsu.edu/apply/), select the appropriate campus "Carlsbad."
- Have official high school, GED and/or college transcripts sent to [carlsbad\\_admissions@nmsu.edu](mailto:carlsbad_admissions@nmsu.edu) or mailed to SENMC/NMSU Carlsbad, 1500 University Drive, Carlsbad, NM, 88220.
- Apply for financial aid at [fafsa.gov](https://fafsa.gov) and inquire about VA benefits (575-234-9226), if applicable.
- Schedule a One-on-One Video Chat with an Admissions Advisor [apply.nmsu.edu/portal/nmsuc1on1videochat](https://apply.nmsu.edu/portal/nmsuc1on1videochat)

## 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 applicable, talk with the Student Accessibility Services Coordinator about testing accommodations. Call (575) 234-9321.
- 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](https://accuplacerpractice.collegeboard.org).

## 3. Register for Classes and Pay

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

## 4. Get Your Parking Permit, Student ID card, and Textbooks

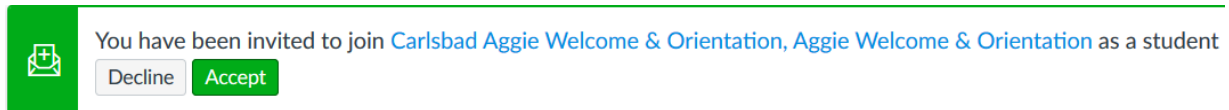
- Visit the Business Office, room 108, to get your parking permit and student ID card.
- To purchase textbooks and supplies use this link: [bkstr.com/nmsustore](https://bkstr.com/nmsustore) Select "Textbooks" on the top menu bar, and then select the appropriate campus "Carlsbad."

### Additional items to complete as needed

- Meet with the Student Accessibility Services Coordinator about academic accommodations.
- Apply for work-study jobs if awarded work-study funds.
- 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

### **SENMC Welcome & Orientation**

1. Create a SENMC (NMSU) account at [myaccount.nmsu.edu/activation](https://myaccount.nmsu.edu/activation)
2. Sign in to [portal.nmsu.edu/](https://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.

**Be sure to complete the SENMC Welcome & Orientation before the advising appointment. In order for you to get register for classes, you must complete the orientation. 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](https://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](https://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](mailto:help@nmsu.edu) if you are unable to access your myNMSU account.**