

# Enrollment Checklist for New Students

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

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## Apply for Admissions and Financial Aid

Admissions Advisor: (575) 234-9238  
Financial Aid: (575) 234-9225  
VA Benefits: (575) 234-9226

- Visit with our Admissions Advisor to learn about our academic programs, financial aid and scholarships, admissions requirements, and arrange a campus tour. Call or make an appointment at [senmc.edu/admissions](https://senmc.edu/admissions).
- Submit an admissions application at [senmc.edu/apply](https://senmc.edu/apply).
- Have official high school, GED and/or college transcripts sent from your previous schools to [admissions@senmc.edu](mailto:admissions@senmc.edu) or by mail to Southeast New Mexico College, 1500 University Dr., Carlsbad, NM, 88220.
- Apply for financial aid at [studentaid.gov](https://studentaid.gov) and use school code 002659. Inquire about VA benefits, if applicable.

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## Activate your SENMC Account

Admissions Advisor: (575) 234-9238  
ICT Help Desk: (575) 234-9448

- Go to [my.senmc.edu](https://my.senmc.edu) and enter the SENMC email address sent to the email you put on your admission application. Click on the “Forgot Password” link to create a password and set up 2-factor authentication. **You must activate your account to access the student portal for registration.**

Contact the ICT Help Desk for assistance or email [help@senmc.edu](mailto:help@senmc.edu).

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## Take the Placement Test (if applicable)

Testing Services: (575) 234-9341  
Accessibility Services: (575) 234-9321

- Take the Accuplacer if you graduated from high school more than 5 years ago or have not completed college-level math and English courses yet. Call Testing Services to sign up.
- If you need accommodations for the test, call Student Accessibility Services for assistance. Kindly provide at least 2 business days’ notice.

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## Register and Pay

Advising: (575) 234-9221  
Financial Aid: (575) 234-9225  
Business Office: (575) 234-9200  
Bookstore: (575) 234-9240

- Schedule an advising appointment at [senmc.edu/advising](https://senmc.edu/advising). Your advisor will help you register for classes via the SENMC student portal ([my.senmc.edu](https://my.senmc.edu)).
- Check your account balance in the SENMC student portal and ensure that your financial aid is complete. Contact the Business Office or visit [senmc.edu/business-office](https://senmc.edu/business-office) to learn about payment options.

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## Prepare for the Semester

Admissions Advisor: (575) 234-9238  
First Year Exp: (575) 234-9241  
Bookstore: (575) 234-9240  
Learning Tech Ctr: (575) 234-9259

- Complete orientation either online or on-campus. Call our Admissions Advisor or check your college email for details.
- Sign up for Peer Mentoring through the First Year Experience Office at [senmc.edu/fye/peermentoring](https://senmc.edu/fye/peermentoring).
- Purchase your textbooks through the Campus Bookstore, room 105, or online at [bookstore.senmc.edu](https://bookstore.senmc.edu).
- Sign up for a workshop on how to use Canvas used for online, hybrid, and in-person courses. Contact the Learning Technology Center or visit [senmc.edu/ltc](https://senmc.edu/ltc).
- If applicable, request academic accommodations. Go to [senmc.edu/sas](https://senmc.edu/sas) for more information.