



Enrollment Checklist for New Students

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

Apply for Admissions and Financial Aid

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

- ☐ Submit an admissions application at senmc.edu/admissions.
- ☐ Have official high school, GED and/or college transcripts sent from your previous schools to admissions@senmc.edu or by mail to Southeast New Mexico College, 1500 University Dr., Carlsbad, NM, 88220.
- ☐ Apply for financial aid at studentaid.gov and use school code **043006**. Inquire about VA benefits, if applicable.

Activate your SENMC Account

ICT Help Desk: (575) 234-9448

- ☐ Go to 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.

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.

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. Your advisor will help you register for classes via the SENMC student portal (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 to learn about payment options.

Prepare for the Semester

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

- ☐ Complete orientation either online or on-campus. Call Admissions or check your college email for details.
 - ☐ Sign up for Peer Mentoring through the First Year Experience Office at senmc.edu/fye/peermentoring.
 - ☐ Purchase your textbooks through the Campus Bookstore, room 105, or online at 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.
 - ☐ If applicable, request academic accommodations. Go to senmc.edu/student-services/student-accessibility-services for more information.
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