



Enrollment Checklist for New Students

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

Apply for Admissions and Financial Aid

Admissions: (575) 234-9221
Financial Aid: (575) 234-9225
VA Benefits: (575) 234-9226

- ☐ To apply go to: senmc.edu/admissions. Select the image that applies to you.
- ☐ 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.
- ☐ International transcripts must be evaluated by an independent international credential evaluation service for which there is a cost. Applicants may choose any NACES-accredited evaluation service (<https://www.naces.org/>). SENMC partners with Span Tran: The Evaluation Company ([Spantran](https://spantran.com/)), click here to get a discounted transcript evaluation.
- ☐ 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 your personal email that you provided on your admission application. Click on "Forgot Password" link to create a password and download Microsoft authenticator app. **You must activate your account to access the student portal for registration.**

Contact the ICT Help Desk for assistance or email help@senmc.edu.

Register

[Advising Appointment](#)

FYEX Register

Accessibility Services: (575) 234-9321

- ☐ Schedule an advising appointment at senmc.edu/advising. Your advisor will help you register for classes via the SENMC student portal (my.senmc.edu).
- ☐ If applicable, request academic accommodations. Go to senmc.edu/student-services/student-accessibility-services for more information

Take the Placement Test (if applicable)

Testing Services: (575) 234-9322

- ☐ Take the Accuplacer if you graduated from high school more than 5 years ago or if you completed a GED/ HiSet and have not completed college-level math and English courses yet. Call the Testing Center to sign up or visit senmc.edu/testing-center/

Pay

Financial Aid: (575) 234-9225
Business Office: (575) 234-9200

- ☐ Check your account balance in the [SENMC student portal](https://senmc.edu/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) 234-9236
Bookstore: (575) 234-9240
Learning Tech Ctr: (575) 234-9259

- ☐ 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.
- ☐ Learning Technology Center (LTC) provides training and support for Canvas and other digital tools <https://senmc.edu/ltc/>.