

New/Returning Student Checklist

Step 1: [APPLY FOR ADMISSIONS](#)

First, you will need to apply for admissions online. Click on the following link to apply online. [Online admissions application](#)

Step 2: Submit Academic Transcripts

Once you have completed the admissions application you will need to have your Official High School or GED transcripts, previous College/University transcripts sent to ENMU-Ruidoso, Transcripts, 709 Mechem Drive, Ruidoso, NM 88345.

Step 3: Complete the [FAFSA and Scholarships](#) applications for financial assistance.

Apply for financial aid and scholarships to help pay for your educational expenses. FAFSA stands for Free Application Federal Student Aid. Click on the link above to download a scholarship guide and to apply for FAFSA. If you have any questions regarding financial aid please contact Student Services at 575-257-2120 or 800-934-3668 and ask to speak to the Financial Aid Specialist.

Step 4: Take Placement Testing ([Prep for the Test](#))

You will need to contact the Testing Center at 575-257-2120 or 800-934-3668 to take the college placement test. The test is not a pass or fail, it is a test to determine your skill levels and to prepare you for taking college courses. It is preferred that a new student visit the College Placement [Prep for Test](#) webpage for review.

Step 5: Meet with an Academic Advisor or email ruidosoadvising@enmu.edu for assistance with course scheduling.

Contact an academic advisor to discuss program and recommended courses on the certificate and/or degree programs. You may schedule a face to face or phone appointment by calling 575-257-2120 or 800-934-3668 or email ruidosoadvising@enmu.edu.

Step 6: [Activate Student Accounts.](#)

The next step before registering for classes will be to activate MyENMU. MyENMU is a source that all students can use to access Self-Service Banner (SSB), Blackboard for online courses, and your ENMU Email account. In SSB you can register for classes, view your schedule, pay your bill, view financial aid information, and view your grades and transcripts. This system is available anytime as long as you have internet access.

(Note: You will need your usernames and passwords. The first time you login to MyENMU, you will need to login into your email, SSB, and Blackboard with your usernames and passwords. After the first time logging into email, SSB, and Blackboard, the MyENMU portal will remember your sign on information. After that you will only need to login to MyENMU and will be able to access email, SSB, and Blackboard without signing into each account individually.)

To obtain your username and password for MyENMU you will need your student Id number. Your student Id number can be found on your admissions acceptance letter or you can call Student Services at (575) 257-2120 or (800) 934-3668. Click here to activate your [Student Accounts](#).

First, you will need to read the [Student Email Policy](#) and the [Computer Use Policy](#). Once you read the policies, check the boxes that you have read and understand the student email policy and the computer use policy.

You will then enter your student Id number and leave the campus selection as Portales/Ruidoso, then enter your date of birth and click on submit. *(ENMU Ruidoso and Portales are in the same SSB system)*

Your username and password will be displayed. Keep this information private so your information remains confidential.

Click here to get your [Student Account](#) information.

If you have any questions please contact Student Services at (800) 934-3668 or at (575) 257-2120.

Step 7: Register for classes at [MyENMU](#) or with your academic advisor.

To register online you will need your student account information from Step 6 above. Click on [MyENMU](#) from the ENMU Ruidoso homepage at

www.ruidoso.enmu.edu and enter username and password. Click on the SSB icon under the Quick Launch Navigation Menu or click on the Registration link. Under Registration Links click on “Look up Classes to Add” and search for available courses. You may also find your course registration number (CRN) in the college schedule.

Step 8: Verify your course schedule at [MyENMU](#)

Verify your course schedule through SSB. Login to [MyENMU](#) click on SSB. You may view your schedule on the SSB Information Page and you can also print out a copy of the schedule to present to the bookstore if needed.

Step 9: Student ID card (required for students on campus)

All students who take classes on campus are required to obtain a Student ID card. Student ID cards can be obtained from Student Services. You can contact Student Services at 575-257-2120 or 800-934-3668 for more information. There is no cost to the student for the Student ID card.

Step 10: Student Account-Set up [Payment Plan](#)

To set up a payment plan click on the link above or login to [MyENMU](#) and click on SSB. On the SSB information page click on payment and follow on screen directions. If you need assistance please contact the ENMU Cashier at 575-257-2120, ext. 314 or 800-934-3668.

Step 11: Purchase books- [ENMU-Ruidoso Bookstore](#)

If you need further assistance purchasing books or have questions please contact the Bookstore at 575-257-3010 or 800-934-3668.

Step 12: Attend Classes

Participation is required whether you are taking a face-to-face class or an online class. Attendance and participation is related to grades.

If you need assistance please contact Student Services at 575-257-2120 or 800-934-3668. You can also contact Student Services by email: ruidosoadvising@enmu.edu.