

Structural Fire Science Program

Process for New Students, Re-admit, or Transferring Students

Below are the 12 steps to guide a new, re-admit, or transferring student through the processes to attend classes at ENMU-Ruidoso campus.

Step 1: Online Admissions Application

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

Step 2: Send Official Transcripts

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

Step 3: Free Application for Federal Student Aid (FAFSA) and Scholarships

Click on the link above to [Apply for Financial Aid](#) to help pay for your educational expenses. Click on the link above to download a [Scholarship Guide](#) to apply for Scholarships. 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 a Financial Aid Specialist.

Step 4: Take Placement 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 [Prep for Test](#) webpage for review.

Step 5: Contact an Advisor

Contact Student Services to enroll into a Certificate or Degree program. You can obtain an official degree plan from Student Services at 575-257-2120 or 800-934-3668. Your advisor can assist you with course scheduling and answer any questions you may have. Contact your Structural Fire Specialist to discuss program information. You can email Mikel.Ward@enmu.edu for more information about the Structural Fire Science program. Make sure to use your ENMU email account when emailing faculty and staff.

Step 6: Activate Student Account

The next step before registering for classes will be to activate your ENMU accounts. You will need your usernames and passwords to login to the MyENMU Ruidoso Portal. This system is available any place where Internet access is available.

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

To obtain your username and password for the MyENMU Ruidoso Portal 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 get [Student Account](#) information.

First, you will need to read the [Student Email Policy](#) and the [Computer Use Policy](#).

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.

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

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

Step 7: Register for Classes

Register online for classes through the MyENMU Ruidoso Portal. To register online you will need your student account information from Step 6 above. Click on [MyENMU-Ruidoso](#) under the Quick Links menu at www.ruidoso.enmu.edu and enter username and password. Click on the MyBanner (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. Your advisor may provide your course registration number (CRN) to you or you may search in SSB for CRN's. You can also find the CRN on the semester schedule

Step 8: Verify your Course Schedule

Verify your course schedule through MyBanner (SSB). You may view your schedule on the MyBanner (SSB) Information Page and you can also print out a copy of the schedule. Under the Links for Details on the Information page of MyBanner (SSB) click on Student Schedule under Course:

Step 9: Get a Student ID Card

All students who take classes on campus are required to obtain a Student ID card. Student ID cards can be obtained from the Student Success Center located in the Learning Commons Area of the Library. You can contact Student Success Center 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](#) login to MyENMU Ruidoso Portal and click on MyBanner (SSB). On the MyBanner (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 required textbooks

Login to MyENMU Ruidoso Portal and click on Bookstore (Ruidoso) to order your books online. If you need further assistance purchasing books or have questions please contact Student Services 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 are registered for online classes please access your online classes by logging into the [MyENMU Ruidoso Portal](#) and click on Blackboard (Ruidoso) under the Launchpad on the Portal homepage. If you are taking Portales classes you will need to click on Blackboard (Portales) to access Portales online classes.