

Wildland 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, previous College/University transcripts, and any NWCG transcripts sent to: ENMU-Ruidoso, Transcripts, 709 Mechem Drive, Ruidoso, NM 88345.

Step 3: [FAFSA and Scholarships](#)

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 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 Wildland Fire Specialist Advisor**

Contact the Wildland Fire Specialist (WFS)/ Advisor: Mikel.Ward@enmu.edu to discuss program and recommended courses on the certificate or degree plan. You can obtain an official degree plan from Student Services at 575-257-2120 or 800-934-3668.

Step 6: [Activate Student Account](#) (MyENMU-Ruidoso)

The next step before registering for classes will be to activate [MyENMU-Ruidoso](#). MyENMU-Ruidoso is a source that all students can use to register for classes, view their schedule, pay their bill, view their financial aid information, view their grades and transcript, login to Blackboard for online courses, and have free e-mail. This system is available any place where 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 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 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: MyENMU-Ruidoso

Register online for classes at MyENMU-Ruidoso. To register online you will need your student account information from Step 6 above. Click on [MyENMU-Ruidoso](#) in the Quick Links menu of 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. Your advisor may provide your course registration number (CRN) to you or you may search in SSB for CRN's.

Step 8: Verify your Course Schedule

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. Under the Links for Details on the Information page of 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 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 login to [MyENMU-Ruidoso](#) 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 required textbooks from the online [Bookstore](#)

If you need further assistance purchasing books or have questions please call 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.