



Undergraduate Application for Graduation

Records & Research Department

This application may be filled out online, however you must still save the .pdf to your computer, print it out and sign by hand. Submit the completed, signed application in one of these ways:

1. Bring to the Front Desk on Campus (709 Mechem Drive, Ruidoso, NM)
2. Mail to: ENMU-Ruidoso Records Department, 709 Mechem Dr., Ruidoso, NM 88345
3. Fax to 575-993-5092
4. Scan and email to: ruidoso.admissions@enmu.edu

NOTE: All correspondence about Graduation will be sent to your **ENMU-Ruidoso Email Address**. Contact Student Services, 575-315-1120, if you have any questions or concerns.

Graduation Application Deadline: April 17

If your application is not submitted by the deadline, you will not be listed in the program.

Graduation Term: Fall 20____ Spring 20____ Summer 20____

Intended Major/Degree _____

Section I: Student Information

Student Name as it is to appear on diploma:

First

Middle

Last

Student ID #: _____ ENMU-Ruidoso email: _____

Diploma Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Note: If you need to change your diploma mailing address (or any other graduation information) after submitting your application, please email ruidoso.admissions@enmu.edu from your ENMU email account; include your ENMU ID number and your request.

Are you...?

A Veteran of the U.S. Armed Forces (Active duty, retired, National Guard, reserves, etc.)

A member of Phi Theta Kappa National Society of Leadership & Success Educators Rising SkillsUSA

Section II: Commencement Information

Summer and Fall graduates are invited to walk in the annual Spring Commencement event.

Do you plan to participate in the Commencement Ceremony? Yes No Ruidoso Portales

When participating in the Graduation Ceremony, commencement regalia must be worn properly. The gown is to be worn closed. The mortarboard is to be worn flat on the head with the tassel hanging on the right for associate and bachelor degrees (on the left for graduate degrees). Inappropriate attire such as costumes, offensive slogans on clothing or mortar board are not permitted. Inappropriate attire will need to be removed or student will not be allowed to participate in the ceremony.

Section III: Acknowledgement and Signature

I have read and understood the deadline schedule, application procedures, fee information and notes/disclaimers noted on this form.

I understand the Office of Financial Aid will automatically cancel any financial aid awarded for future semesters when my name appears on the graduation list.

I understand if I do not intend to continue my education at ENMU-Ruidoso, I must contact the Financial Aid office.

I have read and understand if I fail to complete the remaining requirements of my degree plan, I forfeit my right to graduate.

Student Signature: _____ Date: _____

Graduation Next Steps

1. **Complete** Graduate Exit Survey – watch your ENMU email for a survey link.
2. **Order** your Cap and Gown in Student Services, if walking in the Spring Commencement Ceremony.
Note: All Caps and Gowns will be paid for by the ENMU-Ruidoso Foundation.



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3. **Pick up** your cap and gown in Student Services two weeks before the spring Commencement Ceremony.
4. **Wait** – your diploma will be issued 4 to 6 weeks after final grades post and a final audit is completed. *Note: International addresses will require a \$30 UPS fee and additional time for shipping.* ENMU-Ruidoso diplomas list degree and major. Your degree will be conferred and posted to your official ENMU transcript within 13 days following the final audit.

Official use only: To be filled out by Advisor

Section IV: Degree Information

1. Degree/Certificate: _____

Major/Concentration: _____

2. Degree/Certificate: _____

Major/Concentration: _____

Verified by Advisor – Degree CAPP audit **must** be attached

Advisor Signature: _____ Date: _____