

Eastern New Mexico University - Roswell

Academic Advising 2026-2027

Advising Information

Advisors:	Erica Quintana, Carmen Short, Alyssa Wentland, and Deborah Zacher
Office Number:	575-624-7294 (please leave a voicemail)
Email Address:	Roswell.AdvisingCenter@enmu.edu
Office Location:	Student Services Center, 56 University Blvd, Roswell, NM 88203
Office Hours:	Monday-Thursday 7:30am-6:00pm, Friday 8:00am-12:00pm

ENMU-R Syllabus Supplement

Notice to Students: This document and the information contained at www.roswell.enmu.edu/syllabus-supplement, comprises the syllabus. You are responsible for the content in this document and the content in the associated web address.

ENMU-Roswell Mission

To enrich lives through learning

Advising Mission

Helping students develop skills that empower their education, career, and life goals, while encouraging self-reliance, responsibility, and accountability.

Student Responsibilities

- Accept responsibility for your decisions, your actions, and any associated outcomes.
- Schedule your appointments and be on time. If you need to reschedule, call the Advising Center at least 24 hours before the original appointment time.
- Be prepared for each advising session with material for discussion and **ask questions**, especially if you do not understand an issue or have a specific concern.
- Be an active learner by participating fully in the advising experience.
- Evaluate personal values and long-term goals; provide advisor with accurate information regarding your academic goals.
- Accept responsibility regarding the investment you have just made in yourself. Your education is an investment that will affect the rest of your life.
- An informed student is a successful student. Become knowledgeable about college programs, policies, and procedures. Read the catalog, academic calendar, and the student handbook.

Advisor Responsibilities

- Understand and assist students with program information, graduation requirements, and University policies and procedures.
- Encourage and guide students as they define and develop academic goals.
- Refer students to appropriate Campus resources and services.
- Address students' academic questions and concerns.
- Assist students in developing achievable academic and career goals based on interest, values, and needs.
- Maintain accessible office hours and keep appointments.
- Promptly respond to your e-mails and voicemails.
- Maintain confidentiality and adhere to the guidelines set forth by the Family Education Rights and Privacy Act.
 - Advisors will not discuss issues with parents or non-university persons without a signed information release form on file
 - Advisors will only respond to emailed academic questions via ENMU-Roswell student email.

- Advocate for students' academic interest

Student Learning Outcomes

As a result of academic advising:

1. Students should understand:
 - a. why they need to use CosmoLink,
 - b. how to read their class schedule, and
 - c. important semester dates
 by the end of the add/drop period of their first semester.
2. Students should understand the responsibilities of the academic advisor, as well as, their own.
3. Students should know the difference between applying for admissions and registering for classes.
4. By the end of the first semester students should be able to access and navigate the Advising Resource Page: <https://roswellenmu-26588.page451.sites.451.io/>.
5. Students should be able to reference their Degree Map and Degree Evaluation for self-registration purposes by the end of the first year.
6. By the time they graduate, students should value the hard work they put into completing their degree.

Outcome Checklist:

- CosmoLink
 - SSB (Self Service Banner)
 - Degree Eval
 - Registration
- Catalog (understand catalog year)
 - Find Academic Standing
 - Find Major requirements
 - Find prerequisite(s)
- Financial Aid (FA)
 - Student understands FA status or is referred to financial aid office
- Important Dates
 - Add/Drop
 - Last Date to Withdrawal
 - Next Registration Season
- Other (as needed)
 - Terms
 - Program Applications
 - Etc.

Next Steps:

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| ☐ Apply for or follow up on Financial Aid
www.studentaid.gov | Student Outreach - 575-624-7201 |
| ☐ Log into student portal and activate email
www.my.enmu.edu | Financial Aid - 575-624-7400 |
| ☐ Complete payment process
www.roswell.enmu.edu (Payment Gateway) | Helpdesk - 575-624-7491 |
| ☐ Purchase Books and Supplies
www.roswell.enmu.edu/bookstore/ | Cashier's Office -575-624-7125 |
| ☐ Obtain Student ID card and Parking Permit | Bookstore -575-624-7192 |
| ☐ Prepare for Classes | Security Office -575-624-7180 |