

# Eastern New Mexico University - Roswell

## Academic Advising 2025-2026

### Advising Information

<b>Advisors:</b>	Alyssa Wentland, Erica Quintana, Carmen Short, and Deborah Zacher
<b>Office Number:</b>	575-624-7294 (please leave a voicemail)
<b>Email Address:</b>	<a href="mailto:Roswell.AdvisingCenter@enmu.edu">Roswell.AdvisingCenter@enmu.edu</a>
<b>Office Location:</b>	Student Services Center, 56 University Blvd, Roswell, NM 88203
<b>Office Hours:</b>	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](http://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 and responsibility

### 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.
- Complete all requirements and recommendations from your advisor.
- 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 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

### Cognitive

1. As a result of academic advising, students should understand why they need to use Cosmolink by the end of the add/drop period of their first semester.
2. As a result of academic advising, students should understand the role of academic advisors as well as their own role.
3. As a result of academic advising, students should know the difference between a major and a career.

### Behavioral

1. As a result of academic advising, by the end of the first semester students should use Cosmolink as a resource.
2. As a result of academic advising, students should be able to access class schedules by the end of the first semester.
3. As a result of academic advising, students should be able to register themselves for the next semester by the end of the first year.

### Affective (post-graduation)

1. As a result of academic advising, 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
  - Student can articulate FA/scholarship eligibility requirements
  - Student on FA plan can articulate requirements
- Set next advising appointment
- Planning
  - Sequencing
  - Time Management
- Other (as needed)
  - Terms
  - Program Applications
  - Etc.

### Next Steps:

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

