

ADMISSIONS

Southeast New Mexico College (SENMC) is an open admissions postsecondary institution. Prospective students who have graduated from an accredited high school, have earned a high school equivalency, are transfer or visiting students, or are dual enrolled in high school and college or pursuing a high school equivalency may apply. Prospective students who are 18 or older and did not graduate from high school or the equivalent may be admitted as non-degree until ability to benefit has been met. Admission to the college does not guarantee admission or enrollment into a particular course or program of study.

A student may be accepted for undergraduate admission to SENMC as a:

- A degree-seeking student (must provide official transcripts).
 - Official transcripts must come directly from the institution where you obtained your diploma and/or completed college courses. If the document is delivered to us from anyone other than the institution, it is not considered an official transcript.
 - Unofficial transcripts can be accepted as a Tentative Admit. If official transcripts are not received, students will be admitted as “Tentative Conditional Admit” to allow additional time for transcripts to be received. If transcripts are not received by the end of the first semester, the student will not be able to register for the next semester until official transcripts are received.
- A non-degree student under the policies and conditions as set forth in this section.

How to Apply

Prospective students are encouraged to apply for admission to SENMC by visiting Admissions (<https://senmc.edu/admissions/>) or contact the admissions office to request an application. Students are required to submit an application for admission prior to registration.

New Student Orientation

All new, first-time degree seeking students and transfer students with fewer than 30 credits are required to complete New Student Orientation prior to advising and registration. Readmit students and transfer students with more than 30 credits are invited to attend if they wish. For information, please contact Admissions at (575) 234-9238.

First Time Student

Qualifications for undergraduate admission to SENMC include the following:

- Complete the undergraduate admission application available online at <https://senmc.edu/admissions/>
- Submit Official Transcript(s)
 - A student who has graduated from any U.S. high school or who earned a high school equivalency that is accredited by a regional accrediting association or approved by a state department of education or state universities will be required to send an official high school transcript, GED, or state approved high school equivalency to the Admissions Office.
 - A student who has attended other colleges or universities must have official transcripts forwarded directly to the Admissions Office by the Registrar of each institution and must be eligible to return to the college or university last attended.
 - If SENMC has reason to believe that the high school diploma is not valid, the institution may

- check with the high school to confirm the validity of the student’s diploma; and
- confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

Note: Unofficial transcripts can be accepted as a Tentative Admit. If official transcripts are not received, students will be admitted as “Tentative Conditional Admit” to allow additional time for transcripts to be received. If official transcripts are not received by the date set for conditional enrollment, the student will not be able to register for the next semester.

Non-degree Seeking Student

Non-degree admission is designed to meet the needs of mature, part-time students who do not wish to pursue a degree, or who are transient or visiting students. Courses taken in this status may not be used to meet college admission requirements. Students who wish to take a course without a graded credit may choose to audit courses. Students on non-degree status are ineligible to receive financial aid or student employment; nor are they eligible to participate in student government or intercollegiate athletics. They are also ineligible to receive benefits from any veteran’s program.

Transcripts from previous institutions, high school, and/or results of college entrance exams may be required to assure readiness for college-level courses. Non-degree students are subject to the same university regulations as regular students.

Changing from Non-Degree Status

A non-degree student in good academic standing at SENMC must submit a formal admissions application for a change of status from non-degree to degree seeking. Requirements to regular admission must be met. Non-degree students may not transfer more than 30 credits from this status to any undergraduate degree program with the exception of students participating in a high school concurrent enrollment program.

Returning Re-Admit

Former students who have been out of school for more than two consecutive terms are required to make a formal application for readmission. Applications should be submitted to the Admissions Office at least 30 days before the opening of the semester or summer session for which the student plans to enroll.

A student who has attended other institutions during an absence must have official transcripts forwarded directly to the Admissions Office by the Registrar of each institution and must be eligible to return to the college or university last attended. Transcripts must be received prior to the date of registration. Admission status at the time of readmission will normally be determined by previous SENMC academic standing. However, academic performance at other institutions attended during the applicant’s absence from SENMC may be taken into consideration in determining the student’s admission status.

How to Apply to the Nursing Program

Entrance and enrollments to the nursing programs are limited. Special applications are required and may be obtained from the offices of the Nursing Program or visiting Nursing (<https://senmc.edu/academic-departments/nursing.html>). In addition to meeting regular undergraduate admissions requirements, students must be selected into these programs. Nursing students are also required to take the HESI A2 and successfully complete a certified nursing assistant program to be eligible for entry into the program. Nursing majors must earn satisfactory grades.

Transfer Students

Transfer students from other colleges or universities may be accepted if their cumulative GPA is at least 2.0 and they are eligible to return to the college or university they last attended. Students who have a GPA less than a 2.0 may be admitted on probation. Students who transfer less than 30 credit hours must meet the first-time freshman admission requirement. Transfer students follow the same procedures as those outlined under "How to Apply." Official transcripts from all colleges and/or universities previously attended must be sent directly to the SENMC Admissions Office by the registrar of each college or educational institution.

Coursework from non-accredited institutions may be evaluated by the Office of the Registrar. The student should initiate the request for evaluation of this coursework with the SENMC Office of the Registrar. If approved, coursework will be applied toward certificate or associate degree completion.

A student who conceals the fact that (s)he has attended another college or university and who has not had transcripts submitted by each institution previously attended—whether or not credit was earned—may be subject to immediate suspension.

Opportunities for High School Students

How to Apply as a Dual Credit High School Student

The dual credit program is designed to give high school students an opportunity to earn both high school and college credit through SENMC. Under the Dual Credit Master Agreement between SENMC and the local school districts, students enrolled in approved dual credit courses are eligible to have the full cost of tuition waived. Dual Credit participants do not have to pay for tuition or textbooks; however, students are responsible for any course-specific fees, such as lab fees. They may take a college level, career-technical course that will simultaneously count toward high school graduation and a certificate or associate degree.

To qualify for dual credit, students must be enrolled at Artesia, Carlsbad, Jefferson Montessori Academy or Loving High School at least half time. Students must have a minimum high school GPA of a 2.0. Sophomores and students with a lower GPA may be considered on a case-by-case basis.

To enroll students must submit a dual credit packet during the college registration period that consists of an SENMC admission application (required only for students who have not attended in a semester or more), dual credit form with course request and all necessary signatures, and submit a high school transcript.

For additional information on dual credit please contact the dual credit office at Dual Credit (<https://senmc.edu/dual-credit/>) or (575) 234-9276.

Early College High School

The Early College High School initiative is designed to allow students to simultaneously earn a high school diploma while earning up to two years (60 hours) of college credit, which might result in a college certificate or associate degree by the time they graduate from high school. The facilities usually located on a college or university campus makes higher education more accessible and also helps students become more comfortable in a higher education environment. For further information on the admission requirements for early college high school contact the Carlsbad Early College High School directly (575) 234-9415.

Early Admission

The early admit program gives home school and students enrolled in a GED program the opportunity to take college courses that are non-

approved dual credit courses. Students must meet the same eligibility requirements as dual credit students. However, students will be required to pay course specific fees and purchase the book for the class. Students who are at or below freshman standing in the high school may not take academic courses at SENMC. In addition, for the home school student the home school educator must submit a signed transcript or document that lists the courses completed and grades earned by the student as well as indicate the expected date the student will graduate from the home school program.

Home-School Student

Students enrolled in a home school program may be accepted to SENMC if they meet the requirements for regular or provisional admission as previously stated. In addition, the home school educator must submit a signed transcript or document that lists the courses completed and grades earned by the student as well as indicate the date the student completed or graduated from the home school program. Home school students who are New Mexico residents and wish to participate in the Lottery Success Scholarship program are required to submit official New Mexico GED test results in English.

Admission Application Materials

All documents submitted as part of the admission process become property of SENMC and will not be returned to the student.

Admissions Office Contact Information

For more information, contact: admissions@senmc.edu or (575) 234-9221.

Admissions Office, Room 111
Southeast New Mexico College
1500 University Drive
Carlsbad, NM 88220