

# TRANSFER STUDENTS

Requirements for admission as a transfer student include the following:

1. Apply for admission. For an online application click here (<https://senmc.edu/admissions/transfer-student.html>) or request a paper form from the Student Services Office.
2. Request official transcripts of high school or GED and all previous college course work. All official transcripts should be mailed directly by the school or college registrar to:  
SENMC  
ATTN: Admissions Office  
1500 University Drive  
Carlsbad, NM 88220
3. Take placement tests in certain Math, English and Reading. The test may be waived for students who have taken the ACT within the last year, are transferring in Math, Reading or English courses or pursuing vocational programs.
4. Meet with your academic advisor before registering to receive assistance with choice or major, course information, degree plans and proper course selection.
5. Enter registration information via the my.senmc.edu (<https://senmc-public.courseleaf.com/students-regulations/transfer-students/my.senmc.edu>) student portal and pay, or make arrangements to pay, applicable tuition and fees in the Business Office.

## Transcripts

Transfer students must have official transcripts forwarded directly to the Admissions Office by the Registrar of each college or educational institution previously attended. A student who conceals the fact that he or she has attended another college or university, and who has not had the Registrar submit a transcript for each institution whether or not credit was earned, will be subject to immediate suspension. SENMC will uphold academic and judicial suspensions from other colleges and universities.

## Transfer of Credits at SENMC

SENMC evaluates courses from post-secondary institutions that are regionally accredited or are candidates for regional accreditation. Provided the classes are similar or equivalent to courses offered at SENMC, credits will be matched for coursework completed with a grade of D- or better. However, some programs require courses with a grade of C- or higher. Grades of courses with a D- or higher taken at other institutions are not included in the calculation of the GPA. Acceptance of transfer credits by the College does not guarantee those courses will satisfy specific degree or certificate requirements.

## Evaluation of Transfer Credits

Once a student has been admitted to SENMC, an evaluation of credits on a course-by-course basis is conducted by the Registrar's Office. Courses that require departmental approval are sent to the department chair for review. The department chair approves those transfer courses that are acceptable toward a degree or a certificate. Credits from non-accredited institutions will be evaluated by the registrar and approved by the department chair if it applies to the students degree or certificate. Courses that are transferred and are part of the NMHED Common Course

Numbering Matrix are accepted according to NMAC 5.55.5 (<https://www.srca.nm.gov/parts/title05/05.055.0005.html>).

## Transferring Courses to Fulfill the New Mexico General Education Curriculum

During the 2005 New Mexico Legislative session, Senate Bill 161, consistent with requirements of state law (Chapter 224 of the Laws of New Mexico, 1995 as amended) was signed into law to further enhance and facilitate the articulation of general education courses among New Mexico's colleges and universities. In accordance with policies established by the New Mexico Higher Education Department, approved general education courses successfully completed at any regionally accredited public institution of higher education in New Mexico are guaranteed to transfer to any New Mexico public institution.

The core matrix of approved courses guaranteed to transfer and meet general education curriculum requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department web site on the New Mexico General Education Curriculum page ([https://hed.nm.gov/resources-for-schools/public\\_schools/general-education/](https://hed.nm.gov/resources-for-schools/public_schools/general-education/)). Courses are listed by institution, whether university or community college, under each of the seven content areas. The courses for Southeast New Mexico College are listed in the general education courses section of this catalog.

## Transferring Courses within Degree Programs

To facilitate the transfer of courses within certain degree programs, New Mexico colleges and universities have collaborated to develop transferable discipline modules. These are composed of an agreed upon number of hours and courses. When discipline module courses are taken in addition to the 31-hour general education core, the total number of hours in a transfer module are approximately 60.

## Transfer Credit Appeal Process

If courses are not accepted for transfer by the College the student may appeal this decision. In order for a student to appeal the transfer evaluation they must follow the steps below:

1. File a written appeal with the Registrar's Office, including the information of the course(s) in the appeal.
2. Provide a syllabus from the institution the course was completed at the time the student completed the course.
3. The Registrar's Office will review within in 30 days of receiving the written appeal.
4. If denied by the Registrar the student can then file an appeal with the Vice President of Academic Affairs.

If the student is denied a second time they may appeal to the New Mexico Higher Education Department at <https://hed.nm.gov/students-parents/student-complaints>. (<https://hed.nm.gov/students-parents/student-complaints/>)

## Student Responsibility

Planning for effective transfer within maximum efficiency is ultimately the student's responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to

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assure that all pre-transfer coursework will meet the requirements of the desired degree.