

## Eligibility Criteria and Steps for Graduating FALL 2017

**Step 1.** Verify that your curriculum {declared degree(s), major(s), supplemental major(s), minor(s), and catalog year(s)} is listed correctly in your MyNMSU.

To find your current curriculum go to my.nmsu.edu

- Click on your Student tab
- Click on Student Records
- Click on View Student Information
- Scroll down to Curriculum Information

If you need to update your curriculum submit a “Request to Change or Declare a Major, Minor, Supplemental Major, or Catalog” through the Arts & Sciences Student Records website:

<http://artsci.nmsu.edu/en/forms/request-for-change-of-major>

**Step 2.** Run a STAR audit (<https://degreeaudit.nmsu.edu/>). The STAR audit is the principal tool by which degree requirements are confirmed and degrees certified.

**If your audit shows any requirements incomplete for which you think you have credit, meet with your academic advisor or academic department head** to determine if there are outstanding academic requirements that need to be finalized (see <http://artsci.nmsu.edu/en/who-is-my-advisor> to find your advisor). These may include Study Abroad credits, pending substitution or waiver of major requirements, course repeats, or re-evaluation of transfer credits. Documentation (e.g., a substitution/waiver form) is required from the department head to process any outstanding exceptions.

### Prior to March 31

**Step 3.** Submit a Degree Check for Academic Standing (<http://artsci.nmsu.edu/en/forms/degree-check-request-for-academic-standing>). You will be notified of your academic standing by your Record Specialist (based on the last two digits of your banner id).

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### After April 6

**Step 4.** Submit a Degree Application through MyNMSU. *(If you did not submit a degree check by March 31, you do not need to submit one in April. Just apply for graduation.)*

Your degree application will be evaluated and you will be notified of graduation eligibility by your assigned Record Specialist (see above).

### Fall 2017 Degree application deadline dates

Application period opens	<i>Estimated April 6, 2017</i>
Last Day to apply without a \$25 late fee	<i>Estimated August 25, 2017</i>
Last Day to apply with late fee	<i>Estimated October 2, 2017</i>

If you have any questions, contact your assigned Record Specialist or the Arts & Sciences Advising and Graduation Services (152 Breland Hall, 575-646-2941, [ascenter@nmsu.edu](mailto:ascenter@nmsu.edu)).