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).
   • 00-32 Terri-Lyn Mick 646-4558 terrilyn@nmsu.edu
   • 33-65 Letty Romero 646-4561 lrromero@nmsu.edu
   • 66-99 Susie Crouch 646-5205 scrouch@nmsu.edu

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
<table>
<thead>
<tr>
<th>Application period opens</th>
<th>Estimated April 6, 2017</th>
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<tbody>
<tr>
<td>Last Day to apply without a $25 late fee</td>
<td>Estimated August 25, 2017</td>
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<tr>
<td>Last Day to apply with late fee</td>
<td>Estimated October 2, 2017</td>
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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).