

## Eligibility Criteria and Steps for Graduating SPRING 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](http://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/>) – it should indicate “Meeting Degree Requirements with In-Progress Courses”. The STAR audit is the principal tool by which degree requirements are confirmed and degrees certified.

**If your audit shows that any requirements are incomplete, 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.

**Step 3.** Submit a degree application through MyNMSU.

Your degree application will be evaluated and you will be notified of graduation eligibility by your assigned Record Specialist (based on the last two digits of your banner id):

- 00-32 Terri-Lyn Mick 646-4558 [terrielyn@nmsu.edu](mailto:terrielyn@nmsu.edu)
- 33-65 Letty Romero 646-4561 [lromero@nmsu.edu](mailto:lromero@nmsu.edu)
- 66-99 Susie Crouch 646-5205 [scrouch@nmsu.edu](mailto:scrouch@nmsu.edu)

### Spring 2017 Degree application deadline dates

Application period opens	November 10, 2016
Last Day to apply without a \$25 late fee	January 27, 2017
Last Day to apply with late fee	March 4, 2017

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)).