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
• 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 terrilyn@nmsu.edu
• 33-65 Letty Romero 646-4561 lrromero@nmsu.edu
• 66-99 Susie Crouch 646-5205 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).