ATTENTION!!

FOR SENIORS PLANNING TO GRADUATE

SUMMER 2015 or FALL 2015

Anticipating graduation requires planning ahead to ensure completion of all degree requirements. The following MUST HAVES will help with this process.

MUST HAVES:

Meet with your Assigned Academic Advisor or Academic Department Head – Your advising session is to determine if there are outstanding academic requirements that need to be finalized. These may include Study Abroad credits, pending substitution or waiver of degree requirements, course repeats, or re-evaluation of transfer credits. Documentation is required from the department to Student Records to process these exceptions. Student Records is located in Breland Hall, Room 354 or call 646-5523 for assistance.

Curriculum Status – Your curriculum status in Banner identifies the catalog year, the degree, concentration, supplemental major, or minor for the degree you are which you are completing. Check your myNMSU to verify that this information is listed correctly. If not, submit a Request to Change or Declare a Major, Minor, or Supplemental through the Student Records website: http://artsci.nmsu.edu/forms/category/student-records If you have questions or need assistance please call Student Records: 646-5523.

Degree Application – The degree application is processed through Diplomas in the Registrar’s office. Submit your degree application at the time you register for your summer or fall courses. Use your myNMSU to access the application located under the Student Records tab. The correct curriculum status is required for the degree application to be accepted. Note deadline dates for summer and fall. For assistance please call Diplomas: 646-4796.

<table>
<thead>
<tr>
<th>Semester</th>
<th>First Day to Apply</th>
<th>Last Day to Apply without a Late Fee</th>
<th>Late Fee Begins</th>
<th>Last Day to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Summer</td>
<td>April 09, 2015</td>
<td>N/A</td>
<td>N/A</td>
<td>July 06, 2015</td>
</tr>
</tbody>
</table>

No late degree applications will be accepted – no exceptions!

Update Contact Information – It is important to have current contact information in order for us to reach you regarding your degree application status. Use your myNMSU to update telephone, NMSU email, and address. Please contact the Registrar’s office for assistance: 646-3412.