College of Agriculture and Home Economics

Advisor Handbook

Updated January, 2008
Advising Philosophy Statement

The College of Agriculture and Home Economics has a strong tradition and reputation for being student centered. For this reason advising is a vital component of faculty responsibilities. The goal of the advisement committee is to disseminate information to academic faculty for the purpose of improving the quality of advising and to assist in the retention and recruitment of students in CAHE. This document will also help to maintain consistency in advising within the college.

Recognizing that students are the next generation of professionals in our disciplines, faculty members in CAHE strive to provide high quality advising accessible to all students. It is our belief that students that feel a personal connection to the discipline will be more likely to complete their degree and excel in their chosen field.

Components of Good Advising:

- Assisting students to enroll in the appropriate coursework for their degree program.
- Helping connect students to opportunities (scholarships, internships, jobs).
- Helping students balance personal and professional aspects of their lives.
- Acting as role models for students (importance of profession, enthusiasm for profession, etc).
- Assisting students to explore career paths and determine if they are in a field that matches their interests and professional goals.
- Assisting students with maintaining eligibility for scholarships, athletics, etc.
- Maintaining appropriate ethical interactions, appropriate professional boundaries, and confidentiality.

To demonstrate that advising is a valued activity in the CAHE, quality advising should be recognized and considered an important component of the P&T process. This committee will suggest ways for the administration to recognize and reward advising.

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# Table of Contents:

Overview....................................................................................................................... 5
The NM General Education Common Core ................................................................. 5
NMSU Viewing a Wider World ................................................................................. 10
Incoming Freshman ..................................................................................................... 14
  Overview of requirements ...................................................................................... 14
  Composing the Course Schedule ......................................................................... 14
  Registration ............................................................................................................ 15
Transfer Students ......................................................................................................... 16
  Transfer evaluations ............................................................................................... 16
Continuing Students ..................................................................................................... 17
  Adjusted Credit Option ......................................................................................... 17
  Advising Sessions .................................................................................................. 17
  Basic Skills Contract .............................................................................................. 17
  Math & Foreign Language Lower-division Courses .............................................. 17
  Repeating Courses ................................................................................................ 17
  Degree Checks ..................................................................................................... 18
  Degree Application ............................................................................................... 18
  Petitions to “Walk” at Commencement ............................................................... 18
  Minors ................................................................................................................... 18
  Financial Aid/Scholarships .................................................................................... 19
Advising Student Athletes ........................................................................................... 20
  Initial Evaluation .................................................................................................. 20
  Practice Schedule ................................................................................................ 20
  Scheduling Courses .............................................................................................. 20
  Registration ........................................................................................................... 20
  Drop/Adds ............................................................................................................. 21
Recognition of Academic Achievement ...................................................................... 22
  Honors College ..................................................................................................... 22
  Admission to the Honors College ......................................................................... 22
  University Honors Requirements ....................................................................... 22
  Honors Certificate Program ................................................................................ 23
  Crimson Scholars Program .................................................................................. 24
  Centennial Scholars Program ............................................................................. 24
  Graduation with Honors .................................................................................... 25
Academic Appeals and Sanctions ............................................................................. 26
Resources Available to Students ................................................................................ 27
  Academic Issues .................................................................................................. 27
  Personal Issues .................................................................................................... 29
  Special Situations ................................................................................................ 29
Advanced Placement Exams and Credit Given .......................................................... 31
CLEP Exams and NMSU Course Equivalents ............................................................. 33
Online Forms ............................................................................................................ 35
Hard Copy Forms (Appendix) ................................................................................... 36
  A. Course Request Card (aka Course Registration Card) .................................... 37
  B. Add/drop Form ................................................................................................ 38
C. Special Studies Permit ..............................................................39
D. Removal of I or Change of Grade .............................................40
E. Course Exception Request .........................................................41
F. Change in Evaluation of Transfer Credit .................................43
G. Application for Adjusted Credit Option .................................45
H. Basic Skills Contract .................................................................47
I. Application for Degree ..............................................................49
J. Petition to Walk ........................................................................51
K. Time Block Form ....................................................................53
L. English/Math Basic Skills ........................................................55
Overview

Good advising is crucial to the attraction and retention of students. This information booklet was developed as a tool for faculty to help them in their advising efforts. The information in this booklet should not be considered a replacement for the official NMSU undergraduate catalogue!

THE NEW MEXICO GENERAL EDUCATION COMMON CORE

The New Mexico General Education Common Core is composed of general education courses guaranteed to transfer to any New Mexico public college or university. Students who have decided on a major and/or an institution at which to complete their studies should consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first-year of study at a New Mexico college or university and considering possible transfer into a certificate and/or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore year of study. Approved NMSU courses are listed below under each of the five general education areas.

NOTE: This list is under continuous revision. Please check with the office of the college associate dean or with college advisors for additional eligible courses

AREA I: COMMUNICATIONS (9-10 credits)
College-level English composition
College-level writing (a second course building on the above)
Oral communication

ENGLISH COMPOSITION – Level 1
ENGL 111G, Rhetoric and Composition
ENGL 111H, Rhetoric and Composition, Honors
SPCD 111G, Advanced ESL Composition

ENGLISH COMPOSITION – Level 2
ENGL 203G, Business and Professional Communication
ENGL 211G, Writing in the Humanities and Social Sciences
ENGL 218G, Technical and Scientific Communication
ENGL 311G, Advanced Composition
ENGL 318G, Advanced Technical and Professional Communication

ORAL COMMUNICATION
AXED 201G, Effective Leadership/Communication in Agricultural Organizations
COMM 253G, Public Speaking
COMM 265G, Principles of Human Communication
HON 265G, Principles of Human Communication – Honors
AREA II: MATHEMATICS/ALGEBRA (3 credits)
College algebra
Calculus
Other college-level mathematics

MATHEMATICS – College Algebra
MATH 121G, College Algebra

MATHEMATICS – Calculus
MATH 142G, Calculus for Biological and Management Sciences I
MATH 191, Calculus and Analytic Geometry I
MATH 192, Calculus and Analytic Geometry II
MATH 291, Calculus and Analytic Geometry III

MATHEMATICS – Other College-Level Mathematics
MATH 112G, Fundamentals of Elementary Mathematics II
MATH 210G, Math Appreciation
MATH/HON 275G, Spirit and Evolution of Mathematics
HON 210G, The Accidental Mathematician

AREA III: LABORATORY SCIENCE (8 credits)

CAHE LABORATORY SCIENCE COURSES
AGRO/HORT 100G, Introductory Plant Science
EPWS 213G, Experimental Approach to the Scientific Method
E S 110G, Introduction to Environmental Science

LABORATORY SCIENCE – General Biology
BIOL 101G/L, Human Biology
BIOL 110G, Contemporary Problems in Biology
BIOL 111G/L, Natural History of Life
BIOL 211G/L, Cellular and Organismal Biology
HON 205G, Life, Energy and Evolution

LABORATORY SCIENCE – General Chemistry
CHEM 110G, Principles and Applications of Chemistry
CHEM 111/L, General Chemistry I
CHEM 112/L, General Chemistry II

LABORATORY SCIENCE – General Physics
PHYS 110G, Great Ideas of Physics
PHYS 120, Introduction to Acoustics
PHYS 211/L, General Physics I
PHYS 212/L, General Physics II
PHYS 215/L, Engineering Physics I
PHYS 216/L, Engineering Physics II
PHYS 221/211L, General Physics for Life Sciences
PHYS 222/212L, General Physics for Life Sciences II
LABORATORY SCIENCE – Geology, Earth Science
GEOG 111G, Geography of the Natural Environment
GEOL 111G, Survey of Geology
HON 219G, Earth, Time and Life
GEOL 212, The Dynamic Earth

LABORATORY SCIENCE – Astronomy
ASTR 105G, The Planets
ASTR 110G, Introduction to Astronomy

AREA IV: SOCIAL/BEHAVIORAL SCIENCES (6-9 credits: if 6 credits are taken, then 9 credits are needed in Area V)

SOCIAL/BEHAVIORAL SCIENCES – Introductory Political Science
GOVT 100G, American National Government
GOVT 110G, Introduction to Political Science
GOVT 150G, American Political Issues
GOVT 160G, International Political Issues
HON 248G, The Citizen and the State: Great Political Issues
HON 249G, American Politics in a Changing World

SOCIAL/BEHAVIORAL SCIENCES – Introductory Psychology
PSY 201G, Introduction to Psychology
HON 203G, Understanding the Science of Human Behavior
HON 232G, The Human Mind

SOCIAL/BEHAVIORAL SCIENCES – Introductory Sociology/Social Issues
SOC 101G, Introductory Sociology
SOC 201G, Contemporary Social Problems
S WK 221G, Introduction to Social Welfare
W S 201G, Introduction to Women’s Studies
W S 202G, Representing Women

SOCIAL/BEHAVIORAL SCIENCES – Introductory Anthropology
ANTH 120G, Human Ancestors
ANTH 125G, Introduction to World Cultures
ANTH 201G, Introduction to Anthropology
ANTH 202G, Introduction to Archaeology and Physical Anthropology
ANTH 203G, Introduction to Language and Cultural Anthropology
HON 235G, The World of Anthropology
HON 237G, Archaeology: Search for the Past

SOCIAL/BEHAVIORAL SCIENCES - Economics
ECON 201G, Introduction to Economics
ECON 251G, Principles of Macroeconomics
ECON 252G, Principles of Microeconomics
SOCIAL/BEHAVIORAL SCIENCES – miscellaneous
C J 101, Introduction to Criminal Justice
GEOG 112G, World Regional Geography
GEOG 120G, Culture and Environment
HL S 150, Person Health and Wellness
LING 200G, Introduction to Language

AREA V: HUMANITIES AND FINE ARTS (6-9 credits: if 6 credits are taken, then 9 credits are needed in Area IV)
Introductory history
Introductory philosophy
Introductory course in history, theory, or aesthetics of the arts or literature

HUMANITIES AND FINE ARTS – Introductory History Survey
HIST 101G, Roots of Modern Europe
HIST 102G, Modern Europe
HIST 201G, Introduction to Early American History
HIST 202G, Introduction to Recent American History
HIST 211G, East Asia to 1600
HIST 212G, East Asia since 1600
HIST 221G, Islamic Civilizations to 1800
HIST 222G, Islamic Civilizations Since 1800
HON 222G, Foundations of Western Culture
HON 241G, Telling American Stories: Society and Culture in Early America
HON 242G, Claiming an American Past

HUMANITIES AND FINE ARTS – Introductory Philosophy
PHIL 101G, The Art of Wondering
PHIL 136G, The Quest for God
PHIL 201G, Introduction to Philosophy
PHIL 211G, Informal Logic
PHIL 223G, Ethics
HON 225G, History of Ethics
HON 226G, Puzzles, Paradoxes, and Truth
HON 227G, Plato and the Discovery of Philosophy
HON 228G, Religion and the State

HUMANITIES AND FINE ARTS – Introductory Course in History, Theory, or Aesthetics of the Arts or Literature

Literature
ENGL 115G, Perspectives on Literature
ENGL 116G, Perspectives on Film
ENGL 220G, Introduction to Creative Writing
ENGL 244G, Literature and Culture
HON 220G, The World of the Renaissance: Discovering the Modern
HON 221G, Seeking the Way: Spirit and Intellect in Premodern China
HON 229G, The New Testament as Literature
HON 230G, Bamboo and Silk: The Fabric of Chinese Literature
HON 234G, The Worlds of Arthur
HON 239G, Medieval Understandings: Literature and Culture in the Middle Ages
HON 244G, Masterpieces of World Literature

**Fine Arts**
ART 101G, Orientation in Art
ART 110G, Visual Concepts
ART 295G, Introduction to Art History I
ART 296G, Introduction to Art History II
HON 208G, Music in Time and Space
HON 216G, Encounters with Art
HON 270G, The World Theatre
MUS 101G, An Introduction to Music
MUS 201G, History of Jazz in Popular Music: A Blending of Cultures
THTR 101G, Introduction to Theatre
NMSU VIEWING A WIDER WORLD (VWW)

Prior to graduating NMSU students are required to take 6 credits of Viewing a Wider World (VWW) courses from two colleges other than their own (thus CAHE VWW courses are not listed below). These courses emphasize the international character and multicultural influences in the fields of study and strengthen information retrieval skills by including an assignment which requires the students to do a detailed literature search involving the use of library facilities.

*ALTERNATIVE FOR MEETING THE VWW REQUIREMENT

A student may satisfy the VWW requirement by completing 9 credit hours in 300- to 400-level courses in one prefix area. For example, 9 upper-division ECON credits would fulfill one VWW area for students majoring in CAHE.

NOTE: This list is under continuous revision. Please check with the office of the college associate dean or with college advisors for additional eligible courses.

COLLEGE OF ARTS AND SCIENCES
ANTH 305G, Contemporary Native Americans
ANTH 306G, Peoples of Latin America
ANTH/SOC 330G, Introduction to Religious Studies
ANTH 357G, Medical Anthropology
ANTH 360, Food and Culture Around the World
ANTH/SOC 361G, Social Issues in Rural America
ASTR 301G, Revolutionary Ideas in Science
ASTR 305G, The Search for Life in the Universe
ASTR/HON 308G, Into the Final Frontier
ASTR/HON 330G, Planetary Exploration
BIOL 461G, Human Ecology
CHEM 310G, Chemistry and Society
C J 440G, Comparative Criminal Justice Systems
ENGL/THTR 321G, Modern European Drama
ENGL 325G, Contemporary International Literature
ENGL 327G, Shakespeare around the Globe
ENGL 328G, Literature of Science Fiction and Fantasy
ENGL 331G, World Folklore Traditions
ENGL 335G, Studies in the Novel
ENGL 338G, Latino Literature
ENGL 339G, Chicano Literature
ENGL 341G, American Indian Literature
ENGL/W S 380G, Women Writers
ENGL 390G, The Arthurian Tradition
ENGL 392G, Mythology
ENGL 394G, Southwestern Literature
FREN 365G, Perspectives in French Culture
GEOG/AG E 315G, World Agriculture and Food Problems
GEOG 325G, New Mexico and the American West
GEOG 328G, Geography of Latin America
GEOG 331G, Europe
GEOG 361G, Economic Geography
GEOG 363G, Cultural Geography
GEOG 365G, Urban Geography
GEOL 305G, Fossils and the Evolution of Life
GER 333G, German Culture through Cinema
GOVT 380G, Contemporary World Political Ideologies
GPHY 340G, Planet Earth
HIST 302G, Science in Modern Society
HIST 303G, History of Technology
HIST 381G, Early Russia
HIST 382G, Modern Russia
LING 302G, Language and Society
MATH/HON 411G, Great Theorems: The Art of Mathematics
PHIL 323G, Engineering Ethics
PHYS 301G, Photonics
PHYS 303G, Energy and Society in the New Millennium
PSY 417G, Intercultural Relations
SOC/ANTH 330G, Introduction to Religious Studies
SOC 335, History of Christianity
SOC 360G, Introduction to Population Studies
SOC/ANTH 361G, Social Issues in Rural America
SOC 374G, Comparative Family Systems
SOC 376G, Social Change
SOC 394G, Sports and Society
SOC 458, Advanced Sociology of the Family
SPAN 364G, Culture and Civilization of Mexico
SPAN 365G, Culture and Civilization of Spanish America
THTR/ENGL 321G, Modern European Drama
WS/ENGL 380G, Women Writers
WS 381G/HL S 380G, Women’s Health Issues

COLLEGE OF BUSINESS ADMINISTRATION AND ECONOMICS
ACCT 305G, Accountability for Quality in Organizations
BLAW 385G, Consumers and the Law
ECON 324G, Developing Nations
ECON 325G, Economic Development of Latin America
ECON 330G, The Business Economy of Mexico
ECON/MGT 335G, Business and Government
ECON/AG E 337G, Natural Resource Economics
ECON/AG E 384G, Water Resource Economics
ECON 432G, Economics of Health Care
ECON 434G, Public Expenditures
ECON/IB 450G, International Economics
FIN 303G, Personal Financial Planning and Investing in a Global Economy
IB/ECON 450G, International Economics
MGT 310G, The Faces of Entrepreneurs
MGT 315G, Human Relations in Organizations
MGT/ECON 335G, Business and Government  
MGT 345G, Quality and Competitiveness: An International Perspective  
MGT 360G, Negotiation and Business Conflict Resolution  
MGT 375G, Global Environmental Assessment and Management  
MGT 388G, Leadership and Society  

COLLEGE OF EDUCATION  
C EP 451G, Introduction to Counseling  
DANC 451G, World Dance  
EDUC 317G, Multicultural Issues in Society  
EMD 350G, Introduction to Educational Leadership in a Global Society  

COLLEGE OF ENGINEERING  
C E 355G, Technology and the Global Environment  
CH E 395G, Brewing Science and Society  
E T 309G, Manufacturing: History and Technology  
E T 360G, Technology in Business and Society  

COLLEGE OF HEALTH AND SOCIAL SERVICES  
HL S 301G, Human Sexuality  
HL S 380G, Women’s Health Issues  
HL S 464G, Cross-Cultural Aspects of Health  
NURS 383G, Community and Public Service  
S WK 331G, Introduction to Social Policy: History  

UNIVERSITY LIBRARY  
L SC 311G, Information Literacy  

VIEWING A WIDER WORLD HONORS COURSES  

COLLEGE OF ARTS AND SCIENCES  
HON 301G, Mass Media and Society  
HON 304G, Dilemmas of War and Peace  
HON 306G, Science and Ethics  
HON 307G, The Political World of Women  
HON 308G, Into the Final Frontier  
HON 311G, Intercultural Communication  
HON 317G, Cultural Lessons of Nazism  
HON 318G, The World of Cinema  
HON 325G, Contemporary International Literature  
HON 326G, Art and Mythology  
HON 327G, The Novel  
HON 330G, Planetary Exploration  
HON 331G, Using a Telescope: Observation, Technology, and Analysis in Astronomical Research  
HON 333G, The American Circus  
HON 344G, Art, Landscape, and Environment  
HON 347G, World Dance
HON 348G, Comparative Mythology: Myth, Ritual and the Life Cycle
HON 349G, Islam and the West
HON 350G, Law, Culture, and Conflict
HON 351G, Interpersonal Relations and the Self
HON 352G, Crime, Justice, and Society
HON 353G, Justice without Prejudice
HON 355G, Sexuality in Christianity and Islam
HON 364G, Jewish Literature and Culture
HON 365G, Contemporary African and Caribbean Fiction
HON 366G, The Gothic Imagination
HON 369G, The Literary and Cultural Heritage of Icelandic Literature and Norse Mythology
HON 374G, The European City
HON 376G, Latin American Women Writers
HON 377G, Freedom of Speech and the Law
HON 379G, Literature as Film
HON 382G, Contemporary Multicultural Women’s Literature
HON 383G, The Sixties: Society, Culture, and Change
HON 387G, Comparative Perspectives on Women
HON 392G, Vietnam: America’s Longest War
HON 394G, Southwestern and Border Literature
HON 411G, Great Theorems: The Art of Mathematics

COLLEGE OF BUSINESS ADMINISTRATION AND ECONOMICS
HON 335G, Legal Issues in Modern Society
HON 360G, Working in Teams
HON 380G, Comparative Economic Systems
HON 385G, Consumers and the Law
HON 386G, Women in the Economy
HON 388G, Leadership and Society
HON 390G, Economic Development of Latin America

COLLEGE OF EDUCATION
HON 345G, Literacy: The Word and the World
HON 346G, Perspectives on Violence
HON 347G, World Dance

COLLEGE OF ENGINEERING
HON 370G, Design: The Creative Act
HON 378G, Technology and Policy

COLLEGE OF HEALTH AND SOCIAL SERVICES
HON 393G/NURS 383G, Community and Public Service
Incoming Freshmen

It is important to remember that New Mexico State University has many first generation students. Typically, these students lack the type of support and understanding that many of us had when we entered college. It is important that academic advisors connect with them personally and encourage them to feel free to contact us should they have questions, concerns or are struggling with a class and may need to drop it.

Set the Stage:

When you meet for the first time with a new student, make a point to get to know more about them (i.e. where are they from, why did they choose this major, what are their career goals, etc.). Affirm that they have made a great choice:

- NMSU and CAHE provide a great learning environment.
- Our faculty members are student-oriented.
- Our students are friendly.
- We have active clubs.

Overview of Requirements:

Next, it is time to review the curriculum worksheet or Degree Plan specific to the major (these will soon be available in a standardized format on the Academic Program Website). Give them a copy, and start a copy (name, banner ID number, phone number, and email address) to be placed in their student file. Briefly describe the general education and departmental requirements. Then discuss the departmental and open electives. Suggest that they consider picking up a minor because it can make the student more employable.

Composing the Course Schedule:

Begin to identify recommended courses. Things to consider:

- Select class times that work for the student and try to cluster classes.
- To graduate in 4 years, the student must complete a minimum of 16 credits per semester.
- The student could enroll in at least 15-16 credits each semester in case they need to drop a course to maintain full time status (12 credits). But use caution with incoming freshman and don’t overload them with too many difficult classes. Also, remember that a habit of dropping courses can have a negative impact on a student’s financial aid status.
- Attempt to enroll the student in classes they are interested in and that will count toward their degree. The first few semesters are critical!
- Try to enroll them in at least one course in the major per semester to keep them in “touch” with the department.
- For students that are nervous about the transition to college, consider UNIV 150 “The Freshman Year Experience”.
- Check the student’s ENGL and MATH placement (Appendix L).
- NMSU requires students to meet Basic Skills requirements in MATH and ENGL in order to register for 300 level and above courses. If students are eligible to take ENGL 111, try to enroll them in it their first year. This will fulfill the ENGL Basic Skills requirement.
• Students who test into a developmental Math and/or English course, should consider enrolling in the appropriate class(es) as soon as possible so they do not delay the completion of their Basic Skills requirement (see appendix). Developmental course credit does not count toward any degree, although the credit appears on the transcript and the grade is included in the GPA. Developmental courses do count toward fulfilling the NM Lottery scholarship semester credit requirements.

• For students with high school GPAs greater than 3.5 and ACT scores of at least 26 encourage them to enroll in the honors program and as a crimson scholar (see honors section). Many honors courses fulfill general education requirements.

• Be sure to consult the on-line closed course listing and consider placing proposed courses on the “Time Block Chart” (Appendix K) to provide a visual representation of the class schedule. Students may also obtain a time block chart through the Banner system.

• Course conflicts – the computer will not allow students to register for courses that overlap in time. In the few cases where this may be appropriate, e.g. ES 312 which is only taught on two successive Fridays, an Add/Drop form must be used.

Registration:

Once an acceptable schedule has been composed, the student registers through Banner Student Self Serve on any computer (students need to know their PIN). All courses added by GT 221 personnel must have appropriate documents (drop/add slips) or a Course Request Card (Appendix A). As long as the computer is connected to a printer, the student may print out their schedule of classes and payments using Banner. Double-check the courses to ensure accuracy. Information regarding tuition payment is provided on the registration document.

Have the student see the Department Secretary for assistance in registering for classes that may have a conflict, may be closed, have a link error or that requires the instructors signature.

These types of problems will be handled at the Department Secretary level first, and further assistance is needed, the Secretary will contact the Academic Deans Office in GT 221 (646-1807). Copies of all documents will be kept in the department student files for future reference. Under the new Banner System, this is a very important process.

IMPORTANT: Remind the student that if payment arrangements are not made by the noted deadline, they will be DROPPED from all of their classes. This happens more often than it should. They will then have to complete the process all over again – and by that time they will encounter even more closed courses!

Upon successful completion of the registration process, give the student your business card. Encourage them to stay in touch. If your department has a student club or list-serve, suggest that the student get involved and inform them of the meeting time and place, or enroll them on the list-serve. Remind them to meet with you prior to registration for the next semester to review the courses they are planning to enroll in.
Transfer Students

We have traditionally attracted a large number of transfer students – many of them are “internal” transfers (changes of major). In either case, advisors have the authority and responsibility to make a number of decisions regarding transfer evaluations and “substitutions” when it is deemed to be in the best interest of the student.

Transfer Evaluations:

When a student transfers from an accredited university, the Academic Programs Office (GT 221) will send the evaluation of the student’s transcript that has been completed at the University level to the appropriate department. This is your opportunity to request changes to the evaluation. It is particularly important that you look closely at courses that appear to be possible equivalents to required courses in your degree plan. An advisor can request that the evaluation be changed to a more appropriate course in your department using the “Change in Evaluation of Transferred Credits” form (Appendix F) which is returned to the Academic Programs Office. Sometimes the change will be made – at other times the university may refuse the change – but it is always worth asking!

When it is in the student’s best interest, substitutions should be made. You will need to complete a “Course Substitution” form for each substitution (Appendix E). Simply telling the student that it is OK to make a substitution is not adequate. It needs to be signed by the Academic Dean if it involves a variation from NMSU requirements. If it involves a departmental requirement, it only needs to be signed by the advisor and the department head. A signed copy should then be placed in the student’s file.

If a student is transferring credits they took at a community college (or university at the 100 and 200 level) for courses that are taught here at the 300 and higher level, they will only be awarded lower division credit. This is very confusing for the student and can lead to a substantial delay in their graduation date. NMSU, (like other universities) now requires that **48 credits must be earned at the 300 level or above.** See the Undergraduate Catalogue for other regulations pertaining to transfer students.

Internal Transfers:

When a student changes majors, we need to evaluate the courses they have taken to see how they apply to our requirements. Again, when it is in the student’s best interest, substitutions should be made, and you will need to consider deviating from the normal sequencing of courses.

Potential Transfers:

It is common for potential transfer students to contact us prior to applying for admission. They will need information about what will transfer. Much of this information is available on the NMSU website (http://prospective.nmsu.edu/ for all prospective students or http://prospective.nmsu.edu/transfer/index.html for transfer students only) “Transfer Guide Information System.” Again, pay attention to the 48-credit upper-division requirement discussed above.
Continuing Students

From the “adjusted credit option” to the “petition to walk,” here are a variety of issues you may need to address with your advisees:

*Adjusted Credit Option:*

This option should be used with caution. Although the GPA is reset to 0.0 students will lose credit for D’s and previous A’s and B’s will not count in grade point calculation. It may be used only once and is not reversible. If students are going to repeat D’s and F’s anyway this option may not make sense. However, it can be appropriate for a student to use this option for its financial aid implications (assuming successful completions of subsequent courses). It may be helpful for the student to meet with a financial aid advisor prior to submitting the adjusted credit application. This option is available to students who have a cumulative GPA below 2.0, and have completed fewer than 60 transfer plus NMSU credits. A fee of $10 is required and the form (Appendix G) must be completed and submitted to GT 221. Forms are available in GT 221. See catalog for details.

*Advising Sessions:*

It is helpful to place the date of each advising session and any appropriate advising comments on the inside cover of the student’s file for future reference. Also record their cell phone number and email address.

*Basic Skills Contract*

If a student is currently completing their Basic Skills requirements and is registering for the next semester, they will need to complete the “Basic Skills Contract” (Appendix H) in order to enroll in any 300 level or above course. This means that the student is taking the last Basic Skill Requirement during the semester prior to requesting the Basic Skills Contract. They will also be required to register in the Academic Deans Office (GT 221) using a course request card (Appendix A). The card, along with the completed Contract, must be submitted at the time of registration.

*Math & Foreign Language Lower-division Courses:*

A student may not receive credit for a lower-division course that is a pre-requisite to a higher-level course for which credit has been received or which is currently being taken. Example: Students who successfully complete SPAN 113, 213 or 214 may not take SPAN 111, 112, 211 or 212 for credit UNLESS they receive prior approval of the Spanish department head.

*Repeating Courses:*

A course in which a grade of D or F has been earned may be repeated. When a student repeats a course, they will NOT earn additional credit. When a grade of C or better is achieved it will replace the previous grades.

*Mid- or mini-semester Courses:*
A few classes are available each semester that begin in the middle of the semester. These are intended to provide students that drop below the required number of credits an option to remain enrolled full-time. These mini semester courses are listed in the Dona Ana Community College Course Schedule.

**Degree Checks:**

The Academic Programs Office will request that a “Degree Check” be completed typically when a student has achieved 75 hours in CAHE and their Department, including courses in progress. This 75 hour requirement was chosen to establish all students with a degree check when they become a 2nd semester junior.

You will fill-out the curriculum worksheet, noting the courses that the student still needs to complete to meet graduation requirements, dating and signing the form under the “Degree Check” heading and then returning it to the appropriate person in your department who will deliver it to the Associate Dean’s office. Most departments now have their degree requirements on STAR (STudent Academic Requirements) degree audit system in Banner. Go to [https://aggieapps.nmsu.edu:8088/degreeaudit/servlet/LoginServlet](https://aggieapps.nmsu.edu:8088/degreeaudit/servlet/LoginServlet) but be aware that there may still be inaccuracies in the system. If there are General Education changes there must be a signed form from Academic Programs approving the change. It is essential to complete and file a Degree Check with the Academic Programs office to avoid any unnecessary surprises when the student is preparing to graduate.

**Degree Application:**

Each student must complete and submit the “Degree Application” (Appendix I) by the deadline set during the semester they intend to complete their degree requirements. Applications are available in GT 221 and also on the Internet at [https://www.nmsu.edu/~registra/degreeapp/](https://www.nmsu.edu/~registra/degreeapp/). Note: If the student does not graduate for any reason they must re-apply for graduation and pay the fee again.

**Petitions to “Walk” at Spring Commencement**

Students wishing to participate in a spring commencement ceremony prior to completing degree requirements in summer school may “petition to walk” if they have a cumulative GPA of at least 2.0, 12 or fewer credits remaining and the required credits are offered during the summer sessions. Petitions (Appendix J) are available in GT 221. The degree application and approved petition form must be submitted by the last day to drop a course with a W. REMEMBER: The semester you put on the application is the appropriate SUMMER SESSION they will graduate, NOT SPRING.

**Minors:**

Completion of a minor is optional. If a student chooses to pursue a minor, it is his or her responsibility to work with the appropriate department to ensure that requirements are met. The student must also complete the proper paperwork and take a copy of their unofficial transcript to the appropriate department(s) by the deadline for the degree application. A copy of the application for a Minor(s) must be taken to Academic Programs in GT 221 with the appropriate signatures prior to grades being posted that semester, so that the completion of the minor(s) can be verified by the Academic Programs during certification of degrees and officially recognized by the university. All minors must be
completed at the time of degree completion – a student can’t graduate and then return to complete the minor(s).

Financial Aid/Scholarships:

Due to the technical nature of financial aid, advisors are encouraged to send advisees to see their financial aid counselors for any questions regarding this subject. The college has $330,000 available in scholarships every year. Some of our nearly 100 scholarships are based on academic performance, some on financial need and some on both performance and need. All scholarship applications for the fall semester must be submitted before March 1st. Students can get more information in the Academic Dean’s office (GT 221) or at [http://cahe.nmsu.edu/academics/scholarships.html](http://cahe.nmsu.edu/academics/scholarships.html)
Advising Student Athletes

Initial Evaluation

Make sure that the student athlete has a current transcript of previous courses or if they are an incoming freshman ACT/SAT scores to assist with their course placement. An incoming freshman may take up to 6 hours of developmental course work (in the first semester/year??? I think there is a time limit for this option.) that will count toward academic progress.

Practice Schedule

Each semester the Athletics Academic Program sends a practice schedule with specific information about practice times, days off from practice, and days the team will be on the road for games. This information will be helpful in creating a schedule in which the student athlete will be successful (e.g., schedule labs on their days off).

Scheduling Courses

The NCAA requires that student athletes be enrolled in a degree-granting major by the beginning of their fifth semester. For majors that require options or minors, these must be formally declared in order to satisfy this requirement. Student athletes must be enrolled in a minimum of 12 hours each semester to maintain NCAA eligibility for practice and competition. The exception to this rule would be if a student athlete needs less than 12 hours during their final semester to graduate.

Academic Enrollment and Eligibility Rules

If the student athlete enrolled prior to 2003, consult with the athletic compliance officer concerning eligibility requirements. During the first year the academic requirements are 24 hours with a minimum of 18 completed during the fall and spring semesters and a maximum of 6 during the summer. After the first year student athletes must earn 18 credits during the fall and spring semesters and maintain a cumulative grade point average of 2.0 to be considered in good standing. Additional hours can be taken during the summer to meet the percentage completion, but cannot be used toward progress. The percentage degree requirements for these students is

- 4 semesters – 40% completion
- 6 semesters – 60% completion
- 8 semesters – 80% completion

Electives taken beyond the student’s major allowable limit cannot be used to satisfy credit hour totals since they do not help toward graduation.

Registration

Student athletes are eligible to register on the first day of alpha registration. However, prior to registration they must meet with their advisor and get their classes recorded on a Course Registration Card with their advisors signature. The athlete must then take the registration card to Bill Weathers in the Academic Programs Office, GT 221, to get the HOLD removed and a copy of the Course Request
Card will be made. Those not registering on the first day will have to wait until their alpha date and time. Prior to registration all fines and outstanding balances must be paid.

Drop/Adds

If a student athlete wishes to drop a course during the semester the faculty advisor should

- Review the full-time status for the student-athlete to ensure that the drop will not impact their immediate eligibility.

- Contact Bill Weathers in Academic Programs and he will make the necessary arrangements with Athletics and initiate the drop/add process. Bill will also notify the Academic Advisor of the final outcome. Failure to follow this procedure may result in the student athlete being ineligible during the current semester or in future semesters.

Questions can be directed to the Academic Support Programs and Services Center (ASPSC) personnel including:

- Becca Galves, 646-7805, rgalves@nmsu.edu
- James Hall, 646-3445, jdhall@nmsu.edu
- Dave Sedor, 646-5455, dsedor@nmsu.edu
Recognition of Academic Achievement

New Mexico State has a number of university-wide programs that recognize academic achievement. These include the Honors College, the Crimson Scholars Program, the Centennial Scholars Program, dean's report of academic achievement, and graduation with honors. In addition, many colleges and departments have their own programs and awards to recognize academic achievement in their students.

Honors College

The Honors College offers two program options: graduation with University Honors and the Honors Certificate. Each option has separate eligibility requirements, benefits, and forms of recognition for the student. Almost all honors courses fulfill university general education requirements. To have these courses count toward one of these programs, a student must earn at least a B. Questions about the Honors Program can be directed to (505) 646-2005 or http://honors.nmsu.edu

Admission to the Honors College

Students are admitted to the Honors College through application. Entering freshmen are automatically eligible for admission by meeting one of the following criteria:

- composite ACT score of 26 (or 1180 SAT score); or
- high school GPA of 3.75 or higher and an ACT of at least 24 (or 1100 SAT)

Entering freshmen who have an ACT of at least 24 (or 1100 SAT) or a High School GPA of 3.5 may submit a written petition for provisional admission to the Honors College using a form provided by the Honors College upon request. A College Admissions committee will review petitions. Eligibility criteria for continuing membership in the Honors College are:

- Fewer than 28 hours earned: 3.3 GPA
- More than 28 hours earned: 3.5 GPA

Transfer and continuing students who have earned at least 15 college credit hours will be eligible for admission to the Honors College on the basis of a cumulative college GPA that meets eligibility requirements for continuing students. Any student who attains an overall GPA of 3.5-3.749 and who completes 15 credits of honors course work and the honors thesis is eligible to graduate with University Honors. Students who attain an average of 3.75 or better and who complete 15 credits of honors course work and the honors thesis are eligible to graduate with Distinction in University Honors. Transcripts will certify graduation with University Honors or Distinction in University Honors. Students who complete the required 15 hours of honors course work and the honors thesis with a minimum GPA of 3.5 will receive recognition in the commencement program and a Certificate of Distinction and a medallion upon graduation.

University Honors Requirements

Freshman-Sophomore Years
Three courses from the Honors Core (lower division) 9 cr.

Junior-Senior Years
Two 300 or 400-level Honors Certificate Program courses 6 cr.
Honors Thesis 3 cr.

Total Credits Required 18 cr.
The final project is normally done during the senior year and may be undertaken only if the student meets the eligibility requirements for graduation from the College (3.5 minimum GPA and required courses). Before beginning the project the student must choose a faculty advisor and file with the College a proposal that is approved by the faculty and advisor and the Director of the Honors College. The final project is graded by the faculty advisor, who submits a final grade to the Director of the Honors College. Students must present the final project at one or more of the following: (1) the Undergraduate Research and Creative Arts Symposium, (2) a department seminar, (3) and/or a seminar sponsored by the Honors College. The written component of the final project shall be filed with the Honors College in a bound copy according to the guidelines established by the college. The final project may be any one of the following:

- Thesis: a scholarly or scientific research project which must meet the guidelines and protocols of the discipline in which it is written
- Creative Arts or Performance project
- Service Learning Project

Community Service Options

During the sophomore, junior or senior year, a student with at least a 3.5 GPA may undertake community service with an agency or organization in Doña Ana County (or an agency outside the area approved by the Honors College Director) to earn a waiver of up to 3 hours required for University Honors (not including the Final Project). A minimum of 15 hours of community service per week, per semester is required for each honors credit hour to be waived. Community service hours must be verified by a supervisor of the agency or organization on a form approved by the Honors College. On-campus activities are not included under this option. The student must also certify that the community service hours are not being used for any course or degree requirement. Approval of the Director of the Honors College must be obtained prior to beginning volunteer service to be eligible for this option.

International Study Option

An NMSU honors student with at least a 3.5 GPA may earn a waiver of up to 3 hours required for University Honors (not including the Final Project). This waiver will be awarded for college credit earned while participating in any international study program approved by the Honors College or the Office of International Study. One honors hour will be waived for each 3 semester credit hours earned with a grade of ‘A’, ‘B’, or ‘S’. Permission to use this option must be approved in advance by the Honors College.

Honors Certificate Program

Sophomores, juniors, and seniors with a cumulative grade-point average of 3.2 are eligible for the Honors Certificate Program. A student who completes at least two 300 or 400-level honors seminars will be given a Certificate of Distinction at graduation and special recognition in the commencement program. See the honors director for details on available seminars, Honors Program, Conroy Honors Center.
Crimson Scholars Program

To be eligible for the Crimson Scholars Program, all applicants must be degree seeking. New entering freshmen must have a minimum ACT standard composite score of 26; or a minimum ACT standard composite score of 24 and a 3.75 or better high school GPA; or a minimum SAT score of 1170. Eligibility for currently enrolled students is a minimum cumulative GPA of 3.5 for 12 or more graded* credits at NMSU. Freshmen entering on an ACT score must maintain a cumulative GPA of 3.3 to continue in the program until they complete 28 graded* credits; sophomores, juniors, and seniors must maintain a minimum cumulative GPA of 3.5 and be currently enrolled in a total of seven or more graded* credits per semester at NMSU or any of its branches to retain their Crimson Scholars status. Transfer students must have a 3.5 cumulative GPA for 12 or more graded credits from their previous institution(s) or complete 12 or more graded* credits at NMSU for eligibility. Students designated as Crimson Scholars whose cumulative GPA drop below the required 3.5 or drop below the seven credit minimum will be dropped from the program. If in the following semester, the student's cumulative GPA again meets the minimum requirement, the student will automatically be reinstated. If dropped from the program for two consecutive semesters, the student must reapply to the program once he/she qualifies. Students who have exercised the adjusted credit option must have completed at least 35 computable hours from the last semester they exercised the adjusted credit option with a cumulative GPA of 3.5 or above.

In recognition of the student's academic achievement, a statement designating Crimson Scholar is placed on the student's transcript and grade mailer. To be designated in the commencement program as a Crimson Scholar graduate, a student must complete a minimum of four semesters (semesters need not be consecutive) in the program and must have a minimum cumulative GPA of 3.5. Students who complete two semesters as Crimson Scholars and are eligible for a third semester receive a lapel pin. Crimson Scholars are entitled to early registration and library privileges. Additional information is available from the Crimson/ Centennial Scholars Office, located in the Conroy Honors Center.

*Does not include S/U, I, or audit course designations.

NOTE: Crimson Scholars interested in work-study positions must submit a Free Application for Federal Student Aid and complete a financial aid file with the NMSU Office of Financial Aid.

Centennial Scholars Program

Applicants to the Centennial Scholars Program must meet specific eligibility criteria. Applicants must:
- be attending the main campus, Doña Ana, Alamogordo, Carlsbad, or Grants NMSU community college campuses
- be enrolled as part-time students carrying no more than six credits per semester*
- be degree-seeking,
- have a 3.5 cumulative GPA
- have accumulated a minimum of 15 credits at NMSU or any of the NMSU community college campuses.

Currently enrolled Centennial Scholars who maintain their eligibility do not need to reapply every semester. However, Centennial Scholars who receive an incomplete grade (“I” grade), will be dropped from the program. Once the “I” grade has been replaced, please contact the Crimson Scholars Office. Centennial Scholars who take more than the six credit maximum will be dropped from the program. If
the student’s credits again meet minimum requirements the following semester, the student will automatically be reinstated. If the student is dropped from the program for academic reasons (<3.5 cumulative GPA), nine hours must be completed with a cumulative GPA of 3.5 or better before the student can be reinstated. If the student is dropped from the program for two consecutive semesters, the student must reapply. Students who have exercised the adjusted credit option are not eligible for the program.

In recognition of the student's academic achievement, a statement designating Centennial Scholar is placed on the student's transcript and grade mailer after the completion of nine credits. Students who receive three Centennial Scholar designations will receive a lapel pin. Recognition in the commencement program will occur once the student has received six designations as a Centennial Scholar. Centennial Scholars are entitled to early registration and library privileges. Additional information is available from the Crimson/Centennial Scholars Office, located in the Conroy Honors Center.

*Does not include S/U, I, or audit course designations.

NOTE: Crimson and Centennial Scholars status are not interchangeable. Requirements for a status change are available from the Crimson/Centennial Scholars Office.

Dean’s Report of Academic Achievement

Following the close of the semester each college dean publishes a list of students who have achieved honor standing in grades for the previous semester. To be eligible, a student must have been enrolled in 12 or more semester credits with a computable grade in each. The top 15 percent of eligible students by college for that semester will be named to the Dean’s Honor List.

Graduation with Honors

To be eligible for four-year degrees with honors, a student must have earned at least 60 semester credits in computable grades while in residence at New Mexico State. (Courses taken under the Honors Certificate Program or the University Honors Program and graded S will be counted as a part of the minimum of 60 credits.) The number of students at graduation, by college, receiving degrees with honors in any one year shall not exceed 15 percent; the number receiving high honors shall not exceed 1.5 percent, and the number receiving highest honors shall not exceed one person from each college except in a tie. Of the twelve students receiving highest honors (from the fall and spring commencements), the one with the highest grade-point average and the greatest number of credits earned at NMSU with computable grades will be awarded the Class of 1919 Scholarship Plaque.
Academic Appeals and Sanctions

Student appeals are most commonly used to appeal grades. Advisors may be helpful in interpreting the appeal process, listening to the student's story, and giving feedback on how to file an appeal and the chances of success. It should be emphasized that there are usually two conflicting sides to such grievances and students may fail to see the picture from the instructor's standpoint. Nevertheless, many appeals are successful, particularly those based on discrepancies or omissions in course syllabi. The method for appealing grades is described in the "Academic Appeals" process outlined in the undergraduate catalog in the middle of the last part (Regulations) of the General Information section.

Students who are suspended due to the academic sanctions policy sometimes appeal the suspension so that they can continue attending school with a reduced number of hours. These appeals should be initiated through the CAHE Student Success Office.

Academic Sanctions Policies in the College of Agriculture and Home Economics

Students who drop below 2.0 GPA begin a process of academic sanctions that begins with Academic Warning and may progress to Academic Probation and Suspension. The sanctions trigger a number of efforts on our part to help students return to normal status. Students are placed on Academic Warning when their cumulative GPA first falls below 2.0. They are notified by NMSU and contacted by the CAHE Office of Academic Programs. The CAHE Student Success Advisor, in the office of Academic Programs, has responsibility for the academic sanctions program.

Students are placed on Probation I when they fail to achieve a semester GPA of 2.0 while on Academic Warning. They are placed on Probation II when they fail again to achieve a semester GPA of 2.0 on Probation I. Students will be suspended when they fail to achieve a semester GPA of 2.0 on Probation II. Suspended students must sit out for one semester. Petition for removal of suspension are made through the Associate Dean’s Office. Students readmitted from suspension are placed on Probation II. When a student’s semester GPA is over 2.0 but the cumulative GPA is below 2.0 a student will remain on the current sanction status.

Students on Probation I may not take more than 13 credits per semester. Students on Probation II may not take more than 7 credits per semester.

The CAHE Student Success Advisor will contact students with academic sanctions to discuss their academic status, goals, difficulties with college, etc. Students will devise a plan for success with help from the Student Success Advisor that addresses the student’s motivation for attending college and actions that will be taken to improve their success as a college student. The plan may include modifying study habits, recreation and free time habits, time management, tutoring, other assistance offered by NMSU, etc. A one credit class, AGHE112 Seminar for Student Success, has been developed to improve student success. Second semester freshmen who are on academic warning should be advised to take this class. Registration holds may also be placed on students with academic sanctions. The purpose of these holds will be to ensure contact with students, discuss their predicament, and help them plan to become more successful students.

More details on academic sanctions are available in the undergraduate catalog under General information: Academic Standing.
RESOURCES AVAILABLE TO STUDENTS

There are numerous resources available on campus. Most can be located online by visiting the university and college websites. Specific information for students is available at http://www.nmsu.edu/~vpsa/ and http://www.nmsu.edu/students.html including services for students at http://www.nmsu.edu/studentserv.html. Many other kinds of services are listed from Academic Advising to Veteran’s Services. A few are highlighted below.

Academic Issues

One of the most important things that students can do to succeed in their classes is to attend class. This concept is mentioned repeatedly in the NMSU websites that follow. Take every opportunity to encourage your advisees to attend class every day and to get to know their professors and instructors. If they become ill or have a family emergency that causes them to miss class, they need to contact their professors so that they can get notes and make up the work if possible.

Center for Academic Success (formerly Center for Learning Assistance)
Hardman Hall, Room 210
(505) 646-3136, Email: cla@nmsu.edu
Website: http://www.nmsu.edu/~cla/
Open Monday and Friday 8:00 AM to 5:00 PM, Tuesday thru Thursday 8:00 AM to 6:00 PM
Mission: The Center for Academic Success (or Learning Assistance) at New Mexico State University is a centralized, university-wide academic support service for students from all disciplines, and at all levels of academic standing. Through Center programs, based on educational psychology and learning theory, students will increase their academic self-awareness and develop the most current learning and study strategies necessary for success in the university environment. Such strategies will also help students achieve their full potential as empowered, life long learners. To address the diverse factors that affect learning, the Center is committed to providing a broad array of services: to directly assist students; to collaborate with faculty and staff; and to train faculty, staff, and students in order to enhance the academic achievement of all students, and the educational environment at NMSU.

Math Success Center
Walden Hall, Room 101
(505) 646-5743
Website: http://math.nmsu.edu/mlc
Check the website for hours and advising information on self mastery (RR) courses. Tutoring for students enrolled in various math courses is available. Contact the center supervisor at 646-5743 for general information, to schedule a math placement exam, or to get a list of private tutors.

The Writing Center is a free service available for all NMSU students. It is staffed by graduate assistants who teach undergraduate writing courses. They provide essay critiques, one-on-one grammar instruction, and feedback and brainstorming assistance on any writing assignment. To make an appointment, call 646-5297, or stop by English 102 during working hours. See http://www.nmsu.edu/~english/resources/writingcenter.html

Supplemental Instruction Programs: If your advisees are enrolling in CHEM 111, 112, 313 or 314, or BIOL 211G then they should consider enrolling in the Supplemental Instruction courses associated with those courses. Supplemental Instruction (SI) is not a tutoring program, but has helped lower the
number of students failing foundational chemistry classes. Some campus studies have shown a full letter grade difference between those who enroll in SI (higher for SI) and those who do not. SI courses are 1 credit hour workshops that give students additional exposure to the material being presented in the lecture hall. Using predominantly group activities, the workshops provide an opportunity for the students to learn cooperatively. The participants are also exposed to study strategies and techniques for becoming better students. Grades are determined by attendance and participation. Contact Terry Cook at 646-3136 or tcook@nmsu.edu; the SI classroom phone is 646-3256.

**Division of Student Services**
(505) 646-1722, Email: vpss@nmsu.edu
Website: [http://www.nmsu.edu/~vpsa/](http://www.nmsu.edu/~vpsa/)

[http://www.nmsu.edu/StudentOrganizations/StudentOrganizationList.php](http://www.nmsu.edu/StudentOrganizations/StudentOrganizationList.php)
Includes information and links to various programs and services across campus including:

- **American Indian Program** which provides free tutoring, orientation services, and student advising to Native American students. Black and Chicano Student Programs are also listed and may have similar services.

- **Student Handbook** which provides written guidance on academic behavior.

**Student Support Services**
Garcia Annex, Room 143
(505) 646-1336
Website: [http://www.nmsu.edu/~sss/](http://www.nmsu.edu/~sss/)
Student Support Services is a federally funded program which serves 350 NMSU students who are first generation (neither parent graduated from college with a four year degree), low income and/or students with disabilities. Mission: To help students to stay in college until they earn a baccalaureate degree through specific services such as mentoring, tutoring, cultural activities, computer and book loans, and study skills workshops. Click on “Tutoring” ([http://www.nmsu.edu/~sss/tutoring.html](http://www.nmsu.edu/~sss/tutoring.html)) to get more information on low cost tutoring for most subjects. Click on “Lab and Loans” and Academic Support ([http://www.nmsu.edu/~sss/lab&loans.html](http://www.nmsu.edu/~sss/lab&loans.html)) to get information on book and computer loans, academic peer advising, computer and tutoring labs, exam files, etc.

**Tutoring in La Vista Learning Lounge at Garcia Hall**
Tutoring sessions are available by appointment or on a walk-in basis in the evenings. The Crimson Scholar Residential Mentors provide tutoring and learning assistance. See the website for more information. [http://www.nmsu.edu/~housing/ResHallTutoring.htm](http://www.nmsu.edu/~housing/ResHallTutoring.htm)

**Service for Students with Disabilities**
Corbett Center, Room 244
(505) 646-6840, Email ssd@nmsu.edu
Website: [http://www.nmsu.edu/~ssd/](http://www.nmsu.edu/~ssd/)
Students with documented disabilities may register with this office to receive accommodations.
Personal Issues

As a New Mexico State University faculty advisor, you will at some time encounter a student in distress. Often students just need reassurance or direction and you will be able to respond effectively to their needs; however, there will be occasions when you should refer the student to someone specially trained for assistance.

Counseling Center, http://www.nmsu.edu/~counsel/
Room 100 Gracia Annex
(505) 646-2731, email: counsel@nmsu.edu

Crisis Assistance. Each day a counselor is available to see new clients or to assist with crisis situations. Hours are from 8:00 a.m. to 5:00 p.m. At all times they make room to deal with emergencies. Services are free to NMSU main campus students and are confidential.

After hours emergencies are referred to Southwest Counseling, 526-3371; La Pinon Rape Crisis Center, 526-3437, or to Memorial Medical Center, 522-8641.

Special Situations

Participation in Student Clubs:
Many student organizations and clubs offer tutoring, book loans, mentoring programs, etc. Suggest that the student join an organization both for emotional and academic support and growth. NMSU has many professional, social, cultural, religious, and athletic clubs. Be careful though – many students get too involved in social life which can lead to academic problems – remember to keep a balance.

A list of the chartered student organizations is available on line at http://www.nmsu.edu/StudentOrganizations/StudentOrganizationList.php

International Students:
Center for International Programs http://www.nmsu.edu/Resources_References/cip/public_html/
Room 237-246, Garcia Annex
Phone: 505-646-3199
e-mail: cip@nmsu.edu
Advocates and facilitates programs and services that internationalize the university. CIP facilitates NMSU's internationalizing strategy by managing programs and services for foreign students and scholars and for NMSU faculty, staff, and students.

Transfer Students:
New Mexico Statewide Articulation Matrix for Mathematics and Statistics http://www.nmsu.edu/Academic_Progs/Math_Transfer/
Provides evaluation of lower division mathematics and statistics courses for transfer between postsecondary institutions in New Mexico

Veterans Programs:
Room 214 Jacobs Hall, Monday through Friday 8:00 am to 5:00 pm http://www.nmsu.edu/~va/
The new Ombuds Office should also be included somewhere in the manual, with a description of the services provided to students.
As of 7 January 2008, I've located one NMSU Ombuds office, but three different Ombuds:

Ms. Diana Quintana, University Ombuds
(505) 646-2420
(505) 646-7127/ fax

Ombuds Office

MSC 5273 * P.O. Box 30001 * Las Cruces, NM 88003 * Hadley Hall, Room 17
(505) 646-7244 * ombuds@nmsu.edu

Also:
Pat Williams (for students)
646-7396

And
Jack Thomas (for faculty?)
Advanced placement exams

Students who have completed college-level courses in secondary schools and have taken the Advanced Placement Examinations of the College Examination Board with resulting composite scores of 3, 4, or 5 may petition their academic dean for college credit and advanced placement. The amount of credit and the equivalent university courses for which credit will be granted will be determined by the head of the department in which the course is offered. Such credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements.

Advanced Placement Exams and Credit Given

<table>
<thead>
<tr>
<th>Examination (Credit for a score of 3 unless otherwise stated)</th>
<th>NMSU Equivalent Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art (History)</td>
<td>ART 101G (3 cr.) and ART 295 (3 cr.)</td>
</tr>
<tr>
<td>Art (General/Studio)</td>
<td>ART 150 (3 cr.), ART 151 (3 cr.) and ART 155 (3 cr.)</td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL 111G (3 cr.), 111L (1 cr.), 211G (3 cr.) and 211L (1 cr.)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 111 (4 cr.) and CHEM 112 (4 cr.)</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CS 171 (3 cr.)</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>CS 171 (3 cr.) and CS 272 (3 cr.)</td>
</tr>
<tr>
<td>Economics (macro &amp; micro)</td>
<td>ECON 251G (3 cr.) and ECON 252G (3 cr.)</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>BIOL 461 (3 cr. lower division)</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>ECON 251G (3 cr.)</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>ECON 252G (3 cr.)</td>
</tr>
<tr>
<td>English Lang. &amp; Composition</td>
<td>ENGL 111G (4 cr.)</td>
</tr>
<tr>
<td>Literature and Composition</td>
<td>ENGL 111G (4 cr.)</td>
</tr>
<tr>
<td>American Government</td>
<td>GOVT 100G (3 cr.)</td>
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<tr>
<td>Comparative Government</td>
<td>GOVT Elect. (3 cr.)</td>
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<tr>
<td>Geography</td>
<td>GEOG 201G</td>
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<tr>
<td>History (American)</td>
<td>HIST 201G (3 cr.) and HIST 202G (3 cr.)</td>
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<tr>
<td>History (European)</td>
<td>HIST 101G (3 cr.) and HIST 102G (3 cr.)</td>
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### Languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Code(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Language</td>
<td>FREN 325 (3 cr.)</td>
</tr>
<tr>
<td>French Literature</td>
<td>FREN 302 (3 cr.)</td>
</tr>
<tr>
<td>German Language</td>
<td>GER 313 (3 cr.) and GER 325 (3 cr.)</td>
</tr>
<tr>
<td>German Literature</td>
<td>GER 471 (3 cr.) and GER 341 (3 cr.)</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPAN 111 (4 cr.) and SPAN 112 (4 cr.)</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN 325 or 327 (3 cr.) for a score of 3, SPAN 325 or 327 and 312 or 313 (6 cr.) for a score of 4 or 5.</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>SPAN 306 (3 cr.) for a score of 3, SPAN 306 and 380 (6 cr.) for a score of 4 or 5</td>
</tr>
</tbody>
</table>

### Mathematics:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Code(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus AB</td>
<td>MATH 185 (3 cr.) and MATH 191 (3 cr.)</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MATH 191 (3 cr.) and MATH 192 (3 cr.)</td>
</tr>
<tr>
<td>Statistics</td>
<td>STAT 251 for a score of 4 or 5.</td>
</tr>
<tr>
<td>Music Theory</td>
<td>MUS 213 (3 cr.), MUS 214 (3 cr.), MUS 211 (1 cr.) and MUS 212 (1 cr.)</td>
</tr>
<tr>
<td>Music Listening/Lit.</td>
<td>MUS 202 (3 cr.)</td>
</tr>
<tr>
<td>Physics B</td>
<td>PHYS 211 (3 cr.) and PHYS 212 (3 cr.)</td>
</tr>
<tr>
<td>Physics C Mech</td>
<td>PHYS 215 (3 cr.)</td>
</tr>
<tr>
<td>Physics E &amp; M</td>
<td>PHYS 216 (3 cr.)</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 201 (3 cr.)</td>
</tr>
</tbody>
</table>
Credit by College Level Examination Program (CLEP)

Prior to or during a student’s enrollment at NMSU, credits may be earned through the College Level Examination Program (CLEP) of the College Entrance Examination Board. CLEP is a national program of credit by examination that offers the opportunity to earn credits for college level achievement wherever or however you have learned. Earned CLEP credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. A current NMSU CLEP policy as well as test schedule information is available through Testing Services in Garcia Annex, Room 235, Testing services may be reached at (505) 646-1921 or http://www.nmsu.edu/~testserv/

### CLEP Exams and NMSU Course Equivalents

<table>
<thead>
<tr>
<th>CLEP Subject Exam Title</th>
<th>Min. Score</th>
<th>NMSU Course</th>
<th>Cr.</th>
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<tbody>
<tr>
<td><strong>Composition and Literature</strong></td>
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</tr>
<tr>
<td>Freshman College Composition</td>
<td>50</td>
<td>ENGL 111G &amp; 2 cr. elective</td>
<td>6</td>
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<tr>
<td></td>
<td>57</td>
<td>ENGL 111G &amp; ENGL 112</td>
<td>6</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENGL 251 and ENGL 252</td>
<td>6</td>
</tr>
<tr>
<td>Analysis &amp; Interpretation of Literature</td>
<td>50</td>
<td>ENGL 261 and ENGL 262</td>
<td>6</td>
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<tr>
<td>English Literature</td>
<td>50</td>
<td>ENGL 271 and ENGL 272</td>
<td>6</td>
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<tr>
<td><strong>Foreign Languages</strong></td>
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<tr>
<td>College Level French Language</td>
<td>50</td>
<td>FREN 111, 112</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>52</td>
<td>FREN 211, 212</td>
<td>6</td>
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<tr>
<td>College Level German Language</td>
<td>50</td>
<td>GER 111, 112</td>
<td>8</td>
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<tr>
<td></td>
<td>54</td>
<td>GER 211, 212</td>
<td>8</td>
</tr>
<tr>
<td>College Level Spanish Language</td>
<td>50-53</td>
<td>SPAN 111, 112 or SPAN 113, 213</td>
<td>7-8</td>
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<td></td>
<td>54+</td>
<td>SPAN 211, 212 or SPAN 213, 214</td>
<td>6</td>
</tr>
<tr>
<td><strong>History &amp; Social Sciences</strong></td>
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<td></td>
<td></td>
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<tr>
<td>American Government</td>
<td>50</td>
<td>GOVT 100G</td>
<td>3</td>
</tr>
<tr>
<td>History of the U.S. I</td>
<td>50</td>
<td>HIST 201G</td>
<td>3</td>
</tr>
<tr>
<td>History of the U.S. II</td>
<td>50</td>
<td>HIST 202G</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>50</td>
<td>PSY 205 or CEP 110G</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Units</td>
<td>Code</td>
<td>Hours</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------</td>
<td>---------------------</td>
<td>-------</td>
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<td>Intro. to Educational Psychology</td>
<td>50</td>
<td>CEP 210</td>
<td>3</td>
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<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>ECON 251G</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>ECON 252G</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>PSY 201G</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>SOC 101G</td>
<td>3</td>
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<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>HIST 101G</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II</td>
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<td>HIST 102G</td>
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### Science & Mathematics

<table>
<thead>
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<th>Course</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>Biology</td>
<td>50</td>
<td>BIOL 211G (no lab)</td>
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<tr>
<td>Chemistry</td>
<td>50</td>
<td>CHEM 111 and CHEM 112 (no lab)</td>
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<tr>
<td>College Mathematics</td>
<td>50</td>
<td>MATH 120 and 3 cr. elective</td>
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<tr>
<td>College Algebra</td>
<td>50</td>
<td>MATH 185</td>
<td>3</td>
</tr>
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<td>Trigonometry</td>
<td>50</td>
<td>MATH 180</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>MATH 191 and MATH 192</td>
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### Business

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<th>Course</th>
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<th>Code</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Info. Systems &amp; Computer Applications</td>
<td>50</td>
<td>CS 110G</td>
<td>3</td>
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<tr>
<td>Principles of Management</td>
<td>50</td>
<td>MGT 201G</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Accounting</td>
<td>50</td>
<td>ACCT 251 and 252</td>
<td>6</td>
</tr>
<tr>
<td>Intro. Business Law</td>
<td>50</td>
<td>BLAW 317</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>MKTG 303</td>
<td>3</td>
</tr>
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</table>
Forms used by advisors, students and the Dean’s Office:

Online forms

**Admissions:**
1. Application for undergraduate admission - [http://www.nmsu.edu/~admision/admit-form.html](http://www.nmsu.edu/~admision/admit-form.html)
2. Application for graduate admission - [http://gradschool.nmsu.edu/admit-form.html](http://gradschool.nmsu.edu/admit-form.html)

**Financial Aid:**
3. College of Agriculture and Home Economics Scholarship Application - [http://cahe.nmsu.edu/academics/scholarships.html](http://cahe.nmsu.edu/academics/scholarships.html)
4. Other General Financial Aid and Scholarship Forms - [http://www.nmsu.edu/~finaid/General/forms_library.htm](http://www.nmsu.edu/~finaid/General/forms_library.htm)
   a. Appeal for Unsatisfactory Academic Progress
   b. Certification of Marital Status
   c. Change of Address / Problem Form
   d. Clarification of Grade Level
   e. Determination of Eligibility - Veteran's Benefits
   f. Determination of Ineligibility - Veteran's Benefits
   g. Household Size/ Number in College – Dependent
   h. Household Size/ Number in College – Independent
   i. Independent/Underage Certification of Dependent Support
   j. Income Exclusion (Worksheet C)
   k. Non-Tax Filer's Statement And/Or Income Statement
   l. Time Frame Appeal
   m. Tribal Information Sheet
   n. Unofficial Copy
   o. Untaxed Income and Benefits (Worksheets A & B)
   p. Verification of Assets
   q. Verification Worksheet – Dependent
   r. Verification Worksheet - Independent
Hard copy forms

Course related:                       Appendix
  ❖ NMSU Course Request Card.......................................................... A
  ❖ Add/Drop Form ................................................................................. B
  ❖ Special Studies Permit .................................................................. C
  ❖ Removal of “I” grade or Change of Grade ...................................... D
  ❖ Course Substitution Application .................................................. E
  ❖ Change in Evaluation of Transfer Credits ..................................... F
  ❖ Application for Adjusted Credit Option .......................................... G
  ❖ Basic Skills Contract ..................................................................... H

Graduation:
  ❖ Application for degree ................................................................. I
  ❖ Petition to Walk ............................................................................. J

Miscellaneous:
  ❖ Time Block Chart .......................................................................... K
  ❖ English/Math Basic Skills ............................................................. L
Appendix A

NMSU Course Request Card

Used to list initial course selections during each semester. The card needs to be signed by the student, faculty advisor, and individual entering the data into Banner for the academic dean.

| Name: Last | First | SS# __________ - __________ |
| Semester: 19 | College: AG __ AS __ BA __ ED __ EG __ GR __ HS __ Major: ________ |

| OPTIONAL FEES | COURSE CALL NUMBER | DEPT. | NO. | SEC. | CR. | S/U | Audit | Repeat |
| Meal Plan | | | | | | | | |
| Health/Activ. | | | | | | | | |
| Health Ins. | | | | | | | | |

Max. Crs. Allowed: ________

Student’s Signature: ____________________________
Advisor’s Signature: ____________________________
Dean’s Signature: ____________________________
Appendix B

Add/Drop Form

Used to add or drop a course after initial registration or if course conflicts are present (such as time conflicts or if instructor permission is required). The form needs to be signed by the student, faculty advisor, instructor, instructor’s department head, and academic dean. You can drop one course & add one on the same form.
Appendix C

Special Studies Permit

This form is used to add a non-traditional course, such as directed reading, internships, independent studies, research, or special topics. The form needs to be signed by the student, instructor, instructor’s department head, and academic dean.
Appendix D

Removal of “I” grade or Change of Grade

This form is used to change a grade or remove an incomplete “I Grade” from a student’s record. **This form is not included here and must be picked up at the academic dean’s office GT221. THESE FORMS ARE TO BE HANDLED BY FACULTY AND STAFF ONLY.** Course instructor must initiate this form which needs to be signed by the instructor, instructor’s department head, and academic dean.
Appendix E

Course Exception Request

This is an AGHE form that is required for all substitutions/deviations from a student’s standard curriculum. Anytime a substitution is approved by an advisor this form should be completed and included in the student’s record. This form needs to be signed by the student, advisor, and academic department head. If a course is substituted for a general education requirement the academic dean’s signature is also required. ALL SUBSTITUTIONS SHOULD ALREADY BE BUILT INTO "DARS". IF A CHANGE IS REQUIRED AND IT IS NOT ON THE SUBSTITUTION LIST THEN IT BECOMES AN EXCEPTION FOR THIS STUDENT ONLY.
Course EXCEPTION Request

Student Name: ___________________________ Last ___________________________ First ___________________________ Middle Initial ___________________________

Student I.D. #: ___________________________ Major: ___________________________ Catalog: ___________________________

I hereby request a course exception of: ____________________________________________

For: ___________________________________________ in my undergraduate degree program.

The reason for my request is as follows: ____________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please include implications if substitution involves a general education requirement.

SIGNATURES: ___________________________ STUDENT ___________________________ DATE ___________________________

Approval [ ] Disapproval [ ] ___________________________ ADVISOR ___________________________ DATE ___________________________

Approval [ ] Disapproval [ ] ___________________________ DEPARTMENT HEAD ___________________________ DATE ___________________________

Approval [ ] Disapproval [ ] ___________________________ ASSOCIATE DEAN ___________________________ DATE ___________________________
Appendix F

Change in Evaluation of Transfer Credits

This is an AGHE form that is required if a student changes majors or transfers in from another institution and the advisor feels the original transfer evaluation is not accurate. Advisor must submit this form to academic dean for approval and resubmission to Registrar.
NEW MEXICO STATE UNIVERSITY
COLLEGE OF AGRICULTURE AND HOME ECONOMICS

CHANGE IN EVALUATION OF TRANSFERRED CREDITS

TO: REGISTRAR

FROM: Dr. Wesley Holley
Associate Dean and Director of Academic Programs

DATE:

NAME OF STUDENT:
Student I.D. #: 

UNIVERSITY FROM WHICH CREDITS WERE TRANSFERRED:

It is recommended that the following changes be made in the evaluation of credits referred to above:

<table>
<thead>
<tr>
<th>TITLE OF COURSE AT PREVIOUS INSTITUTION</th>
<th>WHEN TAKEN</th>
<th>OLD EVAL.</th>
<th>NEW EVAL</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>
Appendix G

Application for Adjusted Credit Option

This is a NMSU form allowing a student to use the adjusted credit option. If a student meets ALL of the requirements they can submit this form to the academic dean’s office for consideration. The academic dean will forward the approved form to the Registrar.
APPLICATION FOR THE ADJUSTED CREDIT OPTION

ADJUSTED CREDIT OPTION FOR BACHELOR DEGREE PROGRAMS – NEW MEXICO STATE UNIVERSITY

ELIGIBLE STUDENTS: (Must meet all of the following requirements.)

1. Be pursuing their first baccalaureate degree;
2. Be currently enrolled as a regular or non-degree undergraduate student;
3. Have a cumulative grade point average of less than 2.0 at NMSU credits;
4. Have successfully accumulated fewer than 60 transfer plus NMSU credits;
5. Exercise the option only during the fall or spring semester before the last day to withdraw from the university.
6. And, pass an additional 30 graded credits before they may be awarded an associate’s degree.

NAME: ____________________________ SOCIAL SECURITY NO. ____________
LAST FIRST M.I.

ADDRESS: ____________________________

I hereby apply for the option of having my New Mexico State University permanent academic record adjusted according to the following conditions:

1. All courses, including courses transferred in, carrying a grade of S, CR, C or better, earned prior to the grading period in which the option is requested, are included as adjusted credit. Also included are credits from CLEP, ACT, advanced placement, special examination, and military service.
2. All credits in Category (1) will be designated on the permanent academic record as “ADJUSTED CREDIT” and are not calculated in the cumulative grade point average. Courses not eligible for adjusted credit (both attempted and earned) are also omitted from the calculation of the cumulative grade point average, but must be repeated if credit is desired.
3. The permanent academic record lists all course work attempted. Any transcript issued will include all graded courses attempted at this university.
4. A student electing to use the adjusted credit option could be eligible for university honors at graduation if a minimum of 60 semester credit are completed at this university after the period of adjusted credit, and the resulting grade point average is in accordance with university regulations for honors.
5. Current academic status or eligibility for employment or financial aid is not affected by the exercise of the option a student's academic status does not change until grades are earned for the semester in which application is made.

MY SIGNATURE ON THIS FORM CONSTITUTES FINAL ACCEPTANCE OF UNIVERSITY ACTION ON THIS MATTER AND I UNDERSTAND THAT THE ACTION MAY NOT BE REVERSED AT A LATER DATE. I ALSO UNDERSTAND THAT THERE WILL BE A $10.00 FEE ASSESSED TO MY ACCOUNT.

______________________________
STUDENT'S SIGNATURE

______________________________
DATE

COLLEGE VERIFICATION:

1) Students Cum GPA: ____________ Cum Hours: ____________

2) Dean’s Office: ____________________________ Date: ____________________________

FORWARDED TO REGISTRAR'S OFFICE

Processed by: ____________________________
Appendix H

Basic Skills Contract

This is an AGHE form that is required if a student wants to enroll in an upper division course while currently completing their basic skills in English and Math. The student must be enrolled in the deficiency course in a semester prior to the use of this form. The deficient BASIC SKILLS course must be the last BASIC SKILLS requirement.
BASIC SKILLS CONTRACT

ENROLLMENT IN UPPER DIVISION COURSES

FOR

(Printed Name of Student) ___________________________ (Banner I.D. #) ___________________________

I understand that I must earn a grade of "C" or better in the following course or courses:

_________________________ ___________________________
and/or ___________________________ during the

_________________________ semester/session in order to stay enrolled in all upper division level

(300 ▼ ) for the __________ semester/session. If I do not earn a grade of "C" or better, the Office of
the Associate Dean of Academic Programs will drop me from any or all other 300 ▼ level courses and I will not
be able to register for any future 300 ▼ level courses until all Basic Skills requirements have been met.

Student’s Signature ___________________________ Associate Dean’s Signature ___________________________

Date ___________________________ Date ___________________________

Student’s Advisor ___________________________

NOTE

The intention of this BASIC SKILLS Contract is not used to take Basic Skills requirements and
upper division level courses simultaneously. The student must be enrolled in the deficiency
course in a semester prior to the use of this form. The deficient BASIC SKILLS course must be
the last BASIC SKILLS requirement.
Appendix I

Application for Degree

This is a NMSU form that must be submitted to the Registrar before the last day to drop in the semester that the student plans to graduate. No AGHE college signatures are required.
MAIN CAMPUS APPLICATION FOR DEGREE (DIPLOMA)
NEW MEXICO STATE UNIVERSITY
REGISTRAR’S OFFICE • P O BOX 30001 MSC 3AR • LAS CRUCES, NM 88003 • 505-646-4796

Application guidelines:
(1) Please print information.
(2) To avoid late fees, submit your completed degree application to the Registrar’s Office by the last day to register or add a course.
(3) A late fee of $25 will be assessed to all degree applications received after this date. No applications will be accepted after the last day to apply in the class schedule.
(4) A separate application must be submitted for each degree.

I: COLLEGE AND FEE INFORMATION:
Check one from each category:

<table>
<thead>
<tr>
<th>College</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag &amp; Home Econ.</td>
<td>$30 – Master, Ed. Spec., Doctorate</td>
</tr>
<tr>
<td>Arts &amp; Sci.</td>
<td>$20 – Bachelor</td>
</tr>
<tr>
<td>BA &amp; Econ.</td>
<td>$20 – Associates – 2 year</td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
</tbody>
</table>

REGISTRAR’S OFFICIAL USE

II: PERSONAL AND DEGREE INFORMATION:

STUDENT ID NUMBER:

(CHECK ONE) GRADUATION DATE:

☐ Fall ☐ Spring ☐ Summer 1 ☐ Summer 2 Year: __________

Degree ____________________________________________
Major ____________________________________________
Minor ____________________________________________

Note: Diploma name will appear as last updated with the Registrar’s Office.

Last name, ____________________________ First ________ Middle ______

Diploma mailing address ____________________________
City, ____________________________ State ________ Zip code ________

Telephone No. ____________________________ Email address ______________

Degree(s) information:
Previous degree(s):
College: ____________________________ Year awarded: ____________________________

Spouse’s information:

Spouse’s name ____________________________ Degree ________ Year ________ Institution ________

III: IMPORTANT INFORMATION:

- Commencement information will be mailed approximately mid semester.
- Main campus undergraduates meeting requirements in Summer may participate in the Spring Commencement Ceremony as an Early Petitioner after approval from the Dean’s Office.
- Main campus graduate students graduating in Summer will participate in the Fall Commencement Ceremony only.
- Cap, gown and tassel for the commencement ceremony may be purchased at the NMSU Bookstore in the Corbett Center. For pricing information, call 505-646-4431.
- Diplomas will be mailed to the address indicated on this application approximately six weeks after grades have been processed by the Registrar’s Office.

I understand that if I fail to meet graduation requirements by the term indicated on this degree application, I must re-apply and pay appropriate fees.

Signature: ____________________________ Date: ____________________________

Rec’d by ____________________________ Date: ____________________________

- 50 -
Appendix J

Petition to Walk

This is a NMSU form that must be submitted to the Registrar before the last day to drop in the semester that the student plans to graduate. Student must meet ALL requirements listed on form and it must be signed by the academic advisor and student.
NEW MEXICO STATE UNIVERSITY
OFFICE OF THE REGISTRAR

Undergraduate Petition for Attendance in the Spring______ Commencement Ceremony

Undergraduate students petitioning for attendance in the Spring Commencement Ceremony must submit their degree application along with this Early Petition request by the last day to withdraw from a course during the spring semester.

The following requirements must be met to be eligible to participate in the spring ceremony:

1) Have 12 credit hours or less to complete.
2) Have a cumulative grade point average of 2.000 or higher at the end of the last graded semester.
3) The courses needed to complete requirements for the degree must be offered by the end of the summer sessions.

Please complete the following:

Student’s Name: ____________________________

Social Security Number: ______________________

Email Address: (optional) ______________________

Degree: ____________________________

Major(s): ____________________________

Hours needed to complete requirements: _________ GPA: __________

List below the course(s) and session when requirements will be completed:

Course __________________ Session __________________

Course __________________ Session __________________

Course __________________ Session __________________

Course __________________ Session __________________

I understand that failure to meet requirements by the terms indicated on this request will require reapplication and repayment for degree.

Student’s signature __________________________ Phone: __________________

Advisor’s signature __________________________ Date: __________________

Dean’s approval and signature __________________ Date: __________________
Appendix K

Time Block Form

This is to help students and advisors organize a schedule.
**TIME BLOCK CHART**

**NEW MEXICO STATE UNIVERSITY (CAHE)**

**NAME:**

Proper use of this chart will assure you of a conflict free schedule. If you enter all your desired sections (both lecture & laboratories) in the proper time blocks, you cannot fail to spot conflicting sections.

<table>
<thead>
<tr>
<th>USE PENCIL ONLY</th>
<th>ERASE ERRORS</th>
<th>DO NOT CROSS THROUGH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONDAY</strong></td>
<td><strong>TUESDAY</strong></td>
<td><strong>WEDNESDAY</strong></td>
</tr>
<tr>
<td>7:30</td>
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<td>7:30</td>
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<td>8:30</td>
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<td>10:20</td>
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<td>10:30</td>
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<tr>
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**NOTE!!!** Only one section may appear in a time block or a conflict will be registered by the computer !!!!!!!

Enter **BOTH** the Course Name and Number and the Section Number in the appropriate time block.

Example: CHEM 102, Sec 2 in the 12:30 Time Block on MWF. **ALSO,** enter the corresponding lab when applicable.

Example: CHEM 102, Sec 3A in the 2:30 – 5:20 Time Block on Monday

**BE SURE TO GIVE CORRECT SECTION NUMBERS ON ALL COURSES, LECTURES & LABORATORIES!!!**
Appendix L

English/Math Basic Skills
See “General Information: Regulations” in Undergraduate Catalog

For Students Who Do Not Qualify for ENG 111:

Developmental Courses. Students who score below 12 on the ACT English exam must pass two developmental English courses (CCDE 105N, CCDE 110N) before enrolling in ENGL 111G. Students who score 13 to 15 on the ACT English exam must pass CCDE 110N before enrolling in ENGL 111G. Developmental courses are included on the transcript and will be calculated in the academic grade point average, but credits in them will not count towards a degree.

<table>
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<tr>
<th>English SAT</th>
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<td>CCDE 105N</td>
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<td>310-399</td>
<td>13-15</td>
<td>CCDE 110N</td>
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<td>400-549</td>
<td>16-24</td>
<td>ENGL 111G</td>
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<tr>
<td>550-800</td>
<td>25-36</td>
<td>ENGL 111H</td>
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</table>

For Students Who Do Not Qualify for MATH 210G:

Mathematics Basic Skills Requirement Options

Students scoring 23 or higher on the ACT Mathematics test may satisfy the basic skills requirement in mathematics but still must fulfill the general education math requirement. Students scoring below 23 on the ACT Math are placed in math courses according to accompanying table. Note that this placement combines two elements. If a student feels the math course is too low or too high they may take the Math Placement Exam (MPE). Developmental courses are included on the transcript and will be calculated in the academic grade point average, but credits in them will not count towards a degree.

Placement in developmental courses.

- Students scoring below 23 on ACT mathematics exams may satisfy basic skills in mathematics by earning a grade of C or higher in one of the following courses or course combinations: (a) CCDM 112N and CCDM 113N; (b) CCDM 114N; (c) MATH 111 and MATH 112G; (d) any mathematics course numbered 115 or above.
- Students who score 16-18 on the ACT mathematics exam may be required to pass CCDM 114N to enter university-level mathematics courses.
- Students who score 15 or below on the ACT mathematics exam may be required to pass two developmental mathematics courses, CCDM 103N and CCDM 114N, to enter university-level mathematics courses.