NMSU REGISTRAR’S OFFICE

Topics

• FERPA
• User Name, PIN and Password
• Online Course Registration
• STAR - Degree Audit System
FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974)

• Deals specifically with the education records related to a student and maintained by an institution or a party acting for the institution

• Applies to all schools that receive funding by the U.S. Secretary of Education

• Students who reach the age of 18 OR who attend a postsecondary institution:
  – Have the right to inspect and review their own education records
  – Have the right to request amendment of records
  – Have some control over the disclosure of personally identifiable information from these records
  – Written consent is needed from the student before disclosing any personally identifiable information from their education records

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974)

• Information that may be released without the student’s written consent:
  – Student’s name, address, telephone number, email address, date and place of birth
  – Major field of study, classification, dates of attendance, degrees and awards received
  – Most recent previous educational agency or institution attended
  – Participation in officially recognized activities and sports
  – Weight and height of members of athletic teams
Creating your User Name and PIN

Visit my.nmsu.edu
Click on “active your account now”
Enter your SSN and birth date
Create your “user name”
Enter a (6) digit PIN.

If you have a Federal Aid PIN, do not use this number, create a new unique number.

Creating your User Password

Return to my.nmsu.edu
Enter your user name and PIN in the secure logon area
The system will prompt you to create a user password.
You will also select a question and establish a personal answer. Your question and answer will be used in the event you ever need to reset your account.
Uses of your SSN, PIN, User Name and Password

- SSN and PIN ~ is used for course registration and grades.
- User name and password ~ is used for my.nmsu.edu, email and STAR (degree audit)

Online Course Registration

Visit nmsu.edu/ONLINE
Click on registration link
Click on "Registration and Grades" to enter course registration site.

Enter Social Security Number and PIN.
Once the PIN has been successful verified, click on submit to continue.

Select the appropriate campus and click on appropriate semester to continue.
Online Course Registration

Enter course call number from schedule of courses
Click on "Add Course"
A message will appear as to the action performed by the system

Online Course Registration

Use the buttons to print a schedule of classes and billing document and to exit (Logoff) the registration system
Online Course Registration

Registration is not complete until Financial Arrangements have been made with the Business Office.

You may pay for your bill over the phone automatically with a credit card.

You can pay by calling here: 505-845-3502, or at the Education Services Building.

Click the STAR degree audit link to access the Student Academic Requirement (STAR).

Students need to make billing arrangements with the business office to avoid course cancellation – deadlines can be found in the schedule of classes.
Enter a username and password to access the system.

Select a campus.
Select a college.

Select a degree program.
Select a catalog year. Click on submit after choosing a catalog year.

Click on "Details" to retrieve an audit.
Review

• FERPA – Deals with a student’s right to privacy
• Social Security Number and PIN – Used for course registration
• User Name and Password – Used for my.nmsu.edu access, email, and STAR
• Registration – access through nmsu.edu/ONLINE, course call numbers will be needed
• STAR – Electronic degree audit system

Contact Names and Phone Numbers

User ID, PIN or Password
ICT Help Desk – (505) 646-1840

Course Registration
Marisela Marquez – (505) 646-3413 or 505-646-4884

STAR – Degree Audit
Hector Sanchez – (505) 646-4201 or 505-646-4755

Questions