



## ACADEMIC ADVISING PROCESS

**According to the catalog, the student bears ultimate responsibility for planning an academic program in compliance with university, college and departmental regulations.** We will do our best to make sure that you have the information that you need to make good decisions but to accomplish that we need to have an up-to-date postal address and phone number. Your @nmsu.edu email address is your official email address for NMSU communications. Check it regularly or forward your university email to your preferred address.

If you have not yet completed your lower division course requirements, you are not eligible to enroll in upper division business courses or to be assigned to a faculty advisor in your major. While you complete these requirements, the Advising Center (AC), GU 109, is available for your advising needs. If you are completing your lower division requirements, you will receive an email from the Advising Center/Office of Student Services concerning your assignment to a faculty advisor in the department of your major. The faculty advisor can provide expertise in your field of study, letting you know what courses in the major are best suited to your career needs and interests.

Please make sure that you are well-informed about degree requirements. Those can be found in the catalog under which you choose to pursue your degree. Your advising sessions will be more productive if you have reviewed the requirements in preparation for the meeting and if you bring a current [STAR degree audit](#). You can run a STAR audit at [degreeaudit.nmsu.edu](http://degreeaudit.nmsu.edu) using your MyNMSU username and password. Also check your curriculum (major, minor, option) on your unofficial transcript on MyNMSU and let the Advising Center know if there is an error.

## AREAS THAT REQUIRE SPECIAL ATTENTION.

**Plan ahead for courses with prerequisites.** These courses can be taken only if specified prerequisite courses have been taken first - not concurrently. You are responsible for checking the catalog to determine whether there are prerequisites for the courses you plan to take. In some cases Banner will prevent you from registering if you lack prerequisites.

### Examples of courses and their prerequisites are:

- [FIN 341](#): ACCT 221 (formerly ACCT 252); ECON 251G; ECON 252G; MATH 121G; A ST/STAT 251G or A ST 311
- [MGT 344](#): A ST/STAT 251G or A ST 311; BCIS 338 or BCIS 350
- [BCIS 485](#): BCIS 338 or BCIS 350 or ACCT 351 with a grade of C or better
- [MGT 449](#): BCIS 338 or 350; BLAW 316; FIN 341; MGT 309; MKTG 303; and one of the following: MGT 344, MGT 470, or BCIS 485

**You may not self-register for the business capstone course (MGT 449) unless you have already completed all prerequisite courses. Please plan ahead so that your registration and graduation are not delayed.**

**Associate Degree in Pre-Business:** By completing the lower division requirements for a BBA or Bachelor of Accountancy degree, you satisfy the requirements for an Associate of Pre-Business degree. You may apply for the degree once you have completed the required courses.

**Viewing a Wider World (VWW)** courses are a university graduation requirement. You must select two courses from two different colleges. One course may be taken from the College of Business as long as it is from a department other than your major. VWW courses are courses which have been designated as meeting the VWW requirement and are denoted with a "V" in the course schedule. Approved VWW courses are listed in the catalog. Alternatives are described in the catalog. Students may also petition the academic associate dean if they wish to count a study abroad experience as fulfilling one of the VWW requirements.

**Upper Division Requirements:** All students must complete 48 upper division credits to qualify for a degree. Upper division courses at NMSU are numbered 300-499. Transfer students should pay particular attention to this requirement as should Information Systems majors.

**Transfer Students:** If you are a transfer student, you must complete at least 50% of the business courses required for your degree at NMSU, of which a minimum of 12 credits must be in the major.

**Substitutions:** You may petition to make substitutions of one course for another. If the substitution involves course requirements in your major, first seek approval from the department head. If it involves other courses, submit your petition to Kathy Brook, the Academic Associate Dean, in the Dean's Office (BC 129). Please include an academic rationale for the substitution. It is not sufficient to say that you could not fit the required course into your schedule or that it was not being offered during the semester that you wanted to take it. The substitution form (petition) can be found at [business.nmsu.edu/student-services/advising/forms/](http://business.nmsu.edu/student-services/advising/forms/).

**Degree Plans with course sequencing** are available from the departments and from the lobby next to the Advising Center as well as on the college website ([business.nmsu.edu/academics/advising](http://business.nmsu.edu/academics/advising)). Following the course sequencing will help you avoid problems with prerequisites and graduate in a timely manner.

**Catalogs:** Within limits, you may choose the catalog under which you wish to graduate but you may not mix catalogs. Both lower division and upper division requirements must be completed under the same catalog. Students are strongly encouraged to read the catalog, in particular those sections concerning transfer students, graduation and degree requirements, and financial aid.

If you have questions about any of these matters or if you have concerns about advising in general, please contact the Advising Center at 575-646-3836 or [advisingbiz@nmsu.edu](mailto:advisingbiz@nmsu.edu) or Kathy Brook, the academic associate dean, at 575-646-5431 or [kbrook@nmsu.edu](mailto:kbrook@nmsu.edu). If you contact us by email, please provide complete information relating to your question.