The COB Advising Center offers several types of student services including general academic advising, processing forms and paperwork, providing information, and specialty advising and new student programs.

Please indicate your specific needs when asking for assistance.

**PARAPROFESSIONAL ADVISORS** provide **general academic advising** in Gu109A. *This service is on a walk-in basis* for the following:

- Review student files and prepare and update degree plan checklists
- Make suggestions regarding lower division coursework
- Explain key academic policies and procedures of the college
- Process add/drop slips
- Assist with major changes within the college of business

**PROFESSIONAL ADVISING STAFF** provide more **detailed advising services. Appointments are preferred** for the following:

**JUSTINE ADKISSON** Gu109B

- Transfer student advisor and transcript evaluation specialist
- International student advisor
- Study Abroad and National Student Exchange
- Distance Education Advisor (Alpha M-Z)

**DEBRA CARDINALI** Gu109C

- Student Athletes
- Academic Sanctions (Warning, Probation I, Probation II)
- Military degree check for NMSU-ROTC and AERO Army and Air Force
- Incoming freshmen and freshman group advising program
- Distance Education Advisor (Alpha A-L)

**ANGIE SALIDO** Gu109G

- Mid-Point degree and Final Degree checks
- Financial Aid Degree checks and Veterans (VA) Degree checks
- Star Degree Audit specialist
- Degree certification

**JOHN SHONK** Gu109-114

- MBA Admissions and Advising

**Scholarships, Assistantships and Financial Aid**

Visit Scholar Dollar$: http://scholarships.nmsu.edu or the COB website for work study, graduate assistantships, fellowships and undergraduate and graduate scholarships http://business.nmsu.edu/student-services/financial-aid.

For Internships and Co-ops please go to your department or for more information visit www.careerservices.nmsu.edu

**Are you in your business major?** If you are in your upper division classes and have been assigned a faculty advisor, please see your advisor or go directly to your department for assistance.

**Changing major?** - Go directly to the college that you would like to change to.
Advising
The collaborative effort between you and your advisor to help you choose a major; learn about the requirements to earn a degree in a major; understand NMSU policies, procedures and deadlines; find campus resources for various needs; untangle red tape; and select classes each semester to achieve your educational goals.

Articulation
An agreement among universities, colleges and/or community colleges that specifies policies related to transferring credits and coursework between schools.

Associate Dean
Dean Brook is the business college administrator responsible for academic matters.

Basic Academic Skills
Basic skills in Math and English must be met before registering for upper division courses; see Regulations in undergraduate catalog for specific requirements.

Checklist
A term used interchangeably with Degree Plan.

Course Reference Number (CRN)
A 5-digit number that uniquely identifies a course taught at a particular time by a particular instructor in a particular location.

Credit/Credit Hour
Courses are measured in credits: a three-credit course normally meets about 3 hours per week. You need a minimum of 128 degree credits to graduate from NMSU.

Degree
A college degree is awarded to you when you have satisfactorily completed the course of study for your major.

Degree Audit
Check your academic history status using the STAR Degree Audit System that matched your academic history to the requirements for your degree.

Degree Plan
A term used interchangeably with Checklist. Lists the courses required for the degree you are pursuing.

Department Head
Each major belongs to an academic department. The department head administers the major and assigns faculty advisors to students.

“Drop” Deadline
Period before which a class may be dropped and the class will not appear on your transcript.

General Education Course
Referred to as “G” or “gen-ed” course because the letter G follows the course number. These courses are required for all NMSU students seeking a bachelor’s degree.

General Elective
Any class, at any level, from any college; a class that is not required to fulfill your degree requirements.

GPA
Grade Point Average.

Lower Division Course
Courses numbered 100-299 or freshman/sophomore courses.

Major
The academic discipline you select to study in the College of Business; for example, Accounting, Information Systems, Economics, International Business, Finance, Management, General Business, Marketing. You must complete at least 24 credits in a major.

Minor
Consists of 18 credits, at least 9 of which must be upper-division; business minors may be in a single department or be interdepartmental.

Office Hours
Scheduled hours when faculty members are in their offices; students can drop by or make an appointment.

Option
Some majors have options which allow students to focus in a particular field; for example, PGA Golf Management is an option in marketing, General Business has an Entrepreneurship option and a Tribal Management option.

Prerequisite
An enforceable entry requirement for a particular course; in other words, a course that is required before you can take another course.

Sample Schedule
The suggested sequencing of courses over a 4-year period for each business major.

Section Number
Class time period for which you may register.

Undergraduate Catalog
Book distributed by Admissions Office; outlines all of NMSU’s academic programs. Catalogs may also be purchased at the NMSU Bookstore.

Upper Division Course
Courses numbered 300-499 or junior/senior courses.

“Viewing a Wider World” (VWW) Course
Students are required to complete two courses designated as Viewing a Wider World from two different colleges.

Web Class
A web-based course; best for a self-directed learner. Since there are normally no lectures, you learn the course material by doing (e.g., reading and working with materials on the computer).

“Withdrawal” Deadline
Date before which you may withdraw from a class after the drop deadline. The class you withdraw from will appear on your transcript with a grade of “W” and will not affect your grade point average.