NM STATE

College of Business
http://business.nmsu.edu

Office of Student Services & Advising Center Guthrie 109; 575.646.3836

STAR Degree Audit
Updated 4 April 2016

What is a STAR Degree Audit and why is it important?

The degree audit is an electronic degree plan that inserts a student's completed and in-progress coursework into requirements for a specific major. It is important for you to be comfortable with STAR degree audits because they are a helpful planning tool that allows you to see which requirements have been completed and which have not.

We encourage you to request (run) a new degree audit every semester after grades have been posted, when you register for courses for the next term, or anytime you make a change to your course registration.

Review it critically and ask for clarification when you are uncertain. If something looks odd, if the audit has placed a course where you didn't expect it to, or a substitution is not showing up, please contact the Records Specialist in the College of Business (CoB) Office of Student Services/Advising Center in Guthrie Hall, Suite 109 with your questions.

> **CATALOG YEAR:**
> Catalogs are valid for six years from the date of issue.
> The catalog year begins in summer and concludes with the end of the spring semester.
> The oldest catalog a student may use is the catalog in effect the first semester you attended college after high school graduation or any newer catalog.
> Keep in mind degree requirements may change from catalog year to catalog year.

> **HOW DO I FIND MY CATALOG YEAR?**
>
> Go to my.NMSU.edu, STUDENT TAB, QUICK LINKS, Student Records, View Student Information, Select Term, and finally Catalog Term.

> **Catalog Expirations Dates**
> 2011-2012 – Spring 2017
> 2012-2013 – Spring 2018
> 2013-2014 – Spring 2019
> 2014-2015 – Spring 2020
> 2015-2016 – Spring 2021
> 2016-2017—Spring 2022

How to Request a STAR Degree Audit

Go to **http://degreeaudit.nmsu.edu** or via myNMSU Student Tab, Quick Links, Degree Audit and log in using your NMSU user name and password—just as you log into your myNMSU account.

Select A Program: choose by highlighting your
- College (Business) or Campus
- Program (select your major or minor)
- Catalog year (as identified on your student record)
- Options: select Format PDF. The PDF is a better format if you plan to print the audit.
- Run Audit.

How to Read a STAR Degree Audit

If you have run the audit as a PDF you may need to download it, then open it for viewing.

The top of the audit indicates
   Date and T**ime** of the audit was requested
   S**tudent's name** and **Aggie ID Number**
   Program Code of your major and **Catalog Year**.

This is followed by a quick one line statement in **red** indicating whether requirements for your program are complete.

> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED
> or
> ALL REQUIREMENTS COMPLETED – IN-PROGRESS COURSES USED
> or
> ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET

The audit contains general information as well as your individual information and progress through the program.

The audit is divided into categories. The beginning of a new category will state (**on the PDF format**):
   NO (in red) indicating at least one sub requirement in the category is not completed or
   OK (in green) each sub requirements in the category is completed or
   IP (in blue) at least one sub requirement in the category is in-progress (current or future semester).

Each sub-requirement within the category will use a
   + sign indicating an individual requirement is complete or it is in progress, or a
   – sign indicating the requirement is not complete.

Each sub requirements will list:
   Specific course used to fulfill a requirement
   Semester it was completed
   Course title
   Grade received

> **NOTE:**
> If the course was transferred it will be listed with either "CR" or "CD" in place of a letter grade.
> - "CR" indicates the course was completed with a grade of C or better.
> - The "CD" indicates the course was completed with a grade of D.

Text categories not accompanied by red **NO**, green **OK** or blue **IP** provides general program information.

Parts of the STAR Degree Audit

General Information and General Criteria

- Total degree credits (minimum of 128 required, 120 beginning with the 2016-2017 catalog)
- Cumulative GPA (minimum 2.0 required)
- Residency (30 of last 36 credits must be completed at NMSU)
- Math and English Basic Skills

General Education Common Core and Viewing a Wider World (VWW)

- Area I, Communications
- Area II, Mathematics
- Area III, Laboratory Sciences
- Area IV, Social and Behavioral Sciences
- Area V, Humanities and Fine Arts
- Viewing a Wider World

Specific Requirements for College of Business (CoB) students

- Communication Requirements
- Additional College Foundation Courses
- Lower Division Business Core Courses
- Upper Division Business Core Courses
- Major Course requirements

Elective sections that may appear based on your academic history

- General Electives inside the CoB
- General Electives outside the CoB
- Developmental Classes that do not count as degree credit
- Courses Not Earning Academic Credit such as withdrawn, failed, or repeated classes
- Courses in progress that are repeats of previously completed courses

Additional Graduation Requirements

- 48 credits upper division
- A 2.0 or better college GPA
- A 2.0 or better major GPA (2.5 for ECON and INTB majors)
- At least 64 credits completed outside the College of Business (only effective in 2011-2012 or older catalogs)
- For BBA or BACCT transfer students verification that they have completed a minimum of 33 credits in the COB of which a minimum of 12 are in their major. For transfer students completing the *Bachelor of Arts in Economics* this is 18 credits in the CoB of which a minimum of 12 are in their major.
- The last requirement checks to verify 30 of the final 36 are completed at NMSU.

The **Legend** at the end provides an explanation of the various codes used throughout the audit.

Comments

General elective credits seem to cause students the most confusion. To find out if you need additional general elective credits follow the example in the box below. Be sure to list any remaining credits for course requirements not yet completed (enrolled). If the number is not equal to or greater than 128 credits (or 120 credits in 2016-2017 catalogs forward) then you need to complete the difference with additional general elective credits.

```
Total Degree Hours (credits) Earned (excludes
developmental courses as these do not count toward
degree hours)
      99.0 CREDITS (hours earned per audit)
IN-P-> 6.0 CREDITS (hours in progress per audit)
      ===============
     105.0 CREDITS
      +3.0 CREDITS (need 1 VWW)
      ===============
     108.0 CREDITS
      +9.0 CREDITS (need MGT 449, 2 courses in maj.)
      ===============
     117.0 CREDITS (subtotal)

 128.0 CREDITS (total required for degree)
-117.0 CREDITS (sub-total)
==============
  11.0 CREDITS (additional elective credits needed)

In this example you would need an additional 11 credits
of general electives to reach the minimum requirement
of 128.0 degree credits.  These credits may come from
classes inside or outside the College of Business.
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My class moved. Degree audits are run against current student academic history. As you enroll in and complete additional classes, an already completed class may move from satisfying one requirement to satisfy a difference requirement. This is most often seen when a course could satisfy a *Major* requirement or a business elective in the *Business Core (upper division)* requirement or a *Viewing a Wider World (VWW)* requirement. In this situation the course cannot be used to satisfy more than one requirement (Double Dipping).

Double Dipping. The only instances of double dipping allowed in the CoB are: foundation and lower division business core requirements with a "G" suffix. These may be used to satisfy corresponding requirements in general education Areas I, II and IV (ex. Econ 251G and 252G satisfy Area IV).

In progress repeat classes. The audit includes both new courses as well as courses you may be repeating in the "In Progress" (IP) credit count. If you had previously earned credit for a repeated class keep in mind students cannot earn credit twice for the same class--this includes cross listed classes (Ex. MGT 461 is the same as MKTG 461). See catalog description to see if a class is cross listed. When semester grading is complete the audit will exclude duplicate classes.