



## Applying to Graduate

Applications to graduate must be submitted at the beginning of the semester in which you will complete your final degree requirements. The application is available online via your MyNMSU account. If you are graduating with two or more majors, you MUST apply for each major by the deadline. If you fill out the paper copy of the application you must fill out one for each degree you are seeking (multiple majors may be listed for the same degree).

Costs associated with graduation applications can be found at [commencement.nmsu.edu](http://commencement.nmsu.edu). A late fee of \$25 will be added for applications received after the first deadline.

See the records specialist in the College of Business, Guthrie Room 109, to request a final degree check to ensure you have met all the degree requirements for the BBA, Bachelor of Accountancy, or Bachelor of Arts in Economics. If you are double majoring in a college outside of the College of Business you would want to contact the college to find out their procedures.

In order to submit an application you must have completed or be enrolled in all remaining requirements. Students failing to meet graduation requirements in the term for which an application is submitted are required to re-apply and pay new application fees. To view your degree requirements run a degree audit according to your catalog year at <http://degreeaudit.nmsu.edu>.

Your diploma will be mailed to the address on your degree application within six to eight weeks after the grades are processed at the Registrar's Office. Any questions concerning diplomas should be addressed to the Registrar's Office at 575-646-4796.

## Declaration/Removal of Minor

For your classes to be considered towards a minor, you must declare a minor BEFORE you apply for your Bachelor's degree. For declaring or removing a minor you must go to the college offering the minor and make the necessary changes.

If you are applying for a minor inside the College of Business, you must complete the Declaration of Minor form online on the following link <http://business.nmsu.edu/students/academic/forms>.

If the minor is outside the College of Business your request for the minor is submitted to the college offering the minor, then, that department will forward the approved minor to the records specialist in the College of Business for certification.

Attention: You cannot complete minor requirements AFTER you have received an undergraduate degree.

## Graduation Ceremony

All graduates are eligible to participate/walk in the graduation ceremony once the application has been submitted. Students with degree requirements being completed in summer may petition to participate in the May ceremony by contacting the records specialist in Guthrie rm. 109, 575-646-7210, or participate in fall commencement.

Graduation day specifics, such as date, time and place of the ceremony, can be accessed via [commencement.nmsu.edu](http://commencement.nmsu.edu). This is also the site to reserve a seat if you plan to walk for graduation. This website also offers lists of lodging and dining for out of town guests. You can also find information about purchasing your regalia, graduation announcements, and photographer information.

## **Honors Designation**

High honors is awarded to the top 1.5% of the graduating class and honors is awarded to the top 15%. Students receiving honors in the College of Business will be contacted by the Associate Dean of the college. Honors sashes/cords will be distributed through the individual colleges prior to graduation.

## **Career Services**

Career Services, a department of Student Success, is open to all students and alumni. They are committed to fostering self-direction, personal responsibility, and assisting you with career planning and employment goals. A variety of programs and services are offered to aid you in locating employment.

They do not secure employment for you, but rather work with you to determine what would be the best approach to implement your career and educational choices. To contact them, please call (575) 646-1631, or go to Garcia Annex, Room 224. Office hours are Monday - Friday, 8 AM - 5 PM, or visit them online at [careerservices.nmsu.edu](http://careerservices.nmsu.edu).