



**Advising:** Academic advising is mandatory for all first-time freshmen and transfer students, and it is strongly recommended continuing business students meet with their assigned academic advisors every semester prior to registration. Academic advising is conducted through the NMSU Center for Academic Advising and Student Support (CAASS) located in Garcia Annex. Students who have not yet completed all lower division requirements are restricted from enrolling in 300 & 400 level business courses. During a student's final semester of lower division requirements academic advisors will advise and assist students with registration in upper division business courses in accordance with the College of Business policy.

**Mentors:** Faculty mentors are assigned to business student by the college in accordance with the student's declared major(s). Mentors provide career advising, suggest major courses to target your career plans, and discuss internships and cooperative education opportunities.

**Contact Information:** The [@nmsu.edu](mailto:@nmsu.edu) email address is each student's official channel for receiving NMSU and College of Business communications, and students are automatically subscribed to the College of Business student email lists upon joining the college. A student is responsible for all information sent to the student's [@nmsu.edu](mailto:@nmsu.edu) email address, so email should be checked regularly or forwarded to a preferred address.

**Change of Program:** To change a course of study, the student is responsible for informing the College of Business and Center for Academic Advising and Student Support Office of Student Services and completing any documentation required by those offices. This includes adding, changing, or dropping majors, options, or minors. Program changes should be made as early as possible as the College of Business carries out many processes automatically based upon a student's declared major (ex. faculty mentor assignment and scholarship allocation). Delaying program changes can cause many undesirable results for students.

**Valid Catalog:** Undergraduate catalogs are valid for 6 years from date of issue. If unable to complete degree requirements within the life of the student's catalog, the student must change to a newer catalog. Changing catalog selection may alter course requirements and other degree requirements. The oldest catalog a student may use is the catalog in effect the first semester college was attended after high school graduation, or any newer valid catalog may be used at

the student's request. It is the responsibility of the student to inform the College of Business Office of Student Services if requirements will not be completed under the catalog of record.

**Graduation:** In order to receive a degree, a student must apply for graduation by the set deadline of semester the student plans to graduate. The degree application is available electronically through the student's MyNMSU portal under Student Records. Application deadline applies. Deadlines and Commencement information are available at <http://commencement.nmsu.edu>.

**Final Degree Check:** After registering for classes for the student's final semester, the student should request a final degree check from the College of Business Office of Student Services. The final degree check is a comprehensive audit which will alert the student to any degree deficiencies that need to be addressed for successful graduation.

**Exceptions and Substitutions:** Any request to deviate from the requirements of a program must be preapproved. Requests for substitutions in major requirements must be approved by the student's major department head and by the Associate Dean of the College of Business. Requests for other substitutions or exceptions are submitted to the Associate Dean of the College of Business. The Request for Substitution form and Request for Exception to Academic Rule form are available online at <https://business.nmsu.edu/students/academic/forms/>. Students should be prepared to include an academic rationale for the substitution. It is not sufficient to state that the required course did not fit into the student's schedule or that it was not offered during the semester preferred.

**Prerequisites:** Many courses have prerequisites that require forward planning. A course with prerequisites can be taken only if specified prerequisite courses have been taken first -- *not concurrently*. The student is responsible for consulting the catalog to determine whether there are prerequisites for courses. In most cases, the registration system will not permit a student to enroll in a course if lacking prerequisites.

**In-Progress Prerequisites:** Prerequisite courses in progress during the *current semester* will allow a student to register in courses requiring prerequisites for the *upcoming semester*. If the prerequisite course is withdrawn or not satisfactorily completed, it is the responsibility of the student to drop the course which required the prerequisite. Failure to do so will put the student at risk for administrative withdrawal.



### Course Sequencing

Business students are expected to enroll in and complete College Foundation courses including Area I Communications requirements and math/statistics requirements beginning with their first semester until completed, and to completed lower division (100 & 200 level) freshman & sophomore requirements before taking upper division business courses.

The following courses must have a grade of C- before enrolling in upper-division business courses: A ST 251G (or STAT 251G or A ST 311), ACCT 221, ACCT 222, BCIS 110 (or C S110), BUSA 111, ECON 251G and ECON 252G.

Students delay these courses at their own risk -- the College implements procedures to prevent students from registering in upper-division coursework until these courses have been completed.

### Upper-Division Core Prerequisites:

BCIS 338 requires...

- BCIS 110 or C S 110

FIN 341 requires...

- ACCT 221 (formerly ACCT 252)
- ECON 251G
- ECON 252G
- MATH 121G
- A ST 251G or STAT 251G or A ST 311

MGT 344 requires...

- BCIS 338 or BCIS 350
- A ST 251G or STAT 251G or A ST 311

BCIS 485 requires a grade of C- or better in...

- BCIS 338 or BCIS 350 or ACCT 351

MGT 449 requires...

- BCIS 338 or BCIS 350
- BLAW 316
- FIN 341
- MGT 309
- MKTG 303
- MGT 344 or MGT 470 or BCIS 485

The list above provides course prerequisites for the Upper-Division Business Core only. Other courses can also require prerequisite coursework. Check the NMSU Undergraduate catalog Course Descriptions for course prerequisites prior to registration. Catalog: <http://catalog.nmsu.edu>.

### Major and Degree Requirements:

- Completion of all course requirements for specific degree
- Minimum 128 credits 2015-2016 & prior catalogs; 120 credits 2016-2017 catalog & forward (some majors require more than 128 credits)
- Minimum 48 credits of upper-division (courses numbered 300 or higher)
- Of the last 36 credits applied to degree:
  - 30 must be courses completed through NMSU
  - 21 must be upper-division credit
  - 12 must be upper-division credit in the student's major
- Transfer students must complete the following coursework through NMSU:
  - 33 credits in business required for the BBA or Bachelor of Accountancy degree, 18 credits in business required for the Bachelor of Arts in Economics degree
  - 12 credits in business required for the major
- Minimum 2.0 GPA in each of the following areas:
  - All courses taken at NMSU
  - All courses taken at NMSU used to meet College business core and major requirements.
  - All courses used to meet specific requirements for the major (ECON and INTB majors require a minimum of 2.5 GPA)

**NOTE:** Business courses include those courses from the following prefixes: ACCT, A ST, B A, BCIS, BLAW, BUSA, ECON, FIN, I B, MGT, and MKTG.

**NOTE:** Individual business major degree plans with course sequencing maps are available in the Guthrie Hall west lobby or online <http://business.nmsu.edu/academics/undergraduate/> from your major department. Each includes a required course sequence that takes into consideration prerequisites and course sequencing for the specific major.

**Complete and up-to-date explanations of NMSU's graduation requirements, the College of Business degree requirements, and full course descriptions (including prerequisites) are published in the appropriate sections of the current undergraduate catalog. It is the responsibility of the student to review, understand, and comply with graduation, degree, and course requirements as stated in the undergraduate catalog.**