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 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 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](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/](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.
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.