



MIDPOINT DEGREE CHECK

Once you complete or are enrolled in your final lower division course requirements, the Office of Student Services/Advising Center (Guthrie Hall, Ste. 109) does a Midpoint Degree Check (degree progress review), and requests that your major department assign a faculty advisor to advise you to degree completion.

The Midpoint Degree Check is completed by our Records Specialist. You will receive a fully reviewed STAR degree audit using the catalog year for each major degree program that we have on record for you. It is a point-in-time snapshot of your progress for the indicated degree and major that reflects any waivers and/or substitutions applied to your program. Please review it carefully and retain it as part of your academic record.

WHAT TO EXPECT WITH YOUR MIDPOINT DEGREE CHECK

You will receive an initial email sent to your **@nmsu.edu email** address with pertinent information from our office. The subject line of the email will say:

ACTION REQUIRED: Your Midpoint Degree Check has been processed.

This email will have instructions for completing an electronic Midpoint Degree Check Response Form. When our office receives this Response Form, we will remove the registration restriction on your record that to this point has prevented you from self-registering in upper division business courses.

Our office will send you a confirmation email with the following subject line:

IMPORTANT NOTICE: Here is your Midpoint Degree Check and Faculty Advisor Assignment.

This email will provide you with the name and contact information of your faculty advisor and

an attachment with your point-in-time STAR Degree Audit that is your Midpoint Degree Check. Once this is received, please contact your faculty advisor to introduce yourself and schedule an advising appointment for the upcoming semester/session.

MEETING WITH YOUR FACULTY ADVISOR

Faculty Advisors serve as invaluable mentors for students and are best suited to advise you about your remaining upper-division (300 & 400 level) requirements such as sequencing of courses in your major, the types of courses that best fit with your career plans, specifics about jobs, internships and cooperative educational opportunities. We strongly encourage you to meet with your faculty advisor before registering for the next semester/session.

If your faculty advisor is not available or is unable to address your question, please make arrangements to meet with your academic department head. If you wish to request a change of faculty advisor you may request a new advisor through your academic department. All Business College academic departments are located on the second floor of the Business Complex.

CONTACT YOUR FACULTY ADVISOR

Refer to the College of Business directory for faculty advisor contact information.

<http://business.nmsu.edu/directory/>

Review this information carefully and remember it is your responsibility to understand and comply with degree and graduation requirements as stated in the Undergraduate Catalog (<http://catalog.nmsu.edu>). Refer to your catalog for university and College of Business requirements.