



College of Business

New Student
Registration
Workbook 2017-2018



College of Business Introduction

Welcome to the College of Business (CoB) at New Mexico State University. We are pleased you selected the College of Business and hope that you find this guide useful as you make your transition to the university.

Student Responsibility

This is your education. You are responsible for understanding university, college and department rules and regulations relating to student conduct, enrollment, and graduation requirements. These can be found in the **NMSU Undergraduate Catalog**, **NMSU Aggie Guide**, **College of Business Undergraduate Student Handbook** and the **NMSU Student Handbook**.

To assist you in understanding the rules academic advisors are available at the CAASS office (Center for Academic Advising and Student Support) located in Garcia Annex, or by phone at (575) 646-3836 or (575) 646-2941. You can also contact the academic departments of the college on the second floor of the Business Complex, or Associate Dean Kathy Brook, at (575) 646-5431 or kbrook@nmsu.edu. Your responsibility also includes reading and responding to university and college correspondence (mail, email and telephone calls) in a timely manner.

myNMSU-Communications

The college will supply additional information to you throughout the year. Some of this information will be delivered by e-mail and in other cases we will use the US mail or telephone. Be sure to keep your personal contact information updated through myNMSU (*Home Tab, Quick Links, Banner Self Service, and Personal Information*). When you activate your myNMSU account you receive an @nmsu.edu email address. Access to this email is on your myNMSU home page under Quick Launch--just click on the the blue icon.



You may access your email whenever you see this icon on the NMSU website.

- All official NMSU email will be sent to your @nmsu.edu account and you are responsible for the information provided. ***Be sure to check your account frequently to ensure that you are well-informed.***
- When you communicate by email with NMSU be sure to send your correspondence via your secure @nmsu.edu account. Due to privacy and security concerns, NMSU faculty and staff are unable to respond to emails from or about students that do not originate from an official NMSU email address.

Academic Advising Tools

The **NMSU Undergraduate Catalog** is available on the web at <http://catalog.nmsu.edu> and on the flash drive that you received at the Aggie Welcome and Orientation event. Become familiar with the three sections.

- **General Information, requirements and regulations applicable to all students:** This section contains important information about admissions, international students, tuition, fees and other expenses, financial aid, resources for students, honors recognition, and college regulations about incomplete grades, basic skill requirements, repeating courses, academic probation and suspension, adjusted credit option, academic misconduct, and graduation requirements.
- **College Specific Information and Requirements:** This section contains material specific to each NMSU college. The College of Business section provides information about available business majors and minors, specific college and major requirements and college graduation requirements.



- **Course Descriptions and Prerequisites:** This section lists course descriptions for all courses offered at the university. Use it often as a reference to determine if courses have any *prerequisites*.

Retain the copy of the ***NMSU Aggie Guide*** that you receive at the Aggie Welcome and Orientation event. The Guide includes a dedicated section on Academics with information on activating your myNMSU account, Star Degree Audits, and how to look up and register for classes.

Degree Plans for each business major are available at the Advising Center (Guthrie 109) and on the web at <http://business.nmsu.edu/academics/undergraduate> (*Courses, Degree Plans, and Schedules*). One side is a list of course requirements for a specific major with a place for you to enter your grades. The other side is the required sequence to complete the courses along with advising notes specific to the major. The required course sequence illustrates completion of the degree in 4 years.

- Each semester, we strongly recommend that you update your degree plan as courses are completed.
- ***Do not deviate from your degree plan without prior approval from the Academic Associate Dean of the College.***

STAR Degree Audits are accessible through myNMSU (*Student Tab, Quick Links, Degree Audit*) and <https://degreeaudit.nmsu.edu>. Degree audits are available anytime and draw current information from your personal academic history to show which requirements are completed and which remain. We recommend that you run a new audit:

- anytime you change your schedule
- at the end of each semester as courses are completed so you can update your degree plan
- anytime you change your major (or minor)

Keeping Track of Things

Consider setting up a file or notebook where you keep items such as the undergraduate catalog, your major degree plan, STAR Degree Audits, advising notes, copies of registration documents, drop/add slips, and financial aid information, etc. The folder you receive at New Student Registration can be used to keep track of academic advising information and is a great way to keep your documents organized when you see your academic advisor.

The Student Registration Guide is published each semester and is accessible through myNMSU (*Student, Quick Links, Schedule of Classes, Student Registration Guide*) and <http://registration.nmsu.edu>. This webpage contains important dates and deadlines as well as information about billing and the final exam schedule for the semester. At the beginning of each semester, record important dates on your calendar. Be aware of deadlines for adding and dropping classes and withdrawing from the university. ***This will help you get organized and be well informed as you make important decisions regarding your educational goals.***

Schedule changes and the timing of those changes may have financial implications. Information on financial matters can be obtained from the Business Office/Accounts Receivable <http://uar.nmsu.edu> and from the Financial Aid Office <http://fa.nmsu.edu>, both of which are located in the Educational Services Building. Information is also available on the *Student Registration Guide* webpage mentioned above.

When you come to campus this fall, bring your copy of the NMSU Aggie Guide, College of Business Advising Folder, and the flash drive with the NMSU Undergraduate Catalog.

If you have a question please ask; the only foolish question is one left unasked.

Selecting Classes and Registration

A. Activate Your myNMSU Account

To register on the web and to access other university services, you will need to activate your myNMSU account if you have not done so already. To do this, go to <https://my.nmsu.edu/web/mycampus/home>; click on “New User? Create an account” and follow the directions.

B. Review the College of Business Curriculum

The fronts of the College of Business Degree Plans are designed with two columns. See the *example on last page of this workbook*.

- The left column** indicates university requirements beginning with **Review Courses**. Review courses are not required of all students, but if required, they will be among the first classes you complete. The next section lists the university's *Common Core Requirements* consisting of five categories:

 - Area I** *Communications*
 - Area II** *Mathematics*
 - Area III** *Laboratory Science*
 - Area IV** *Social and Behavioral Science*
 - Area V** *Humanities and Fine Arts*

The final requirement in the column is **Viewing a Wider World**. This requirement is completed during the Junior and Senior year of college.
- The right column** indicates the College of Business requirements beginning with a section titled **Foundation Requirements** that, as the heading implies, helps prepare you for later classes. The next section titled *Courses in the College of Business* is divided into 3 sections. Requirements with a G suffix overlap with corresponding requirements in the left column.

 - Lower Division Core Courses** (100-299)
 - Upper Division Core Courses** (300-499)
 - Major Course Requirements**.

Keep in mind as you are reviewing this curriculum, all NMSU students are required to satisfy **Basic Academic Skills** in English and Mathematics before registering for any upper division courses. The College of Business requires business students to complete all lower division course requirements before registering in any upper division business courses.

With the exception of Marketing PGA Golf Management™ program, business majors will not begin taking major requirements until their junior year. Students in the golf program will begin their major courses during the freshman year. **Refer to your specific major Degree Plan for appropriate course sequencing of your classes.**

The backs of the Degree Plans state the required course sequencing of classes and important notes for your major. There is a Degree Plan for each of the majors offered in the College of Business. **Each one takes into consideration course prerequisites and course sequencing for that specific major. The sequence blocks are divided into semester sections that illustrate completion of the degree in four years providing the student strictly adheres to the required course sequence.**



C. Select Courses and Build Your Schedule

Most students will enroll in 12-16 credits during their first semester. Most classes will be 3 credits but some are 4 credits or even 1 credit.

Dependent upon your financial aid/scholarship package, you may need to enroll in and successfully complete a minimum number of credits each semester. It is your responsibility to be aware of credit requirements for your financial aid/scholarship package and to register accordingly. If you have any questions about those requirements, refer to the NMSU Financial Aid website <http://fa.nmsu.edu> or speak with a Financial Aid advisor.

ATTENTION: If you have completed or will complete AP exams, dual credits, or any other college level credit, please notify your advisors before registering for classes.
Repeating courses can negatively affect your financial aid and/or scholarships.

When you arrive for the orientation and advising session the college’s advisors may provide you with a complete or partial schedule. In this case, you may be able to skip some of the steps below.

To build a schedule, you need access to myNMSU (Student, Quick Links, [Look Up Classes](#)), an Undergraduate Catalog, a *Time Block Chart* (page 8), and your major degree plan. Please use the degree plan we provided today with your Math and English placement.

Use **Look up Classes Advanced Search** to select the appropriate *Subject, Course Number* and *Campus*, then scroll to the bottom of the page and select *Section Search*.

Every student in the College of Business is expected to enroll in Math and English courses (including *review courses* if required) in the first semester and continue them until they are all complete.

Placement in English and Math is based on ACT and/or SAT scores. An **English and Mathematics Placement Grid** is included in this workbook (page 9).

Course #1: Select an open section of ENGLISH based on your placement results (refer to your placement sheet). Placement will indicate one of the following: CCDE 110N/COLL 108 (linked), CCDE 110N or Integrated CCDE 110N/ENGL 111G, ENGL 111G, or ENGL 111GH, or ENGL 111 M (formerly SPCD 111G for international students). If your English placement indicates CCDE, this is the prefix you will select in the **Subject** box.

- o **Record** the course prefix and number, section number and registration number (CRN) on the *Time Block Chart* provided in this workbook. (The time block chart is also available at <http://registrar.nmsu.edu/files/2016/04/time-block-chart.pdf>)
- o **Register** for the course by checking the open box under the Select column, then scroll to the bottom of the page and click Register.

NOTE:	<p>CCDE and CCDM prefix courses are only taught through Dona Ana Community College.</p> <p>Unless you will be commuting to Las Cruces from out of town, stick to the course sections offered at the Central Campus and give yourself a minimum of 20 minutes between your DACC course(s) and the rest of your classes at the NMSU Las Cruces campus.</p> <p>If you choose to take classes at the East Mesa Campus be sure to give yourself ample time to commute across town, park and arrive at your class in a timely manner (30 minutes or more).</p>	<p><u>DACC BUILDING CODES BY CAMPUS LOCATION</u></p> <p>Central Campus: DACL, DAHL, DALR, DASH, DATS</p> <p>East Mesa Campus: DAAR, DAAU, DADM, DAEM, DASR</p> <p>Chaparral Center: DACH Gadsden Campus: DAGC Hatch Center: DAHC Sunland Park Campus: DASP Workforce Center: DAWD</p>
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Course #2: Select an open section of MATH based on placement results (refer to your placement sheet) then proceed as above. Placement will indicate one of the following: CCDM 103N, CCDM 114N or A S 103, MATH 120, MATH 121G, STAT 251G, or MATH 142G.

- o **Record** it on the *Time Block Chart*.
- o **Register** for the course.

If you placed into "STAT", you have tested out of MATH 120 and can select either A ST 251G or STAT 251G, or MATH 121G. We recommend Math 121G before statistics as indicated on the required course sequence.

Course #3: Select an open section of BCIS 110.

- o **Record** it on your *Time Block Chart* and **Register** as you did above.

Course #4: Select a course from Common Core Area V Humanities and Fine Arts.

Use your Undergraduate Catalog under Required Courses for a listing of approved courses.

- o **Record it** and **Register** as you did above.

You should now have 12-15 credits. 12-15 credits is full-time enrollment.

You may stop here, or you may select one additional class. If you have been awarded a scholarship that requires a minimum of 15 credits, you will need to add this additional class.

Course #5: Select a course from the following: an elective course like **UNIV 150** Freshman Year Experience or **BUSA 111** Business in a Global Society, or a course from **Common Core Areas III or IV**. Use your Undergraduate Catalog under Required Courses for a listing of approved Common Core classes.

- o **Record it** and **Register**.

What if I've already completed suggested courses?

For students who have already completed these requirements or a portion of these requirements,

- X-out the requirement boxes that you have completed on the degree plan course sequencing blocks. This will help you keep track of your remaining requirements.
- Begin building your schedule by enrolling in any requirements remaining under Freshman 1, then proceed to remaining requirements in Freshman 2, etc. until all lower division requirements have been completed
- If you have already completed all lower division requirements, please ask an academic advisor for assistance.

NOTE:	ACCT 221, ACCT 222, ECON 251G, ECON 252G and PSY 201G are not recommended for freshmen with an ACT composite score less than 26.
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D. Register for Classes

You may choose to build and record your schedule on the Time Block Chart before actually registering for the courses. When your schedule is completed on the time block you may register through myNMSU (*Student, Quick Links, Drop and Add Classes*). Type the CRN number on the bottom of the Add or Drop Classes page and click Submit Changes.

ATTENTION:	New students will have a hold on their account preventing registration until they have been advised by their college. If you are attending a New Student Registration Event, this advising hold should already be removed for you. If not, please notify your academic advisor.
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NOTE: Registration is considered complete once a student has registered for a course(s). If you choose not to attend after you have registered, you must officially withdraw from the university through the Registrar's Office in the Educational Services building. **Failure to follow official withdrawal procedures will have financial consequences.**

E. Amending Your Schedule

Deadlines apply. Refer to the Student Registration Guide webpage <https://registrar.nmsu.edu/> for semester dates and deadlines and other registration information.

Change Your Classes (Add or Drop) (A class which has been dropped **does not** show up on your transcript.)

- After you register, you may wish to make changes in your course schedule. This can be done through myNMSU until the deadline for the Last Day to Add a Class or the Last Day to Drop a Class for the semester.

Keep in mind, adding classes after the first day of classes may put you behind in the course and you may miss assignments that cannot be made up.

Open section: You may add open sections of a class or drop a class on the web through your myNMSU account. If you have questions or need assistance contact your academic advisor.

Closed section: NMSU uses an electronic waitlist to prioritize students wishing to add a class that is already filled to capacity (closed section). To add yourself to the waitlist for a class follow the directions at this link: <http://registrar.nmsu.edu/registration/waitlisting/faqs-for-students/>. This link also provides instruction on how to add the class if a seat becomes available to you. The waitlist ends when classes begin for the semester.

After the first day of classes an instructor may give you electronic permission to self-register in a closed section via your myNMSU account. If an instructor gives you electronic permission to register for a closed section, you will need to follow through by self-registering through your myNMSU account under Add and Drop Classes. You will need to enter the course CRN in the registration worksheet then select update schedule. Directions are available on this link <https://cobtools.nmsu.edu/lib/overrideregistration>. If you are ever in doubt, seek assistance from your academic advisor.

Withdraw from a Class (This action **does** show up on your transcript.)

- Later in the semester, you may wish to withdraw from a class. **This cannot be accomplished by you through self-service in your myNMSU account.** You will need to fill out a drop slip form and take it to the CAASS office for processing in Garcia Annex. Only your signature is required. In this case, the course will remain on your transcript with a "W" to indicate that you withdrew. It will not impact your GPA. It may however impact your financial aid so it is important for you to consult with your academic advisor and financial aid advisor before withdrawing from a course.

Withdraw from the University (This action **does** show up on your transcript.)

- If you are not able to complete the semester, you may withdraw from all your classes. The deadline for university withdrawal is fairly late in the semester. Withdrawing begins at the Registrar's Office, in the Educational Services Center, (575) 646-3413 or (575) 646-4798. Important dates to withdraw from the university for this year are listed on the last page of this workbook and on this site: <https://registrar.nmsu.edu/important-dates-students/>.

English and Mathematics Placement

Updated May 2017

English Placement

SAT (new) Evidence Based Read/Write	SAT (old) Verbal	ACT English	English Course
200-339	Below 310	1-12	CCDE 110N/COLL 108 (linked)
340-429	310-399	13-15	CCDE 110N or Integrated CCDE 110N/ENGL 111G
430-579	400-549	16-24	ENGL 111G
580-800	550-800	25-36	ENGL 111H

Mathematics Placement

High School GPA

ACTM	SAT (new)	SAT (old)	[0, 2.5)	[2.5, 2.75)	[2.75, 3)	[3, 3.25)	[3.25, 3.5)	[3.5, 3.75)	[3.75, 4)	≥ 4
<14	<450	<410	CCDM 105N			0			1	
14-15	450-470	410-430	0	0	1	1	1	1	1	1
16-17	480-500	440-460	1	1	1	1	2	2	2	2
18-19	510-520	470-490	2	2	2	2	2	2	3	3
20-21	530-550	500-520	2	2	3	3	3	3	3	3
22-23	560-570	530-550	3	3	3	3	3	3	4	4
24	580-600	560-580	3	3	4	4	4	4	4	4
25	610	590	4	4	4	4	4	4	4	4
26-36	620	600	4	4	5					

*SAT: Use new Math score if SAT taken after May 2016. Use old Math score if SAT taken before May 2016.

0	CCDM 103N
1	A S 103, CCDM 114N
2	Math 120, Math 210G
3	Math 111, Math 121G, Stat 251G, Stat 271G
4	Math 190G, Math 142G
5	Math 191G, 235

Course Titles

Number	MPL	Title
CCDM 103N	0	Pre-Algebra
A S 103	1	Quantitative Foundations
CCDM 114N	1	Algebra Skills
Math 111	3	Fund of Elementary Math I
Math 120	2	Intermediate Algebra
Math 121G	3	College Algebra
Math 142G	4	Calc for the Biol & Mngt
Math 190G	4	Trig & Pre-Calculus
Math 191G	5	Calculus I
Math 210G	2	Mathematics Appreciation
Math 235	5	Calculus for Tech Student I
Stat 251G	3	Stats for Busi/Behv Sciences
Stat 271G	3	Stats for Psych Sciences

Math Placement Based on MPE

MPL	MPE Score	
0	0-3,-,-,-	Pt. 1 Score
1	4-5,-,-,-	Pt. 1 Score
2*	6,-,-,-	*Note: ACT \geq 16 required
3*	a,b,-,-	
	a+b \geq 12	
4*	a,b,c,-	
	a+b+c \geq 19	
5*	6,6,6,6	

Math Placement Based on AP Calculus Exams

Exam:	Calc AB	Score 3+	Credit for:	121G&191	6 credits total
	Calc BC	Score 3+	Credit for:	191&192	6 credits total

TIME BLOCK SCHEDULE

ONLY ONE COURSE SHOULD APPEAR IN A TIME BLOCK OR A CONFLICT WILL RESULT

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30	7:30	7:30	7:30	7:30	8:00	8:00
8:20		8:20		8:20		
8:30	8:45	8:30	8:45	8:30		
	8:55		8:55			
9:20		9:20		9:20		
9:30		9:30		9:30		
	10:10		10:10			
10:20	10:20	10:20	10:20	10:20		
10:30		10:30		10:30		
11:20		11:20		11:20		
11:30	11:35	11:30	11:35	11:30		
	11:45		11:45			
12:20		12:20		12:20	12:00	12:00
12:30		12:30		12:30		
	1:00		1:00			
1:20	1:10	1:20	1:10	1:20		
1:30		1:30		1:30		
2:20		2:20		2:20		
2:30	2:25	2:30	2:25	2:30		
	2:35		2:35			
3:20		3:20		3:20	3:00	3:00
3:30		3:30		3:30		
	3:50		3:50			
4:20	4:00	4:20	4:00	4:20		
4:30		4:30		4:30		
5:45		5:45		5:45		
6:00	6:00	6:00	6:00	6:00		
7:15	7:15	7:15	7:15	7:15		
7:30	7:30	7:30	7:30	7:30		
8:45	8:45	8:45	8:45	8:45		

Enter the Course Name, Number, Section Number, and the Call Number in the appropriate time block.

Example: CHEM 102 Sec 2 in the 12:30 time block for MWF

Also enter corresponding lab when applicable.

Example: CHEM 102, Sec 3A in the 2:30 - 5:20 time block on Monday

To print additional copies of the time block go to: <http://registrar.nmsu.edu/files/2016/04/time-block-chart.pdf>.

NAME _____

ID NUMBER _____

UNIVERSITY REQUIREMENTS

REVIEW COURSES

Not required of all students. Not counted as degree credits toward graduation.

CCDE 105N _____ 4 cr	CCDE 110N _____ 4 cr
CCDM 103N _____ 4 cr	CCDM 114N _____ 4 cr

COMMON CORE REQUIREMENTS

See undergraduate catalog for specific course options for each category.

Area I: Communications (10 credits)

Complete one course from each area. Business students will complete ENGL 203G as part of college requirements.

*ENGL 111G or *111GH or *ENGL 111 M _____ 4 cr
*ENGL 203G or 211G or 218G or 311G or 318G _____ 3 cr
COMM 265G or 253G or AXED 201G or HON 265G _____ 3 cr

Area II: Mathematics (3 credits)

Business students will satisfy this requirement by completing the mathematics requirements for the college.

*MATH 121G or *142G or *AST 251G _____ 3 cr
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Area III: Laboratory Sciences (8 credits)

Complete two courses with labs from approved New Mexico General Education Common Core List.

_____ 4 cr
_____ 4 cr

Area IV: Social and Behavioral Sciences (6 credits)

Business students will complete ECON 251G & 252G as part of college requirements.

*ECON 251G _____ 3 cr
*ECON 252G _____ 3 cr

Area V: Humanities and Fine Arts (6 credits) See catalog for list.

_____ 3 cr
_____ 3 cr

Areas IV & V: Social/Behavioral Sciences & Humanities/Fine Arts (3 credits)

Select one additional course from among Areas IV and V. See catalog for list.

_____ 3 cr

VIEWING A WIDER WORLD

Two courses designated as VWW (marked V in the schedule of classes) from two different colleges. Cannot be in the department of the student's major or cross-listed with the department of the student's major. See current undergraduate catalog for further details, alternatives for satisfying this requirement, and a comprehensive listing of approved courses.

_____ () _____ 3 cr
_____ () _____ 3 cr

NOTES

BUSINESS COLLEGE REQUIREMENTS

FOUNDATION REQUIREMENTS (22 credits)

*ENGL 111G or *111GH or *SPCD 111G _____ 4 cr
*ENGL 203G _____ 3 cr
COMM 265G or 253G or AXED 201G _____ 3 cr
*MATH 120 _____ 3 cr
*MATH 121G _____ 3 cr
*MATH 142G _____ 3 cr
*AST/STAT 251G or *AST 311 _____ 3 cr

COURSES IN THE COLLEGE OF BUSINESS

Lower Division Core Courses (18 credits)

ACCT 221 _____ 3 cr
*ACCT 222 _____ 3 cr
BCIS/CS 110 _____ 3 cr
BUSA 111 _____ 3 cr
*ECON 251G _____ 3 cr
*ECON 252G _____ 3 cr

Upper Division Core Courses (27 credits)

*BCIS 338 _____ 3 cr
BLAW 316 _____ 3 cr
*FIN 341 _____ 3 cr
MGT 309 _____ 3 cr
MKTG 303 _____ 3 cr
*BCIS 485 _____ 3 cr
*MGT 449 _____ 3 cr

(Capstone course to be completed in final semester)

Upper division elective in ECON or A ST (not A ST 311) _____ 3 cr

Upper division elective in Business (not A ST 311) _____ 3 cr

MAJOR REQUIREMENTS

*ACCT 301 _____ 3 cr
*ACCT 302 _____ 3 cr
*ACCT 351 _____ 3 cr
*ACCT 353 _____ 3 cr
*ACCT 403 _____ 3 cr
*ACCT 451 _____ 3 cr

Upper division electives in ACCT (Not to include ACCT 356)

*ACCT^Δ _____ 3 cr
*ACCT^Δ _____ 3 cr

Upper division elective in Business _____ 3 cr

ELECTIVES

Students must complete additional credits to bring total degree credits to a minimum of 120 and upper division credits to 48.

LOWER DIVISION BLOCK	FRESHMAN 1 (FALL)		FRESHMAN 2 (SPRING)	
	*MATH 120	3 CREDITS	*MATH 121G	3 CREDITS
	BCIS/CS 110	3 CREDITS	BUSA 111	3 CREDITS
	Area I A: Communications *ENGL 111G or *111GH or *ENGL 111 M	4 CREDITS	Area I C: Communications COMM 265G or 253G or AXED 201G	3 CREDITS
	Area V: Humanities/Fine Arts See catalog for options.	3 CREDITS	Area III: Laboratory Sciences See catalog for options.	4 CREDITS
	General Elective	3 CREDITS	Area V: Humanities/Fine Arts See catalog for options.	3 CREDITS
	TOTAL CREDITS = 16		TOTAL CREDITS = 16	
	SOPHOMORE 1 (FALL)		SOPHOMORE 2 (SPRING)	
	*MATH 142G	3 CREDITS	*AST/STAT 251G or AST 311	3 CREDITS
	Area IV: Social/Behavioral Sciences *ECON 251G	3 CREDITS	Area IV: Social/Behavioral Sciences *ECON 252G	3 CREDITS
ACCT 221	3 CREDITS	*ACCT 222	3 CREDITS	
Area I B: Communications *ENGL 203G	3 CREDITS	Area III: Laboratory Sciences See catalog for options.	4 CREDITS	
Area IV: Social/Behavioral Sciences or Area V: Humanities/Fine Arts See catalog for options.	3 CREDITS	Viewing a Wider World	3 CREDITS	
TOTAL CREDITS = 15		TOTAL CREDITS = 16		

By completing the lower division requirements for this degree, you may satisfy the requirements for an Associate of Pre-Business. See notes on this page.

Lower-division requirements must be completed with the stated minimum grade requirement before the student is permitted to take upper-division courses (numbered 300 or above) offered by the College of Business.

UPPER DIVISION BLOCK	JUNIOR 1 (FALL)		JUNIOR 2 (SPRING)	
	*ACCT 301	3 CREDITS	*ACCT 302	3 CREDITS
	*ACCT 351 or *353	3 CREDITS	*ACCT 351, *353, or *403	3 CREDITS
	*BCIS 338	3 CREDITS	BLAW 316	3 CREDITS
	MKTG 303	3 CREDITS	*FIN 341	3 CREDITS
	MGT 309	3 CREDITS	Viewing a Wider World	3 CREDITS
	TOTAL CREDITS = 15		TOTAL CREDITS = 15	
	SENIOR 1 (FALL)		SENIOR 2 (SPRING)	
	*ACCT 351, *353, or *403	3 CREDITS	*ACCT 451	3 CREDITS
	*Upper division elective in ACCT ^A	3 CREDITS	*Upper division elective in ACCT ^A	3 CREDITS
*BCIS 485	3 CREDITS	*MGT 449	3 CREDITS	
Upper division elective in ECON or A ST (not A ST 311)	3 CREDITS	Upper division elective in Business (not A ST 311)	3 CREDITS	
General Elective	3 CREDITS			
TOTAL CREDITS = 15		TOTAL CREDITS = 12		

This document is a planning tool and is not a contract between the student and the university. This document has been designed to assist you with planning courses to complete degree requirements. Every effort has been made to insure its accuracy; however, final confirmation of degree requirements is subject to department, college and university approval. If you have questions about your degree requirements, please contact your academic advisor.

DETAIL NOTES

Courses in "BOLD" require a grade of "C-" or better for this major.
* - *Prerequisites:* Courses prefixed by * indicate prerequisites are required. Students are responsible for checking and fulfilling course prerequisites listed in the undergraduate catalog.
Δ - *Graduate Coursework:* At the discretion of the Accounting Department and the Academic Dean of the Business College, qualified juniors and seniors may be allowed to enroll in graduate-level accounting courses to satisfy requirements for undergraduate-level accounting electives. Please refer to the Accounting Department for details.
Qualified juniors and seniors who plan to plan to pursue a Master of Accountancy degree should consult with the Master of Accountancy program coordinator for details about the requirements that must be met to qualify for early acceptance to the graduate program.

GENERAL NOTES

Age of Credits: Business course credits earned within the preceding ten years may be applied toward an undergraduate degree from the College of Business. Business course credits completed more than ten years prior to the degree application may be reviewed (at the students request) by the course department head and dean (or a designee) to determine their continued suitability to satisfy current degree, major and minor requirements and learning objectives.

Section M80: Course section M80 is restricted to students completing one of College of Business online Marketing or General Business degree completion programs. Other online sections are open to the NMSU general population.

ASSOCIATE OF PRE-BUSINESS

By completing the lower division requirements for a Bachelor of Business Administration degree or Bachelor of Accountancy degree, you may satisfy the requirements for an Associate's degree in Pre-Business (PBA). Additional PBA degree requirements are a minimum of 60 earned credits hours; cumulative GPA of 2.0 and the last 15 credits must be earned at NMSU. You may apply for the degree once you have completed the required courses.

SEASONAL COURSES IN YOUR MAJOR

Some courses are offered seasonally (only fall or spring). Please check with Accounting department for seasonal courses.

OTHER NOTES

College of Business
Center for Undergraduate Business Student Services & Advising Center
P. O. Box 30001, MSC 3ADV, New Mexico State University
Las Cruces, NM 88003-8001

business.nmsu.edu
Guthrie Hall, Room 109
Telephone: (575) 646-3836
advisingbiz@nmsu.edu



Academic Calendar 2017-2018

Fall Semester 2017

August 16 – December 12, 2017

Campus Housing Opens	August 13
<i>Faculty Report</i>	August 14
Fall Convocation	August 15
Instruction Begins	August 16
Late Registration	August 16
Deadline for Registration without instructors permission	August 17
Deadline for Registration with instructors permission	August 25
Deadline For Filing Degree Application (Students meeting requirements at end of fall)	August 25
Labor Day Holiday	September 4
Last Day to Drop Course with "W" (Except courses carrying designated dates)	October 16
Last Day to Withdraw from the University	November 10
Thanksgiving Holiday for Students	November 20-24
EXAM WEEK	December 4-8
Last Day of Classes	December 8
Commencement	December 9
Campus Housing Closes	December 10
<i>Final Grades Due</i>	December 12

Summer Session 2018

May 23 – August 6, 2017

Campus Housing Opens	May 22
Registration for New Students/ <i>Faculty Report</i>	May 22
Instruction Begins	May 23
Deadline for Registration/without instructors permission	May 24
Memorial Day Holiday	May 28
Deadline for Registration with instructors permission	May 30
Last Day to Drop Course with "W" (Except courses carrying designated dates.)	July 2
Independence Day Holiday	July 4
Deadline for Filing Degree Application	July 9
Last Day to Withdraw from the University	July 19
Last Day of Classes	August 2
Campus Housing Closes	August 3
<i>Final Grades Due</i>	August 7

Spring Semester 2018

January 17 – May 15, 2017

<i>Faculty Report</i>	January 11
Curriculum Study & Improvement of Instruction	January 11-12
Campus Housing Opens	January 14
Martin Luther King Holiday	January 15
Spring Convocation	January 16
New Student Orientation/Registration	January 16
Instruction Begins	January 17
Late Registration	January 17
Deadline for Registration without instructors permission	January 18
Deadline for Registration with instructors permission	January 26
Deadline for Filing Degree Application (Students meeting requirements at end of spring)	January 26
Last Day to Drop Course with "W" (Except courses carrying designated dates)	March 16
Spring Break	March 19-23
Spring Holiday	March 30
Last Day to Withdraw from the University	April 20
EXAM WEEK	May 7-11
Last Day of Classes	May 11
Commencement	May 12
Campus Housing Closes	May 13
<i>Final Grades Due</i>	May 15

Holidays for Administrative Offices, 2017-2018

Labor Day	September 4
Thanksgiving	November 23-24
Winter Holiday	Dec 22 – Jan 1
Martin Luther King Holiday	January 15
Spring Holiday	March 30
Memorial Day Holiday	May 28
Independence Day Observance	July 4