



2400 North Scenic Drive

NMSU-A Business Office  
Alamogordo, New Mexico 88310

**MEMORANDUM**

DATE: February 25, 2008 (Update from February 18, 2008 Addendum)  
TO: New Mexico State University Alamogordo Students, Staff and Faculty  
FROM: Tony Salinas, Campus Business Manager – NMSU Alamogordo  
SUBJECT: Addendum to the Spring 2008 Class Schedule

In order to comply with the ‘One University’ concept – New Mexico State University Alamogordo is changing some of its dates to match those of the other NMSU campuses (as well as those of the BANNER system).

Below is an addendum to the Spring 2008 Class Schedule:

**Tuition and Fee Refund Dates (Page 3 of Schedule):**

		<b>Change from</b>	
<b><u>16 Week Courses (New)</u></b>			
<b>Through February 6, 2008</b>	<b>100%</b>	<b>No Change for 100%</b>	
<b>February 7 thru February 20</b>	<b>50%</b>	<b>No Change for 50%</b>	
<b>February 21 thru February 29</b>	<b>25%</b>	<b>Feb 21 – Mar 6</b>	<b>25%</b>

1<sup>st</sup> 8-Week Courses - No change in dates.

<b><u>2<sup>nd</sup> 8-Week Courses (New)</u></b>			
<b>Through March 20, 2008</b>	<b>100%</b>	<b>thru March 31</b>	<b>100%</b>
<b>March 21 thru April 2</b>	<b>50%</b>	<b>Apr 1 - Apr 7</b>	<b>50%</b>
<b>April 3 thru April 8</b>	<b>25%</b>	<b>Apr 8 - Apr 14</b>	<b>25%</b>

Please Note: The initial addendum was sent February 18, 2008 (thus, we will honor any dropped courses prior to February 18, 2008 based on the old scheduled refund dates on the Spring 2008 schedule). To add, all students that may have been affected by these date differences have been identified and the Business Office is now diligently working on correcting the students’ accounts. Thus, a credit will be posted to the student’s account or a refund check will be issued (if applicable) to those students affected.

**ADDENDUM CONTINUED**

**Tuition Payment Options (Page 28 of Spring Schedule):**

**2nd Payment is now due March 14 (not on March 15 which falls on a weekend).**

Sorry, for any inconvenience this may have caused. We are now working more closely with NMSU-Las Cruces to generate more accurate dates and information that must be generated through the BANNER system. Should you have any questions or comments please give me a call at 575-439-3601 or e-mail me at [antsalin@nmsua.nmsu.edu](mailto:antsalin@nmsua.nmsu.edu).

To all Personnel at NMSU-Alamogordo: Please pass this information to all that do not have e-mail and/or post in a convenient area for students to read. Thank you!