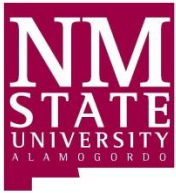




# Checklist for Students Ready to Graduate

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Advising



# Checklist for Students Ready to Graduate

- If you have 45 credits or more, make an appointment to see your Academic Advisor.
- **Students are assigned to an advisor alphabetically, based on last name.**
- For last names beginning with:
  - **A – I** Academic Advisor Jeremy Taulbee (439-3727)
  - **J – R** Academic Advisor Mendy Fowler (439-3615)
  - **S – Z** Academic Advisor Lesia Bryant-Gonzalez (439-3722)
- ADA Accessibility Services Coordinator Viviane Ackall (439-3924)  
[Accessibility Services Department](#)
- HAFB Coordinator Bobi McDonald (479-4318)



# Checklist

- After making your appointment with your academic advisor, run a STAR Audit.
- To run a STAR Audit, go to:
- [nmsu.edu/~registra/STAR\\_audit.html](http://nmsu.edu/~registra/STAR_audit.html)
- Click on STAR Student Access
- Click to log in
- Use your NMSU username and password
- Submit
- Select College (Alamogordo)
- Select Degree Program



# Checklist

- Select Catalog Year (The Year you chose your major)
- Open Audit
- Print out
- Take your STAR audit to your Academic Advisor
- Request another degree audit (manual) from your Advisor.
- A manual degree audit involves your Advisor checking your academic history and recording your completed coursework on your degree plan.
- Have your Academic Advisor review the STAR audit and the



# Checklist

- And compare the manual degree audit with the STAR audit.
- Determine what courses you still need to graduate.
- Complete the following checklist for Graduation:



# Checklist

- Checklist for Students with 45 or More Credits:
- Steps to graduating
- Student Name: \_\_\_\_\_
- Student ID #: \_\_\_\_\_
- Credits Accrued: \_\_\_\_\_
- How many developmental credits: \_\_\_\_\_
- How many credits needed for degree plan: \_\_\_\_\_
- Financial Aid eligibility and status to complete coursework needed to graduate: Check with FA \_\_\_\_\_ Need signatures
- Unofficial Transcripts printed from Admissions \_\_\_\_\_
- STAR AUDIT printed \_\_\_\_\_
- Set an appointment with Academic Advisor, Bring checklist with supporting documentations, obtain degree audit
- Make sure your correct major is listed in the Banner system, (Advisor)
- Apply for diploma online, pay Business Office, print receipt