

## ETSE Student Advising and Registration Guide

**Undergraduate Advising** for the new semester. Please review the following links as a guide for the Advisement Process.

<http://registration.nmsu.edu/>

<http://advising.nmsu.edu/>

**Step1: Obtain your registration materials** consisting of (1) the Schedule of Classes (*available only on-line*), (2) a course request card, (3) a list of Humanities, Social Sciences, and VWW courses if you still need these courses, and (4) a copy of your major's flowchart - in the ETSE Office (ECIII-130). You should review a current copy of your **STAR AUDIT** – found via *MyNMSU or the links above*. When reviewing this report, note any discrepancies in your report and identify these to your advisor.

**Step 2: Draft a course schedule using the semester's offered courses while keeping in mind the following:**

- It is highly recommended that a master plan - consisting of course selections by semester - be developed through your last expected graduation date, or at a minimum, at least two semesters beyond the semester for which you will next be registering.
- Use your degree flowchart to check *prerequisites and co-requisites* and identify long course sequences that can affect the number of semesters required to complete your program. Note also the significance of Fall, Summer, and Spring-Only course offerings.
- Consider your employment goals and use your technical electives to aid in meeting those goals – such as a Minor (see below). **Inform your advisor if you are (or your advisor will be asking you):**
  - Not passing your current classes
  - Have changes in your life that will affect your academic schedule/completion
  - Expected graduation date
  - Are you interested in concentrations, minors, grad schools, type of employment, internships, coops

**College of Engineering & NMSU Policies (found in the NMSU Catalog):**

- Students will not be permitted to register or take a course without satisfying any and all co- and prerequisites for that course.
- Students must have a minimum cumulative grade-point average of 2.0 before enrolling in engineering courses numbered 300 or above.
- Students must earn at least a grade of C- in all engineering, technology, math and science courses (and their prerequisite courses) required for the degree in addition to courses used for Gen. Ed. Areas I, II, and III.
- Three strikes for repeated course failure – if a student fails a course three times, the student will be barred from taking engineering courses for one full year.
- No distance education delivered courses from other universities will be permitted as substitutions for core STEM courses (Science, Technology, Engineering, or Math).

**General Education Requirements:** Choose courses carefully from the list of approved courses that is available in the ETSE office. If unclear, see your advisor. **You need 15 credits in the H/SS**

**area of study.** You also need two courses (6-cr. total) from the *Viewing a Wider World* (VWW) category – again check with an advisor if there are questions. Note: some Concentrations and Minors require specific VWW courses, so make sure you choose intelligently. Your major may also require a certain category of VWW course such as one from Business or Management.

**Minors:** If you are interested in pursuing a Minor, it is recommended you carefully choose your technical electives, VWW courses, etc. to apply to the Minor or Concentration requirements – see the on-line catalog for more information [ETSE Minors](#) on options through ETSE. Other Minors outside of the College are also available including Spanish, Math, etc.

ETSE Minors are offered in:

- Information Technologies
- Renewable Energy Technologies
- Security Technology
- Surveying Engineering
- Manufacturing
- Digital Electronics Applications

**Advisor**

(Prof. B. Gamillo)

(Prof. Jenkins)

(Prof. Beasley)

(Prof. Frank)

(Prof. Hyde)

(Prof. Kelly)

**Step 3: Meet with your advisor to discuss your draft schedule.** Discuss your draft schedule and have the advisor sign in ink your course request card, even if you are planning on registering on-line. You may need to e-mail or call your advisor for an appointment beforehand. All faculty will have posted office hours but often will accept appointment at other times.

**Step 4:** Once you have seen your advisor you need to have the advising-hold removed for on-line registration via *MyNMSU*. Advising holds may be removed by taking a *completed* and signed course request card to Carol Serna in the ETSE office room 130. Be aware that you may not add courses two days after the official start of the semester – The earlier you register means courses are not yet closed/full.

**Closed courses.** A sign-up “*Wait*” list, or specific approval by the instructor, may be used to limit enrollment in some ET courses and labs. If a section is closed, return to your advisor to determine the cause and discuss a remedy (a new schedule). A closed section can only be added with permission – requires an Add/Drop Slip signed by an advisor and the **course instructor**.

If a student has a **prerequisite error** for a course, they may **not** register for that course by NMSU policy. If there is an error in the student STAR AUDIT related to this issue, the advisor should note this on an “exception form” and forward to the Associate Department Head for update of the student’s official record. If and only if an exception is approved by the Dean’s office, the course may be added by an Add/Drop Slip signed by the advisor and the course instructor.

**Prospective graduates.** If you are planning to complete graduation requirements at the close of the next semester or session, please make an appointment for a record check with either Professor Kelly or Jenkins as soon as possible. You should review your STAR report to make sure you have completed all ETSE and NMSU requirements (everything should be green). You can also pick up a Degree Application form that is due to the Registrar’s Office early in the semester, or you may apply on-line - this is available through [MyNMSU](#). Be sure to make a note of the deadline when you obtain the form. Please view the link to the university’s graduation checklist at <http://commencement.nmsu.edu/spring-graduation-checklist/> which is a quick check

list for you of things **you need to complete and** verify. If you have declared a minor, go by and see Associate Dean's representative in Goddard Hall to verify completion of these requirements.

**Special Note:** Please take all relevant advising questions to your advisor – if not sure of your advisor, an advisor contact information sheet is available in the ETSE office or via the ETSE Web Site.