

Student Registration Guide

Summer 2012

NM
STATE
UNIVERSITY

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REGISTRATION SCHEDULE BY CLASSIFICATION

If you attended Fall 2011, Summer 2011, or Spring 2012 semesters, you are eligible to register. All others, apply for admission or readmission [here](#).

Registration Periods:

Early Registration: April 12, 2012 – May 24, 2012

Late Registration: May 25, 2012 – May 31, 2012 (**\$25** late registration fee applies per campus)

For late registration, students must obtain academic advising and reserve classes at your dean's office/ advising center or via the web.

Registration Process:

1. Obtain academic advising as scheduled by your academic dean or department.
2. Use the following classification sequence to determine your beginning registration date.
Students who do not register on their designated date can register at any time in the remaining classification sequence and registration periods. The class schedule can be found [online only](#).
3. Schedule courses through [MyNSU](#) or at your academic college.

Designated Group or Classification	Day	Date
CRIMSON SCHOLARS (Seniors and Juniors)	Thursday	April 12, 2012
CRIMSON SCHOLARS (Sophomores and Freshmen)	Friday	April 13, 2012
STUDENTS WITH DISABILITIES (must have approval from Student Accessibility Services)	Thursday	April 12, 2012
GRADUATE STUDENTS	Monday	April 16, 2012
SENIOR CITIZENS (New Mexico residents who are 65 or older may attend New Mexico State University at reduced tuition rates. Individuals must apply and qualify for this program through the Registrar's Office.)	Monday	April 16, 2012
SENIORS (94 cr. or more)	Monday	April 16, 2012
JUNIORS (62 – 93 cr.)	Tuesday	April 17, 2012
SOPHOMORES (28 – 61 cr.)	Wednesday	April 18, 2012
FRESHMEN (0 – 27 cr.)	Thursday	April 19, 2012
NON-DEGREE	Friday	April 20, 2012
READMITTED STUDENTS (last attended prior to Spring 11)	Monday	April 23, 2012
NEW TRANSFERS (Undergraduate and Graduate Students)	Tuesday	April 25, 2012
NEW STUDENTS (Undergraduate and Graduate Students)	Tuesday	April 25, 2012
NEW INTERNATIONAL GRADUATE STUDENTS	Tuesday	May 22, 2012

*NOTE: Students placed on academic warning, probation, or suspension during the end of term grading process will be mailed a notification.

IMPORTANT DATES AND DEADLINES – SUMMER 2012

DEGREE APPLICATION

Students completing degree requirements for SUMMER 2012 must apply online at MyNMSU or submit applications to the Registrar's Office by **July 9, 2012**.

SCHEDULE CHANGES

1. Drop/add forms with instructions for making schedule changes are available at your dean's office or advising center.
2. Any schedule changes may affect your financial obligation to the University.
3. **Students may drop their courses via the web* through dates listed below. After this date official withdrawal procedures must be completed at the Registrar's Office.**

SUMMER 2012	SUMMER TERM	Mini-Semester 1 (Five Week 1)	Mini-Semester 2 (Five Week 2)
CLASSES BEGIN	May 24	May 24	June 29
LATE REGISTRATION A late fee of \$25 will be assessed.	May 24 - 31	May 24-29	June 29 - July 3
LAST DAY TO ADD A COURSE	May 31	May 29	July 3
*LAST DAY TO DROP A COURSE <i>(with 100% refund)</i>	June 7	May 29	July 6
DEGREE APPLICATION DEADLINE	July 6	July 6	July 6
LAST DAY TO DROP A COURSE WITH A "W"	June 28	June 12	July 18
LAST DAY TO WITHDRAW FROM THE UNIVERSITY Note: Students who do not officially withdraw from a course or from the University and fail to attend classes may receive failing grades and will be liable for all tuition and fees. Students may be required to repay a portion or all financial aid received.	July 20	June 21	July 27
LAST DAY OF CLASSES	August 3	June 28	August 3
UNIVERSITY HOLIDAYS Memorial Day Independence Day	May 30 July 4		

TERMS AND CONDITIONS OF COURSE REGISTRATION

By enrolling in classes at New Mexico State University (NMSU), a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and NMSU and all proceeds of this agreement will be used for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523(a) (8).

The following terms and conditions are financial requirements of each student's education related to their registration for a term at New Mexico State University. The payment of tuition and fees is the obligation of the student. By processing a course registration either via the Web or by submitting a course request card to an academic student registration area, a student acknowledges they have read and agree to the following terms and conditions:

- Registration constitutes a financial agreement between you ("Student") and New Mexico State University ("NMSU"). Tuition, fees and other charges you incur, including but not limited to housing, meal plans, and bookstore charges ("Charges"), shall be added to your student account and are considered a loan for educational benefit.
- Once you formally register for classes, you assume the responsibility for understanding NMSU's official policies concerning schedule changes, satisfactory academic progress and the financial policies of the University as described in the "New Mexico State University Undergraduate Catalog" or "New Mexico State University Graduate Catalog" for the term of enrollment.
- Installment payment arrangements will be automatic with a non-refundable deferred payment fee for any Charges not paid in full within five (5) business days of the start of the term.
- Charges may be prepaid at any time in whole or in part without premium or penalty.
- Charges left unpaid for prior terms will result in disenrollment from your current term courses unless payment arrangements are made with University Accounts Receivable prior to the disenrollment date.
- In the event that you become delinquent in paying Charges or default in repaying Charges you will be liable for collection fees and any other costs incurred by New Mexico State to collect any monies due from you.
- Students withdrawing after the stated refund dates remain liable for full tuition and fee charges. Collection costs incurred in the event of delinquency shall be at the expense of the Student.
- NMSU accepts payment via student financial aid and third party sponsorship, but the responsibility for payment remains with the student. It is your responsibility to keep track of your account balance and any funding sources. If financial aid is not granted or if third party sponsors do not pay within a reasonable period, the student will be required to pay the full amount due.
- If New Mexico State University prevails in a lawsuit to collect on this financial obligation, Student will pay NMSU's court costs, collection agency costs and attorney's fees in an amount the court finds to be reasonable.
- You consent to receive email notifications to your @nmsu.edu e-mail address of the availability of an E-Bill (Electronic Billing Statement) and consent to review billing statement information on NMSU Web Payment System.
- **It is your responsibility to check your myNMSU email daily and maintain a current postal address to ensure receipt of all University correspondence.**

TUITION AND BILLING INFORMATION – SUMMER 2012

SCHEDULE OF COSTS

The university reserves the right to change any of the charges without notice. For an up-to-date listing of tuition and fees as well as other related costs, visit the University Accounts Receivable [Schedule of Costs](#) page.

REFUND OF TUITION AND FEES




Students officially withdrawing or dropping courses during the SUMMER 2012 semester may be eligible for a refund of tuition and fees. Refund schedules are located at the University Accounts Receivable [Tuition and Fee Refunds](#) page.

E-BILLING

Electronic Billing (E-Bill) is the official method for delivery of billing statements to NMSU Students. Billing statements are generated at the beginning of each month. At that time, an e-mail is sent to the student's official nmsu.edu e-mail address with instructions on how to view their bill within the NMSU Web Payment System.

Students also have the capability of creating Authorized Users within the NMSU Web Payment System. Authorized Users are typically parents or other designees that the student wishes to grant access to billing information and payment information. Information on how to create an authorized user can be found on the University Accounts Receivable [E-Bill/Make a Payment](#) page.

METHOD OF PAYMENT

<p>Mail </p> <p>Mail all check payments to:</p> <p>New Mexico State University PO Box 30001, MSC 4570 Las Cruces, NM 88003-8001</p>	<p>Telephone </p> <p>Questions: (575)646-4911</p> <p>Payments (575)646-3927</p>	<p>In person </p> <p>By visiting the cashier office located in Educational Services Center or DACC main</p>	<p>Online </p> <p>Pay online at:</p> <p>pay.nmsu.edu</p>
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DEFERRED PAYMENT PLAN

NMSU offers students the option of paying their tuition and fee bill in installments rather than a lump sum. Accounts not paid in full by the close of business on June 4 deadline will automatically be placed into a Deferred Payment Plan and a one-time per semester, non-refundable Payment Plan fee of \$20 will be assessed.

Charges left unpaid after June 4 will be divided into two equal payments. Payment due dates are as follows: June 15 and July 15.

DELINQUENT PRIOR SEMESTER BALANCES

Students with a balance due from any term prior to SUMMER 2012 may have their courses for SUMMER 2012 cancelled if they have not made payment arrangements for previous term debts with University Accounts Receivable by May 31, 2012, 5:00 PM MDT.

For other information regarding tuition and fee information and billing information, please visit University Accounts Receivable website at www.nmsu.edu/~uar.

NMSU POLICIES

Academic programs at New Mexico State University are available to all students without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

ACADEMIC SANCTIONS

Students placed on academic warning, probation, or suspension during the end of term grading process will be mailed a notification.

AUDIT OPTION

Students who wish to audit a class need the consent of the instructor.

FINANCIAL AID DEFERMENT AND DISBURSEMENT

For information regarding financial aid disbursement, go to the [Financial Aid website](#) and click on Financial Aid Deferment and Disbursement.

GRADUATE LEVEL COURSES FOR UNDERGRADUATE STUDENTS

Undergraduates who enroll in graduate level courses numbered 500 or higher for undergraduate credit must obtain prior written permission from the instructor and course dean. Enrollment is by petition only and is limited to outstanding undergraduate students.

S/U GRADING OPTION

S/U grading option is available in web registration if the course is only offered as S/U grading. To take a traditionally graded course on an S/U basis, you must provide the appropriate paperwork to your dean's office or advising center.

STUDENT RECORD CONFIDENTIALITY FORM

To ensure that directory information will not be released, a request must be filed in the Registrar's Office. A request form is available on the [Registrar's website](#).

UNIV 000/UNIV 999

You may add UNIV 000 (undergraduate students) or UNIV999 (graduate students) for 1-7 hours in the event a course is closed or to complete full-time status. This course must be dropped by the last day to add for the applicable term.

Class	Summer 10 Week Term	Summer Five Week 1	Summer Five Week 2
UNIV 000 (Undergraduate)	CRN 20640	CRN 21583	CRN 21584
UNIV 999 (Graduate)	CRN 20642	CRN 20643	CRN 20644

WITHDRAWING FROM THE UNIVERSITY

1. Withdrawing begins at the Registrar's Office, in the Educational Services Building, (575) 646-3413.
2. The last day to **WITHDRAW FROM ALL COURSES** is

Summer 10 Week	Summer Five Week 1	Summer Five Week 2
July 20, 2012	June 21, 2012	July 27, 2012

3. *STUDENTS WHO DO NOT OFFICIALLY WITHDRAW FROM A COURSE OR FROM THE UNIVERSITY AND FAIL TO ATTEND CLASSES MAY RECEIVE FAILING GRADES **AND WILL BE LIABLE FOR ALL TUITION AND FEES.** STUDENTS MAY BE REQUIRED TO REPAY A PORTION OR ALL FINANCIAL AID RECEIVED.*

ADDITIONAL INFORMATION

ACADEMIC CALENDAR

The full 2012-2013 [academic calendar](#) can be found online.

CAMPUS DINING

A variety of dining options, meal plans and costs can be found on the NMSU [Campus Dining website](#)

DISTANCE EDUCATION COURSES

- * Courses are designated within the schedule as sections M70 – M89.
- * Distance Education courses charge an additional fee of \$25.00 per credit hour.
- * For further information, contact the College of Extended Learning, Distance Education toll-free 1-800-821-1574 or (575) 646-4692, email: distance@nmsu.edu, or on-site in Milton Hall room 185 during regular business hours. Distance Education Website is <http://distance.nmsu.edu>.

DRUG FREE WORKPLACE, DRUG FREE SCHOOLS AND COMMUNITIES ACT

Commonly abused drug information and signs of use can be found at www.drugabuse.gov.

GRADE AVAILABILITY via the Web at MyNMSU

SUMMER 2012 grades will be available August 9, 2012.

Grades are only mailed to students placed on academic sanctions (warning, probation or suspension).

HOUSING COSTS

A full listing of housing options and costs can be found on the NMSU [Housing website](#).

MID-SEMESTER COURSES

The Student Success Center offers study and learning strategy courses at mid-semester to help students maintain full-time status. Examples of courses offered: Personal Learning Skills, Academic and Personal Effectiveness, Speed Reading, and Critical Thinking/Reading. Mid-semester course schedules can be found at the [Student Success Center](#).

REQUIRED MATHEMATIC PLACEMENT EXAM INFORMATION

Any student who has not completed a prerequisite mathematics course prior to SUMMER 2012 must meet designated ACT/High School GPA requirements or take the Math Placement Exam before enrolling in MATH 111, 120, 121G, 142G, 190G, 191G, 210G, 230, 235, 279, 280 or STAT 251G. The Math Placement Exam may be taken at the [Math Testing Center](#), WH 102, during posted hours.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

NMSU is required to provide to you information in accordance with Federal Regulation 34 CFR Part 86 of the Department of Education and the Student Right-to-Know and Campus Security Act. You can access the information by going to www.nmsupolice.com, and then selecting the "Annual Reports" link on the left menu.

TRANSPORTATION AND PARKING SERVICES

Information concerning parking permits and campus transportation can be found at the [NMSU Parking Website](#).

TIME BLOCK CHART

ONLY ONE COURSE SHOULD APPEAR IN A TIME BLOCK OR A TIME 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 CRN 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

BUILDING ABBREVIATIONS

AC	Activity Center	HS	Horse Farm
AE	Tejada Bldg. – Ext. Annex	HSS	Health & Social Services
AI	Agricultural Institute Bldg	JA	Jacobs Hall
AR	Academic Research Unit A	JH	Jett Hall
ARB	Academic Research Unit B	KH	Kent Hall
AY	Astronomy Bldg	KN	Knox Hall
BC	Business Complex	LJ	Livestock Judging Pavilion
BD	Breland Hall	MC	Music Building
BL	Branson Library	MH	Milton Hall
BX	Biology Annex	NA	Natatorium
CB	Chemistry Bldg	NH	Neal Hall
CP	Computer Center	OH	O'Donnell Hall
EA	Equitation Building	PAC	Pan American Center
EC1	Engineering Complex	RH	Rentfrow Gymnasium
EC2	Hernandez Hall	SH	Science Hall
EC3	Engineering Complex III	SKH	Skeen Hall (Arid Lands)
EN	English Bldg	SP	Speech Bldg
FAC	Stan Fulton Athletics Center	TB	Thomas-Brown
FH	Foster Hall	TH	Hershel Zohn Theater
GC	Golf Course	TNC	Tennis Center
GCA	Genesis Center, Bldg A	TS	Theatre Scene Shop
GH	Garcia Hall	WA	Williams Hall
GN	Gardiner Hall	WCHC	William Conroy Honors Center
GO	Goddard Hall	WE	Wells Hall
GT	Gerald Thomas Hall	WH	Waldon Hall
GU	Guthrie Hall	WX	Williams Annex
HA	Hardman Hall	YH	Young Hall
HF	Horticulture Farm	ZL	Zuhl Library

Campus maps available [here!](#)

VIEWING A WIDER WORLD COURSES

SUBJ CRSE TITLE

AG E	384V	Water Resource Economics
ANSC	351V	Agricultural Animals of the World
ANTH	305V	Contemporary Native American
ANTH	357V	Medical Anthropology
ASTR	301V	Revolutionary Ideas in Science
ASTR	305V	The Search for Life in the Universe
ASTR	308V	Into the Final Frontier
BLAW	385V	Consumers and the Law
C E	355V	Tech. and the Global Environment
C EP	451V	Introduction to Counseling
C J	440V	Comparative C J Systems
CH E	395V	Brewing, Science and Society
DANC	451V	World Dance
E T	309V	Manufacturing: History and Tech.
ECON	324V	Developing Nations
ECON	325V	Economic Development of Latin America
ECON	335V	Business and Government
ECON	384V	Water Resource Economics
ECON	450V	International Economics
EMD	350V	Introduction to Educational Leadership in a Global Society
ENGL	325V	Contemporary International Lit.
ENGL	328V	Lit. of Science Fiction and Fantasy
ENGL	335V	Studies in the Novel
ENGL	339V	Chicano Literature
ENGL	380V	Women Writers
ENGL	392V	Mythology
ENGL	394V	Southwestern Literature
EPWS	325V	Ecosystem Earth: The Impact of Human Activities
FCS	449V	Family Ethnicities and Subcultures
FIN	303V	Personal Financial Planning & Investing in a Global Economy
GEOG	331V	Europe
GEOG	365V	Urban Geography
GEOL	305V	Fossils and the Evolution of Life
GEOL	335V	Natural Hazards in Civilizations Past and Present
GER	333V	German Culture through Cinema

SUBJ CRSE TITLE

GOVT	380V	Contemporary World Political Ideologies
HIST	311V	Colonial Latin America
HIST	312V	Modern Latin America
HIST	390V	The Holocaust
HL S	301V	Human Sexuality
HL S	305V	Global Environmentally Health Issues
HL S	380V	Women's Health Issues
HL S	464V	Cross-Cultural Aspects of Health
HON	305V	Global Environment
HON	318V	The World of Cinema
HON	324V	Science and the Arts: Theatre and Story
HON	346V	Perspectives on Violence
HON	347V	World Dance
HON	392V	Vietnam: America's Longest War
HON	394V	Southwestern and Border Literature
HON	411V	Great Theorems: The Art of Math
HON	450V	Sundt Seminar
HORT	302V	Forestry and Society
I B	450V	International Economics
LIB	311V	Information Literacy
MATH	411V	Great Theorems: The Art of Math
MGT	315V	Human Relations in Organizations
MGT	335V	Business and Government
MGT	345V	Quality and Competitiveness: An International Perspective
MGT	388V	Leadership and Society
MKTG	311V	Consumer Behavior
PHYS	305V	The Search for Water in the Solar System
PSY	417V	Intercultural Relations
RGSC	302V	Forestry and Society
S WK	331V	Intro. to Social Policy: History
SOC	336V	Sociology of Popular Culture
SOC	394V	Sports and Society: A Global Perspectives
SPAN	364V	Culture and Civilization of Mexico
W S	380V	Women's Writers
W S	381V	Women's Health Issues