NM STATE UNIVERSITY

Registrar's Office
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Memorandum

To: Department Heads, Faculty and Staff

From: Mr. Jacobo Varela, Catalog Editor, Registrar's Office JV
Mr. Milen Bartnick, Recruitment Coordinator, Graduate School MB

Date: July 14, 2007

Re: Graduate Catalog 2007-2008

The Registrar's Office and the Graduate School are working together to update and create the Graduate Catalog.

The Registrar's Office facilitated course information extraction from Banner. This information was incorporated into the Graduate Catalog 2007-2008 and reflects the most current course information in Banner.

If your department or program has inaccurate course information, the inaccurate information will need to be corrected in Banner.

Departments will need to notify Jacobo Varela in the Registrar's Office to make corrections to existing Banner information. Once incorrect information is corrected, it will be included in the next catalog.

Please contact Mr. Varela at 646-6023 to utilize the easiest method possible for Banner updates and corrections.