

## REGISTRATION

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Graduate students may register in person at the Graduate School or on the Web at [www.nmsu.edu/ONLINE](http://www.nmsu.edu/ONLINE). No person will be officially registered in the Graduate School unless formally admitted to the Graduate School.

### Change of Address

In order to assure accurate student records, **students are responsible for keeping the Graduate School and the Office of the Registrar informed of the following:** Changes in residence and mailing addresses; current telephone numbers, and primary e-mail addresses. Failure to do so may result in transcripts, diplomas, or other important communications from the university not being received in a timely manner.

The deadlines for registration and for the add/drop period are printed in the [Schedule of Classes](#) and are available on-line at [http://gradschool.nmsu.edu/grad\\_calen.html](http://gradschool.nmsu.edu/grad_calen.html).

### International Students—English Proficiency

International students that wish to become *teaching assistants* must prove that they are proficient in the English language. During summer session II preferably or before the start of the first semester of enrollment, each international student who is required to submit a TOEFL (Test of English as a Second Language) or an IELTS (International English Language Testing System) score that wishes to be considered for a teaching assistantship must also take the NMSU Language Proficiency Examination administered by the Department of Communication Studies. Also, students who successfully complete and pass approved English as a Second Language (ELS) course, and who wish to become a teaching assistant must also take the NMSU Language Proficiency Examination administered by the Department of Communication Studies. Based on the recommendation of the Department of Communication Studies, the Graduate School may require the student to successfully complete one or more English as a foreign language course(s) prior to beginning an assignment as a teaching assistant. If completion of one or more courses is required, the student should enroll in the first such course during his or her first semester at NMSU or prior to taking an assignment as a teaching assistant.

Students that will not become teaching assistants and who have met the required score level of the TOEFL or IELTS exams for admissions to the Graduate School, are not required to take the English Proficiency Examination administered by NMSU. However, departments can request that students take the English Proficiency exam and if necessary, courses to improve their English language skills. Students from countries and/or accredited universities where English is the official language of instruction, will not need to take the TOEFL or IELTS exam for admissions to graduate programs at NMSU nor the English proficiency exam to be admitted into graduate programs at NMSU.

### International Students—Enrollment

All international graduate students on F-1 or J-1 visas are required to comply with Bureau of Citizenship and Immigration Services regulations governing maintenance of status related to full-time enrollment and making normal progress toward completing a degree. Therefore, all international graduate students are required to enroll in nine or more credits (exclusive of audited work) during fall and spring semesters.

### Short Courses and Institutes

Short courses and institutes are conducted on the campus each summer and during the academic year. Courses numbered 450 and above have been approved to carry graduate credit for students regularly enrolled in the Graduate School. Registration is required to receive graduate credit for these courses. **Concurrent enrollment of graduate students in regular and short courses is allowed provided that the combined credits do not exceed 15 in a fall or spring semester or six credits in a summer session.**

All short courses carrying one semester credit will be graded on an S/U basis, and these S/U credits will be counted toward the student's limit of S/U credits.

## Evening and Saturday Classes

Enrollment for evening and Saturday classes is made during the regular registration periods. Students expecting to enroll for one of these classes should gain admission to the Graduate School. To apply these courses toward a graduate degree at New Mexico State University students must apply and be admitted to a graduate program.

## Application for Degree (Diploma)

The student must file an “Application for Degree (Diploma)” by the deadline set forth in the [Schedule of Classes](#). Paper application forms are available at the Graduate School and the Office of the Registrar. The application may also be completed and filed online at <https://www.nmsu.edu/~registra/degreeapp/>.

Submit the “Application for Degree (Diploma)” to the Office of the Registrar prior to the last day for registration for the final semester or summer session in which the student will be completing degree requirements.

Even if a student does not intend to attend the university commencement or receive a diploma, the application is to be made and the fee paid; otherwise, transcripts will not show that the degree has been awarded.

Students filing an “Application for Degree (Diploma)” after the deadline will be charged an additional \$25 fee. No “Application for Degree” forms are processed after midterm.

If a student does not complete requirements in the semester for which the “Application for Degree (Diploma)” has been made, then the student must reapply for the degree and pay all applicable fees for the semester in which degree requirements were completed.