



Admissions & Registration Checklist for New Students

New Mexico State University Carlsbad

1. Apply for Admission and Financial Aid

- Submit an admissions application online at admissions.nmsu.edu or in person in Student Services, room 111.
- Have official high school, GED and/or college transcripts sent to carlsbad_admissions@nmsu.edu or mailed to NMSU Carlsbad, 1500 University Dr., Carlsbad, NM, 88220.
- Apply for financial aid at fafsa.gov and inquire about VA benefits, if applicable.
- Create a student account at my.nmsu.edu.

2. Complete Placement Testing* and NMSU Respects

- If applicable, talk with the Student Accessibility Services Coordinator about testing accommodations. Visit room 111 or call (575) 234-9321.
- Review test prep material in the Learning Assistance Center, room 253, or try a practice test at accuplacerpractice.collegeboard.org.
- Complete math, reading, and/or English placement tests as needed. The testing center, room 221, is open Monday through Friday, 8 a.m. to 5 p.m. on a walk-in basis; summer hours vary. Testing after 5 p.m. is available by appointment only.
- NMSU Respects must be completed prior to advising and registration. **Refer to the back page for instructions.**

**Testing may be waived for students who have completed the ACT within the last year; are transferring in math, reading, or English courses; or pursuing certain career technical programs. Call (575) 234-9225 to inquire.*

3. Register for Classes and Pay

- Meet with an advisor to select classes and register. To schedule an appointment, go to carlsbad.nmsu.edu/admissions/ and click on the link provided or call (575) 234-9225.
- Pay tuition and fees by mail, phone, in person, or online at pay.nmsu.edu. Stop by the Business Office in room 108 to inquire about the payment plan option or call (575) 234-9200.

4. Get Your Parking Permit, Student ID Card, and Textbooks

- Visit the Business Office, room 108, to get your parking permit and student ID card.
- Purchase textbooks and supplies in the Barnes & Noble Campus Bookstore, room 105.

Additional items to complete as needed

- Meet with the Student Accessibility Services Coordinator about academic accommodations.

- Check your financial aid status and award through your myNMSU account.
- Apply for work study jobs if awarded work study funds.
- Prepare for online courses by attending a Canvas workshop in the Learning Technology Center, room 211.
- Submit NMSU Scholar Dollar application by March 1 at scholarships.nmsu.edu.

NMSU Respects

As a member of the New Mexico State University community, it's important that you understand your rights and responsibilities regarding sexual violence prevention and awareness. Providing you with this information is part of a federal law known as the Campus SaVE act. **All new students including new transfers must complete NMSU Respects before registering.** Please take time to read through the presentation carefully and with thoughtful consideration.

1. Sign in to <https://my.nmsu.edu>.
2. Click on the Student folder under the Launchpad (bottom left) then on Registration.
3. In the Search by Term box, select the current term from the drop down menu then click on submit.
4. Select Look Up Classes.
5. On the next page, select ENGL - English in the Subject box at the top.
6. Scroll to the bottom of the page and click on the Section Search button (far left).
7. You should see a statement in red font that says **you have not completed the sexual violence and prevention orientation**. Click where instructed to start the presentation.
8. Complete the 5-question quiz.

Please contact the ICT Help Desk at (575) 646-1840 or help@nmsu.edu if you are unable to access your account.