



Admissions & Registration Checklist for New Students

New Mexico State University Carlsbad

1. Apply for Admission and Financial Aid

- Submit an admissions application at <https://admissions.nmsu.edu/apply/>, select the appropriate campus "Carlsbad".
- Have official high school, GED and/or college transcripts sent to carlsbad_admissions@nmsu.edu or mailed to NMSU Carlsbad, 1500 University Drive, Carlsbad, NM, 88220.
- Apply for financial aid at fafsa.gov and inquire about VA benefits (575-234-9226), if applicable.

2. Complete Placement Testing*

Testing may be waived for students who have finished High School after 2015 to present or for those that have completed the ACT/SAT within the last three years; are transferring in math, reading, or English courses; or pursuing certain career technical programs. For those that graduated before 2015 will need to take placement exam if they have not taken Math or English courses in the last two years and do not have a degree. Call (575) 234-9220 to inquire.

- If applicable, talk with the Student Accessibility Services Coordinator about testing accommodations. Call (575) 234-9321.
- Try a practice test at accuplacerpractice.collegeboard.org.
- Complete the Accuplacer math, reading, and writing placement tests. Call (575) 234-9220 for more information.

3. Register for Classes and Pay

- Create a myNMSU student account at my.nmsu.edu.
- Complete the NMSU Respects (presentation and quiz) and download the Microsoft Teams App prior to advising/registration; see back page for instructions.
- Schedule an advising appointment at nmsu.campus.eab.com, through the Navigate Student App (New Mexico State University System is the school), or call (575) 234-9221.
- Pay tuition and fees via mail, phone, or at pay.nmsu.edu. For information about payment plan options, visit student-accounts.nmsu.edu or call (575) 234-9200.
- Check your financial aid status in your myNMSU account and submit any missing student requirements as noted.

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.
- To purchase textbooks and supplies use this link: <https://www.bkstr.com/nmsustore> Select "Textbooks" on the top menu bar, and then select the appropriate campus "Carlsbad".

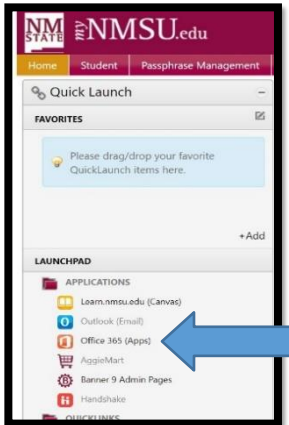
Additional items to complete as needed

- Meet with the Student Accessibility Services Coordinator about academic accommodations.
- Apply for work-study jobs if awarded work-study funds.
- Prepare for online courses by attending a Canvas workshop in the Learning Technology Center, for more information or to schedule a Canvas training session call (575) 234-9259

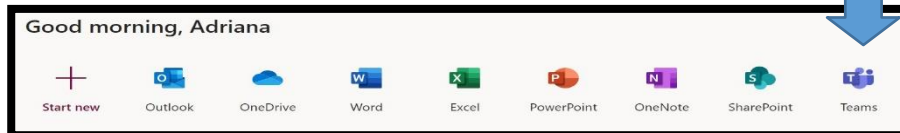
Microsoft Teams

Option one: using your laptop or computer desk.

Step 1: Log into your my.nmsu.edu account. On your home page, click Office 365 (Apps).

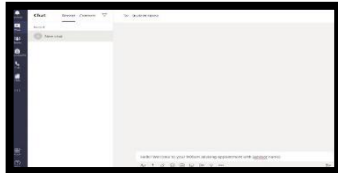


Step 2: Click on the Teams App Icon.



Step 3: A Microsoft Teams Chatbox will appear. That will allow you to chat, audio call, and/or video conference with your academic advisor. This includes screen sharing so both you and your advisor can review your STAR Degree Audit and any other advising documents. **Your advisor will start the chat process at your designated appointment time.**

Step 4: After your advisor starts the chat and confirms you are available for your appointment; they will initiate the call or video conference (whatever you previously agreed upon). Your screen will appear similar to the example below.



Step 5: Ensure the correct Icons are turned on. (In order) Video, Audio, and Screen shared will be your most frequently used. When a line is drawn through the Icon, it means it is disabled. Click the Icon to make active.

Option 2: using your mobile phone. If you are going to be using your mobile phone for the interview, you MUST download the App and sign in with your NMSU username and password to connect with your advising appointment. The link to download Teams: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>



Note: If at any point during the appointment, you have audio or video issues, you can still contact the advisor through the Chat feature.

NMSU Respects

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.