

# RESOURCES FOR STUDENTS

**Academic Advising:** NMSU-A offers centralized academic advising by appointment and on a walk-in basis. Advisors provide academic advising services to all students and prospective students for programs offered at NMSU-A as well as information for students transferring to the Las Cruces campus. They also provide pre-enrollment information, course selection assistance, degree plan requirements, and college transfer information. The Advisors also provide course approval verification to students enrolled in financial assistance programs such as Veterans Programs and other state and federally funded programs. Individuals can make appointments through Navigate, by contacting advisors through [advisingnmsua@nmsu.edu](mailto:advisingnmsua@nmsu.edu). or by contacting NMSU-A Student Services at 575-439-3600.

**Academic Support Center:** The Academic Support Center offers free assistance in writing, accounting, reading, various sciences, and mathematics. Tutors are available to assist students with problems that they may have in any of these subject areas. The Academic Support Center has daily hours Monday-Saturday in the spring and fall semesters. Summer daily hours are Monday-Friday. Proctored exams are provided for students as per requirements from instructors.

**Admissions & Records Office:** The Admissions & Records Office receives and processes all NMSU-A admissions applications and supporting documents. All registration, course drop/adds, university withdrawal transactions, military waivers, etc. are processed through this office. The NMSU-A Admissions & Records Office provides forms to order unofficial transcripts from the NMSU Las Cruces campus. Students can order official transcripts from the NMSU Las Cruces campus through their MyNMSU account or the university website. Residency requirements and applications, student privacy act information, and general enrollment procedures are also available from the Admissions & Records Office. Applications are available online at <https://admissions.nmsu.edu/apply/>.

**Bookstore:** NMSU Alamogordo utilizes a virtual bookstore with Follett located on the Las Cruces campus. Student are able to order textbooks online through the mynmsu portal using the registration tab. Textbook options include new and used purchases, rental and digital options. The direct link to the bookstore is <https://www.bkstr.com/nmsustore> (<https://www.bkstr.com/nmsustore/>) For more information or questions, contact the NMSU Main Campus Bookstore at (575) 646-4431.

**Career Planning/Job Search Assistance:** The Career Center provides career assessment, career planning advisement, occupational information, and job search support and assistance (i.e., resumes, cover letters, job search tips). To support this effort, Career Services' Handshake database system can be utilized when searching for jobs related to one's academic major, or for temporary, seasonal work, community jobs and work-study positions. Every student has a Handshake account available through their MyNMSU Launchpad. For work-study information see <https://alamogordo.nmsu.edu/student-services/financial-aid/work-study.html>.

All students may use the Career Center resources which include a collection of career and job hunting books, catalogs, periodicals, and assessment inventories such as VitaNavis . Visit the Career Center web site at <https://alamogordo.nmsu.edu/student-services/career-center/index.html> (<https://alamogordo.nmsu.edu/student-services/career-center/>) or call (575) 439-3600 for more information.

**Children on Campus:** NMSU-A is an institution of higher education. Therefore, parents are urged to leave children at home and/or in the care of an adult. Children must ALWAYS be attended by a responsible adult when on campus. Leaving children unattended (on the patio, in the Student Union, in lounges, outside classrooms, etc.) is not permitted. Children are permitted in classrooms at the instructor's discretion. Children must not be permitted to disrupt classes.

**Computer Centers:** NMSU-A has computer labs located in the Science Center, the Academic Support Center, and the Library. The labs are open to all registered students. Computer labs are open at varying times so check for posted hours in each location. Printer access and printing fee information can be found in the Tuition and Fees section of this catalog. All computer labs are equipped with computers to assist visually impaired students. Any student needing special computer needs must go through the campus Accessibility Services Coordinator. The Computer Center web page is <https://alamogordo.nmsu.edu/tech-services/index.html> (<https://alamogordo.nmsu.edu/tech-services/>). Current students may checkout a Windows or Mac laptop computer during the current semester for official school business and coursework. Software required for your courses may be able to be loaded so you can continue to work on assignments off campus. Students should check with the ICT department on the NMSU-Alamogordo campus for full details and availability.

**Counseling:** Online mental health counseling is available through Uwill Inc. The free, confidential and unlimited mental health counseling can be accessed at <https://app.uwill.com/>. NMSU-A students must use their NMSU email address to create an account or the services will not be free of charge. Contact [support@uwill.com](mailto:support@uwill.com) if you have questions or need support with the Uwill website.

**Degree Audit:** Students have access to the Degree Audit System (STAR) available through their student online account at <https://my.nmsu.edu> (<https://my.nmsu.edu/>). To self check progress toward a degree, students must select the college, the degree, and the year they meet the requirements. See an Advisor for assistance, if necessary.

**ID Cards:** All students must have an NMSU-A ID card. Cards are available in the Office of Student Services. The card is required to sign in at Student Services, check books out of the library, to allow students into school events, and provide a discount to students for some activities. This photo ID card contains the Banner Student ID Number. Students should have the number readily available for all activities and services on campus.

**Library:** The David H. Townsend Library provides information services and research assistance to NMSU-A students, faculty, staff, and community residents. Our library has dozens of computers available and provides laptops for students to use in the library building. Our library offers easy access to online databases that showcase our physical collection and our online resources. If you're looking for a great place to study by yourself or with your friends, our library also provides individual study spaces and group study rooms. We're committed to creating a place just for you, so come in and visit us! For hours and additional information please see the library web site at <https://alamogordo.nmsu.edu/library> (<https://alamogordo.nmsu.edu/library/>).

**Online Learning Center:** The Online Learning Center helps support students in their online learning and with utilizing Canvas. Students can stop by in person or schedule a virtual meeting by sending an email to [olcnmsua@nmsu.edu](mailto:olcnmsua@nmsu.edu).

**Placement Assessment:** At the time of registration, the academic skill level of all entering first-time students is evaluated using ACT and/or SAT scores combined with High School GPA, and if available, the NMSU Math Placement Exam (MPE) score. Advisors will assist students in determining the best sequence of courses to meet their academic goals. More information about placement can be found at <https://alamogordo.nmsu.edu/student-services/advising/placement-testing.html>. Placement methodology and scoring are subject to change, and scores are valid for one year. Assessments are offered at the Testing Center, located in the Academic Support Center (ASC). Check with the ASC for the current schedule. Initial placement assessments are FREE; however, students may be charged a nominal fee to retake a placement exam. A fee may be charged to send placement scores to another college or university.

**Resource Centers:** The Language Lab Resource Center provides tutoring and assistance in Spanish and German languages.

**Student Center:** The Student Center serves as a central recreational and leisure area for the NMSU-A student population. It houses a Veterans lounge, a recreation room with game tables, quiet study space, and work areas for Continuing Education.

**Student Conduct:** The Vice President for Student Success serves as the NMSU-A Discipline Officer for student misconduct. The Vice President for Academic Affairs serves as the Hearing Officer for academic misconduct. The *Student Handbook* can be found on the web site <https://studenthandbook.nmsu.edu/>. Please refer to these sections: Covid-19 Requirements, Student Social Code of Conduct, Academic Code of Conduct, and Title IX and Non-Discrimination. Contact Student Services at 575-439-3716 for information on Student Organization.

**Student Holds - Academic Advisor's Hold:** All students who are new to the NMSU-A campus and all students classified as freshmen (including transfer students) must see an Advisor to have their *New or Freshman Student Hold* lifted. This is to assure that beginning students have selected appropriate classes that meet their placement assessment results, have met prerequisites, and are aware of the services available to them. This hold is for two semesters and will come off at the end of the second semester. Holds are lifted in the Office of Advising. Students may contact an Advisor by phone (439-3600), by email at [advisingnmsua@nmsu.edu](mailto:advisingnmsua@nmsu.edu), or in person in the Advising Office in Student Services.

**Student Holds - Satisfactory Progress Hold:** Academic degree-seeking students who place into developmental courses in Math, English, and Reading must complete the required developmental coursework with a grade of C- or better before the completion of 24 credits. If a student does not meet that requirement, the student will have a hold put on his or her record and must meet with an academic advisor before registration can take place.

**Western Interstate Commission For Higher Education (WICHE):** NMSU collaborates with the Western Interstate Commission for Higher Education (WICHE) in recommending graduates of the university for programs in dentistry, graduate library studies, occupational therapy, optometry, osteopathy, podiatry, public health, and veterinary medicine in universities of other western states. The State of New Mexico subsidizes the education of New Mexico residents when approved for training in these fields in other states. This subsidy is a loan-for-service program which permits New Mexico residents to attend state-supported institutions at in-state tuition rates and private institutions at approximately one-third the standard tuition cost if they practice in New

Mexico for an equal number of years after graduation. This program is contingent upon funding by the state legislature. For further information write the Certifying Officer for New Mexico:

WICHE's Student Exchange Program  
New Mexico Higher Education Department  
2048 Galisteo St.  
Santa Fe, NM 87505-2100