ACADEMIC ADVISING AND REGISTRATION

Academic advising at DACC is an ongoing, shared partnership between a student and an advisor that focuses on assisting the student to identify, plan and achieve academic goals aligned with his or her career and life aspirations. Moreover, it is part of the educational process that aims to assist students to become active and effective agents of their own learning.

In the academic advising process, students and advisors work together to:

- Develop an awareness of values, interests, abilities, skills and potential
- Identify academic and career goals and options
- Choose an academic program
- Strategically plan out steps toward graduation, or the completion of an academic goal
- Identify effective academic study skills and habits
- Learn how to solve problems that impede progress toward an academic goal
- Identify appropriate campus resources
- Learn how to use the my.NMSU.edu account and STAR Degree Audit
- Select courses
- Register for classes

Targeted student-learning outcomes underlying the DACC academic advising process include critical thought, self-appraisal, decision making, healthy independence, responsibility, and respect for self and others. These outcomes are the ideal product of quality academic advising.

Structure of DACC Academic Advising

Students declared into a specific major or academic program are advised by a professional academic advisor in that program’s academic division and/or a DACC faculty advisor in that academic program. Students may visit or call the Academic Advising Center, DASR 103, (575) 528-7272 for more details.

Students who are not declared into a specific major, or who are in transition between programs, are advised through the Academic Advising Center, which serves as a central resource for the following categories of students:

- Transitional students, including those in the Aggie Pathway Program and other unclassified students who choose DACC as a place to begin their college career
- Degree-seeking students pursuing the Associate Degree in General Studies
- Exploratory (undecided) students
- Non-degree-seeking students

When to Seek Academic Advising

NEW STUDENTS will meet with an academic advisor and register for classes after attending a first-year student orientation.

TRANSFER AND READMITTED STUDENTS should make an appointment to see an academic advisor once their DACC admission is complete.

CONTINUING STUDENTS should plan ahead and meet with their academic advisor every semester, well in advance of continuing-student registration.

Registering for Classes

After academic advising is completed, students have the option to register for classes either online or in person.

REGISTERING ONLINE. After being admitted and receiving academic advising, eligible students may register for classes on the Web at my.NMSU.edu/ (https://login.nmsu.edu/cas/login?service=https%3A%2F%2Fmy.nmsu.edu%2Ffc%2Fportal%2FLogin). For additional information, refer to the online Registration Guide, available at http://registration.nmsu.edu/.

Students need to use their NMSU user ID and password to access Web registration through the my.NMSU.edu website. In the event that a student forgets his/her password, the system will allow the student to reset it online, provided (s)he answers a pair of security questions correctly. If attempts to do so fail, the student must consult with the ICT help desk in room 140 of the NMSU Computer Center (575) 646-1840.

The Web registration system will not accept requests for the S/U grading option unless the course is offered exclusively on an S/U basis. Likewise, the system will not accept requests for the “audit” grading option. To request S/U or audit grading for courses, students will need to see their academic advisor.

Upon completing online registration, students may either print out the registration document themselves or ask for it at the DACC Registration Office on the East Mesa Campus (DASR 101H), at any other DACC location, or at the NMSU Registrar’s Office.

REGISTERING IN PERSON. Students must obtain a course-request card from their academic advisor, complete the card and have the advisor sign it, and then submit the card to the DACC Registration Office in DASR 101H on the East Mesa Campus, to the NMSU Registrar’s Office, or to a registration office at any other DACC location. In some cases, the student must obtain the instructor and/or department head signature of the course request card before submitting it to a registration office. Once registered, students should obtain their registration document, which is available at the DACC Registration Office or at any other location where one may register. The registration document includes a student’s official class schedule, along with related financial information.

REGISTERING FOR COURSES ON OTHER NMSU CAMPUSSES. Students may register for courses at another campus in the NMSU system if the course is not offered at their home campus, or if the course is full at their home campus. In the case of all other courses, open enrollment into all classes on all campuses will begin two weeks before classes begin for the semester, provided seats are available and students meet prerequisites.

Terms and Conditions of Course Registration

Students must complete registration for all courses prior to the first day of class to avoid incurring late fees. Students who subsequently decide not to attend, and have not officially withdrawn from DACC / NMSU, will earn failing grades while remaining financially liable.

When students have a previous balance, their courses for the current term may be canceled if they have not made the appropriate arrangements to pay the debt owed. Visit http://registration.nmsu.edu/.

REGISTRATION

ACADEMIC ADVISING AND REGISTRATION
When a student officially drops a course, the advisor and drop the course by the deadline either online through his/her my.nmsu.edu account, or with an add/drop form with all required signatures on the add/drop form. Failure to do so could result in failing grades.

Forms are available from academic advisors or at the Registration Office. Courses may not be added or dropped after the cutoff date indicated in the university calendar, with the exception of petitions for retroactive withdrawals processed in accordance with Policy 6.92. For refund policy, see http://uar.nmsu.edu/withdrawals/. If a student drops a course after the last day to “cancel” a course with a 100 percent refund, no refund in any amount will be issued.

**Adding a Course.** The deadline for adding courses during a given term is listed online at http://registration.nmsu.edu/.

Students desiring to add a course to their current registration schedule should do so in consultation with their academic advisor. If the desired course is still open, the student may add it online through his/her my.nmsu.edu account. If the course is closed, the student will need the instructor and department chair’s permission and signatures on an add/drop form.

Once the add/drop form has been completed and all necessary signatures have been obtained, the student takes the completed form to the Registration Office for processing. The Registration Office will provide the student with a revised registration schedule, which the student should review immediately to ensure there are no inaccuracies. Any errors found in the class codes, class title, room/building numbers or credits should be reported immediately.

**Dropping a Course.** The process for dropping a course is similar to the process for adding a course. The student must consult with the academic advisor and drop the course by the deadline either online through his/her my.nmsu.edu account, or with an add/drop form with all required signatures.

When a student officially drops a course, the W grade is assigned as follows:

1. No grade is assigned during the end of the cancellation period.
2. A grade of W is recorded when a course is dropped between the last day to cancel and the midpoint of the semester. A student may not withdraw from courses after this deadline, unless the student officially withdraws entirely from DACC / NMSU.
3. Officially withdrawing completely from DACC / NMSU is equivalent to dropping all classes, and therefore a grade of W is recorded for all classes attempted. The deadline for withdrawing completely is listed online at http://registration.nmsu.edu/.

**Notes:**

1. A student found to be insufficiently prepared for a particular course may be transferred to a more elementary course in the same subject area, provided that
   a. the instructor of the more elementary course has given his/her consent, and
   b. the transfer is completed before the last day to officially withdraw from an individual course. Commonly referred to as a “drop-back,” this type of transfer is usually, but not always, employed in cases of sequenced courses such as mathematics, English, or foreign languages.

2. Financial aid or other third-party funding sources should be consulted when enrollment changes occur. Anyone attending under the Veterans Educational Assistance Program should notify the Veterans Office in DASR 110 on the East Mesa Campus when dropping or adding courses, as such changes could cause a reduction in the benefits received.

**Full Withdrawal from DAC/NMSU**

Full withdrawal from DACC or any other NMSU campuses terminates enrollment in all courses and effects a full withdrawal from the entire NMSU system. It is an official procedure requiring signed approvals as indicating on the withdrawal form; it cannot be completed online. As such withdrawals will be noted on the student's transcript.

It is the student's responsibility to initiate withdrawal from the university and to obtain necessary signatures. Students who leave without following the official procedure are graded appropriately by the instructor. DACC students enrolled at any NMSU campus may process their withdrawal either at the Registration office on one of the DACC campuses or at the NMSU Registrar’s Office, located in the Educational Services Building on the Las Cruces Campus.

Applicable dates are published in the official academic calendar for all regular sessions at http://registration.nmsu.edu/.

Financial information concerning drops and withdrawals can be found at http://uar.nmsu.edu/withdrawals/. Financial Aid recipients should contact the Office of Financial Aid before withdrawing.

The Federal Higher Education Act requires the University to calculate a Return of Federal Student Aid Funds for students who withdraw (officially or unofficially) from all classes on or before the 60 percent attendance point in the semester. Using a prorata schedule, the percentage of the semester attended is used to calculate the amount of the student’s earned versus unearned Federal student aid funds. The unearned portion of Federal student aid funds will be returned to the appropriate aid program(s). Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds.

**Student Medical Withdrawal**

A medical withdrawal applies to a student who becomes seriously ill, injured, or hospitalized and is therefore unable to complete an academic term for which he or she is enrolled. The attending physician must provide a letter on official letterhead with an original signature, stating
the date(s) within the semester that the student was under medical care and that the student must withdraw because of the medical condition. This letter must be submitted within the semester or no later than one academic year after the end of that term for which the withdrawal is being requested.

Once the information is reviewed a determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving any funds awarded by the Office of Financial Aid should consult with them on policies regarding withdrawal). Those seeking medical withdrawal should contact NMSU Registrar’s Office directly to initiate the process.

**Withdrawal Due to Medical Conditions of a Family Member**

A student who must withdraw because of a medical condition of an immediate family member will need to submit a letter from the family member’s attending physician on official letterhead with an original signature, stating the date(s) within the semester that the student’s immediate family member was under medical care, and confirm that the student must withdraw to attend to the immediate family member’s medical condition. This letter must be submitted within the semester or no later than one academic year after the end of that term for which the withdrawal is being requested.

For purposes of this policy, “immediate family member” includes spouse, a domestic partner as defined in the NMSU Policy Manuel 7.04 Domestic Partnerships, a child, parent or legal guardian, a sister or brother, a grandparent, or a grandchild. Such familial relationships created by law are also included (i.e. mother/father in law; half or step siblings); other relationships can be considered on a case–by-case basis.

Once the information is reviewed a determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving any funds awarded by the Office of Financial Aid should consult with them on policies regarding withdrawal). Those seeking medical withdrawal due to medical conditions of a family member should contact NMSU Registrar’s Office directly to initiate the process.

**Administrative Withdrawal**

In the event that a student has stopped attending class without formally withdrawing, the instructor reserves the right to remove the student from the class by means of an administrative withdrawal.

**Military Withdrawal**

Veteran students attending DACC who are called up for active duty and need to withdraw from all classes must contact the following offices:

1. **DACC VETERANS PROGRAM.** Students will provide a copy of their orders to the DACC Veterans Program Office in DASR 110 on the East Mesa Campus (575) 528-7081. To assist in reporting accurate information to the VA Regional Office, students should also provide documentation stating the last day of class attendance.

2. **NMSU OFFICE OF THE REGISTRAR.** Students also will present their orders to the NMSU Office of the Registrar (575) 646-3411. They will receive a military withdrawal from classes and a full refund of tuition and fees for the semester in which they are called to active duty.

Students who still have their receipts for textbooks purchased during the semester in which they are called to active duty will be given a full refund for these textbook purchases when they present their orders.