



Admissions & Registration Checklist for New Students

New Mexico State University Carlsbad

1. Apply for Admission, Financial Aid and Schedule an One-on-One Video Chat

- Submit an admissions application at 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.
- Schedule a One-on-One Video Chat with an Admissions and Registration Advisor
apply.nmsu.edu/portal/nmsuc1on1videochat

2. Complete Placement Testing*

***Testing may be waived** for students who have finished high school after 2016 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. Those who graduated before 2016 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) 234-9322 to inquire.

- If applicable, talk with the Student Accessibility Services Coordinator about testing accommodations. Call (575) 234-9321.
- If needed, complete the Accuplacer math, reading, and writing placement tests. Call (575) 234-9322 for more information. Try a practice test beforehand at accuplacerpractice.collegeboard.org.

3. Register for Classes and Pay

- Create a myNMSU student account at myaccount.nmsu.edu/activation.
- Complete the *Carlsbad Aggie Welcome & Orientation* and download the Microsoft Teams App. Student must complete the orientation prior the advising appointment; 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

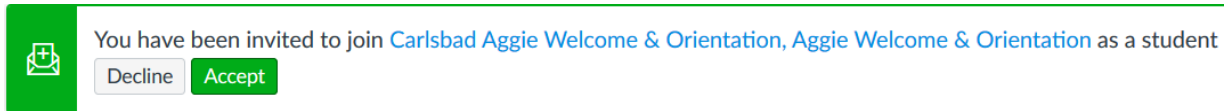
- Visit the Business Office, room 108, to get your parking permit and student ID card.
- To purchase textbooks and supplies use this link: bkstr.com/nmsustore Select “Textbooks” on the top menu bar, and then select the appropriate campus “Carlsbad.”

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.

Carlsbad Aggie Welcome & Orientation

1. Create a NMSU account at myaccount.nmsu.edu/activation
2. Sign in to my.nmsu.edu.
3. Click on the Applications folder under the Launchpad (bottom left) then on Learn.nmsu.edu (Canvas).
4. In the top of the page you will see the following message:



5. Once you accept the invitation, select the Courses button and complete the modules and the quizzes.

Be sure to complete to complete the Carlsbad Aggie Welcome & Orientation before the advising appointment. In order for you to get register for classes, you must complete the orientation. If you have any questions about completing the orientation, please contact (575) 234-9238.

Microsoft Teams (for the advising appointment)

1. Download Microsoft Teams microsoft.com/en-us/microsoft-365/microsoft-teams/download-app
2. Log in to the Microsoft Teams App using your NMSU account (If you have not create one please use the following link to create a NMSU account myaccount.nmsu.edu/activation).
3. A Microsoft Teams Chat box will appear and 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.
4. After your advisor starts the chat and confirms you are available for your appointment, they will initiate the call or video conference.
5. Ensure the correct Icons are turned on. (In order) Video, Audio, and screen share 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.



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

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