

Graduation Planning

It is important that you plan your final semesters before graduation. From this point forward, the Computer Science department expects you to prepare and maintain a graduation plan.

This assignment requires you to complete a spreadsheet with your graduation plan that you can use as a guide through your final semesters.

Summary of Assignment Steps (see detailed instructions below)

1. Print your Major and Catalog Information from MyNMSU. Highlight major and catalog.
2. Print your degree audit. Highlight all remaining requirements (not in progress).
3. Fill in the Plan to Graduation spreadsheet. Print the completed spreadsheet.

Detailed instructions for each assignment step

- 1) Print your Major and Catalog Information

Log in to my.nmsu.edu

In the Quick Links, click Student Records

→ click View Student Information

→ Select the current semester and click Submit

→ The heading will say "General Student Record". Print the screen.

Use a highlighter to highlight your current "Program" and "Catalog Term".

Don't use electronic highlighting. When printed, electronic highlighting obscures the text underneath. (You can borrow a highlighter at SH 123 or from Dr. Cooper or Dr. Steiner.)

- 2) Print your degree audit:

<http://degreeaudit.nmsu.edu>

Select College: Arts-Sci

Select the same program (degree) and catalog year that was shown on your Student Information from step #1.

Print all output single-sided, portrait orientation. Please make sure that the document or spreadsheet is sized properly to fit on the page.

If you're not a Computer Science major, select the college and major appropriate to you.

Select A Program

Run Selected Program:

Choosing a degree program here will not change your declared degree program.

College:	
Degree	Arts-Sci ▼
Program:	BS - Computer Science ▼
Catalog Year	2017 ▼

Options

Include In Progress Courses

What If Courses '' - Default ▼

Run Type Degree Audit(Course: ▼

Format PDF ▼

Run Audit **Cancel**

In the Options Box, **select PDF as the format**, then click Run Audit

Print the document. Single-sided, portrait orientation.

Using a highlighter, highlight EVERY requirement that you have not completed. Highlight total credits needed and upper-division credits needed on the first page of the audit. Don't highlight in-progress courses (indicated with IP).

*** If you are doing a minor you must run a separate degree audit for your minor.

Staple the degree audit pages together. (Staplers available at SH 123 or SH 118.)

- 3) Use the file [Plan to Graduation Spreadsheet.xlsx](#) spreadsheet and Microsoft Excel to electronically complete your graduation plan. Excel is available at every ICT computer lab on campus. It is also available free to students in Office 365.

Your goal is to put all of the courses that you still need to take into semesters, making sure that the prerequisites for each course have been met by the time you plan to take it, and also making sure that each semester fits the requirements for your financial aid or scholarship.

https://catalogs.nmsu.edu/nmsu/course-listings/c_s/

For every course, list the subject and number first. Then the title of the course. For example: **C S 370 - Compilers**

Don't include the current semester on the spreadsheet.

You can add rows to the spreadsheet, but make sure that the formulas at the top will add everything up correctly.

For Computer Science courses, please be mindful of courses that are offered only in the Fall or only in the Spring. Your degree plan must reflect the course offering pattern for Computer Science courses.

For elective courses or CS courses from a list, you can put a generic line like "Elective 3xx" or "CS 400-level course".

<https://www.cs.nmsu.edu/wp13/two-year-course-rotation/>

Print your spreadsheet when it is complete. Single-sided, portrait orientation. Make sure it fits on one page.

What to Submit

- 1) Printed copy of the General Student Record screen with catalog term and program highlighted.
- 2) Printed copy of the Degree Audit PDF with all not completed items highlighted.
- 3) Printed copy of the completed Plan to Graduation Spreadsheet.