

Running a STAR Degree Audit

1. Go to <https://records.nmsu.edu/students/star-degree-audit.html> and select *Click to Login*

The screenshot shows the top navigation bar of the NMSU website with links for Home, Students, Faculty and Staff, Forms and Online Services, Student Privacy / FERPA, and Contact Us. Below the navigation bar is a breadcrumb trail: NMSU > University Student Records > STAR Degree Audit. The main content area is titled "STAR Degree Audit" and contains a paragraph explaining the system's purpose. A "Click to Login" button is prominently displayed. To the right, there is a sidebar with a "STAR Degree Audit" section containing links for myNMSU, STAR Degree Audit, STAR Degree Audit Frequently Asked Questions, STAR Degree Audit Help, STAR Degree Planning Help, STAR Degree Site Requirements, and System Access Request.

2. Login with your myNMSU username and password. If you are already logged into your NMSU account, it should sign you in automatically once you press *Click to Login*.

The screenshot shows the myNMSU login page. At the top left is the NMSU logo and the text "New Mexico State University STAR Degree Audit". Below this is a dark red horizontal bar. The main content area is titled "Welcome to u.achieve Self Service" and contains a login form with fields for "User Name" (with the placeholder "Enter username") and "Password" (with a masked password "*****"). A "Log in" button is located below the password field.

3. Select the *College*, *Program*, and *Catalog Year*. (Catalog year indicates the year you started college). Ensure your *Degree Program* matches your *Student Schedule*. Please also ensure that you run the *Degree Program* (Bachelor of Science, Bachelor of Arts, etc.) which matches what you have declared in your file.

The screenshot shows the "Select a Different Program" form. At the top left is a link "Select a Different Program:". Below this is a message: "Choosing a degree program here will not change your declared degree program." The form contains three dropdown menus: "College:", "Program:", and "Catalog Year:". Each dropdown menu is currently set to a hyphen "-" and has a blue arrow pointing to it from the right.

The screenshot shows the "Advanced Settings" form. At the top left is a link "Advanced Settings" followed by "Click to view available options.". The form contains three settings: "Include In Progress Courses" with a checked checkbox, "Run Type" with a dropdown menu set to "S-Audit w/Course Sort", and "Format" with a dropdown menu set to "PDF AUDIT". A blue arrow points to the "Format" dropdown menu. At the bottom of the form are two buttons: "Run Audit" and "Cancel".

Running a STAR Degree Audit

- Then, once you have filled out your degree information, under *Advanced Settings*, select PDF Audit for the *Format*, then click *Run Audit*. You do not need to change anything under *Run Type*.

Request an Audit

[Select a Different Program:](#)

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

Agricult BS - Conservation Ecology - 1BCECCECO

Catalog Year: **2021** [Clear Selections](#)



Advanced Settings [Click to view available options.](#)

Include In Progress Courses

Run Type S-Audit w/Course Sort

Format PDF AUDIT



[Run Audit](#) [Cancel](#)

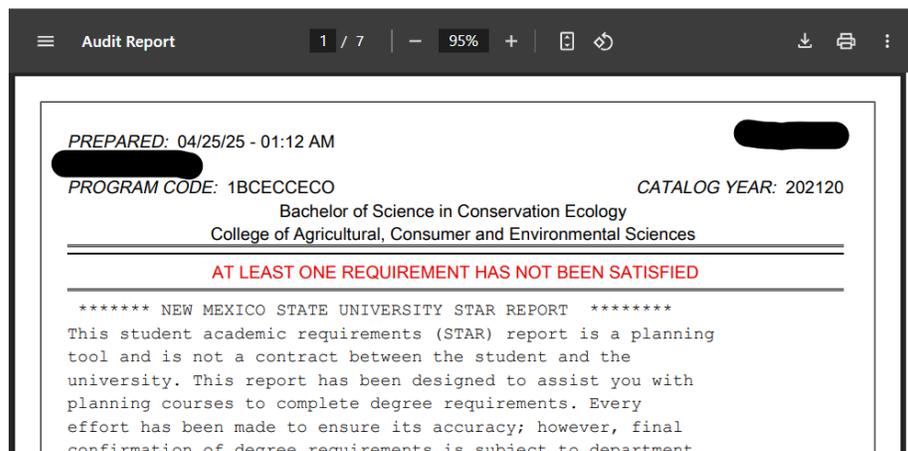


- Once the STAR Degree Audit loads, it will show up like below. Please then hit the Download or Printer button in the right hand corner. If you choose the Printer Icon, please ensure you select "Print to PDF."

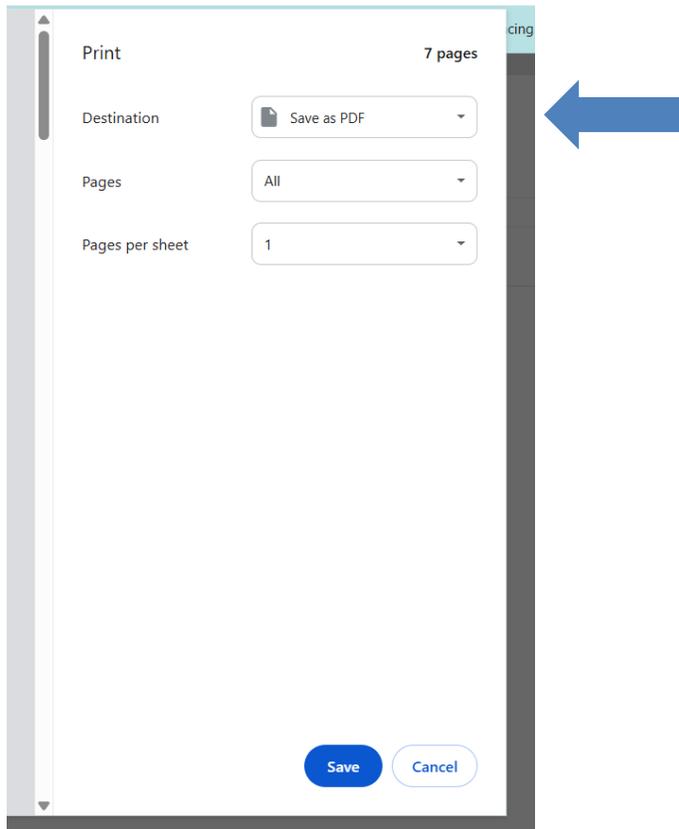
[Audit Results](#) [Performance Tracking](#)

[Download PDF Audit](#)

Make sure you've installed [Adobe Reader](#) and are not using Browser or Chrome in Android before viewing this audit.



Running a STAR Degree Audit



6. Select a folder to save document, and email it from your myNMSU email to mvp@nmsu.edu. Please remember to attach the STAR Degree Audit to your email through the *Insert*, then *Attach file* option (available in the options above your email) to ensure that the audit is sent as a PDF. If you drag and drop the STAR Degree Audit into your email, it will likely convert it to an unusable file for us.

