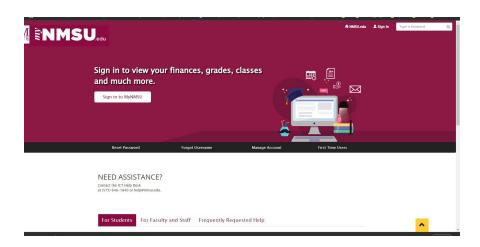
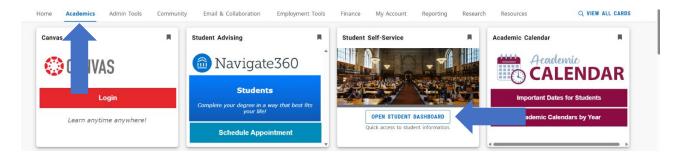
1. Sign in to your myNMSU: https://my.nmsu.edu



2. On the top ribbon, please select Academics and click Student Self-Service

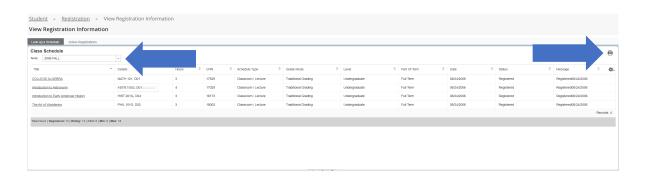


3. Under Student Services, please select Student Schedule under the Student Registration tab.

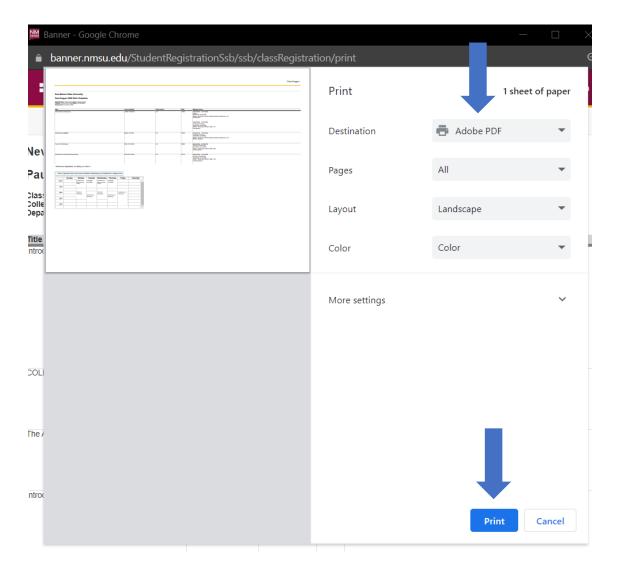
Student Registration

- · Class Search
- · Aggie Schedule Builder
- Course Registration
- Student Schedule
- Student Records Forms

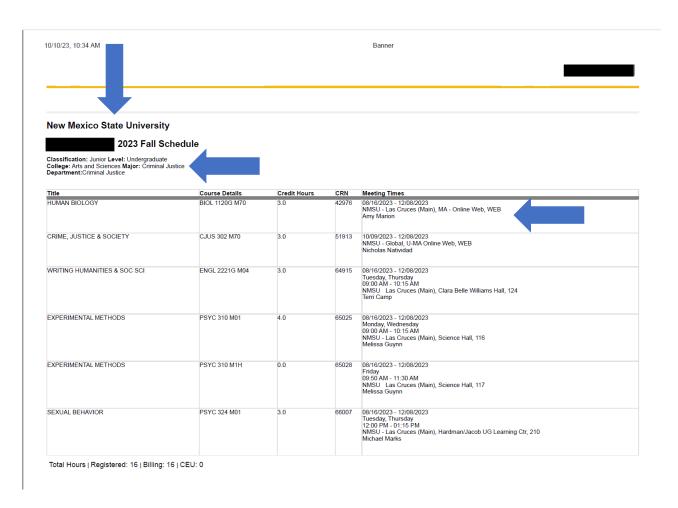
4. Select the *Term* you wish to view, then click the <u>PRINTER ICON</u> on the right-hand side of the page. (**DO NOT HIT CONTROL P**)



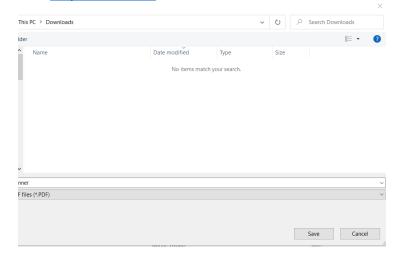
5. Select the printer icon, then select Adobe PDF/Save as PDF for *Destination* and *Landscape* for layout. Click <u>Print</u> (**DO NOT HIT CONTROL P**)



6. Ensure the schedule has your Name, Degree/Major, and Meeting Times



7. Select a folder to save the document, and email it from your myNMSU email to mvp@nmsu.edu



8. Select a folder to save the document and email it from your myNMSU email to mvp@nmsu.edu. Please remember to attach the student schedule 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.

