

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 heading is "STAR Degree Audit". To the left of the heading is a paragraph describing the STAR system. Below the paragraph is a "Click to Login" button. To the right of the heading 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

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 the logo is a horizontal line. The main heading is "Welcome to u.achieve Self Service". Below the heading are two input fields: "User Name" with the placeholder text "Enter username" and "Password" with a masked password "*****". Below the input fields is a "Log In" button.

3. Select the *Degree*, *Program*, and *Catalog Year*. (Catalog year indicates the year you started college). Ensure your Degree Program matches your Student Schedule.

The screenshot shows the "Request an Audit" form. At the top left is a navigation bar with "Audits" and "Plans" tabs. The main heading is "Request an Audit". Below the heading is a "Select A Program" section. Under "Select A Program" is a radio button labeled "Run Selected Program:" which is selected. Below the radio button is a note: "Choosing a degree program here will not change your declared degree program." Below the note are three dropdown menus: "College:", "Degree", and "Program:". Below these three dropdown menus are three blue arrows pointing to the right. Below the "Degree" and "Program" dropdown menus are two more dropdown menus: "Catalog Year" and "Options". The "Options" section contains four items: "Include In Progress Courses" with a checked checkbox, "What If Courses" with a dropdown menu showing "' - Default", "Run Type" with a dropdown menu showing "Degree Audit(Course)", and "Format" with a dropdown menu showing "Regular (HTML)". Below the "Options" section are two buttons: "Run Audit" and "Cancel".

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- Under *Options*, select PDF for the *Format*, then click *Run Audit*.

Request an Audit

Select A Program

Run Selected Program:

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

Degree	College: <input type="text" value="Agricult"/>	←
Program:	<input type="text" value="BS - Conservation Ecology"/>	←
Catalog Year	<input type="text" value="2021"/>	←

Options

Include In Progress Courses

What If Courses

Run Type

Format ←

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

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