

Dear **Student Name**,

Congratulations on your acceptance to New Mexico Tech! We are pleased that you will be joining our department in the Spring. As a **MAJOR** major, you'll have a full schedule for the next four years - often longer, especially if you are coming in with a math placement below Math 131. As your academic advisor, I will assist you with your registration for your courses.

Take time to read this email and look over all attachments carefully - this will be time well spent!

A variety of resources, and links are available on the NM Tech Advising website: <http://infohost.nmt.edu/~advise>. Make sure to browse the FAQs, Students (Incoming), and Departments & Degrees tabs.

If you'd like assistance with schedule planning, have questions about starting at NMT, or would like more information than you're finding online, please contact Rebecca Clemens in the Office for Student Learning (OSL). She's the go-to person for new students at Tech; if she can't answer your question, she'll get you to the person who can. Contact her at 575-835-5001 or rebecca.clemens@nmt.edu.

If you are expecting either Advanced Placement credit or credit from another university, you need to ensure that NMT receives your OFFICIAL scores and/or OFFICIAL transcripts to receive credit. Once this credit has been reviewed and entered, I will contact you to make appropriate changes to your schedule. **For now, please register according to your current placement**.

Below is a list of courses that you will ***NEED*** to take and advice for selecting additional courses based on your current math placement. If you feel that your math placement does not adequately reflect your ability, you may apply to take the free NM Tech online Math Placement Test (details at <http://www.nmt.edu/math-placement>). Taking and passing this exam may enable you to place in a higher level of math, up to Math 131 (Calculus I). If you have already placed into Math 131, you may not take the online exam as there is no higher placement than Math 131 from this exam.

=== Required Courses ===

LIST OF COURSES HERE

Notes:

=== Humanities & Social Science Courses ===

In order to graduate, all students need a total of 18 credits in the General Education Core Curriculum (Gen Ed) areas of Social Sciences (SS) and Humanities (HUMA). If you have room in your schedule, I suggest adding a course from these areas. Note that these courses fill up especially quickly and many courses that count towards the SS/HUMA requirements will not be listed when you simply choose SS or HUMA from the registration pull down menu. For example, courses listed under History or German count towards the HUMA requirement. See the list of categories that fall under each of the HUMA & SS Gen Ed areas: http://www.nmt.edu/images/stories/registrar/Transfer/Gen_Ed_Core_Curriculum_Worksheet_2016.pdf.

=== Optional Courses to Consider ===

If you need only 1 or 2 more credits, or would like to have an outlet for your creative / physical recreation interests, consider taking one or two Fine Arts (FA) or Physical Recreation (PR) courses. Though not required for graduation, these courses are great stress relievers and an opportunity to meet students with similar interests outside your major.

=== Final Notes ===

I strongly recommend that you stay between 12-15 hours in your first semester at Tech. *Note that the New Mexico Lottery Scholarship requires eligible students to register for at least 15 credit hours.*

I encourage you to register as soon as possible because classes fill up quickly. New Spring 2018 students may register starting at 6:00 am Friday, December 1st. After it opens, the online registration portal stays open into the first week of classes.

If you would like to register online, instructions from the Registrar's Office for navigating online registration can be found here:

http://www.nmt.edu/images/stories/registrar/pdfs/Banweb_Online_Reg_Instructions.pdf.

Note that you will need *both* your Banweb PIN (that goes with your 900# login) AND your Alternate PIN (APIN, see below) to register online. If you do not have a Banweb PIN, please send an email (with your name, 900#, and a scan/photo of your photo ID), to registrar@admin.nmt.edu.

If you prefer to be advised and register in person, please let me know so we can arrange a date to meet on campus when we're both available.

Because of the way course dependencies work, you need be careful about the order when adding them to your schedule. *Many courses have an associated Lab and/or Recitation (e.g., CHEM 121 & CHEM 121L & CHEM 121R) - **add these with the lecture at the same time or you'll get an error **. Also, be sure to pick CRN numbers for classes that have open seats. For example, you may need to add courses in an order like this:

1. Math courses
2. Physics & Chemistry courses
3. ES courses
4. Remainder

You will find that you have at least one Hold (Title IX Video), and possibly more, that prevents you from registering. Follow the steps in the Online Registration guide (see above link) to take care of this. Some other common holds are:

- High School Transcript Holds: contact the Office of Admission (Fidel 2nd Floor, 800-428-8324, option 1)
- Balance Due Holds: contact the Student Accounts Office (Fidel 231, 575-835-5338)

I look forward to meeting you when you arrive on campus for the Spring semester, if not sooner, and working with you to develop your academic and career plans.

--

Advisor Name

Title

Department

New Mexico Tech

Office/Building

Socorro, NM 87801

Phone: 575-835-XXXX

Email: