

## DACC Academic Advising Center *Quick Guide to Services*

**Academic and Career Goal Setting** – Don't know which path to choose? We can help! Check out our set of Career and Major Exploration tools at <https://dacc.nmsu.edu/advising/advising-tools.html>. One of our academic advisors can assist you. Call (575) 528-7272 for support.

**Tracking and Planning your Academic Progress** – You have access to all our academic program planning tools. Your academic advisor can teach you how to best use them.

- Online catalogs <https://catalogs.nmsu.edu> – requirements for programs and course descriptions
- STAR degree audit <https://degreeaudit.nmsu.edu> – smart tracking tool
- Academic program websites <https://dacc.nmsu.edu/academics/programs/>
- Pre-health advising worksheets <https://dacc.nmsu.edu/advising/advising-worksheets.html>

**Meeting with your Major Academic Advisor** – Search [Who is My Advisor?](#) to identify your academic advisor by your major. Make an appointment through Navigate360. Note that advisors are not available for scheduled appointments in January or August, when we only offer drop-in advising.

- *Pro-tip:* Meet regularly with your major advisor and work with the same advisor each semester.
- *Pro-tip:* As a continuing student, make an early academic advising appointment through Navigate360: Late March to plan for summer/fall classes, and late October to plan for spring classes.

**Class Registration Support** – You can view the schedule through your <https://my.nmsu.edu> account or view the open access schedule at <https://courselookup.nmsu.edu>. Course add, drop and withdrawal deadlines and other critical dates are located at <https://records.nmsu.edu/> under the Students dropdown menu.

- *Pro-tip:* If you get any financial aid, always check with your DACC Financial Aid Advisor prior to dropping or withdrawing from one or more classes.

**Academic Success Advising** – We provide special supports if you're experiencing academic challenges. We offer strategic advising to help students on academic warning, probation, or suspension restore their standing to academic good standing, including the connection to our array of campus supports and our GPA reset program, the Adjusted Credit Option. Reach out to your major advisor for details.

**Graduation Advising** – We will support you and help you plan to meet all requirements for graduation and assist you to apply to graduate through your <https://my.nmsu.edu> account.

**Year-Round Advising Support** – Your major academic advisor and others will reach out to you by email, text and/or phone throughout the year. Please keep an eye out for these messages and keep in touch with us.

- *Pro-tip:* Check your NMSU email regularly.

**Change of Major, Change of Campus** – We can help you update your major at DACC or get ready to change to NMSU-Las Cruces. To change your major at DACC, go to <https://dacc.nmsu.edu/advising/> and click on the Change of Major Form under the Advising Resources heading. This will require a secure log in. We will change your major within 48 hours and email you confirmation, along with next steps.

**Transfer Evaluation Support** – If you're transferring from another institution, we have a Transcript Evaluator who facilitates the process. For support, call (575) 528-7031.