

How To Use STAR

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Click on the item you would like to learn more about.

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(NOTE – Faculty and Staff must have prior approval to use the STAR System.
Please contact your department head or supervisor for more information.)

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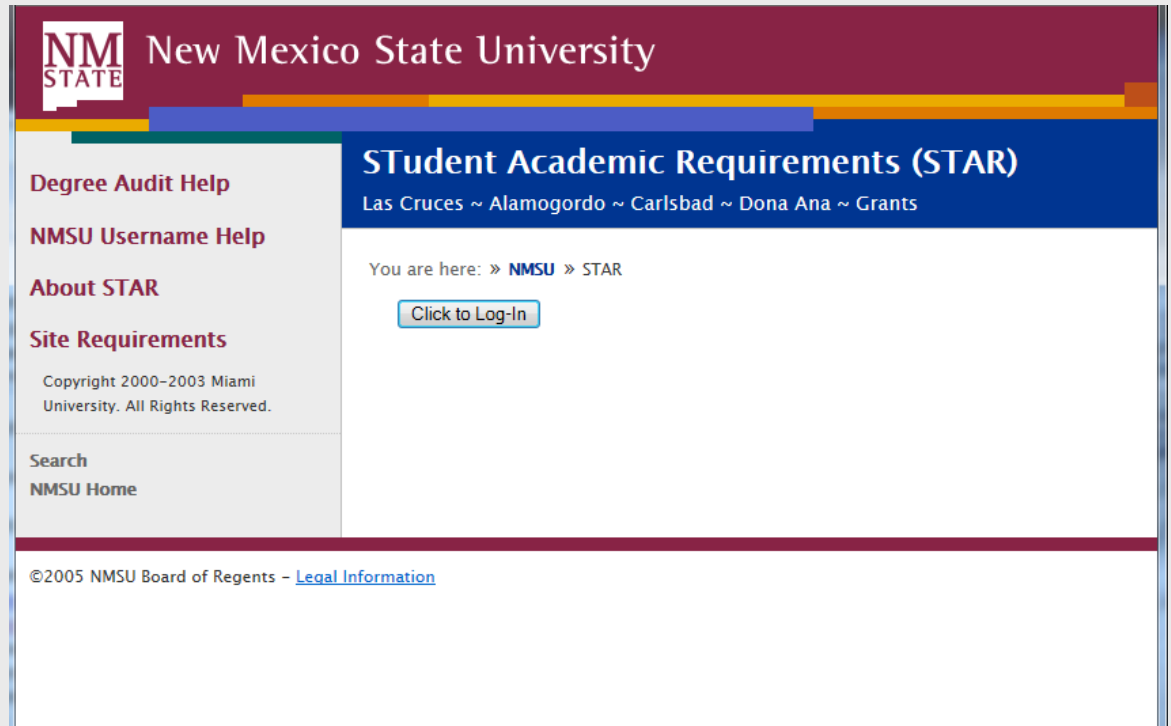
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What is STAR?

The Student Academic Requirements (STAR) report is an automated degree audit that reflects your progress in a specific academic program. You can run audits for the program in which you are enrolled, if available, or for a program you are considering as a major. (Please note that if you are considering changing majors, more credits may apply than shown on the degree audit. See an advisor for a complete evaluation of the courses you have already completed.)

Logging into the Degree Audit

- To reach the STAR login page, click “Click to Login” to be redirected to the STAR website and enter your NMSU username and password.
(Faculty and staff must be approved users. Contact your department head to be added to the system.)



The screenshot shows the NMSU STAR website. At the top, there is a maroon header with the NMSU logo and the text "New Mexico State University". Below this is a blue navigation bar with the text "Student Academic Requirements (STAR)" and a list of campus locations: "Las Cruces ~ Alamogordo ~ Carlsbad ~ Dona Ana ~ Grants". The main content area is white and contains a "Click to Log-In" button. On the left side, there is a sidebar with links for "Degree Audit Help", "NMSU Username Help", "About STAR", and "Site Requirements". At the bottom of the page, there is a footer with the text "©2005 NMSU Board of Regents - [Legal Information](#)".

- Click on ‘NMSU Username Help’ if you need help with your username and password.

Running a Degree Audit

- Choose the college or branch campus by using the drop down menus.

NM STATE UNIVERSITY New Mexico State University
STAR Degree Audit

Students ▾
Student: 800000000 Audits ▾ Courses ▾

Request an Audit

Select A Program

Run Selected Program:

Degree	College:	<div style="border: 1px solid black; padding: 2px;">Agricuit Alamogordo Arts-Sci Business Carlsbad Dona Ana Education Engineer ExtLrning Graduate Grants Health-Soc Honors Utilities</div>
Program:	- ▾	
Catalog Year	- ▾	

Options

Include In Progress Courses	<input checked="" type="checkbox"/>
What If Courses	'' - Defau <input checked="" type="checkbox"/>
Run Type	Degree Audit(Course Si ▾)
Format	Regular (HTML) ▾

|

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- Once you select the college or campus, a list of valid degree programs for that college or campus will be in the drop down menu.

NM New Mexico State University
STATE STAR Degree Audit

Students ▾

Student: 800000000: Audits ▾ Courses ▾

Request an Audit

Select A Program

Run Selected Program:

Degree _____ College: Business ▾

Program: _____
Catalog Year _____

Options

Include In Progress Courses _____
What If Courses _____
Run Type _____
Format _____

BART - Economics - 3BAECEC A
 BBA - Economics - 3BBA ECON
 BBA - Finance - 3BBA FIN
 BBA - Finance Banking Option - 3BBA FIN BNK
 BBA - Finance Insurance & Fin. Services Option - 3BBA FIN INS
 BBA - General Business - Entrepreneurship Option - 3BBA G BS ENT
 BBA - General Business - General Business Option - 3BBA G BS
 BBA - General Business - Tribal Management Option - 3BBA G BS TRB
 BBA - Information Systems - 3BBA IFS
 BBA - International Business - 3BBA INTB
 BBA - MGT - Human Resource Option - 3BBA MGT HR
 BBA - MGT - Leadership Option - 3BBA MGT LDS
 BBA - MGT - Project Supply Chain Management - 3BBA MGT PSC
 BBA - MGT - Small Business & Entrepreneurship - 3BBA MGT SBE
 BBA - Marketing - Marketing Option - 3BBA MKTG
 BBA - Marketing - PGA Option - 3BBA MKTG PGM
 BBA - Marketing - Sports Marketing Option - 3BBA MKTG SP
 Bachelor of Accountancy - 3BACCACCT
 Minor - Accounting - 3MI ACCT
 Minor - Advertising - 3MI ADVT
 Minor - Banking - 3MI BNK
 Minor - Business Administration - 3MI B A
 Minor - Economics - 3MI ECON
 Minor - Enterprise Systems - 3MI ESYS
 Minor - Finance - 3MI FIN
 Minor - Global Political Economy - 3MI GPE
 Minor - Information System - 3MI IFS
 Minor - International Business - 3MI INBU
 Minor - Management (Business Majors) - 3MI MGT BM

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- Choose the catalog year that is appropriate for you. If you are unsure which catalog year to choose, see the catalog section at the end of this guide.
- If you added a Planned Course and want it to appear, select 'Include Planned Courses' from the What If Courses dropdown.
- If you do not want In progress courses to show on the audit, uncheck the box to include IP Courses.

New Mexico State University
STAR Degree Audit

Students ▾
Student: 800000000 Audits ▾ Courses ▾

Request an Audit

Select A Program

Run Selected Program:

Degree _____ College: Business ▾

Program: BBA - Finance - 3BBA f ▾

Catalog Year _____

Options

Include In Progress Courses

What If Courses *- Default ▾

Run Type Degree Audit(Course S) ▾

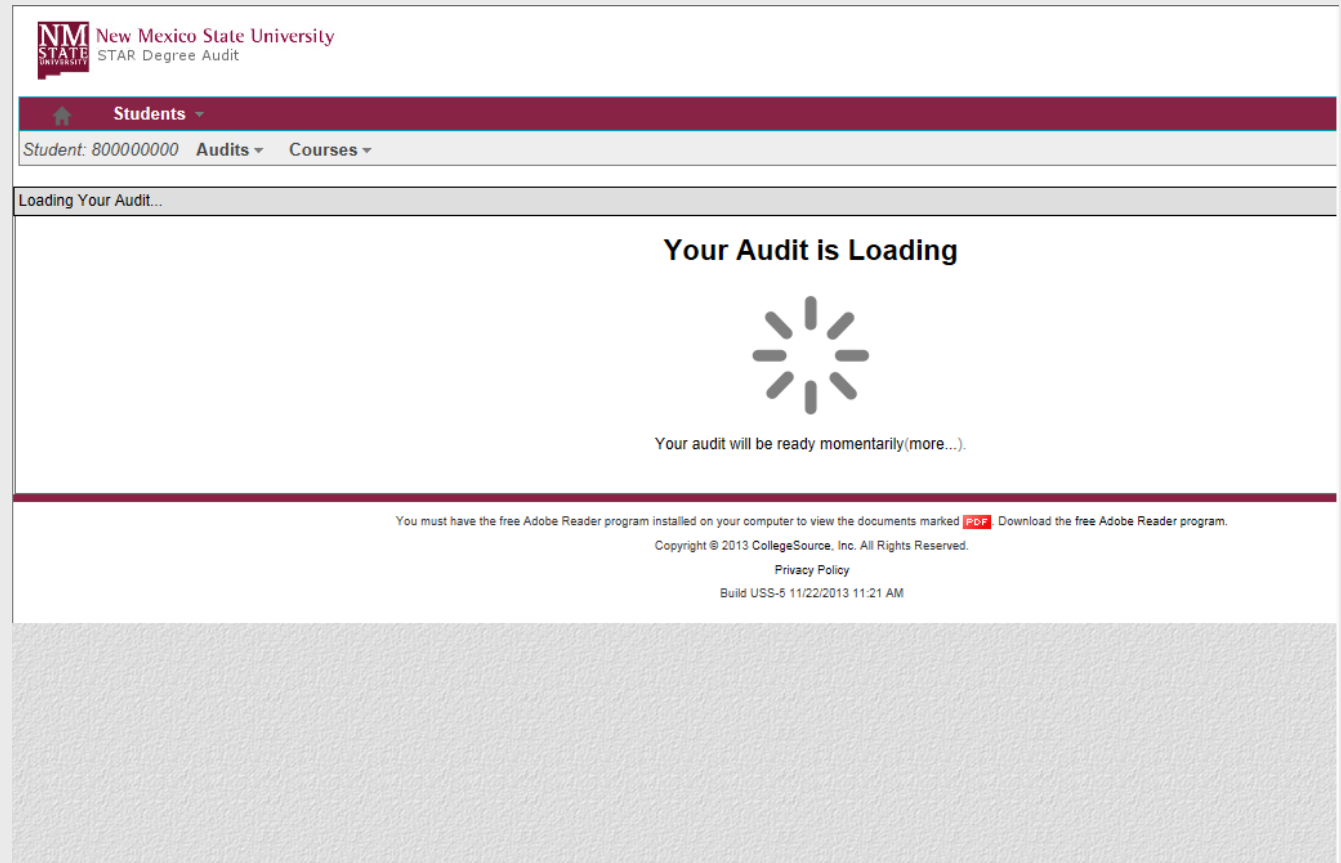
Format Regular (HTML) ▾

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- Otherwise by default the audit will display completed courses and in progress courses.
- You can choose to run a Regular HTML audit, or a PDF audit by selecting either option under the Format dropdown.
- Click 'Run Audit' after you have made your choices.

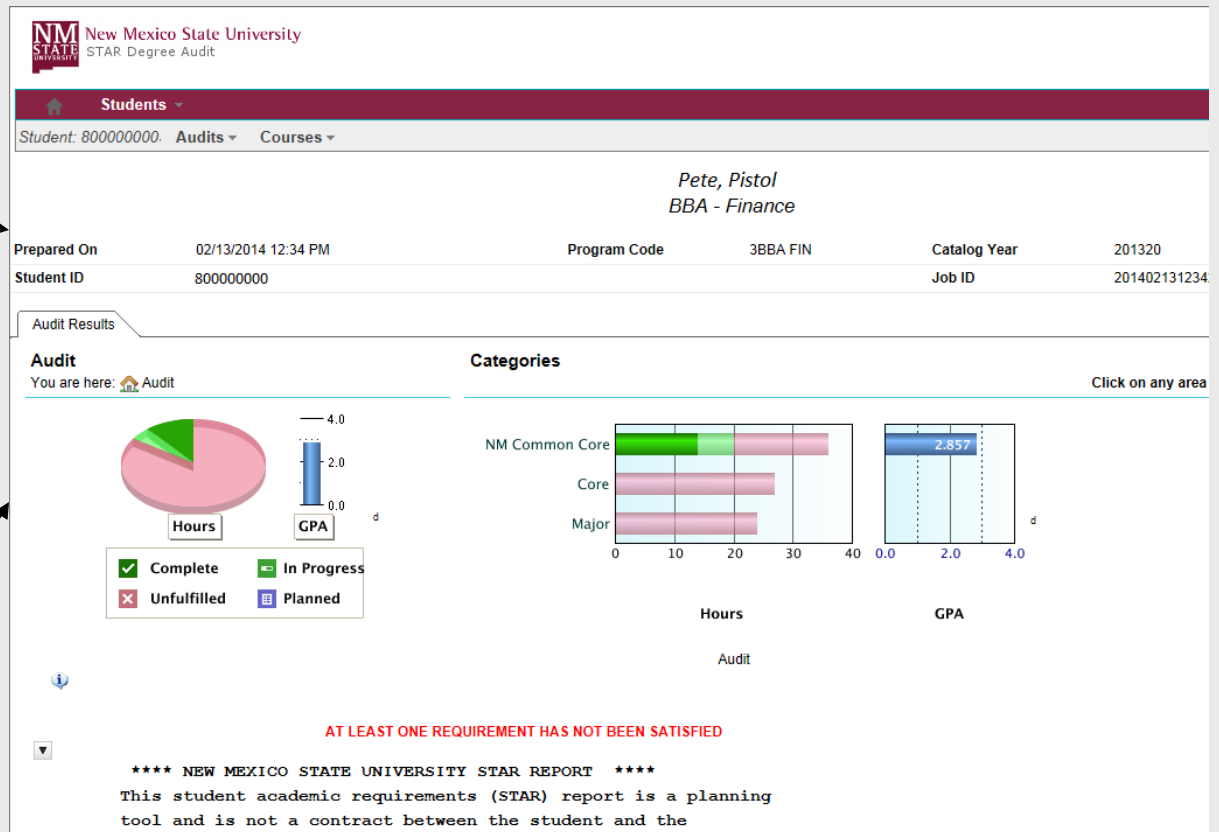
- The requested audit will go into a queue.
- Once processed, (Usually about 5 – 15 seconds) the page will automatically refresh and the audit will be displayed.
- Clicking on the ‘more’ link or selecting the ‘Manage’ option from the Audits option on the menu bar will display previously run audits.



The screenshot displays the New Mexico State University STAR Degree Audit interface. At the top, the university logo and name are visible, along with the text "STAR Degree Audit". Below this is a navigation bar with a home icon, "Students", and a dropdown arrow. Underneath, there is a breadcrumb trail: "Student: 800000000 Audits Courses". A grey bar indicates "Loading Your Audit...". The main content area features the heading "Your Audit is Loading" above a circular loading spinner. Below the spinner, it states "Your audit will be ready momentarily(more...).". At the bottom of the page, there is a footer with the following text: "You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the free Adobe Reader program.", "Copyright © 2013 CollegeSource, Inc. All Rights Reserved.", "Privacy Policy", and "Build USS-5 11/22/2013 11:21 AM".

Reading the Audit

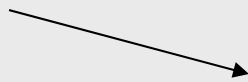
- Date, Student Name, Aggie ID, Program Code used by STAR, Catalog Year, and program name appear on the top of the audit.



- Completed, planned, in progress, and unfulfilled hours as well as GPA are displayed in pie and bar charts.

- Total Hours and Overall GPA will appear under the “Audit” area, and Hours and GPA for individual requirements will appear under “Categories”

- The green checkmark indicates the requirement has been completed.
- The pink 'X' indicates the requirement still needs to be completed.



▼ ✖ **General Education Common Core Area I (9-10 Credits)**
Communications

- ✔ Complete three credits of English composition - Level 1 with a grade of C or better.
 11FA ENGL111G 4.0 B RHETORIC/COMPOSITION
- ✖ Complete three credits of English composition - Level 2
 SELECT FROM: ENGL203* ,211* ,218* ,311* ,318*
- ✔ Complete three credits of oral communication.
 11FA COMM265G 3.0 C PRNCPLS-HUMAN CMNCTN

▼ ✔ **General Education Common Core Area II (3 Credits)**
Mathematics

- ✔ Complete 3/4 credits of college level Mathematics or higher.
 12SP MATH121G 3.0 C COLLEGE ALGEBRA

▼ ✖ **General Education Common Core Area III (8 Credits)**
Laboratory Sciences

Complete 8 credits in Laboratory Sciences.
 SELECT FROM: ASTR 105, 110, BIOL 101+L, 110, 111+L, BIOL 211+L, HON 205, CHEM 110, 111, 112, GEOG 111, GEOL 111, GEOL 212, HON 219, PHYS 110, 120, 211+L, PHYS 212+L, 215+L, 216+L, 221+211L, 222+212L, AGRO 100, ANTH 130+L, FSTE 164, FSTE 263, HORT 100, E S 110, C S 171.

- ✔ Astronomy:
 12SP ASTR110G 4.0 A INTRDN TO ASTRONOMY

▼ ✖ **General Education Common Core Areas IV & V (15 credits)**
Social/Behavioral Sciences and Humanities/Fine Arts

Complete 6 - 9 credits in Social/Behavioral Sciences.
 SELECT FROM: AG E 210, ANTH 120, 125, 201, 202, 203, C J 101, C EP 110, ECON 201, 251, 252, GEOG 112, 120, GOVT 100, 110, 150, 160, HL S 150, HON 203, HON 232, 235, 237, 248, 249, JOUR 105, LING 200, PSY 201, SOC 101, 201, SWK 221, W S 201, 202

Printing the Audit

- For best results when printing the HTML audit, click on the printer friendly link on the degree audit to print the audit without graphs.

The screenshot displays the STAR Degree Audit interface for Pete, Pistol, BBA - Finance. The page includes the following elements:

- Header:** New Mexico State University STAR Degree Audit logo and "Pistol Pete's Advisor New Mexico State University".
- Navigation:** "Students" dropdown menu and "Student: 800000000. Audits Courses" breadcrumb.
- Student Information:** "Pete, Pistol BBA - Finance" with a "Request Audit" button.
- Metadata:** Prepared On: 02/13/2014 12:34 PM; Program Code: 3BBA FIN; Catalog Year: 201320; Student ID: 800000000; Job ID: 2014021312342533.
- Audit Results:** "Audit Results" section with "Audit" and "Categories" tabs. A legend indicates: Complete (green check), In Progress (green square), Unfulfilled (red X), and Planned (blue square).
- Charts:** A pie chart for "Hours" and a bar chart for "GPA" (showing 2.857). A horizontal bar chart shows "Categories" (NM Common Core, Core, Major) with progress bars.
- Footer:** "AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED" in red text, followed by "**** NEW MEXICO STATE UNIVERSITY STAR REPORT ****".
- Printer Friendly:** A "Printer Friendly" link at the bottom right, which is highlighted by an arrow from the first bullet point.


- Alternatively, request an audit as a PDF, and print or save the PDF file.


Audit Legend – Status Indicators

On the bottom of the HTML audit, there is a legend that explains the meaning of various symbols that are used in the audit. Following is an explanation of those symbols.

Status Indicators show the completion status of the requirements or sub-requirements within the audit. Please note the system assumes in-progress courses will be completed successfully.

 = Requirement IS satisfied.

 = Requirement IS NOT satisfied and requires additional course work.

 = Requirement IS satisfied but is using in-progress courses.

 = Requirement IS satisfied but is using a planned course.

PL = At least one Planned course is being used within the requirement.

OR) = Only one of two or more sub-requirements needs to be completed.

 = This sub-requirement and/or class is required.

Audit Legend – Course Flags

Some courses may have "flags" that appear to the right of the grade received. You can refer below for a description of each flag or to the legend on the bottom of the audit.

}R = Course was adjusted due to the repeat policy . Credit does not count but the course counts in the GPA.

}X = Course was adjusted due to the repeat policy . Credit does not count and the course is not in the GPA.

}* = Course is an in-progress repeat.

}P = Course is a Planned course.

< = Course was taken during the adjusted credit option period.

How to Add and Use Planned Courses

- Planned Courses allow the student to play ‘What if’ scenarios to find out if they take a certain course, where does it go on the audit, and even if they get a particular grade, what does that do to their GPA without having to actually register for the course.
- Planned Courses are added by selecting the Planned option under the Courses tab.

New Mexico State University
STAR Degree Audit

Students ▾

Student: 800000000. Audits ▾ Courses ▾

Planned

Request an Audit

Planned

Select A Program

Run Selected Program:

Degree: _____ College: - ▾

Program: - ▾

Catalog Year: - ▾

Options

Include In Progress Courses

What If Courses: '' - Default ▾

Run Type: Degree Audit(Course S) ▾

Format: Regular (HTML) ▾

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- Planned courses can be viewed, modified, added, or deleted on this screen. To add a new planned course, click the ‘Add Planning’ button.

The screenshot shows the 'Planned Coursework' section of the STAR Degree Audit system. At the top, the New Mexico State University logo and 'STAR Degree Audit' are visible. Below the navigation bar, the student ID '800000000' is shown with 'Audits' and 'Courses' dropdown menus. The main heading is 'Planned Coursework', followed by a descriptive sentence: 'Adding planned coursework will display on an audit if requested but does not actually add it to the student's record. It allows you to see how a course would impact your audit if it were taken.' There is an 'Add Planning' button and a 'Filter by: Term' dropdown menu. Below this is a table with columns for Term, Course, Seq, Title, and Grade. A yellow message box states 'No planned courses found'. At the bottom, there is a footer with a note about Adobe Reader, copyright information for CollegeSource, Inc. (2013), a link to the Privacy Policy, and a build timestamp: 'Build USS-6 11/22/2013 11:21 AM'.

New Mexico State University
STAR Degree Audit

Students ▾

Student: 800000000 Audits ▾ Courses ▾

Planned Coursework

Adding planned coursework will display on an audit if requested but does not actually add it to the student's record. It allows you to see how a course would impact your audit if it were taken.

[Add Planning](#) Filter by: Term ▾

Term	Course	Seq	Title	Grade
⚠ No planned courses found				

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- When adding a Planned Course, select the Year, the course, credit amount, Grade, and Title (optional)
- Course naming conventions at New Mexico State leave the first 4 spaces for the department, the next 3 for the course number, and the last two as a suffix (V, G, L) and in order to match correctly on the audit Planned Courses would need to follow this format.
- There would be no spaces in the course ENGL111G, but ART 110G would need a space in the 4th position in order to match correctly on the audit.

New Mexico State University
STAR Degree Audit

Students | Roadmaps | Batch | Program Mappings | Security

Student: Martha Test Ltr 2 Test / 800021587 | Audits | Plans | Courses | Comments | Transfer Evaluations | Exceptions | Profile

Term: 2017 | Course: | RCredit: 0.0 | Grade: A+ | Title: | Seq: 001

Add To List | Return

Planned Coursework

Filter by: Term

Term	Course	Seq	Title	Grade	Credits	Edit
No planned courses found						

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- To have planned courses show on the audit, the 'Include Planned Courses' option must be selected from the 'What If Courses' dropdown prior to running an audit.



NM STATE UNIVERSITY New Mexico State University
STAR Degree Audit

Students ▾
Student: 800000000. Audits ▾ Courses ▾

Request an Audit

Select A Program

Run Selected Program:

Degree: _____ College: Business ▾

Program: BBA - Finance - 3BBA f ▾

Catalog Year: 2013 ▾

Options

Include In Progress Courses

What If Courses: '' - Default
P - Include Planned courses

Run Type: Degree Audit(Course S) ▾

Format: Regular (HTML) ▾

Run Audit | Cancel

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- Planned Courses will appear on the audit with a }P course flag and requirements where a planned course is being used will have a PL designation.
- Planned courses can be added and deleted at any time, or be any course and are NOT official academic courses recognized on a transcript. If the student plans on enrolling in the course, registration is not complete until the student officially registers for the course. Also since planned courses are not real courses, repeat rules do not apply to planned courses.

▼
✕

General Education Common Core Areas IV & V (15 credits)

Social/Behavioral Sciences and Humanities/Fine Arts

Complete 6 - 9 credits in Social/Behavioral Sciences.
 SELECT FROM: AG E 210, ANTH 120, 125, 201, 202, 203, C J 101, C EP 110, ECON 201, 251, 252, GEOG 112, 120 GOVT 100, 110, 150, 160, HL S 150, HON 203, HON 232, 235, 237, 248, 249, JOUR 105, LING 200, PSY 201, SOC 101, 201, S WK 221, W S 201, 202

Complete 6 - 9 credits in Humanities/Fine Arts.
 SELECT FROM: ART 101, 110, 295, 296, DANC 101, ENGL 115, 116, 220, 244, HIST 101, 102, 110, 111, 112, HIST 201, 202, 211, 212, 221, 222, HON 208, 216, 220, HON 221, 222, 225, 226, 227, 228, 229, 230, 234, 239, HON 241, 242, 244, 270 MUS 101, 201, PHIL 100, 101, 124 PHIL 136, 201, 211, 223, THTR 101.

PL
✕

Humanities and Fine Arts.

14S1	ART 101G	3.0	A	}P	-
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Choosing a Catalog Year

When selecting catalog year, you may choose the catalog that was in effect when you started school or any subsequent catalog, provided the selected catalog is not more than six years old when you graduate. Because there may have been changes in requirements over the years, you should review your options and know which catalog you would prefer to follow. The table below shows which catalog you may use based on your entry date.

Please note that the standard used refers to the catalog by the first calendar year it was in effect. For example, 2013 refers to the 2013-2014 catalog.

Entered first college prior to:	May use this catalog:	Must graduate by:
Summer 2013	2012	Spring 2019
Summer 2014	2013	Spring 2020
Summer 2015	2014	Spring 2021
Summer 2016	2015	Spring 2022
Summer 2017	2016	Spring 2023
Summer 2018	2017	Spring 2024

Contacting an Academic Advisor

This report is not designed to eliminate the advising function. Rather, it will allow your advisor and you to focus on discussing academic and career goals and choosing appropriate coursework. Please contact your advisor if you have any questions about the program requirements.

Advising Center(all majors): 575-646-2941

Alamogordo Branch: 575-439-3721

Carlsbad Branch: 575-234-9265

Doña Ana Branch: 575-528-7272

Grants Branch: 505-287-6628

Technical Help and Feedback

If you need technical assistance or have general questions related to the degree audit system, please contact the Registrar's Office:

575-646-3411

or

starproject@nmsu.edu