How To Use STAR

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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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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.)

• 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.
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.
• 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.

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

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

<table>
<thead>
<tr>
<th>Entered first college prior to:</th>
<th>May use this catalog:</th>
<th>Must graduate by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td>2012</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Summer 2014</td>
<td>2013</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>Summer 2015</td>
<td>2014</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>2015</td>
<td>Spring 2022</td>
</tr>
<tr>
<td>Summer 2017</td>
<td>2016</td>
<td>Spring 2023</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>2017</td>
<td>Spring 2024</td>
</tr>
</tbody>
</table>
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