

# Student Center Overview and Enrollment Checklist

As a Nevada State student, it is your responsibility to understand how to navigate your Student Center to build a schedule for the next semester. It is important you know how to navigate your Student Center as you will now be in charge of enrolling into your classes moving forward.

Some things to consider:

- **What is the Student Center?**
  - The Student Center contains a lot of important information, and you may be most familiar with it as it houses your Financial Aid records/information. The Student Center also contains the following to which we will be reviewing:
    - Communication Center
    - Holds
    - Enrollment Dates
    - Academic Requirements
    - Shopping Cart
    - And more!
- **What is a Degree Audit Report (DAR)?**
  - Your DAR is your official record that the Registrar's Graduation department reviews to ensure you've completed all degree requirements needed to graduate.
  - It takes some getting used to, but you should check your DAR each semester to ensure that the courses you are taking fulfill the requirements of your Major or Core requirements. If something doesn't look correct, reach out to your Academic Advisor to review!
- **What's the difference between CORE and MAJOR requirements?**
  - Your **CORE** Requirements includes the basics that all students are required to complete. These consist of general education courses outside of your primary subject (i.e. Major) to help you practice and apply foundational skills in a variety of contexts (e.g. critical thinking, problem solving, time management, research, communication, etc.)
  - Your **MAJOR** Requirements consist primarily of courses specific to your area of study. This is important to understand as your friend may have different or additional requirements that you may not have. A great example of this is an English vs. Mathematics major – an English Major will only need one Math class to satisfy their CORE requirements (i.e. MATH 120/E or higher) and a Mathematics major will only need two English classes (ENG 100 or 101 or 116 and ENG 102) to satisfy their CORE requirements, with no additional ENG or MATH courses to complete the MAJOR itself.
- **What are Graduation Requirements?**
  - *Credit rule:* minimum 120 credits completed
  - *Residency rule:* 30+ credits of upper division (300- or 400-level) courses completed at Nevada State (note: Students who transfer in upper division credits must still satisfy this requirement and may go over the 120 credits minimum required for graduation)
  - *GPA rule:* must have a minimum 2.0 Grade Point Average (GPA) or higher.

Now that you have the basics of what your Student Center is, we have included a checklist of important areas to check and questions to consider as you plan for the next semester. Let's get started!

## Student Enrollment Checklist

<b>Area to Check</b>	<b>Question</b>	<b>What to do</b>
<b>Communication Center</b>	Do I have messages?	<p>Yes or No?</p> <ul style="list-style-type: none"> <li>• If yes, what is it? _____</li> <li>• If no, move to the next step</li> </ul> <p><i>NOTE: This is located on the right-hand side of your Student Center. If you have messages, make sure to read the whole note to find the correct contact for who and how to resolve the message.</i></p>
<b>Holds</b>	Do I have a hold?	<p>Yes or No?</p> <ul style="list-style-type: none"> <li>• If yes, what is it? _____</li> <li>• If no, move to the next step</li> </ul> <p><i>NOTE: This is located on the right-hand side of your Student Center, below the Communication Center. Holds will prevent you from enrolling into the next Academic semester. Each hold will direct you to the correct department/contact for who can help you to remove your hold.</i></p>
<b>Enrollment Dates</b>	What is my enrollment date?	<p>What is your specific date &amp; time* for Registration/Enrollment for the next semester? _____</p> <p><i>NOTE: This is located on the right-hand side of your Student Center, below Holds. Your Registration/Enrollment date changes each semester based on the total amount of credits you have completed. You may also see this noted as “Enrollment appointment”. Please note that “appointment” in this case means you must wait for your specified date to enroll/register for classes. If you have a Hold on your account, this will prevent you from enrolling even if your enrollment date has passed.</i></p>
<b>Academic Requirements</b>	How do I know what classes I have left to complete?	<p>Follow the instructions in <b>this video</b> <a href="#">“How to Read your Degree Audit”</a> showing you how to access your DAR.</p> <p>In the top portion of your DAR, you should see your Major (“Plan”), Catalog Year, and, if applicable, concentration (“Subplan”), and/or Minor (“Plan”). Below this box, you will see your DAR broken up into CORE Curriculum Requirements, MAJOR Curriculum Requirements, University Graduation Requirements, and Additional Electives. Sections that are noted as “unsatisfied” mean you still have courses left to complete.</p>

<b>Shopping Cart</b>	How do I enroll in courses?	<p>Follow the instructions in <b>this video</b> <a href="#">“How to Add a Class”</a> showing you how to search for a class and add classes to your Shopping Cart.</p> <p><i>Ideally, you will want to have your entire next semester schedule in your Shopping Cart so that you’re prepared to officially register for your classes when your “Enrollment appointment” date arrives.</i></p> <p><i>Bonus Note: Set an alarm on your phone or schedule this in a calendar- it’s important to register ASAP so that you have the best chance to get into your first-choice courses.</i></p>
<b>Degree Sheet</b>	How is my degree sheet different from my Student Center?	<p>Your degree sheet is a more condensed, reader-friendly version of your DAR.</p> <p>You can find a digital copy of your degree sheet here: <a href="#">Your Major: Degree Sheet Repository</a></p> <p><i>NOTE: Degree sheets are an important tool to help you navigate your degree. However, these should be considered <u>unofficial tools</u>. Your degree sheet does not get a live update the way your DAR does; for the most up to date information on degree progress, check your DAR.</i></p>
<b>Catalog</b>	How do I know what courses can satisfy my degree requirements?	<p>You can find your major and core requirements here: <a href="https://nsc.smartcatalogiq.com/">https://nsc.smartcatalogiq.com/</a></p> <p><i>NOTE: Make sure you check your Catalog Year to ensure you are looking at the correct catalog. Some years vary in degree requirements and it’s important to be on the correct Catalog to ensure you are taking the correct courses.</i></p> <p><i>The Catalog also contains course descriptions on the courses you are required to take; these are general summaries that review what you will be expected to complete.</i></p>
<p>Meeting with your Academic Advisor is required before your first semester at Nevada State and until you reach 30 credits (i.e. sophomore status).</p> <p><b>However, when in doubt, we encourage you to schedule an appointment with Academic Advising to review your degree requirements, get course recommendations, and note any specifics that may not be listed on a degree sheet or your catalog.</b></p> <p><b><i>Extra eyes reviewing your degree progress can help reduce unpleasant surprises before graduation!</i></b></p>		