

MA in Spanish at NMSU

Semester-by-Semester Checklist

(It is best to complete these action items in the order in which they appear on this checklist)

First Semester Checklist

- _____ Meet with advisor prior to the beginning of the first semester to discuss courses to take. Initially, this will be with the Director of Graduate Studies, later on in the first semester, you will be assigned an advisor. If you plan to complete the program in 2 years (4 semesters) you should plan on taking 3 courses at the 500 or above in Spanish each semester. You may accelerate your graduation or spread things out by taking courses in the summer, we don't recommend taking more than 3 graduate level courses in a semester or session.
- _____ Present a plan for completing the additional language requirement (unless you've previously completed an additional language other than Spanish and English). If you haven't completed this requirement already, it is a good idea to start the additional language courses now.
- _____ Meet with your advisor around course registration time to make plan for second semester.
- _____ Become informed on a minor, desire to work on a thesis (thesis option is only available for the residential program in Las Cruces, online students must follow the course-only, non-thesis option), other graduate school/program and departmental policies.
- _____ If you are planning on transferring any credit, please begin this process now, it may take some time as the paperwork goes through. See the graduate school website at: gradschool.nmsu.edu and go to graduate student forms.
- _____ Review reading list for your chosen area of interest. Keep track of works covered, make plans to review works not covered in courses.

Semesters between First and Next-to-last Checklist

- _____ Meet with your assigned advisor prior to beginning the semester. Discuss plans for courses, interest in a thesis or not.
- _____ If you decide to do a thesis, you need to work with your advisor and select a thesis director (if this is someone besides your advisor). Near the end of the semester, present your proposal for your thesis.
- _____ Continue plan, if needed, for additional language requirement.
- _____ If you are completing a minor, take first class in minor area. We recommend that you take only one class per semester in your minor area.
- _____ Meet with your advisor around course registration time to make plan for third semester.

_____ Review reading list for your chosen area of interest. Keep track of works covered, make plans to review works not covered in courses.

Next-to-last Semester Checklist

_____ Meet with your assigned advisor prior to beginning the semester. Discuss plans for courses. If you are completing a thesis, make sure that you are enrolled in the appropriate thesis course (under the name of your thesis director).

_____ Continue plan, if needed, for additional language requirement.

_____ Take second class in minor area (if you are completing a minor). Again, we recommend that you take only one class per semester in your minor area.

_____ Meet with your advisor around course registration time to make plan for final semester.

_____ Become familiarized with the site “**How To Graduate**” at the Graduate School Website: gradschool.nmsu.edu. If you have questions about these steps, please contact your advisor or the Director of Graduate Studies in the MA in Spanish program.

_____ Review the link called “**Graduate Student Deadlines**” at the Graduate School Website: gradschool.nmsu.edu for important dates for your upcoming, final semester. If you have questions about dates or procedures, please contact your advisor or the Director of Graduate Studies in the MA in Spanish program.

_____ Review reading list for your chosen area of interest. Keep track of works covered, make plans to review works not covered in courses.

Final Semester Checklist

_____ Meet with your assigned advisor prior to beginning the semester. Discuss plans for courses. If you are completing a thesis, make sure that you are enrolled in the appropriate thesis course (under the name of your thesis director).

_____ Contact the Graduate Director with your plans to take the written exams prior to the start of the semester, include your area of interest, and any minor you have completed/will complete.

_____ Continue plan, if needed, for additional language requirement (must be completed by the end of this semester).

_____ Take final class in minor area (if you are completing a minor).

_____ Begin to complete the steps indicated on the site “**How To Graduate**” at the Graduate School Website: gradschool.nmsu.edu. If you have questions about these steps, please contact your advisor or the Director of Graduate Studies in the MA in Spanish program.

- _____ Adhere to all applicable dates listed on the link called “**Graduate Student Deadlines**” at the Graduate School Website: gradschool.nmsu.edu. If you have questions about dates or procedures, please contact your advisor or the Director of Graduate Studies in the MA in Spanish program.

- _____ Complete the “**Program of Study Form**” listed on the Graduate School Website: gradschool.nmsu.edu. Go to the Graduate Student Forms link. Please note that if you have completed a minor, you will need signatures from someone in that minor area.

- _____ Prepare for written exams (dates published early in the semester).

- _____ Once you have passed the written exam, please select your Final Oral Exam committee and fill out the “Master’s Final Examination Form” located on the Graduate Student Forms Link at the Graduate School Website. Remember, you need to select a Dean’s Representative from OUTSIDE our department. If you need help with this form, or in contacting a dean’s representative, please contact the Graduate Director.

- _____ Review, with your advisor and/or Graduate Director that all paperwork has been completed.