



College of Health, Education, and Social Transformation  
School of Teacher Preparation, Administration, and Leadership  
New Mexico State University  
P.O. Box 30001, MSC 3TPAL  
Las Cruces, NM 88003  
Phone: (575) 646-3825 / (575) 646-4820, Fax: (575) 646-4767

### **MA Exam Registration Checklist: C&I/SPED**

Registration is now open for the Spring 2022 Master's Exam for C&I/SPED students who are completing their degrees and graduating this semester. Registration for the C&I/SPED MA Exam is now open and will close on **Friday, February 25th**. The C&I/SPED MA Exams will be administered remotely on **Friday, March 18th**. The exam will be taken **between 8:00am and 12:00pm MST**.

Please confirm that you have completed the following steps for your MA Exam Registration:

- Read and reviewed all expectations and requirements pertaining to the MA Exam
- Confirmed with your advisor that you are graduating this semester
- Confirmed with your advisor that you will be taking the Written MA Exam this semester
- Confirmed your availability to take the exam remotely during the time and date assigned
- Registered for at least one credit hour of graduate coursework this semester
- Applied for graduation to receive your degree at Commencement this semester
- Completed 1) Registration Form, 2) Program of Study, and 3) Degree Audit

Please submit this checklist along with the Registration Form, Program of Study, and Degree Audit in a single email to Dr. Rick Marlatt, Interim Director, School of TPAL ([rmarlatt@nmsu.edu](mailto:rmarlatt@nmsu.edu)). Once you have submitted these registration documents, your information will be reviewed, and you will be contacted via email if any further information or documentation is needed. Please email all documents, materials, and questions pertaining to your MA Exam Registration to Dr. Marlatt ([rmarlatt@nmsu.edu](mailto:rmarlatt@nmsu.edu)). Please reach out to your academic advisor with any questions you may have about your degree completion. Your registration will be confirmed, and MA Exam instructions will be provided no later than Friday, March 4th.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rick Marlatt'.

**Rick Marlatt, Ph.D.**  
Interim Director, School of TPAL  
Associate Professor  
New Mexico State University  
[rmarlatt@nmsu.edu](mailto:rmarlatt@nmsu.edu)