



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

MA Exam Registration Checklist: C&I/SPED

Registration is now open for the Master's Exam for C&I/SPED students who are completing their degrees and graduating this semester. Registration must be confirmed with the department, including the completion of each item on this registration checklist.

Please initial 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 your availability to take the exam remotely during the time and date assigned
- ☐ Confirmed with your advisor that you are admitted to the correct graduate program
- ☐ 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
- ☐ Registered for at least one credit hour of graduate coursework this semester
- ☐ Applied for graduation to receive your degree at Commencement this semester
- ☐ Completed and submitted the MA Exam Registration Form
- ☐ Completed and submitted a Degree Audit Exception Form if your audit is incomplete

Please submit this checklist along with the Registration Form to Dolorian Sanchez at **dolorian@nmsu.edu**. Once you have submitted these registration documents, your registration will be confirmed, and MA Exam instructions will be provided. Please reach out to your academic advisor with any questions you may have about your degree completion.

Sincerely,

Dolorian Sanchez

Dolorian Sanchez, M.A.

Administrative Assistant, Inter.

New Mexico State University School of TPAL

dolorian@nmsu.edu