When you began classes at NMT, you were given an educational mission to complete.

Over the years, you develop critical professional, social, & technical skills to prepare you for the different levels ahead in the game of life.

Now that your NMT Educational Mission is complete, you leveled up to Operation Career. Go Techies!

YOUR GUIDE TO NEW MEXICO TECH GRADUATION

Before you receive your diploma, there are important steps you need to take. Please see below to ensure you have completed all steps needed to

PRE-GRADUATION CHECKLIST

✓ **INTENT TO GRADUATE FORM**
  A Candidate for Graduation must complete the Intent to Graduate Form including all required signatures and graduation fee on or before the designated due date.

  *Graduating Spring Semester - Due December 1st*
  *Graduating Fall Semester - Due July 1st*
  *Graduating Summer Semester - Due June 1st*

  ➔ If you submit your Graduation Packet & find that you will not meet the degree requirements to graduate for the term indicated on your Intent, please contact the Registrar’s Office to defer your Intent.

✓ **CAP AND GOWN ORDER FORM**
  If you are planning on participating in the Commencement Ceremony in May, you must complete the Cap and Gown Order Form and submit it with your Intent to Graduate Form. If you wish to participate in Commencement after you have submitted your Intent to Graduate, please come by the Registrar’s Office before March 15th. You’ve made it this far, now join us to honor and celebrate your achievement!

✓ **PRELIMINARY GRADUATES LIST**
  After you have submitted your Intent to Graduate Form, visit the Registrar’s homepage at [http://www.nmt.edu/registrar's-office](http://www.nmt.edu/registrar's-office) to verify your diploma information. If you find an error or do not see your name on the list, please email the Registrar’s Office at registrar@nmt.edu with the correction as soon as possible.

✓ **COMMENCEMENT WALKING LIST**
  A Commencement Walking List will be available on the Registrar’s website after March 15th. If you are participating in the Commencement Ceremony and your name is not on this list, contact the Registrar’s Office immediately.
IMPORTANT THINGS TO DO….

Just a few more loose ends to wrap up before you set sail from Tech!

DIPLOMAS
Diplomas will be issued at the following times:

Summer Graduates: Your diploma will be available for pick-up or will be mailed to you in September.
Spring Graduates: Your diploma will be mailed to you in June, or can be picked up if arranged for the 3rd week in June.
Fall Graduates: Your diploma will be mailed in February, or can be picked up if arranged for the 3rd week in February.

Please be sure you listed your correct mailing address on the Intent to Graduate Form. If your mailing address changes, it is your responsibility to inform the Registrar’s Office of this change.

TRANSCRIPTS
Transcript Request Forms are available online at http://www.nmt.edu/transcripts. Transcripts can be requested prior to Graduation to be sent out after degrees have been finalized and awarded.

STUDENT CHECK-OUT FORM
The Student Check-Out Form is used for verification that a Candidate for Graduation has closed out their accounts with departments, verifies that you have returned all Tech property, and confirms that all tuition and fees are paid in full. The Student Check-Out Form is included in the Graduation Packet and should be completed right before you graduate, no sooner.

Check-Out Form = Easy Exit with No Holds from New Mexico Tech!

STUDENT SATISFACTION SURVEY
In an effort to assess the effectiveness of higher education in New Mexico and to assist New Mexico Tech’s institutional improvement, please complete the Student Satisfaction Survey included in your Graduation Packet. The information you provide is confidential and will ensure NMT is meeting employment & educational needs while maintaining current industry standards and will help us to identify employment and educational trends.

FAMILY & FRIENDS COMING IN FROM OUT OF TOWN FOR COMMENCEMENT...

ACCOMMODATIONS IN SOCORRO, NM

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Western Socorro Hotel &amp; Suites</td>
<td>1100 California, Socorro, NM 87801</td>
<td>800-937-8376 or 575-838-0556</td>
</tr>
<tr>
<td>Comfort Inn &amp; Suites</td>
<td>1259 Frontage Rd NW, Socorro, NM 87801</td>
<td>575-838-4400</td>
</tr>
<tr>
<td>Econo Lodge</td>
<td>713 N. California, Socorro, NM 87801</td>
<td>575-835-1500</td>
</tr>
<tr>
<td>Economy Inn</td>
<td>400 N. California, Socorro, NM 87801</td>
<td>575-835-2263</td>
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<tr>
<td>Sands Motel</td>
<td>205 N. California, Socorro, NM 87801</td>
<td>575-835-1130</td>
</tr>
<tr>
<td>Holiday Inn Express</td>
<td>1040 California St. NE, Socorro, NM 87801</td>
<td>1-800-HOLIDAY or 575-838-4600</td>
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<tr>
<td>Howard Johnson Inn</td>
<td>1009 California Ave., Socorro, NM 87801</td>
<td>575-835-0276</td>
</tr>
<tr>
<td>Super 8 Motel</td>
<td>I-25 Exit 150, 1121 Frontage Rd NW, Socorro, NM 87801</td>
<td>800-800-8000 or 575-835-4626</td>
</tr>
</tbody>
</table>

ALUMNI OFFICE: Stay Connected

Congratulations on graduating from Tech! It is an accomplishment that not many people can say they have done. After graduation, you are going to become an official Tech Alumnus. We, in the Office for Advancement, invite you to provide us with your contact information for future reference. What is the purpose? We provide Alumni with the opportunity to access each other and provide ways for you to maintain a connection to the place that you have called home. You are a product of Tech and we make available to you the opportunity to give future students of your caliber opportunities to showcase their talents. You will now be in a position to not only continue the reputation of Tech but to enhance it. Once a Techie, always a Techie!

Contact the Office of Advancement for information and details in the Fidel Building, Room 236. You can also reach us at:

Phone: (575) 835-5525
Email: alumni@nmt.edu

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