

Go to my.nmsu.edu and log in with your NMSU username and password.

Registration

Click on the "Student" tab and then "Registration" from the list. Choose the semester (term) from the dropdown box. From the next screen, you can register for classes, view your course schedule including where any face-to-face classes will be, and view when you can register for the upcoming semester.

Register for classes: Click on "Look Up Classes" then select the semester from the dropdown box. On the next screen select at least one subject from the box (you can select multiple subjects by holding down the Ctrl key). The rest of the boxes are optional and can narrow your search. If you want to see only classes available online, click "online" from the Schedule Type box. After you search, all classes for the selected semester that fit your search will come up (even if registration is closed for that class). See Figure 1 for details about the results screen. There are a few different ways to register, but the easiest is to click the checkbox for the selected class and choose "Register".

View your course schedule: There are several different ways to view your course schedule from the Registration page. "Week at a Glance" shows your classes for the current week and you can search for a different week from that page as well. Classes without scheduled meeting times (such as online classes) will also show up at the bottom of the page. There is also the "Concise Student Schedule" option. If you are looking to print your schedule, this would be your best bet. It shows your basic information as well as all of your classes. The meeting times and locations are included on this schedule as well. Another option would be to choose "Student Detail Schedule"- This will give you a very detailed schedule of your classes for the selected term. It shows all information about the class including meeting times and the location of the classroom.

View when you can register: From the Registration page, choose the term by clicking "Select Term". Then choose "Registration Status". It will bring up the dates you may register for the selected term and also information about any holds you may have that prevent registration.

How to view which textbooks you'll need for your class:

On my.nmsu.edu: Click on the "Student" tab and then "Registration" from the list. Select the semester from the dropdown box. Click "Order Books from Barnes & Noble", then "Go to Bookstore Website". You aren't forced to order from it, but it will bring up a list of books and other materials your professors have requested that you get.

Graduating Seniors

Application for degree:

https://ssb.nmsu.edu/pban/nmsugraduation.p_appdeg

Financial Aid

<http://fa.nmsu.edu/>

On my.nmsu.edu: Click on the "Student" tab and then "Financial Aid" from the list.

NOTE: Please remember to include your Aggie ID in all correspondence, including postal mail, faxes, e-mails, telephone calls and telephone messages.

Email: financialaid@nmsu.edu

NMSU Financial Aid and Scholarship Services
MSC 5100

New Mexico State University
P.O. Box 30001

Las Cruces, NM 88003-8001

Phone: (575) 646-4105 (Local)

(877) 278-8586 (Toll-Free)

(575) 646-4597 (Scholarships)

(575) 646-2040 (Loans)

(575) 646-7381 (Fax)

Scholar Dollar\$

<http://scholarships.nmsu.edu/>

Scholarship Coordinator

Monica Lopez

enr-scholarship@nmsu.edu

(575) 646-2913

Registrar's Office

<http://nmsu.edu/~registra/>

Office of the Registrar

P O Box

30001, MSC 3AR

Las Cruces, NM 88003

Phone: (575) 646-3411

Fax: (575) 646-1579

Email: registra@nmsu.edu

Additional Help

If you have any additional questions that aren't addressed in this document, first visit <http://etse.nmsu.edu/questions.html> for help with some frequently asked questions.

Office of Engineering Technology & Surveying Engineering

Ed and Harold Foreman - Engineering Complex III

Room 130 • MSC 3566

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Phone: 575-646-2236

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Search

Look Up Classes

This is where to find the CRN for a class. This number identifies a specific class and can be used to register for classes. If you click on a CRN from this screen, it will give you more information about the class.

This is where to find when a class will be (days and times). The days are blank here and the time is To Be Announced because these are online classes without meeting times.

This lets you know the location of your class. "MAONWB" means it's a main campus class on the web (online).

Sections Found

ICT-INFO & COMMUNICATION TECH

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	46610	ICT	360	M70	MA	3.000	Operating Systems for ICT	TBA		75	39	36	0	0	0	Carmen C. Boje (P)	08/22-12/13	MAONWB WEB	Course Delivery Fee Applies
<input type="checkbox"/>	46608	ICT	362	M70	MA	3.000	Software Technology II	TBA		75	62	13	0	0	0	Philip Braker (P)	08/22-12/13	MAONWB WEB	Course Delivery Fee Applies
<input type="checkbox"/>	46609	ICT	377	M70	MA	3.000	Computer Networking I	TBA		75	53	22	0	0	0	Manuel Medrano (P)	08/22-12/13	MAONWB WEB	Course Delivery Fee Applies
C	46612	ICT	435	M70	MA	3.000	Senior Project	TBA		0	9	-9	0	0	0	Lynn S. Kelly (P)	08/22-12/13	MAONWB WEB	Course Delivery Fee Applies
<input type="checkbox"/>	46611	ICT	458	M70	MA	3.000	Database Design and Applications	TBA		75	57	18	0	0	0	Michael Morrell (P)	08/22-12/13	MAONWB WEB	Course Delivery Fee Applies

The "C" here means registration is closed for this class. All other classes shown are "open". To register, you click the checkbox for the desired class, then "Register".

These sections tell you the subject, course number, section number, campus, and credit amount for each class respectively.

This section lets you know the size of the class. The "Cap" and "XL Cap" are the maximum amount of students allowed to register for the class. Registration will close when it is full. It shows the Actual amount of students registered, and also the Remaining spots available.

This lets you know the dates of the classes (usually the semester dates).

Figure 1 Details about the results screen.