

Registering for Classes

- Figure out what classes you want to take. This should be based on what is required for your degree and catalog choice.
- Look through the schedule (online or use the semester course schedule) to find the class times. The schedule contains a course call number, the dept pre-fix (EE for Electrical engineering, math for math, CHEM for chemistry, etc), the course number, section number, credits for the class, course title, time/day/room and instructor. Select your classes, and be sure they don't overlap in time.

NOTE: Some classes have labs and/or recitation sections, be sure to include the lab and/or recitation number if needed. When a course has a required lab, you must sign up for both at the same time or the computer won't take it. In particular:

1. Chemistry has a lecture and lab (sign up for both)
2. EE Core classes have lecture and lab sections (sign up for both)
3. PSY 201 may or may not have a lab – check it out.
4. Physics has a lecture and lab, you'll need both
5. Section numbers in the 90's usually indicate Saturday or Sunday classes
6. Some classes are web or online classes – they will be marked as such.

WATCH the Section:

Main campus classes have sections denoted as Mxx.

In general the section is given by Yxx. Where Y is a letter, and the xx can be letters or numbers. For lecture sections the xx are both numbers. Labs usually have one of x's as a letter.

The Y indicates the campus:

Y=M is a main campus class

Y=C is a Carlsbad class

Y=A is an Alamogordo class

Y=D is a Dona Ana CC class

Y=G is a Grants class

With the Dona Ana CC classes you need to look further at the location of the class. DADM and DAEM are East Mesa classes, DAGA is Gadsden, DASP is Sunland Park, DAWS is White Sands, the other are at the main DACC campus.

- First time registering students will need to fill out a course card and have it checked out. Holds are put on incoming freshmen, and you will not be able to register online. After you have registered once and have your pin and are listed as an EE student, you'll be able to register directly online. Future course schedules can be picked up in the EE office a week before registration begins.

- When it's time to register (your registration depends on your class standing. Crimson Scholars get to register on the first day, the seniors on the second day, juniors on the third day, sophomores on the fourth day, and then freshmen on the fifth day). You can register anytime from the first day eligibility until the semester starts.

Pick up schedules in the EE office (T&B 106) once they are available. Look over your BSEE requirements and what you're taking this semester and figure out what you want to take. You can get assistance from other faculty if you need/want it, or can come by and see Dr. Sheila Horan (sheila@nmsu.edu or 646-6288) if you have questions.

See the current course schedule for directions on how to register online.

To get copy of your registration document, go to Goddard Hall room 106, or to the registrar's office, or you can print out a "non pink" copy for yourself.

Dropping/Adding classes:

The last day to add classes is 1 ½ weeks into the semester; last day to drop with W about halfway through semester – watch credits (Full time is 12-18 credits). During the first week of classes you can drop and add classes online.

WEB ACCESS AND REGISTRATION WORKSHEET

Logging into myNMSU

1. Open a browser session.
2. Access <https://my.nmsu.edu/>.
3. Enter your **NMSU Username** and **Password**.
4. Click **Login**.

Check your Registration Status

Before you register all holds must be cleared by the appropriate office.

1. Click the **Student and Financial Aid Tab**.
2. Click **Registration**.
3. Click **Registration Status**.

Look-Up a Class & Register

1. Click the Student and Financial Aid Tab.
2. Click **Registration**.
3. Click **Look Up Classes**.
4. Select **Term**.
5. Click **Submit**.
6. On the **Look Up Classes** page, select any known features of the class.
7. Click **Class Search**.
8. Select the checkbox next to any classes you would like to register.
9. Click **Register**.

Forgot your NMSU Password

1. Open a browser session.
2. Access <https://my.nmsu.edu/>.
3. Click the [Forgot your password?](#) link.
4. Enter your **Social Security Number** and **Date of Birth**.
5. Click **Submit**.
6. Answer your secret question.
7. Click **Continue**.
8. Enter a **Password**, and confirm.
9. Click **Continue**.

Subject	Course #	Title	Instructor	Times & Days

TIME BLOCK CHART

ONLY ONE COURSE SHOULD APPEAR IN A TIME BLOCK OR A TIME CONFLICT WILL RESULT.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30	7:30	7:30	7:30	7:30	8:00	8:00
8:20		8:20		8:20		
8:30	8:45	8:30	8:45	8:30		
	8:55		8:55			
9:20		9:20		9:20		
9:30		9:30		9:30		
	10:10		10:10			
10:20	10:20	10:20	10:20	10:20		
10:30		10:30		10:30		
11:20		11:20		11:20		
11:30	11:35	11:30	11:35	11:30		
	11:45		11:45			
12:20		12:20		12:20	12:00	12:00
12:30		12:30		12:30		
	1:00		1:00			
1:20	1:10	1:20	1:10	1:20		
1:30		1:30		1:30		
2:20		2:20		2:20		
2:30	2:25	2:30	2:25	2:30		
	2:35		2:35			
3:20		3:20		3:20	3:00	3:00
3:30		3:30		3:30		
	3:50		3:50			
4:20	4:00	4:20	4:00	4:20		
4:30		4:30		4:30		
5:45		5:45		5:45		
6:00	6:00	6:00	6:00	6:00		
7:15	7:15	7:15	7:15	7:15		
7:30	7:30	7:30	7:30	7:30		
8:45	8:45	8:45	8:45	8:45		

Enter the Course Name, Number, Section Number, and the Call Number in the appropriate time block.

Example: CHEM 102 Sec 2 in the 12:30 time block for MWF

Also enter corresponding lab when applicable.

Example: CHEM 102, Sec 3A in the 2:30 - 5:20 time block on Monday