

# Online ADD/DROP CLASSES Users Guide

**Login to your my.nmsu.edu account by entering your Login Username and Password 1**

**Use the Quick Links if you have forgotten your Username or Password 2**

**For Password Resets or Account Unlock call (575) 646-4433 3**

The screenshot shows the myNMSU website interface. The browser address bar displays <https://my.nmsu.edu/web/mycampus/home>. The page features the NMSU logo and navigation links like 'Welcome' and 'Help'. The main content area is divided into sections: 'myNMSU' with a description of services, a 'Login' form with fields for 'Login:' and 'Password:' and a 'LOGIN' button, and 'Registration and Schedule Information'. A yellow banner at the bottom of the page reads: 'RECOMMENDED BROWSERS: The recommended browsers for Canvas are Firefox, Chrome or Safari. Internet Explorer is not recommended for use with Canvas at this time. Click here for Student FAQs.' The Windows taskbar at the bottom shows several open applications and the system clock indicating 9:05 AM on 5/7/2013.

**1** Login form fields: Login: [input], Password: [input], LOGIN button.

**2** Quick Links: Forgot Username?, Forgot Password?

**3** Banner and Cognos and NMSU: INB Password Resets and account Unlock --- call 575-646-4433, Academic Calendar, ICT Help Desk, Information about myNMSU and Email.

**4** Frequently Requested Help: Password Resets, Email: Settings, Devices and Troubleshooting, Connecting your Device to the NMSU Network, PC Maintenance For Staff, For Students, Virus - Software, Removal and Information, Student Network Information.

**5** Canvas Status: RECOMMENDED BROWSERS: The recommended browsers for Canvas are Firefox, Chrome or Safari. Internet Explorer is not recommended for use with Canvas at this time. Click here for Student FAQs.

Once logged in you can access Quick Links to your Canvas or NMSU Email accounts **1**

You should see your Name and Aggie ID or Banner number in the right side of the Header **2**

Clicking on the Student Tab in the Header Menu will bring up the Quick Links to your Student options **3**

The screenshot shows the NMSU myCampus website in a Mozilla Firefox browser. The browser's address bar displays the URL <https://my.nmsu.edu/group/mycampus/home>. The website header features the NMSU logo on the left, the user's name "Pistol Pete" and Aggie ID "800800800" in the center, and a "Sign Out" link on the right. A navigation menu below the header includes "Home", "Student", "Employee", and "Faculty" tabs. A "QuickLaunch Navigation" sidebar on the left contains sections for "Edit: Preferences" (with "LaunchPad", "QuickLinks", and "Self Service" options) and "Quick Links" (with "Reset Password", "NMSU Phonebook", "Banner Self Service", "E-Bill/Make a Payment", "Digital Measures", and "Student Resources" options). A yellow sticky note with an arrow points to the "My Messages" tool in the "QuickLinks" section, with text that reads: "Check out the My Messages tool above. Configure preferences to receive messages via email and txt. Click here to configure your txt messaging details. MyNMSU Mobile is Coming Soon...". A "What's New?" section on the right lists two updates: "MyNMSU was upgraded to a newer version to support modern web browsers and mobile content." and "New launcher menu on the left designed to give direct access to functions with two clicks or less. This menu is also mobile enabled". The footer contains legal disclaimers, copyright information for CampusEAI Consortium © 2011, and a partnership with CampusEAI. The Windows taskbar at the bottom shows the system clock as 9:08 AM on 5/7/2011.

Don't be afraid to familiarize yourself with information in your account 1

Click on the Registration Quick Link 2

The screenshot shows the NMSU myCampus website interface. The browser address bar displays <https://my.nmsu.edu/group/mycampus/home>. The page features a navigation menu with options like Home, Student, Employee, and Faculty. A 'QuickLaunch Navigation' sidebar on the left includes sections for 'Edit: Preferences' (with LaunchPad, QuickLinks, and Self Service) and 'Quick Links' (with Reset Password, NMSU Phonebook, Banner Self Service, E-Bill/Make a Payment, Digital Measures, and Student Resources). A central 'Quick Links' panel lists: Registration, Look Up Classes, Student Records, Student Account, Financial Aid, Degree Audit, and Schedule of Classes. A 'Degree Application Deadline Dates' table is present, and a 'Banner Self Service' section includes Personal Information, Student, and Financial Aid links. A 'Registration and Schedule Information' section contains text about the online course schedule and registration guides. A table of application deadlines is also shown.

Semester	First Day to Apply	Last Day to Apply without a Late Fee	Late Fee Begins	Last Day to Apply
Fall 2013	April 11, 2013	August 30, 2013	August 31, 2013	October 2, 2013
Summer 2013	April 11, 2013	N/A	N/A	July 5, 2013

Annotations: A large number '2' is placed over the 'Registration' link in the Quick Links panel. A large number '1' is placed over the 'Student Records' link in the same panel. Arrows point from the '1' to the 'Banner Self Service' section and from the '2' to the 'Registration' link in the 'Banner Self Service' section.

Select the Academic Term you want to register for and click **Submit 1**

Registration Term - Mozilla Firefox (Private Browsing)

File Edit View History Bookmarks Tools Help

Home - myCampus Registration Term

https://sib.nmsu.edu/jban/bvskfib.P\_SelDefTerm

New Mexico State University

Personal Information **Student** Faculty Services Employee Register Manager

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Registration Term

800800800 Pistol Pete  
May 07, 2013 09:09 am

Select a Term: 2013 Fall

Submit

RELEASE: 8.4

9:09 AM 5/7/2013

Remember you have the ability to learn all of the details of your account

Click on the Add or Drop Classes link **1**

Registration - Mozilla Firefox (Private Browsing)

File Edit View History Bookmarks Tools Help

Home - myCampus Registration

https://sib.nmsu.edu/jban/bwcdlib/P\_StoreTerm

Most Visited Getting Started Latest Headlines

**NM STATE** New Mexico State University

Personal Information **Student** Faculty Services Employee Register Manager

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Registration

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**Graduating next term?** Click [HERE](#) to complete your Degree Application online.

- Select Term
- Add or Drop Classes **1**
- Look Up Classes
- Registration/Withdrawal Deadline Lookup by CRN
- Request a Registration Document via email
- Change Class Options
- \* indicate credit hours for variable credit courses
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status
- Active Registration
- Registration History
- Concise Student Schedule
- Display Catalog
- Order Books from Barnes & Noble

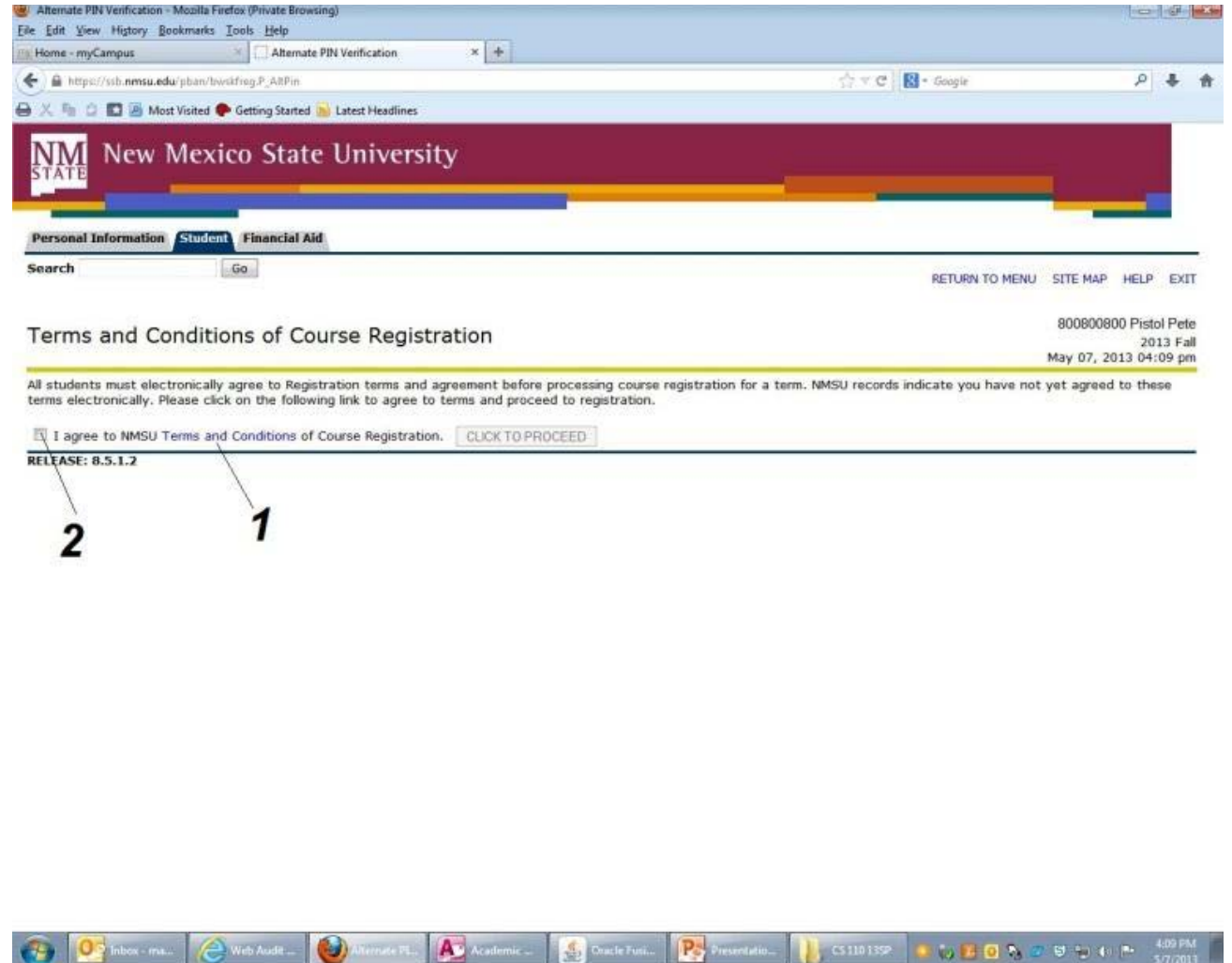
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RELEASE: 8.5.1

9:10 AM 5/7/2011

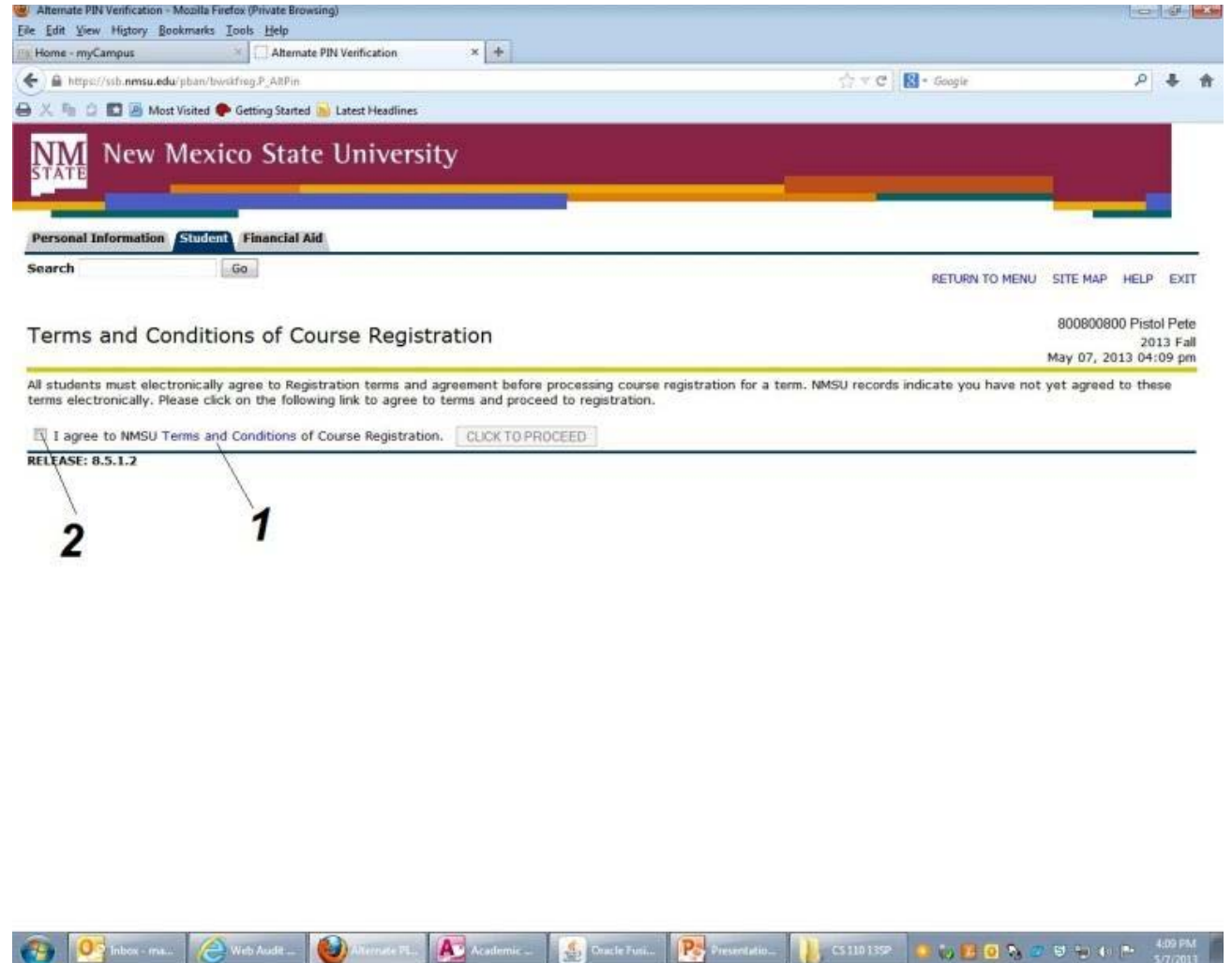
You can read all of the NMSU Terms and Conditions of Course Registration by clicking on the link **1**

Agree to the NMSU Terms and Conditions of Course Registration **2**



You can read all of the NMSU Terms and Conditions of Course Registration by clicking on the link **1**

Agree to the NMSU Terms and Conditions of Course Registration **2**





**After reading the NMSU Terms and Conditions of Course Registration click the return button and then check Agree and click Proceed to register**

The screenshot shows a Mozilla Firefox browser window with the URL [https://ssb.nmsu.edu/jban/bvskfreg\\_P\\_A8Pin#](https://ssb.nmsu.edu/jban/bvskfreg_P_A8Pin#). The page title is "Alternate PIN Verification". The main content area is titled "Terms and Conditions of Course Registration" and includes the following text:

By enrolling in classes at New Mexico State University (NMSU), a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. The enrollment action constitutes a financial obligation between the student and NMSU and all proceeds of this agreement will be used for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523(a) (8).

The following terms and conditions are financial requirements of each student's education related to their registration for a term at New Mexico State University. The payment of tuition and fees is the obligation of the student. By processing a course registration either via the Web or by submitting a course request card to an academic student registration area, a student acknowledges they have read and agree to the following terms and conditions:

- Registration constitutes a financial agreement between you ("Student") and New Mexico State University ("NMSU"). Tuition, fees and other charges you incur, including but not limited to housing, meal plans, and bookstore charges ("Charges"), shall be added to your student account and are considered a loan for educational benefit.
- Once you formally register for classes, you assume the responsibility for understanding NMSU's official policies concerning schedule changes, satisfactory academic progress and the financial policies of the University as described in the "New Mexico State University Undergraduate Catalog" or "New Mexico State University Graduate Catalog" for the term of enrollment.
- Installment payment arrangements will be automatic with a non-refundable deferred payment fee for any Charges not paid in full within five (5) business days of the start of the term.
- Charges may be prepaid at any time in whole or in part without premium or penalty.
- Charges left unpaid for prior terms will result in disenrollment from your current term courses unless payment arrangements are made with University Accounts Receivable prior to the disenrollment date.
- In the event that you become delinquent in paying Charges or default in repaying Charges you will be liable for collection fees and any other costs incurred by New Mexico State to collect any monies due from you.
- Students withdrawing after the stated refund dates remain liable for full tuition and fee charges. Collection costs incurred in the event of delinquency shall be at the expense of the Student.
- NMSU accepts payment via student financial aid and third party sponsorship, but the responsibility for payment remains with the student. It is your responsibility to keep track of your account balance and any funding sources. If financial aid is not granted or if third party sponsors do not pay within a reasonable period, the student will be required to pay the full amount due.
- If New Mexico State University prevails in a lawsuit to collect on this financial obligation, Student will pay NMSU's court costs, collection agency costs and attorney's fees in an amount the court finds to be reasonable.
- You consent to receive email notifications to your @nmsu.edu e-mail address of the availability of an E-Bill (Electronic Billing Statement) and consent to review billing statement information on NMSU Web Payment System.
- It is your responsibility to check your myNMSU email daily and maintain a current postal address to ensure receipt of all University correspondence.

At the bottom of the page, there is a "RETURN" button and a "RELEASE: 8.5.1.2" notice. The Windows taskbar at the bottom shows the time as 4:10 PM on 5/7/2013.

If you know the specific CRN's for the courses you want you can enter them in the blocks and Submit Changes **1**

If you don't know the CRN's you can click on the Class Search link in the bottom menu **2**

800800800 Pistol Pete slla Firefox (Private Browsing)

File Edit View History Bookmarks Tools Help

Home - myCampus Add or Drop Classes

https://sib.nmsu.edu/jban/bvskfrog\_P\_A&Pin#

Google

NM STATE New Mexico State University

Personal Information Student Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

800800800 Pistol Pete  
2013 Fall  
May 07, 2013 04:10 pm

Add or Drop Classes

Select the box in front of the CRN (C identifies a closed class, SR identifies Student Restriction, NR identifies Course Restriction) and choose Register or Add to Worksheet.

Add Classes Worksheet

CRNs

Submit Changes Reset

[ View Holds | Class Search | Change Course Options | Registration Fee Assessment | Order Books from Barnes & Noble ]

RELEASE: 8.5.1.2

Taskbar: Inboxes - ma... Web Audi... Add or Dro... Academic... Oracle Fun... Presentatio... CS 110 135P 4:10 PM 5/7/2013

Choose the search details of the course(s) you would like to register for **1**

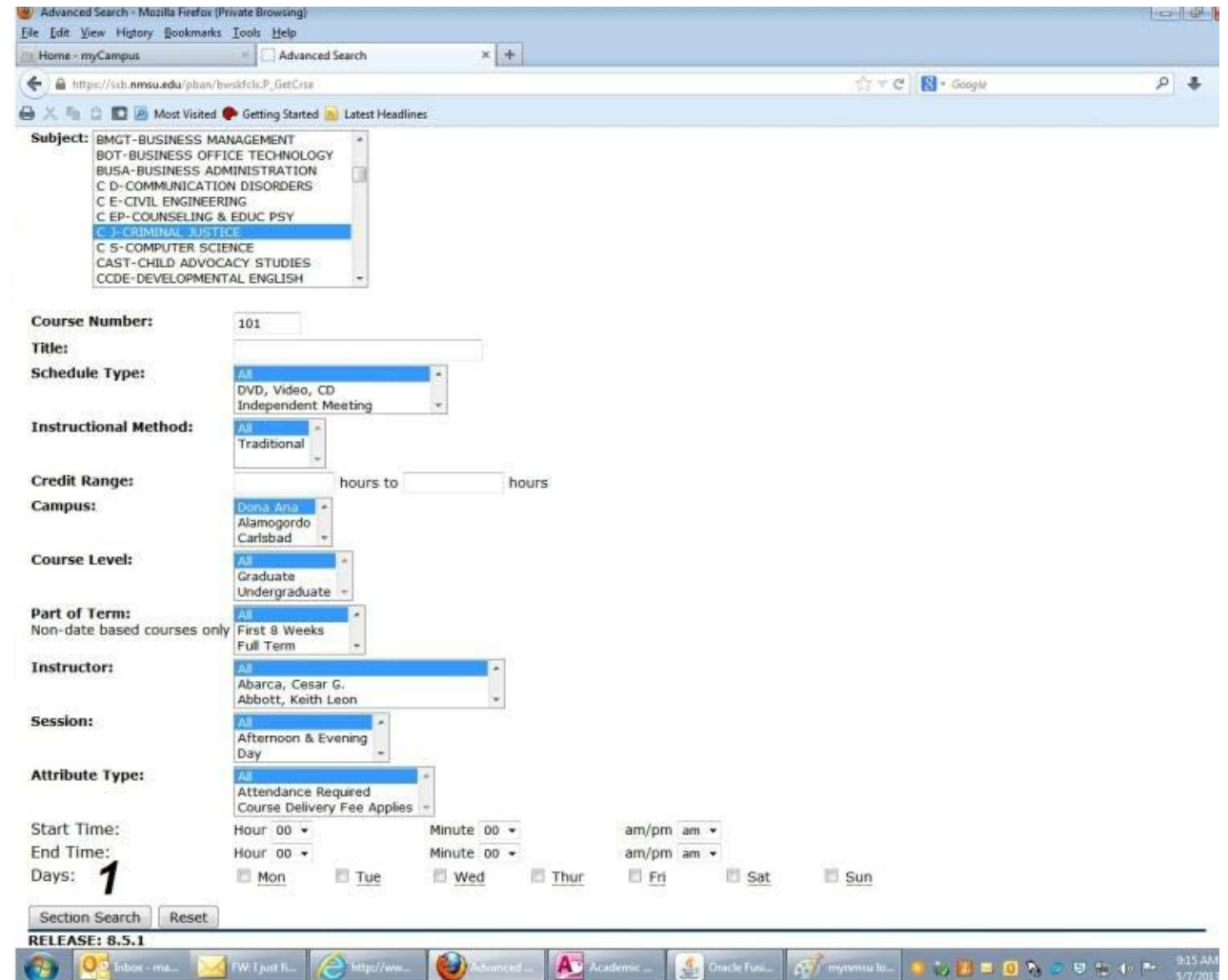
The screenshot shows the 'Advanced Search' page on the New Mexico State University website. The page includes a navigation bar with 'Personal Information', 'Student', 'Faculty Services', 'Employee', and 'Register Manager'. A search bar is located at the top left, and user information (800800800 Pistol Pete, 2013 Fall, May 07, 2013 09:11 am) is on the right. The main content area is titled 'Advanced Search' and contains instructions on how to use the search options. Below the instructions, there are several dropdown menus and input fields for search criteria. Hand-drawn annotations with the number '1' point to the following fields:

- Subject:** A dropdown menu showing a list of subjects including E-AEROSPACE ENGINEERING, A EN-AGRICULTURAL ENGINEERING, A S-ARTS AND SCIENCES, A ST-APPLIED STATISTICS, ACCT-ACCOUNTING, ACES-AGRI, CONSUMER & ENV SCIE, AECC-AGRICULTURAL ECON/ECON, AERO-AEROSPACE STUDIES, AERT-AEROSPACE TECHNOLOGY, and AG E-AGRICULTURAL ECONOMICS.
- Course Number:** An empty text input field.
- Schedule Type:** A dropdown menu with options: All, DVD, Video, CD, and Independent Meeting.
- Instructional Method:** A dropdown menu with options: All and Traditional.
- Credit Range:** Two empty text input fields labeled 'hours to' and 'hours'.
- Campus:** A dropdown menu with options: Diana Area, Alamogordo, and Carlsbad.
- Course Level:** A dropdown menu with options: All, Graduate, and Undergraduate.

The Windows taskbar at the bottom shows the system time as 9:13 AM on 5/7/2013.

More details in your search criteria will produce fewer more specific options

Click on the Section Search button at the bottom of the page 1



Check the course that is offered at a time and place that works for your personal schedule **1**

Click the Register button at the bottom of the page or click the New Search button to restart the process **2**

Look Up Classes

800800800 Pistol Pete  
2013 Fall  
May 07, 2013 09:17 am

Select the box in front of the CRN (C identifies a closed class, SR identifies Student Restriction, NR identifies Course Restriction) and choose Register or Add to Worksheet.

\*\*\*Click on the CRN to review associated subtitle.\*\*\*

**1**

Sections Found  
C J-CRIMINAL JUSTICE

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"/>	42479	C J	101G	D01	DA	3.000	Introduction to Criminal Justice	TBA		25	20	5	0	0	0	Henry J. Dimatteo (P)	08/22-12/13	DAONWB WEB	Course Delivery Fee Applies
<input type="checkbox"/>	42480	C J	101G	D02	DA	3.000	Introduction to Criminal Justice	TBA		25	3	22	0	0	0	Henry J. Dimatteo (P)	08/22-12/13	DAONWB WEB	Course Delivery Fee Applies
<input type="checkbox"/>	42481	C J	101G	D03	DA	3.000	Introduction to Criminal Justice	TBA		25	0	25	0	0	0	Henry J. Dimatteo (P)	08/22-12/13	DAONWB WEB	Course Delivery Fee Applies
<input type="checkbox"/>	42492	C J	101G	D04	DA	3.000	Introduction to Criminal Justice	MW	08:00 am-09:15 am	30	21	9	0	0	0	Henry J. Dimatteo (P)	08/22-12/13	DASR 137	
<input type="checkbox"/>	42493	C J	101G	D05	DA	3.000	Introduction to Criminal Justice	TR	08:00 am-09:15 am	30	23	7	0	0	0	David A. Levine (P)	08/22-12/13	DASR 137	
<input type="checkbox"/>	42494	C J	101G	D06	DA	3.000	Introduction to Criminal Justice	T	06:30 pm-09:00 pm	30	9	21	0	0	0	Jeffrey J. Ferguson (P)	08/22-12/13	DASR 137	
<input type="checkbox"/>	42495	C J	101G	D07	DA	3.000	Introduction to Criminal Justice	MW	05:00 pm-06:15 pm	30	10	20	0	0	0	Larry C. Perez (P)	08/22-12/13	DASR 137	
<input type="checkbox"/>	42496	C J	101G	D08	DA	3.000	Introduction to Criminal Justice	F	11:00 am-01:30 pm	30	9	21	0	0	0	Gary Sperling (P)	08/22-12/13	DASR 137	
<input type="checkbox"/>	42520	C J	101G	D09	DA	3.000	Introduction to Criminal Justice	T	06:00 pm-08:30 pm	24	18	6	0	0	0	TBA	08/22-12/13	DAGC 111	
<input type="checkbox"/>	48555	C J	101G	D11	DA	3.000	Introduction to Criminal Justice	TBA		25	2	23	0	0	0	TBA	08/22-12/13	DAONWB WEB	Course Delivery Fee Applies
<input type="checkbox"/>	48556	C J	101G	D12	DA	3.000	Introduction to Criminal Justice	TBA		25	1	24	0	0	0	TBA	08/22-12/13	DAONWB WEB	Course Delivery Fee Applies
<input type="checkbox"/>	48557	C J	101G	D41	DA	3.000	Introduction to Criminal Justice	TR	09:30 am-10:45 am	30	30	0	0	0	0	Gregory E. Whited (P)	08/22-12/13	DASP 114	

**2**

[ Week at a Glance | Student Detail Schedule | View Fee Assessment ]

RELEASE: B.S.1

4:34 PM 6/11/2013

**Go Aggies!**