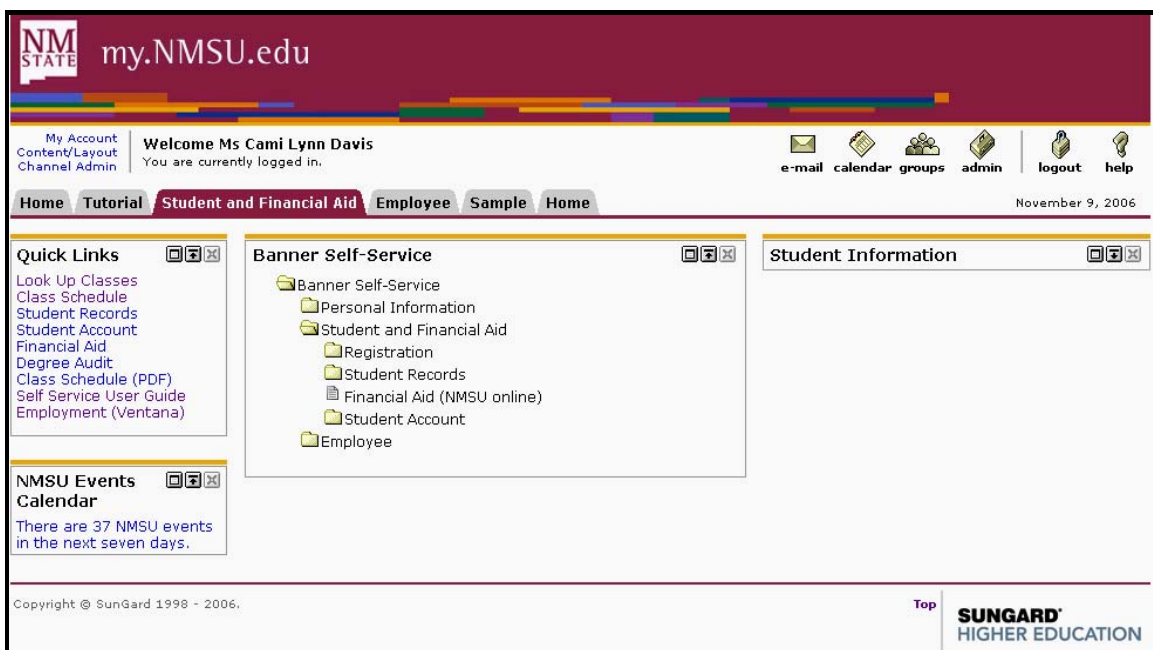


# Course Registration in myNMSU



## 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

1. Click the Student and Financial Aid Tab.
2. Click Banner Self-Service.
3. Click Student and Financial Aid.
4. Click Registration.
5. Click Registration Status.

## Look-Up a Class & Register

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

## Drop a Class

1. Click the Student and Financial Aid Tab.
2. Click Banner Self-Service.
3. Click Student and Financial Aid.
4. Click Registration.
5. Click Add or Drop Classes.
6. In the Action drop-down list, select Web Drop/Delete.
7. Click Submit Changes.

## View Weekly Schedule

1. Click the Student and Financial Aid Tab.
2. Click Banner Self-Service.
3. Click Student and Financial Aid.
4. Click Registration.
5. Click Week at a Glance.

## View Transcripts

1. Click the Student and Financial Aid Tab.
2. Click Banner Self-Service.
3. Click Student and Financial Aid.
4. Click Student Records.
5. Click Academic Transcript.
6. In the Transcript Level and Transcript Type drop-down lists, select the desired transcript details.
7. Click Submit.