

# STEP-BY-STEP REGISTRATION

To make your registration as simple as possible, The Graduate School is offering this step-by-step guide. If you have questions, please call us at (505) 646-2736 or visit our website at [www.gradschool.nmsu.edu](http://www.gradschool.nmsu.edu).

Registration for *International* Graduate students: Call International Student Programs at (505) 646-2558.

Registration for *Distance Education* students: <http://distance.nmsu.edu/current/scheduling.html>

## 1. See Your Advisor

Your department advisor will help you select the courses you need. Check the class schedule for registration dates and deadlines. (See Step 4 for *closed* or *instructor-approval* courses.)

## 2. Activate Your “myNMSU” Account

Your first time to [my.nmsu.edu](http://my.nmsu.edu), you will need to choose “Activate” to enter myNMSU. Once you have activated your myNMSU account, you can check the class schedule, register for classes, check your financial aid, access your email, change your address, use WebCT, check your grades, etc.

## 3. Get Your Student ID

Take a picture ID to the Card Office on the first floor in Corbett Center to have your student ID card made.

## 4. Register – You have two options when registering for classes:

- A. You can register online at [my.nmsu.edu](http://my.nmsu.edu).
- B. You can also bring your registration materials to our front desk; a staff member will assist you.

\*If a course is *closed* or requires an *instructor’s approval*, you will not be able to register online; you will need to bring your Add/Drop Form, signed by the course instructor, to our office. (An instructor can also override a course that is closed or requires approval, which will then allow you to register online.)

\*If a course shows a *class restriction*, *level restriction*, or *time conflict*, you will not be able to register online. Please come to the Graduate School office for assistance.

## 5. Pick up a Registration Document

Once you have registered, the Graduate School can print your Registration Document, or you can also print your Registration Document from your myNMSU account, under "Student Detail Schedule." Carefully check your registration document which lists your courses, tuition, fees, and payment deadlines.

## 6. Go to the Business Office - To *avoid disenrollment*, you must make a payment. You can also find the payment deadlines in the Course Schedule:

<http://www.nmsu.edu/course/2007-Fall-Schedule-of-Classes-2.pdf>.

- A. You can pay online at [my.nmsu.edu](http://my.nmsu.edu).
- B. You can also go directly to the Cashier in the Educational Services Building to make a payment.
- C. If you intend to have your tuition and fees deducted incrementally from your GA paycheck, take your Payroll Deduction Authorization form (found in the Grad School office) to the Cashier.
- D. If you will be receiving a Financial Aid reimbursement, distribution of checks is done alphabetically from Room 7 in the Ed Services Building during the two days before classes begin. The disbursement schedule can be found at: <http://fa.nmsu.edu/>. You *must* have your student ID to pick up your check.

## 7. Visit the Bookstore

You can get all of your textbooks at the NMSU Bookstore located in Corbett Center, along with school supplies and NMSU merchandise. You can also look up and order your books online: <http://www.nmsubookstore.com/nmsu>.

## 8. Go to Parking

If you plan on parking on campus, be sure to get a parking permit from the Parking Department, located at College Dr and Union Ave. You can also purchase a parking permit online at [www.nmsuparking.com](http://www.nmsuparking.com).

## 9. Stop by Housing

If you will be living on campus, stop by the Housing Office in the Educational Services Building with your Registration Document for verification of your housing assignment.