



Registering for Classes at NMSU

Overview

- Towards the end of every semester, you will register for classes for the next semester.
 - Early to mid-April to register for Summer and Fall semesters
 - Early to mid-November to register for Spring semester
- Students may register for classes until about 7-10 days into the new semester, according to the deadlines posted on the NMSU registration website (registration.nmsu.edu). However, a late fee is charged for registration after classes begin.
- Students may also drop and add classes during this period without a fee, but they need permission of the instructor to add a course after the first class period has been held.

Overview (cont.)

- When you first enrolled at NMSU, you went through a new student orientation that covered everything you need to know about registering for classes. However, you might need a refresher or want more detailed information.
- Everything in this presentation is available to you in the online Student Registration Guide at registration.nmsu.edu and in the NMSU Student Handbook.

Steps to Register for Calss

- Complete the following six steps to successfully register for classes in the upcoming semester.



Step 1

Schedule an appointment with your advisor

Schedule an appointment with your advisor

- As soon as you declared Theatre Arts as your major, you were assigned an academic advisor in our department.
- Your advisor's name and contact information will be emailed to you every semester right before registration begins. You may also ask the department's administrative assistant for this information.
- Your advisor is a faculty or staff member in the Theatre Arts department, although they may not teach courses in your area of focus.
- You will have the same advisor for your entire career as a Theatre Arts major so they can help you make long-term academic plans.

Schedule an appointment with your advisor (cont.)

- If you are ever uncomfortable with your advisor or prefer to change to someone else, fill out the Change of Advisor Request form on the Current Students page on the department website (www.nmsutheatre.com).
- About a week before you intend to register for classes, email or call your advisor to set up a time to meet. You should plan about 45 minutes to 1 hour for this appointment.

What an Advisor does

- An advisor offers advice on the courses you plan to take. They do not, and should not, help you put together your schedule. This is your responsibility and you should have a list of courses you intend to take already picked out before meeting with your advisor.
- Your advisor will also check in with you to see how you're doing in and out of classes, and direct you to on-campus resources that may help you succeed, such as the Writing Center, Math Success Center, or even the Counselling or Health Center.
- Your advisor cannot tell you which classes are good or which professors are better than others. They've never taken classes at NMSU. You should ask your friends for this kind of advice.

What an Advisor does (cont.)

- An advisor is also available to answer any questions you may have about the department, your work in productions, and can offer career advice as well as make suggestions on other courses NMSU offers that may help you reach your career goals.
- Your advisor cannot answer questions regarding scholarships that come from outside the department, financial aid, etc. You should contact the Financial Aid office for questions regarding scholarships, tuition costs, and other financial matters.

What an Advisor does (cont.)

- Ultimately, you are responsible for not only selecting your classes but also the days and times of those classes so your academic schedule best works for you. You should come to your advising appointment with these decisions already made. If you are unsure about anything related to registration or classes, bring it to the attention of your advisor during your appointment, or feel free to email them anytime. But don't come to your advising appointment without a potential schedule already worked out.



Step 2

Remove any holds

Remove any holds

- NMSU puts holds on student accounts to ensure everything is taken care of before students are allowed to register.
- Before meeting with your advisor, go to your myNMSU account and make sure you don't have any Accounts Payable or Financial Aid holds on your account. Until these are lifted, you won't be able to register for classes.
- The final hold on your account will be an Advising hold. This will be lifted within an hour or so of meeting with your advisor. All Theatre Arts majors are required to meet with their advisor to have this hold lifted.
- If you are a double-major and have advisors in two different departments, you only need to meet with one of your advisors to lift the Advising hold.



Step 3

Know when you can register

Know when you can register

- There is priority over which students can register when. For example, Crimson Scholars, Veterans and Students with Disabilities can register 3-4 days before anyone else. Each day thereafter, Seniors, then Juniors, then Sophomores and finally Freshmen can register.
- Your registration date is determined by your classification now, not at the end of the current semester. For example, if you are currently a Sophomore but at the end of the semester will be a Junior you will have the Sophomore registration time.
 - Freshman=0-27 credits earned
 - Sophomore=28-61 credits earned
 - Junior=62-93 credits earned
 - Senior=94 or more credits earned

Know when you can register (cont.)

- To find your specific registration date each semester, log in to myNMSU and click the Student tab. Select Registration, then Registration Status.
- The Registration Status page will also show any holds that will prevent registration.
- You can begin registering at 5 a.m. MST on your registration date. You can register and/or change classes until registration for the semester ends, as listed on the Academic Calendar.



Step 4

Prepare for your advisor meeting

Prepare for your advisor meeting

- Log in to myNMSU to view the courses offered for the following semester.
- Put together a tentative schedule. Be sure you look at the course descriptions in the undergraduate catalogue (catalog.nmsu.edu) to find out if there are any pre-requisites you must take first.
- In order to graduate on time and to be qualified for certain scholarships and a reduced tuition rate, you must take 15 or more credits per semester.
- You must take between 12-18 credits to be considered a full-time student.
- If you want to register for more than 18 credits, you will need to get a memo from your advisor supporting this and bring the signed memo to the Arts and Sciences Advising Center. You will be charged extra tuition for each credit over 18.

Prepare for your advisor meeting (cont.)

- To find out what courses are required for your Theatre Arts major and what courses are required for your General Education requirements, look at your Student Academic Requirements (STAR) report at degreeaudit.nmsu.edu. It is also available to you through your myNMSU portal.
- If you are unsure what courses meet the General Education requirements, look for a “G” at the end of the course number. For example, THTR 101G meets a General Education requirement because it has a “G” after the number. THTR 110, on the other hand, meets a requirement for the Theatre Arts major but is not a General Education requirement.

Prepare for your advisor meeting (cont.)

- Pay particular attention to courses that have required labs.
 - Labs are easily identified by their numbering. THTR 141 is a class and THTR 141L is the lab for that class. The “L” at the end of the number means “lab.”
 - You must take the lab for a course in the same semester you take the class.
 - Some classes have labs specific to each section, not just to each class. COMM 265G, Section M01, for example, has a dozen labs from you to choose from. These are listed as COMM 265G, Section M1A or M1B, etc. Likewise, COMM 265G, Section M02, also has a dozen different labs. You cannot take COMM 265G, Section M01 and a lab that's Section M2A. This Section number indicates that specific lab works only with COMM 265G, Section M02. Pay close attention to the section numbers when signing up for a class with a lab.
 - If you have questions about labs, ask your advisor or a friend.

Prepare for your advisor meeting (cont.)

- To avoid falling behind or not having a pre-requisite for a class, it's best to take 3 General Education courses and 2-3 Theatre Arts major courses each semester for your first two years. If you take too many General Education courses or too many Theatre courses in these first two years, you may find yourself unable to graduate on time.
- Some courses are only offered one semester (Fall or Spring) and some courses are offered on longer rotation, say, only one out of four semesters. Your advisor will help you identify which courses must be taken in specific semesters to progress in a timely manner.

Prepare for your advisor meeting (cont.)

- You should take your required 100-level English and your Math classes within your first year, if possible, since both of these are required before you are allowed to take any courses 300 level or above.
- If you are unsure of which Math to take you should do one of the following:
 - Go to www.math.nmsu.edu/msc/MPE/overview.html and see the recommendation, or
 - Take the Math Placement Exam at the Math Success Center: Walden Hall Room 101 (Corner of Sweet and Stewart) (575) 646-5743

Prepare for your advisor meeting (cont.)

- For the Theatre Arts major, you are required to meet the following Second Language requirement:
 - 2 years of high school foreign language (the same language for 2 years), or
 - Successfully complete a second language in college level at the level of 112 (two semesters worth of classes: 111 and 112).
 - You may test out of 111 or 111 and 112 by taking the language placement test online at www.nmsu.edu/~langling/lab.html. Print out your results and bring it to the office of Languages and Linguistics in Breland Hall for verification and they will remove the requirement on your transcript.

Prepare for your advisor meeting (cont.)

- Once your courses have been selected, plan to meet with your advisor at least one day before you are allowed to register to ensure there is enough time to take the advising hold off your account.
- Bring a copy of your proposed schedule, and a copy of your STAR report, if you think it would be helpful or if you have any questions, to your advising appointment.
- The earlier you meet with your advisor, the more likely you are to be able to register the first day registration opens up to you. The earlier you register, the more likely you are to get the classes you want on the days and times you want.

Prepare for your advisor meeting (cont.)

- By the time you are allowed to register for classes, specific sections or classes may already be full. Have a few alternate classes planned in case this happens to you.
- Unfortunately, it's not likely you'll be able to take classes only when you want. Everyone likes late morning and early afternoon classes, for example, especially if they have jobs. Sometimes taking early morning or late afternoon classes means you have more options.
- Online classes are offered by many departments and offer students flexibility. If you plan to take one, be sure to set aside specific times each week to attend your online class. Treat them like an in-person class and attend regularly.

Prepare for your advisor meeting (cont.)

- At the end of your advising session, you may be asked to evaluate your advisor by filling out a very short survey.
- If there are questions your advisor can't answer, or permissions that need to be requested, you may be referred to the department head.
- If, after meeting with your advisor, the Advising Hold hasn't been taken off your account, call the department's administrative assistant or department head for help.



Step 5

Register for classes

Register for classes

- At your designated registration time, you may register for classes.
- If a class is already full, look for other options that will work or meet a second time with your advisor to discuss your options. But register for all the classes you can get into before looking for additional courses. You'll have plenty of time to add the rest of the courses you need later.
- Write down the 5 digit CRNs (course registration numbers) for the courses you want to take. They are all you need to register.

Register for classes (cont.)

Just like the first time you registered for classes, here's how to register online:

1. Go to my.nmsu.edu
2. Click on the Student/Financial Aid tab
3. Click on Registration on left side under Quick Links
4. Select term (spring, summer or fall) and click Submit
5. Click on Add/Drop from the drop down list
6. Select term again and click Submit
7. Accept NMSU Terms and Agreements for payment
8. Enter the 5-digit CRN in the boxes at the bottom of the page
9. Click on Submit Changes to verify your class choice



Step 6

After registering

After registering

- Send your advisor an email of any classes you changed, added or dropped so they may update your file.
- Print out your schedule and go to the NMSU bookstore's website to find out what textbooks and materials are required.
- Make sure you understand the building code to know exactly where your class is.
- If you are taking an online class, go to Canvas (learn.nmsu.edu) the first day of classes to begin work. You may or may not receive an email from your instructor before then.



NMSU policies related to registration

NMSU Policies related to Registration

9-Hour Rule

- The 9-hour rule states that Theatre Arts majors get credit for one Area V course in the General Education requirements. This will not appear on your STAR audit until you apply for graduation. So you only need 2 classes from Area IV and 2 classes from Area V.

Academic Calendar

- The academic calendar with all important dates can be found at academiccalendar.nmsu.edu

NMSU Policies related to Registration (cont.)

Academic Sanctions

- Students placed on academic warning, probation, or suspension during the end of term will be mailed a notification. Students placed on suspension will have pre-registered courses for future semesters cancelled and applicable refunds made by the University Accounts Receivable.

NMSU Policies related to Registration (cont.)

Adjusted Credit Option:

- Students may, for a variety of reasons, have problems during their first few semesters and not earn the grades they are capable of earning. The adjusted credit option is a way of giving such students a fresh start.
- To qualify, a student must have earned fewer than 60 credits and have less than a 2.0 cumulative GPA. Adjusted credit eradicates all grade points from the time the student first entered school until the semester the option is taken. Credit is retained for courses with a grade of C or better. The effect is similar to transfer credit, in that only credit hours are counted and no GPA is calculated; however, all grades remain on the transcript.
- Each semester, the Advising Center sends a letter to students on probation who qualify for the adjusted credit option. Anyone who is thinking of using this option should see an adviser at the Advising Center and a financial aid adviser first, since the option is not always in the student's best interest. The option can be used only once and cannot be rescinded. It does not affect probation status. Probation will not be removed until the current semester's grades are posted and the student earns at least a 2.0 for the semester. If the student earns less than 2.0, suspension would be in effect, just as it would for any other student on probation.
- The adjusted credit option costs \$10 and must be taken by the last day to withdraw from the university during a regular spring or fall semester.

NMSU Policies related to Registration (cont.)

Audit Option

- Students who wish to audit a class (take a class with no grade or credit given) needs the consent of the instructor.

Catalogue Year

- The first year you attended NMSU is your official catalogue year. Any graduation requirements in the undergraduate catalogue the year you first attend NMSU are valid until you graduate, even if the course requirements for the major or General Education change.
- If there is a change in course requirements before you graduate, and you prefer the new requirements, you may change your catalogue year to the year of the change.
- When you apply for graduation, you will need to state your catalogue year on the application form.

NMSU Policies related to Registration (cont.)

Grades

- Students need the following grades for courses to count towards graduation:
 - C- or better: ENGL 111, and MATH, any foreign language, all Theatre Arts major requirements
 - D or better: All other General Ed. Courses, including Viewing a Wider World, any Electives (except those required for the major), all other courses

Graduate Level Courses for Undergraduate Students

- Undergraduates who enroll in graduate level courses numbered 500 or higher must obtain prior written permission from the instructor and course dean. Enrollment is limited to outstanding undergraduate students.

NMSU Policies related to Registration (cont.)

Honors Courses/Program

- By completing the Honors course requirements and maintaining a minimum GPA of 3.5, students are entitled to graduate with University Honors. Students who complete the requirements and maintain a GPA of at least 3.75 graduate with Distinction in University Honors.

Requirements

- Freshman/Sophomore Years: Three courses from the Honors Core (lower-division Honors courses which fulfill general education requirements) – 9 credits
- Junior/Senior Years: Two upper-division Honors courses (often fulfilling VWW requirements) – 6 credits
- Honors Capstone Experience: 3 credits

NMSU Policies related to Registration (cont.)

Mid-Semester/Mini-Semester Courses

- The Student Success Center offers mid-semester study and learning strategy courses to help students maintain full-time status. Examples of courses offered: Personal Learning Skills, Academic and Personal Effectiveness, Speed Reading, and Critical Thinking/Reading.
- Mini-semester courses are taught for half the semester, but have the same amount of work and meet the same total amount of time as if the course were spread out over the entire semester. Speak with your advisor if you are interested in either of these two types of courses.

Online/Distance Education Courses

- Online courses are designated as sections M70 – M89.
- Distance Education courses charge an additional Course Delivery Fee of \$35.00 per credit hour.

NMSU Policies related to Registration (cont.)

Registering for Online or In-Person courses from Dona Ana Community College or other NMSU Community Colleges

- All NMSU campuses will take 100- and 200-level classes at their primary campus if they are offered there. Students can take courses on other campuses if the course is not offered or if there are no seats available in that course at their primary campus. For example, DACC classes in Library Science that are not offered on other campuses will be open to students system-wide. Students can also register for courses on another campus when those courses are full on their primary campus, and students at NMSU-LC can register for developmental courses on any campus.
- Two weeks before classes begin each term, students will be able to register for any course on any campus provided space is available and they meet prerequisites.

NMSU Policies related to Registration (cont.)

S/U Grading Option

- The Satisfactory/Unsatisfactory grading option is available in web registration if the course is only offered as S/U grading.

Veteran Students

- To be eligible, students must be currently enrolled and have received an Honorable Discharge from the United States Military. It is not necessary to be receiving VA education benefits to be eligible. For questions about eligibility and documentation, contact Military and Veterans Programs, Garcia Annex room 141.

NMSU Policies related to Registration (cont.)

Viewing a Wider World Courses

- Viewing a Wider World courses are required as part of the General Education requirements. These are various classes offered by every college in the university and are indicated by V at end of their number, such as THTR 307V.
- You are required to take two VWW courses: one can be a course offered by the College of Arts and Sciences but the other must be from a different college.
- Theatre Arts VWW classes do not count towards meeting this requirement.

NMSU Policies related to Registration (cont.)

Withdrawing from the University

- Withdrawing begins at the Registrar's Office, in the Educational Services Building.
- The last day to withdraw is listed on the online Academic Calendar.
- Students who do not officially withdraw from a course or the university and fail to attend classes may receive failing grades and will be liable for all tuition and fees. Students may be required to repay a portion or all financial aid received.

For all other questions, etc.

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



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