SRO Services Offered

- Transfer Credit Evaluation
- Enrollment Verification
- Degree Verification
- NM Residency Applications
- University Withdrawal
- Grade Processing
- Registration Corrections
- Demographic Changes
- Transcripts –Order Online
- Apostilles

Online Student Services through my.nmsu.edu

- Registration for Classes
- Class Schedule
- Closed Class List
- Look up Grades
- Apply for Degree
Important Links

Important Dates: https://records.nmsu.edu/important-dates-students/

Waitlisting Info: https://records.nmsu.edu/waitlisting/

Grading Info: https://records.nmsu.edu/grades/

Transfer Equivalency Tool: https://nmsudirect.nmsu.edu/

Residency Requirements: https://hed.state.nm.us/financial-aid/residency-requirements
Contact Information

University Student Records Office

Webpage: https://records.nmsu.edu/

Email: records@nmsu.edu
How To Register for Classes Online

1. Login to http://my.nmsu.edu
2. Under the “Student” tab:
   - Select Look Up Classes
   - Select Search by Term (multiple terms will show up - make sure to select the correct one)
   - Click Submit
3. Under the “Advanced Search” screen:
   - Select the desired subject (all other fields are optional but may help to narrow down the course options)
   - Click Section Search when you are ready to review the course(s)
4. Under the “Look Up Classes” screen:
   - You will see all available courses under the subject that you chose
   - By checking the box next to the course(s) and clicking the Register button (on the bottom left side) you will be automatically registered for the courses chosen
5. Under the “Add or Drop Classes” screen:
   - You can view the course(s) you have registered for
   - Any registration errors will appear here to inform you of why you are not allowed to register for particular course(s)
   - You can also perform other functions that pertain to your schedule. (i.e. web drop/delete, add yourself to a waitlist or add other courses you already have a CRN for)
   - Don’t forget to click the “Submit Changes” button to make your changes or requests final

Helpful Tips

Abbreviations you may see under the “Look Up Classes” screen when attempting to register for classes:
C - identifies a closed section
SR - identifies student restrictions
NR - identifies course restrictions

Getting Ready for Registration

1. Meet with your academic advisor to discuss your degree and major requirements. An advising list can be found at: http://advising.nmsu.edu/advising-directory
2. Resolve any holds that may be placed on your account. A list of common holds are available at: http://registration.nmsu.edu

For Transfer Students

Have your official transcripts from all previous institutions submitted to the Undergraduate Admissions office. This is necessary for the credit evaluation process to occur. Your transfer credit evaluation can be checked through your myNMSU portal.

Important Dates
2020-2021

All About Discovery!