

University Student Records Office

SRO



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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



Summer 2020

Ten-Week Term

First day of classes	May 27, 2020
Last day to add a class without instructor's signature	May 28, 2020
Last day to add a class with instructor's signature	June 3, 2020
Last day to drop without a "W"	June 9, 2020
Last day to withdraw from a single course with a "W"	July 6, 2020
Last day to withdraw from the university by 4:59pm	July 30, 2020
Last day of classes	Aug. 6, 2020
Final grades available	Aug. 11, 2020

First Five-Week Term (SU1)

First day of classes	May 27, 2020
Last day to add a class without instructor's signature	May 28, 2020
Last day to add a class with instructor's signature	May 29, 2020
Last day to drop without a "W"	June 2, 2020
Last day to withdraw from a single course with a "W"	June 15, 2020
Last day to withdraw from the university by 4:59pm	June 23, 2020
Last day of classes	June 30, 2020
Final grades available	Aug. 11, 2020

Second Five-Week Term (SU2)

First day of classes	July 1, 2020
Last day to add a class without instructor's signature	July 2, 2020
Last day to add a class with instructor's signature	July 6, 2020
Last day to drop without a "W"	July 8, 2020
Last day to withdraw from a single course with a "W"	July 21, 2020
Last day to withdraw from the university by 4:59pm	July 30, 2020
Last day of classes	Aug. 6, 2020
Final grades available	Aug. 11, 2020

Eight-Week Term (SU3)

First day of classes	May 27, 2020
Last day to add a class without instructor's signature	May 28, 2020
Last day to add a class with instructor's signature	June 1, 2020
Last day to drop without a "W"	June 5, 2020
Last day to withdraw from a single course with a "W"	June 25, 2020
Last day to withdraw from the university by 4:59pm	July 14, 2020
Last day of classes	July 21, 2020
Final grades available	Aug. 11, 2020

Fall 2020

16-Week Term

First day of classes	Aug. 19, 2020
Last day to add a class without instructor's signature	Aug. 20, 2020
Last day to add a class with instructor's signature	Aug. 28, 2020
Last day to drop without a "W"	Sept. 4, 2020
Last day to withdraw from a single course with a "W"	Oct. 16, 2020
Last day to withdraw from the university by 4:59pm	Dec. 4, 2020
Last day of classes	Dec. 11, 2020
Final grades available	Dec. 16, 2020

First Eight-Week Term (MS1)

First day of classes	Aug. 19, 2020
Last day to add a class without instructor's signature	Aug. 20, 2020
Last day to add a class with instructor's signature	Aug. 24, 2020
Last day to drop without a "W"	Aug. 28, 2020
Last day to withdraw from a single course with a "W"	Sept. 17, 2020
Last day to withdraw from the university by 4:59pm	Oct. 5, 2020
Last day of classes	Oct. 12, 2020
Final grades available	Dec. 16, 2020

Second Eight-Week Term (MS2)

First day of classes	Oct. 13, 2020
Last day to add a class without instructor's signature	Oct. 14, 2020
Last day to add a class with instructor's signature	Oct. 16, 2020
Last day to drop without a "W"	Oct. 22, 2020
Last day to withdraw from a single course with a "W"	Nov. 11, 2020
Last day to withdraw from the university by 4:59pm	Dec. 4, 2020
Last day of classes	Dec. 11, 2020
Final grades available	Dec. 16, 2020

Spring 2021

16-Week Term

First day of classes	Jan. 20, 2021
Last day to add a class without instructor's signature	Jan. 21, 2021
Last day to add a class with instructor's signature	Jan. 29, 2021
Last day to drop without a "W"	Feb. 5, 2021
Last day to withdraw from a single course with a "W"	Mar. 18, 2021
Last day to withdraw from the university by 4:59pm	May 7, 2021
Last day of classes	May 14, 2021
Final grades available	May 19, 2021

First Eight-Week Term (MS1)

First day of classes	Jan. 20, 2021
Last day to add a class without instructor's signature	Jan. 21, 2021
Last day to add a class with instructor's signature	Jan. 25, 2021
Last day to drop without a "W"	Jan. 29, 2021
Last day to withdraw from a single course with a "W"	Feb. 17, 2021
Last day to withdraw from the university by 4:59pm	Mar. 5, 2021
Last day of classes	Mar. 12, 2021
Final grades available	May 19, 2021

Second Eight-Week Term (MS2)

First day of classes	Mar. 15, 2021
Last day to add a class without instructor's signature	Mar. 16, 2021
Last day to add a class with instructor's signature	Mar. 18, 2021
Last day to drop without a "W"	Mar. 31, 2021
Last day to withdraw from a single course with a "W"	Apr. 21, 2021
Last day to withdraw from the university by 4:59pm	May 7, 2021
Last day of classes	May 14, 2021
Final grades available	May 19, 2021

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>
3. Know what date you can begin registering. Classifications can be found at:
<http://registration.nmsu.edu/registration-schedule-by-classification>.

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.



All About Discovery!

Student Registration

Important Dates
2020-2021



University Student Records