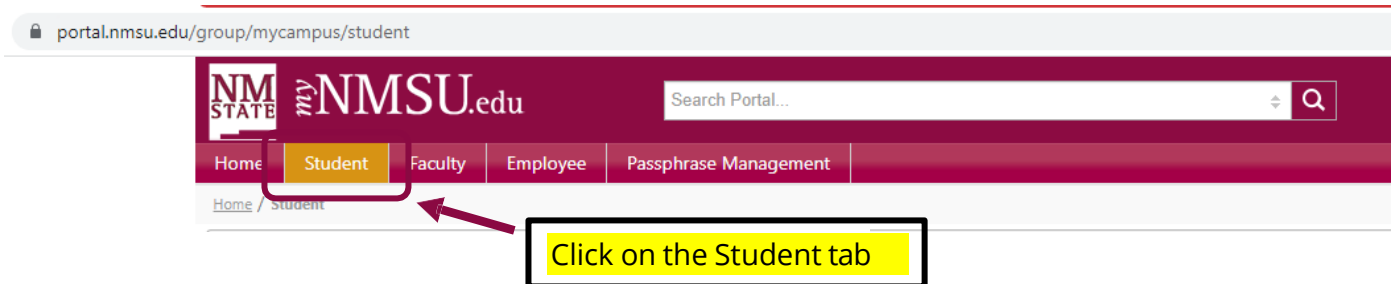
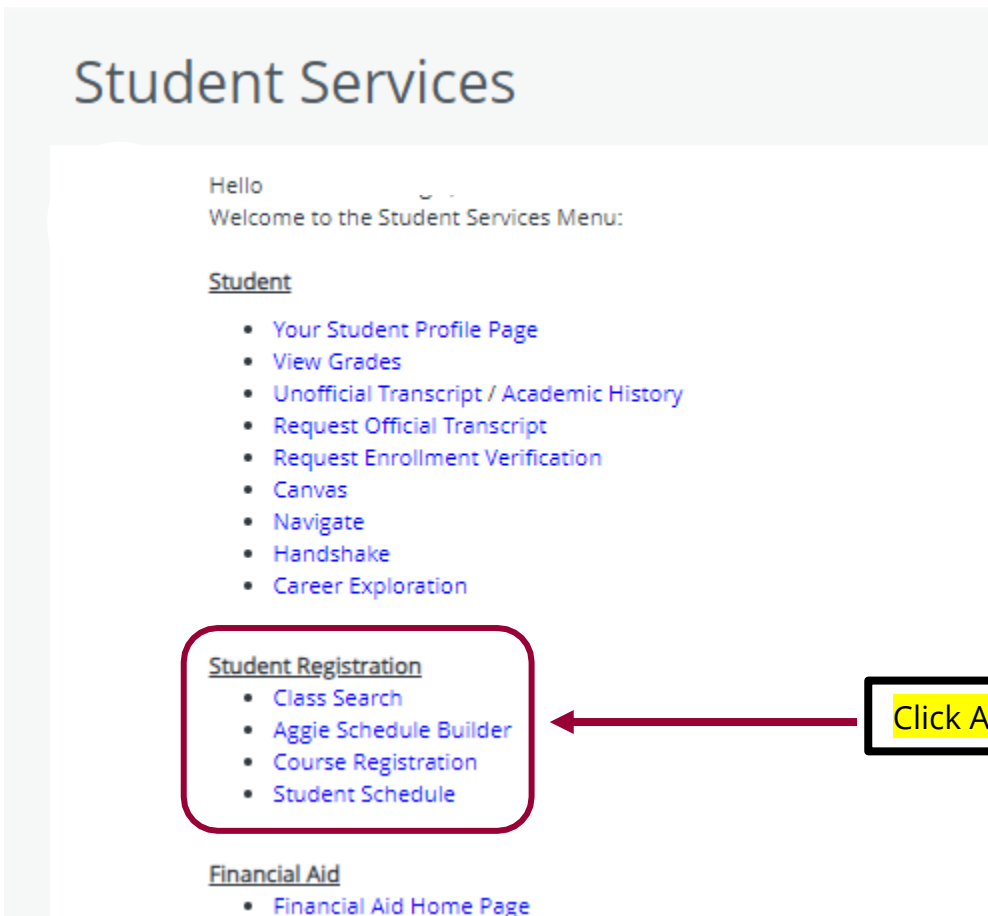


## Banner 9 Student Registration Using Aggie Schedule Builder

Start the planning process by signing in to [my.NMSU.edu](http://my.NMSU.edu). From the home page, click on “**Student**”.



The Student Services Menu will open. Under the *Student Registration* section, click “**Aggie Schedule Builder**”. This will allow you to use the Aggie Schedule Builder to plan your class schedule.





# BANNER 9 STUDENT SELF-SERVICE NAVIGATION

The Aggie Schedule Builder page will open where you can easily plan your class schedule by adding classes to take, add breaks to block off times you are unable for class, and reviewing possible schedules.

Start by selecting the term you would like to plan for, then click on **Save and Continue**:

Aggie Schedule Builder Help Sign out

NM STATE UNIVERSITY

### Select Term

Term

2023 Fall ←

2024 Spring

✓ Save and Continue ← Click Save and Continue

Next, select your campus (*be sure to unselect all other campuses*), then click on **Save and Continue**:

Aggie Schedule Builder Help Sign out

NM STATE UNIVERSITY

### Select Campus

Select All Campuses

NMSU - Las Cruces (Main) ←

NMSU - Alamogordo

NMSU - Grants

NMSU - Global

DACC - East Mesa Campus

DACC - Espina Campus

DACC - Gadsden Education Ctr

DACC - Other

✓ Save and Continue ← Click Save and Continue

Then the *Aggie Schedule Builder Main Page* will open. Click on **"Add Course"** and start adding courses you plan to register for. You can also click on **"Add Break"** to add times you cannot take classes.

**NOTE:** Breaks will limit your search results, so only add breaks that are needed.

On the **Add Courses** page, you will click in the *Subject* box and select the course subject. Then click on the *Course* box to find the specific course you want to add to your plans.

## Add Courses for 2023 Fall

You will see the course description and any prerequisites the course may have. Click **“Add Course”** to add the course to your plan. You will now see the course added to the list on the right. Repeat for all remaining courses. Once you have finished adding courses and you see the list of classes on the right side, you can click on **“Done”**.

## Add Courses for 2023 Fall

The screenshot displays the 'Add Courses for 2023 Fall' interface. At the top, there are search filters: 'By Subject', 'Search By Instructor', 'Search by Course Attribute', and 'Search By Section Attribute'. Below these, the 'Subject' dropdown is set to 'ECON - ECON-ECONOMICS' and the 'Course' dropdown is set to '2120G Microeconomics Principles'. A red box highlights the course description for 'ECON-ECONOMICS 2120G - Microeconomics Principles', which states: 'This course will provide a broad overview of microeconomics. Microeconomics is the study of issues specific to households, firms, or industries with an emphasis on the role of markets. Topics discussed will include household and firm behavior, demand and supply, government intervention, market structures, and the efficient allocation of resources.' A yellow callout box labeled 'Course description' points to this text. To the right, a 'Courses' list shows two items: 'GNDR 2110G Introduction to Women, Gender, and Sexuality Studies' and 'ECON 2120G Microeconomics Principles'. A yellow callout box labeled 'List of courses you plan to register for' points to this list. At the bottom left, a '< Done' button is highlighted with a red box and a yellow callout box labeled 'Last step, click done when you are finished adding courses'. At the bottom center, a '+ Add Course' button is highlighted with a red box and a yellow callout box labeled 'Click Add Course to add to your List of Courses'.

You will be taken back to the Aggie Schedule Builder main page and see your courses now under the *Courses* section on the left side. Add any breaks if needed, and then select **“Generate Schedules”** under the *Schedules* section toward the bottom of the page.

You will see the list of generated schedules appear. Click on the blue **“View”** to see individual schedules in detail. You can also hover your cursor over the magnifying glass to see a visual representation of what the schedule will look like.

Once you have reviewed the *Potential Schedule* details and you are ready to continue with registering for the selected courses, click on **“Send to Shopping Cart”** located toward the top of the page. You can also click on the back button if you would like to review other schedule details.

Aggie Schedule Builder Help Sign out

## Potential Schedule for 2023 Fall

[Back](#)
[Print](#)
[Email](#)
Send to Shopping Cart
[Heart](#)
[Shuffle](#)
[Schedule 1 of 2](#)

You are viewing a potential schedule only and you must still register. ✕

CRN #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
64358	M72	ECON	2120G	1	MAONWB WEB	NMSU - Las Cruces (Main)	3
68282	M78	GNDR	2110G	1	MAONWB WEB	NMSU - Las Cruces (Main)	3
							6

**Week 2 (10/16/2023 - 10/23/2023)**

Week	1	2	3	4	5	6	7	8	9
ECON 2120G									
GNDR 2110G									

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15					
8:30					
8:45					

Click Send to Shopping Cart to complete registering for courses

Send to Shopping Cart

You will be redirected back to your Student Registration page on your myNMSU account. From there you will want to select **“Register for Classes”**.

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New Mexico State University

Student • Registration

### Registration

What would you like to do?

[Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.

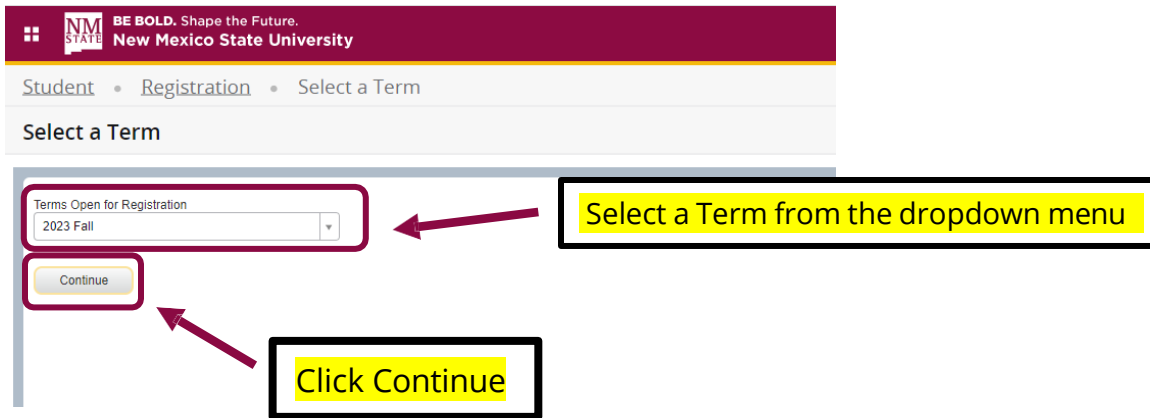
Register for Classes  
Search and register for your classes. You can also view and manage your schedule.

[Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.

[View Registration Information](#)  
View your past schedules and your ungraded classes.

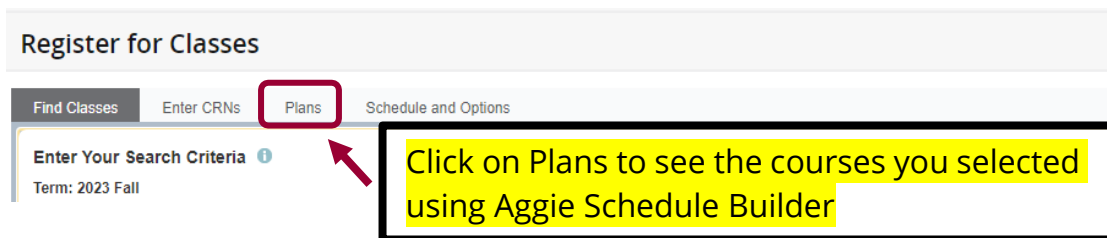
Click Register for Classes

Select a Term page will open. Select the term you are planning for from the dropdown menu and click **“Continue”**.

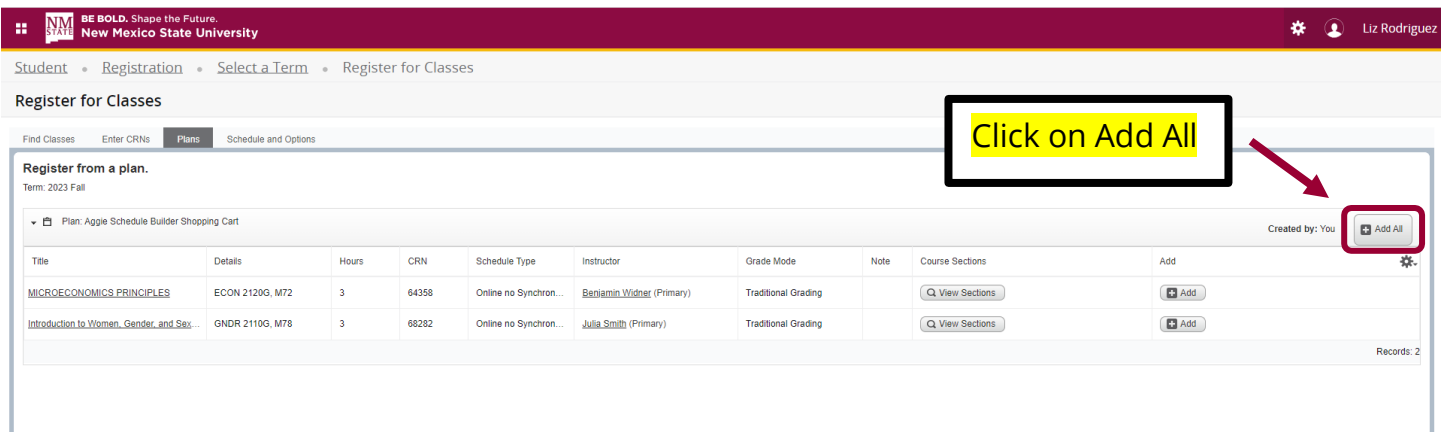


**NOTE:** If you have any holds preventing registration you will need to follow the prompts in red in the right corner of your screen before being able to continue with registering for your classes.

The *Register for Classes* page opens on the Find Classes tab. You will want to select the **“Plans”** tab to continue registering for the classes you selected using Aggie Schedule Builder.



You will see the list of courses with information including the Title, Details, Hours, CRN, etc. Click the **“Add All”** button for the course(s) to be added to your Summary to complete registration.





# BANNER 9 STUDENT SELF-SERVICE NAVIGATION

The courses will appear now in your *Summary* section. They will have a Pending status and be in a grey shading. To register, open the Action dropdown menu and select **“Web Registered”**. Then click on **“Submit”** on the bottom right side of the screen.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Microeconomics Principles	ECON 2120G, M72	3	64358	Online no Synchr...	Pending	Web Registered
Introduction to Women, Gend...	GNDR 2110G, M78	3	68282	Online no Synchr...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

**NOTE: You must click Submit to complete registration.** You are not registered for classes until the Status for the course is shaded in green and says “Registered”.

After clicking submit, the course status will change to “Registered”.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Microeconomics Principles	ECON 2120G, M72	3	64358	Online no Synchr...	Registered	None
Introduction to Women, Gend...	GNDR 2110G, M78	3	68282	Online no Synchr...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

**Congratulations, you are now registered for the course.**