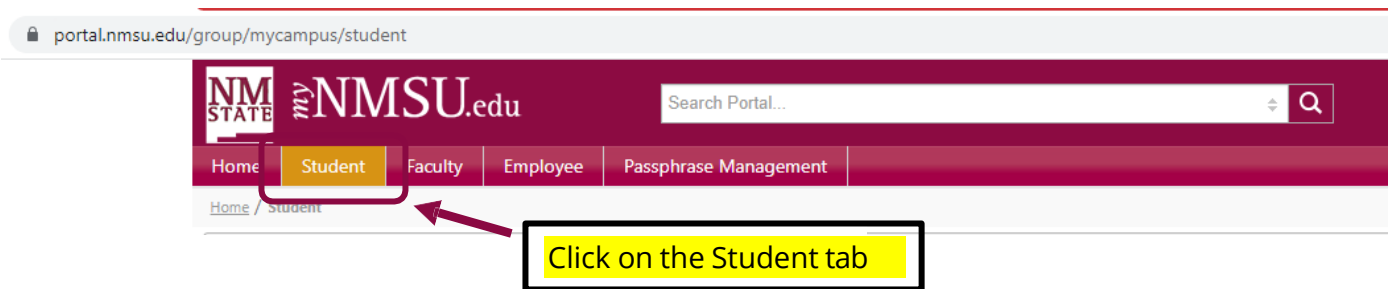


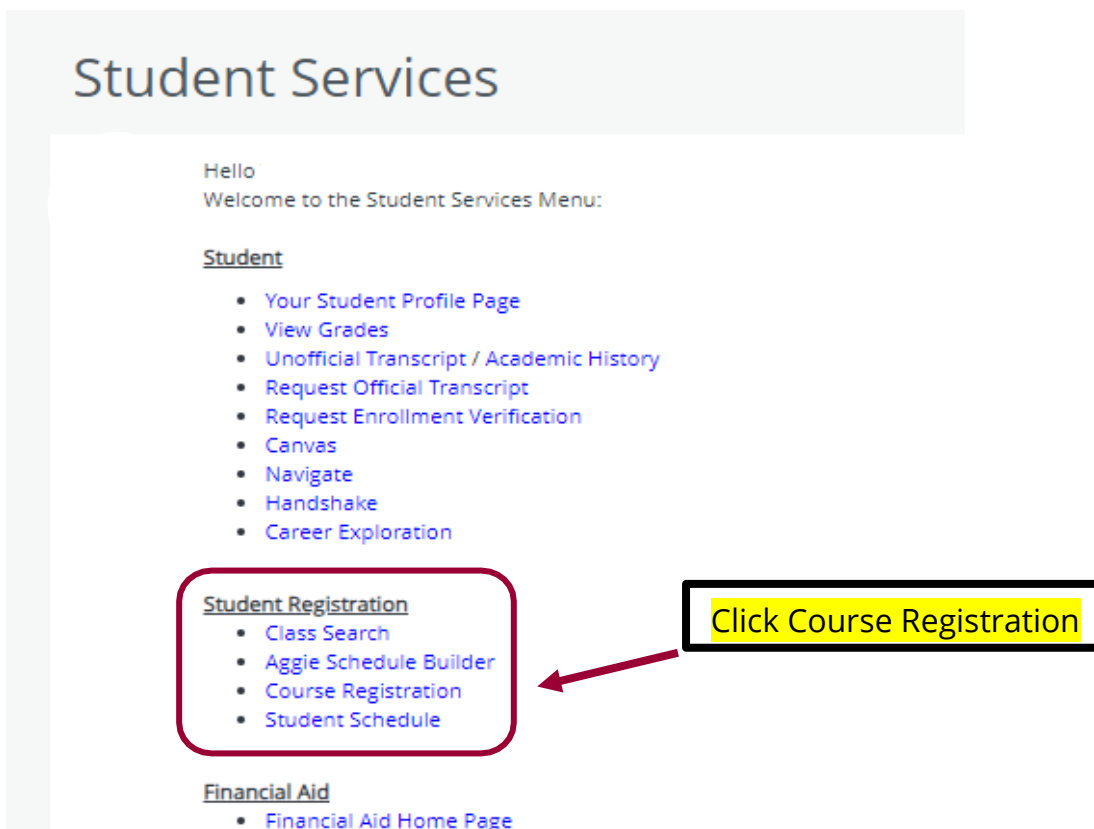
Banner 9 How to Waitlist

When a class section has met enrollment capacity, the host department can elect to start a waitlist in the situation where a seat becomes available. The waitlist notifies students via NMSU email in chronological order. Each student has 24 hours to register for the course before the notice expires. If you fail to add yourself to the course before the waitlist expires, then you can re-add yourself to the waitlist. For waitlisting FAQs, please visit <https://records.nmsu.edu/students/waitlist.html>

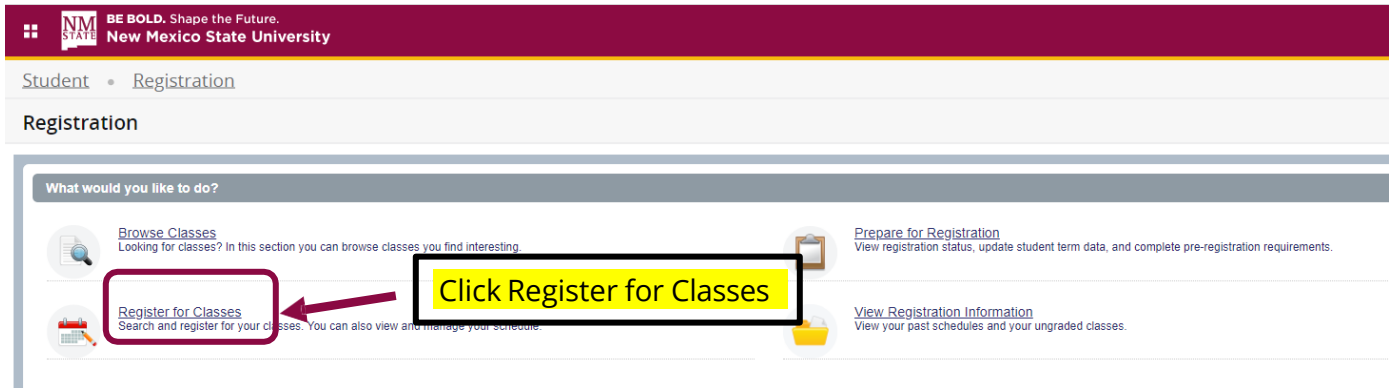
Start the waitlist process by signing in to my.NMSU.edu. From the home page, click on **“Student”**.



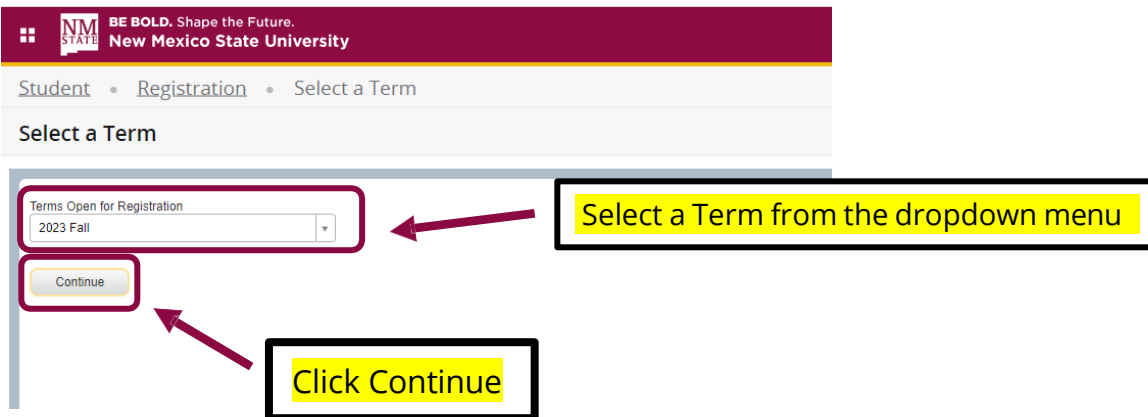
The Student Services Menu will open. Under the *Student Registration* section, click **“Course Registration”**. This will allow you to search for classes offered in the selected term.



The *Registration* page opens and 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. There are three areas on the page.

1. The **Search Criteria** area is where you can enter information in the "Subject", "Course Number", "Part Of Term", and "Schedule Type" fields to find classes.
2. The **Schedule** area is where the class times and day of the week are listed for the courses you have selected.
3. The **Summary** area is where the list of classes you have selected and the registration status details are displayed.

The *Register for Classes* page opens on the Find Classes tab. Enter your search criteria and then click “**Search**”.

NOTE: You can search for more than one class subject at one time by entering multiple subjects in the search field.

NOTE: If you know the CRNs for the class you want to take, click the “**Enter CRNs**” tab instead.

BE BOLD. Shape the Future.
New Mexico State University

Student • Registration • Select a Term • Register for Classes

Register for Classes **Click Enter CRNs if you know the course CRN you would like to waitlist for**

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Your Search Criteria ⓘ
Term: 2023 Fall

Select YOUR primary campus

Subject

Course Number

Part Of Term **For Mini Semester course(s), add in search criteria for Part of Term**

Schedule Type

Click Search [Clear](#) [Advanced Search](#)

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

NOTE: If you would like to waitlist for multiple courses and subjects from your search, you can add courses from multiple subjects to your summary so you can waitlist for them at the same time.

BE BOLD. Shape the Future.
New Mexico State University

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 4 Classes
Term: 2023 Fall Select YOUR primary campus: NMSU - Las Cruces (Main) Subject: ECON-ECONOMICS, GNDR-GENDER/SEXUALITY STUDIES Part Of Term: Second 8 Weeks SP/FA

Title	Subject	Course Number	Section	Hours	CRN	Instructor	Meeting Times	Status	Linked Sections
MACROECONOMIC PRINCIPLES Online no Synchronous Mtgs	ECON	21100	M71	3	64357	Komla (Basile) Koumi (Primary)	[S][M][T][W][T][F][S] • Type: Web Building: MA - Online Web Room: V	5 of 67 seats remain.	
MICROECONOMICS PRINCIPLES Online no Synchronous Mtgs	ECON	21200	M72	3	64358	Benjamin Widner (Primary)	[S][M][T][W][T][F][S] • Type: Web Building: MA - Online Web Room: V	2 of 100 seats remain.	
Introduction to Women, Gender, and Sex— Online no Synchronous Mtgs	GNDR	21100	M77	3	68281	Dylan Blackston (Primary)	[S][M][T][W][T][F][S] • Type: Web Building: MA - Online Web Room: V	FULL: 0 of 20 seats ...	
Introduction to Women, Gender, and Sex— Online no Synchronous Mtgs	GNDR	21100	M78	3	68282	Julia Smith (Primary)	[S][M][T][W][T][F][S] • Type: Web Building: MA - Online Web Room: V	FULL: 0 of 20 seats ...	

Page 1 of 1 | 10 Per Page Records: 4

Click Add for the Full classes you want to waitlist for

The courses will now show in your *Summary* section. You will receive red error(s) on the top right corner of your screen, indicating the course is closed and may already have students waiting on the waitlist. You will also see the status shows "Errors Preventing Registration" in the *Summary* section.

Errors preventing registration

- ECON 2120G CRN 64358: Closed - 0 Waitlisted
- GNDR 2110G CRN 68282: Closed - 1 Waitlisted

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
MICROECONOMICS PRINCIPLES	ECON 2120G, M72	3	64358	Online no Synchron...	Benjamin Widner (Primary)	Traditional Grading		View Sections	Add
Introduction to Women, Gender, and Sex...	GNDR 2110G, M78	3	68282	Online no Synchron...	Julia Smith (Primary)	Traditional Grading		View Sections	Add

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Women, Gend...	GNDR 2110G, M78	3	68282	Online no Synchr...	Errors Preventing Regis...	Remove
MICROECONOMICS PRINCI...	ECON 2120G, M72	3	64358	Online no Synchr...	Errors Preventing Regis...	Remove
ACAD & PERSONAL EFFECT...	FYEX 1132, M73	2	47378	Online no Synchr...	Registered	None

Under the *Action* column, select "Waitlisted" from the dropdown option. Then click "Submit".

Select Waitlisted from the dropdown menu

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Women, Gend...	GNDR 2110G, M78	3	68282	Online no Synchr...	Pending	<ul style="list-style-type: none"> Waitlisted Web Registered Remove Waitlisted
MICROECONOMICS PRINCI...	ECON 2120G, M72	3	64358	Online no Synchr...	Pending	
ACAD & PERSONAL EFFECT...	FYEX 1132, M73	2	47378	Online no Synchr...	Registered	

Click Submit

Submit

The course status will change to ***Waitlisted***. You are now on the waitlist for the course.

Summary						Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Women, Gend...	GNDR 2110G, M78	0	68282	Online no Synchron...	Waitlisted	None <input type="button" value="v"/>
MICROECONOMICS PRINCI...	ECON 2120G, M72	0	64358	Online no Synchron...	Waitlisted	None <input type="button" value="v"/>
ACAD & PERSONAL EFFCT...	FYEX 1132, M73	2	47378	Online no Synchron...	Registered	None <input type="button" value="v"/>

The status changes to Waitlisted

Total Hours | Registered: 2 | Billing: 2 | CEU: 0 | Min: 0 | Max: 18