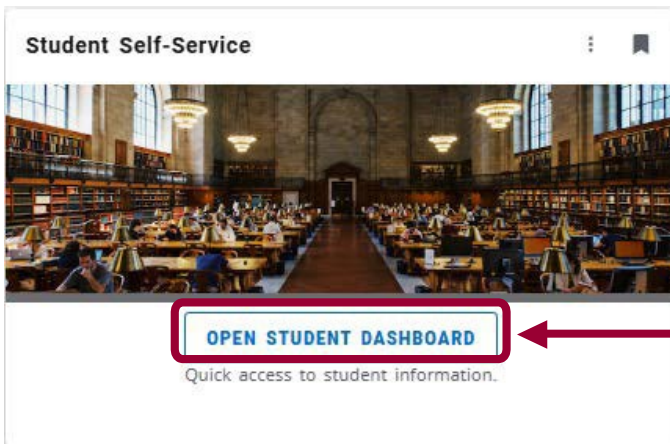


## How to Waitlist

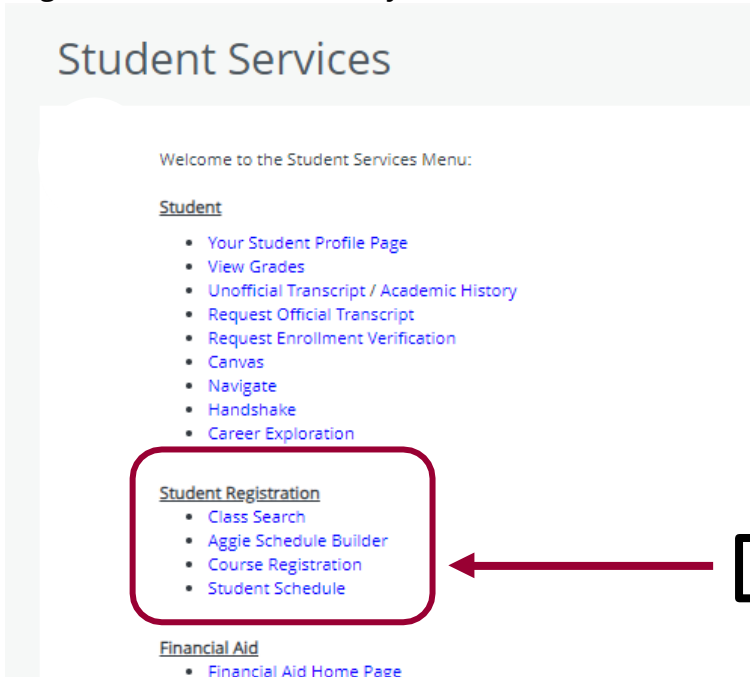
When a class section has reached enrollment capacity, the host department can elect to start a waitlist if a seat becomes available. The waitlist notifies students via NMSU email in the order they were added. Each student has 24 hours to register for the course before the notice expires. If you fail 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](http://my.NMSU.edu). From the home page or the 'Academics' tab, find the 'Student Self-Service' tile and click on 'Open Student Dashboard'.



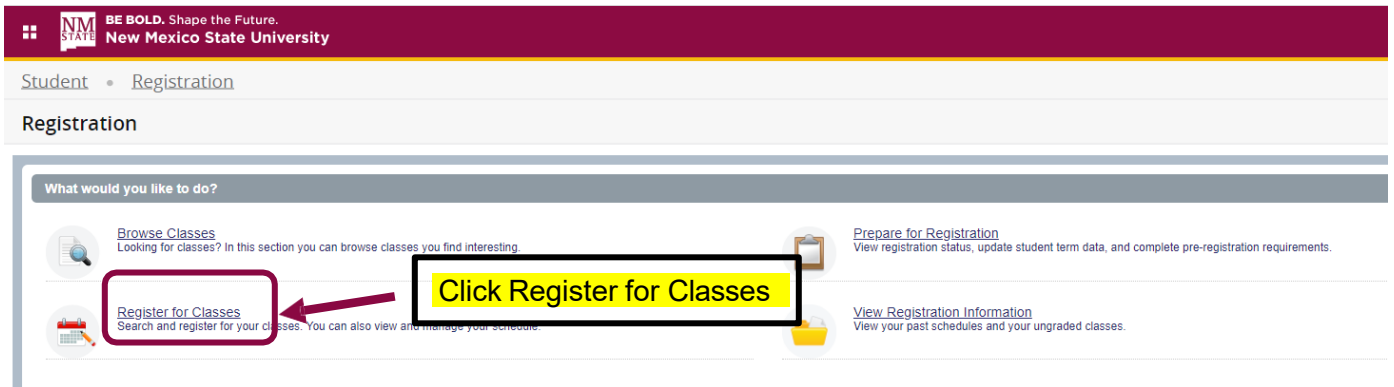
Click on 'Open Student Dashboard'

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.

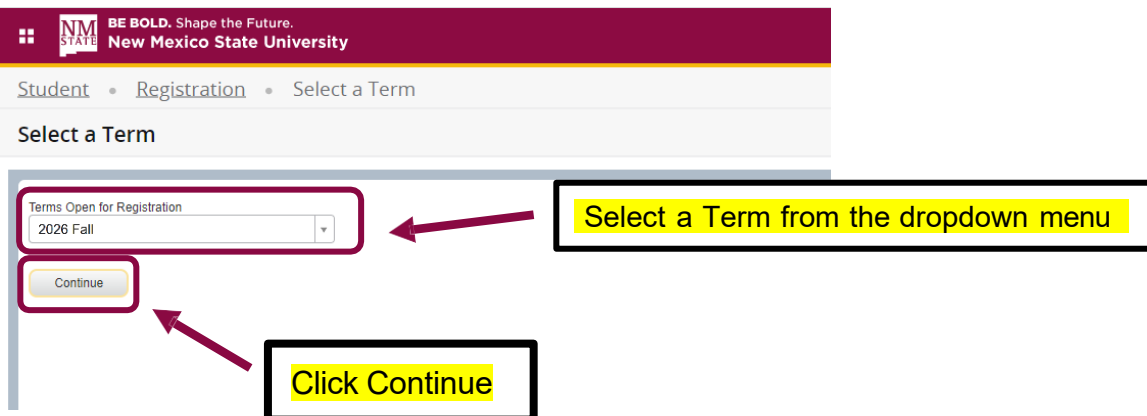


Click 'Course'

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 top-right corner of your screen before you can continue 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.

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

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

**Enter Your Search Criteria**  
Term: 2026 Fall

Select YOUR primary campus:

Subject:

Course Number:

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

Schedule Type:

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

You will see a list of courses with information such as 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.

**Register for Classes**

Find Classes Enter CRNs Plans Schedule and Options

**Search Results — 4 Classes**  
Term: 2026 Fall Select YOUR primary campus: NMSU - Las Cruces (Main) Subject: ECON-ECONOMICS, GNDR-GENDER/SEXUALITY STUDIES Part Of Term: Second 8 Weeks SP/FA Search Again

| Title  | Subject | Course Number | Section | Hours | CRN   | Instructor                    | Meeting Times               | Status                         | Linked Sections |
|--|---------|---------------|---------|-------|-------|-------------------------------|-----------------------------|--------------------------------|-----------------|
| MACROECONOMIC PRINCIPLES<br>Online no Synchronous Migs               | ECON    | 2110G         | M71     | 3     | 64357 | Konta (Basile) Koum (Primary) | [S] [M] [T] [W] [T] [F] [S] | 5 of 67 seats remain.          |                 |
| MICROECONOMICS PRINCIPLES<br>Online no Synchronous Migs              | ECON    | 2120G         | M72     | 3     | 64358 | Benjamin Widner (Primary)     | [S] [M] [T] [W] [T] [F] [S] | 2 of 100 seats remain.         |                 |
| Introduction to Women, Gender, and Sex<br>Online no Synchronous Migs | GNDR    | 2110G         | M77     | 3     | 68281 | Dylan Blackston (Primary)     | [S] [M] [T] [W] [T] [F] [S] | <b>FULL: 0 of 20 seats ...</b> |                 |
| Introduction to Women, Gender, and Sex<br>Online no Synchronous Migs | GNDR    | 2110G         | M78     | 3     | 68282 | Julia Smith (Primary)         | [S] [M] [T] [W] [T] [F] [S] | <b>FULL: 0 of 20 seats ...</b> |                 |

Click Add for the Full classes you want to waitlist for

The courses will now be shown in your *Summary* section. You will receive red error(s) in 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 show "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 |      | Q View Sections | Add |
| Introduction to Women, Gender, and Sex... | GNDR 2110G, M78 | 3     | 68282 | Online no Synchron... | Julia Smith (Primary)     | Traditional Grading |      | Q 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 EFFCT...       | 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    | Waitlisted |
| MICROECONOMICS PRINCI...       | ECON 2120G, M72 | 3     | 64358 | Online no Synchr... | Pending    | Remove     |
| ACAD & PERSONAL EFFCT...       | FYEX 1132, M73  | 2     | 47378 | Online no Synchr... | Registered | Waitlisted |

**Click Submit**

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

| Summary <span style="float: right;"><a href="#">Tuition and Fees</a></span> |                 |       |       |                     |            |   |
|---|-----------------|-------|-------|---------------------|------------|---|
| Title   | Details         | Hours | CRN   | Schedule Type       | Status     | Action <span style="float: right;">⚙</span> |
| <a href="#">Introduction to Women, Gen...</a>                               | GNDR 2110G, M78 | 0     | 68282 | Online no Synchr... | Waitlisted | None ▾                                      |
| <a href="#">MICROECONOMICS PRINCIP...</a>                                   | ECON 2120G, M72 | 0     | 64358 | Online no Synchr... | Waitlisted | None ▾                                      |
| <a href="#">ACAD &amp; PERSONAL EFFCT...</a>                                | FYEX 1132, M73  | 2     | 47378 | Online no Synchr... | Registered | None ▾                                      |

The status changes to Waitlisted

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