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Logging In

To access Registration you can:

- Go to http://my.unm.edu and log in.
- Go to LoboWeb.
- Within LoboWeb click on the "Student Tab" and then click on "Registration & Records"
You should see a link that says “Register (Add / Drop), Course Search, Check for Holds” Click on that link.

Scroll down the page and click on the button that says “Registration Portal.”

- Symptom Level 1: "Issues with application or UNM website"
- Symptom Level 2: "LoboWeb"
- Symptom Level 3: "Student"
- Symptom Level 3: "Registration - Cannot Register"
  - Describe your issue and click on "Submit"

Registration / Course Search

When you are ready, click the link below:

Registration Portal

This will bring you into the landing page:
Checking Your Registration Status

Click on the Registration Status link from within the Landing Page:

If you see the following select "Student" and click OK:
Select the term and click Continue:

**Select a Term**

Terms Open for Registration

- Fall 2018

The "Prepare for Registration" page will let you know if you have any holds. If you see nothing but green check-boxes then you should be able to register:
To go back to the Registration Landing Page click on the “Student” or “Registration” link above:

To register for a class click on “Register for My Classes” from the Registration Landing page:
If you see the following select "Student" and click OK:

**Please select a role**

Your account has been assigned multiple roles. How would you like to begin?

- Student
- Faculty
- Advisor
- Faculty And Advisor

*Remember you can switch between roles at any time.*

Select the term and click Continue:
A pop-up should display requiring you to accept the Financial Responsibility Agreement. Click "Accept" and then click "I Agree."

You can now search for classes. You can use the default search or the "Advanced Search" under the "Find Classes" tab:
The "Advanced Search" option will allow you to restrict your search to criteria such as:

- Campus
- Instructor
- Departments
- Buildings
- Meeting Days
- Etc...

Here is a screenshot of an advanced search that will only bring back Anthropology classes taught on the Albuquerque main campus:
Using the default search you can easily find Physical Education classes by typing "Physical Ed" into the Subject field:
If you click on "Search" a number of classes will appear. Note that you can change the number of results that appear per screen:

If you only show 10 classes per page you will need to click on "Next" to see the next page of classes that are offered:
The following information is displayed:

- Title
- Subject Description
- Course Number
- Section
- Hours
- CRN - The specific ID Number for a class
- Term
- Instructor
- Meeting Times, Building, and Room Number
- Campus - This one is very important! Make sure you register for a class at YOUR campus!
- Status showing number of seats remaining and waitlist (if available)

You can also find / add classes by going to the "Enter CRN" tab and entering the particular CRN (ID Number for a class):
Note that the description of the class will pop up next to the text field. To add the class to your Summary Bucket click “Add to Summary.” A word of caution - this doesn’t mean you have registered for the class. You have only added it to your Summary Bucket. To fully register you have to click on “Submit.” Please see below for more information.

### Registering For A Class

Within the result list for classes click on the “Add” button to register for a class:

You will see a visual representation of when the class is in your schedule panel. The class will also be added into your Summary bucket panel. Note the grey color and that the class is in a “Pending Status.” This means that you are not fully registered for the class yet:
In order to truly be registered for the class you have to click on the “Submit” button under the Summary bucket panel (in the lower right part of the screen):

Once you click on the “Submit” button you will be registered. Not that the status is now showing up as “Registered” and the class is no longer showing up as grey in the schedule panel:

You are now fully registered for the class.

We recommend submitting your registration right after you add a class to your Summary Bucket for the following reasons:
• If you leave a class in your summary bucket in a "Pending" status other students can register for the class and it can fill up.
• Adding a class to your summary bucket doesn’t mean you can actually register for a class. If you register and there is an error, the system will let you know. Examples of errors include:
  • Attempting to register for a class that is at the same time as another class.
  • Attempting to register for a class that requires a pre-requisite or a dependency that you haven’t met.
  • Attempting to register for a class that requires an instructor's permission.

Here's an example of what happens if you try to register for a class that has the same time and day of a class for which you are already registered. The class can be added to the Summary Bucket:

...but in order for the system to tell you there is a problem you have to click on “Submit.” Here's the error you will see:

You can remove the class from your Summary Bucket by selecting “Remove” for the class under the Action column and then clicking Submit.

Just remember, you are not fully registered for a class unless the status of the class says "Registered."
Dropping A Class

To drop a class you can go to the "Actions" column and select "Drop - Prior to Sem" for your registered class:

Click "Submit" and class will go into a "Dropped" status.
The class will continue to show up in your Summary Bucket and that's okay. As long as it is in a Dropped status you won't be charged tuition for the class.

**View A Summary Of Your Schedule**

To view a summary of your schedule you can either...

Click on "Schedule and Options" tab above the list of classes:

...or you can go back to the landing page by clicking "Registration" in the upper left corner of the screen and then click on "View My Schedule."
Be sure you have selected the correct term.

If you want to send yourself an email of your schedule click on the email icon in the upper right part of the screen:
Click on “Send” and you should receive an email that contains information about the classes for which you registered.

Adding Yourself To A Waitlist

If a class if full you will see a red exclamation mark and a notification that 0 seats remain. If the class has a waitlist there also will be a blue exclamation mark with a notification of how many waitlisted seats remain:

To add yourself to the waitlist click on “Add”. The class will show up in your Summary Bucket in a “Pending” status and the Action is labeled as “Student Registered”. You have not been added to the waitlist yet.
You have to change the Action to "Wait Listed":

You have to click on "Submit" for the system to acknowledge the waitlist:

We're still not finished. You have to click on "Submit" for the system to acknowledge the waitlist:

The status should now show up as "Waitlisted."

You have to click on "Submit" in order for the system to put you on the waitlist. You will now see the following:
Functionality Of Registration On Different Devices

The functionality of the Registration system works best when used on a laptop or a tablet. The application is currently not programmed to scale and be fully responsive on smaller screens.