REGISTRATION PREP SHEET

This sheet includes important tips, tricks, and links to helpful websites to help you get ready for registration week!

STEP 1: WHEN CAN I REGISTER?

- Visit http://my.unm.edu/home
- Click Student Life Tab
- Click the Enter LoboWeb icon
- On the Student tab, click "Student Profile"
- Click on "Check Your Registration Date" in the left-hand side menu

Please note: you may also register any day after your assigned date before the beginning of the next semester

Registration Date and Time:

STEP 2: DO I HAVE ANY HOLDS?

- Visit http://my.unm.edu/home
- Click Student Life Tab
- Click the Enter LoboWeb icon
- On the Student tab, click Registration & Records
- Click on "View Holds"

To resolve holds, contact the person or office listed as Originator. You can visit One Stop to speak with someone in person, or you can also try the Live Chat function to get more information on how to resolve the hold before registration. Check the appropriate box below based on your findings:

☐ **I have no active holds or have taken care of any that I had**

OR

☐ **I currently have active hold(s) [List them below, along with the appropriate office/originator of the hold to contact for assistance in reconciling said holds]**

STEP 3: WHAT CLASSES SHOULD I TAKE?

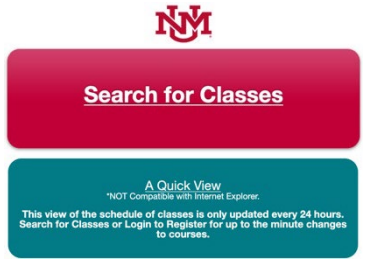
Instructions to obtaining your LOBO Trax report (click here for more info):

- Go to http://my.unm.edu/home
- Login using your UNM NetID and password (same as your UNM email address/password)
- Click on the "Student Life" tab
- Click on "LoboWeb" (generally displayed in the middle of the screen though the views are customizable)
- On the Student tab, click on "Registration & Records"
- Under the "Records" header, Click on "Submit or View LoboTrax degree audits"
- Click "Submit an Audit"
- Click on "Run Declared Programs"
- Give it a minute to generate, and then select "View Audit"

BASED OFF YOUR LOBOTRAX DEGREE AUDIT, FOCUS ON CHOOSING CLASSES TO SATISFY THE PRIORITIES BELOW:

1. A&S Pre-Admission Requirements [MAIN PRIORITY SET OF CLASSES, click links to see options]
   - Completion of General Education Curriculum Area I: Communication (one of these must be ENGL 1120)
   - Completion of General Education Curriculum Area II: Mathematics and Statistics
   - Completion of General Education Curriculum Area VB Humanities: Second Language
   - Completion of 2-3 classes specific to your major with grade(s) of "C" or better (varies per major)
2. Major/Minor coursework (scroll down towards the bottom of your degree audit to see these requirements, or visit the Catalog and click on your major to see a list of required major/supportive/minor coursework)
3. Other General Education coursework and Critical Analyses of US and Global Cultures Requirement

STEP 4: BUILDING YOUR SCHEDULE



Searching for Classes:

- Visit https://schedule.unm.edu/
- From here, you can either click on red button that says "Search for Classes" OR you can scroll down to the bottom of the page and click on "A Quick View" in order to see available courses from a different viewpoint.
- You can also use the new **College Scheduler** tool to help you prepare for registration.

How to Register:



- You can register for classes at the University of New Mexico online using my.unm.edu and going into LoboWeb.
- Learn basics on the Registration Process via the linked video tutorial.
- Check out the College Scheduler on https://schedule.unm.edu to generate schedule options that can be moved over to the Registration Portal for you.

Helpful Tips When Searching for Classes:

- Pay attention to detailed information regarding Title, Subject, Course Number, Section, Hours, CRN, Meeting Times, Campus ("Albuquerque Main").
- Click on the title of the course for additional class details – *make note of any listed pre-/co-requisites that may prevent you from registering for a class!*
- Some sections may be limited to specific groups of students! Check the specific "Attributes", "Restrictions" and/or "Instructional Methods" of courses to see if you can take this particular course/section (i.e., "Managed or Accelerated Online Programs", Honors courses, etc.).
- *WRITE DOWN BACK-UP OPTIONS JUST IN CASE CLASS SECTIONS THAT YOU INITIALLY CHOSE ARE ALREADY FULL!*
- Click here for a step-by-step guide on some additional tips to help your search make a more efficient.

WRITE DOWN YOUR POSSIBLE SCHEDULE HERE SO YOU CAN REFER TO IT DURING REGISTRATION WEEK!

COURSE	NUMBER	SECT	TITLE	CRN	DAYS	MEETING TIMES	CREDIT HOURS	LISTED PRE/COREQS	DO I HAVE PREREQS?	NOTES (EX. BACK-UP OPTIONS)
Ex: ENGL	*1120*	*002*	*Composition II*	*65945*	*MWF*	*900-950*	*3*	*ENGL 1110*	✓	*ENGL 1120-003 same days/times*
									☐	
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			TOTAL CREDIT HOURS (remember to start off with at least 15 credit hrs)							