Follow these steps to register a student for classes.

1. Log in to Banner (https://banner.nmsu.edu/applicationNavigator/) using your NMSU credentials.

2. You will be taken to the Banner Welcome page, where you can access the student Course Registration Form (SFAREGS).
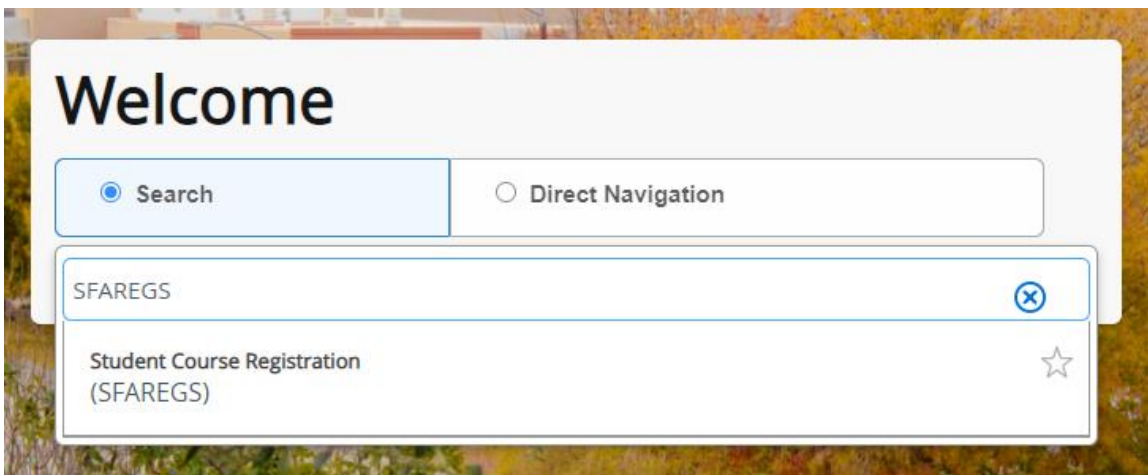
The first time SFAREGS is accessed during a Banner session, the Student System Distribution Initialization Form (SOADEST) will appear.
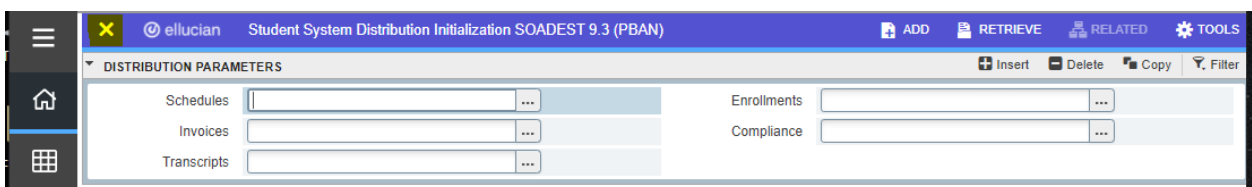
If you are not going to print, disregard this window by click the "X" in the upper left corner of the page, to continue to SFAREGS.

If you do plan to print the registration document AND you know the printer you will be using to print schedules, invoices, etc. enter that information and then click the "X" in the upper left corner of the page, to continue to SFAREGS.

3. In the **Term** field enter the semester you are registering the student for.
    (The Registration Reference appendix to these instructions provides a list of term codes)

4. Enter the student's Aggie ID number in the **ID** field

5. Click the **Go** button OR press [Alt][PgDn]

*NOTE: If a student has a registration hold on their account an error message will pop up stating
"*ERROR* Person has holds, cannot register. Press LIST to view."
(The Registration Reference appendix provides a list of the most common registration holds)

To view the hold(s) preventing registration click on the three dots next to the **Holds** field.
If specific contact information is not provided on the hold(s), contact the Department that placed the hold on the student's account for more information.

After viewing the hold(s), and IF you have the appropriate approval to override that hold, enter **OVR** in the **Holds** field and click the **Go** button.

6. EL (Eligible to Register) will populate in the **Status** field on the next screen.

*NOTE: There may be other codes in the **Status** field that will prevent registration.
(The Registration Reference appendix provides a list of other registration status holds)

7. To get to the **Next Section**, click the down pointing arrow located at the bottom left corner of the screen OR you can press ALT + PageDown to move your cursor to the "Course Information" section.

OR   [ALT] [PgDn]

8. In the "Course Information" section, enter the CRN of the class you are registering the student for in the next available **CRN** field. Tab through that row, until all fields are populated.

X	⊘ ellucian	Student Course Registration SFAREGS 9.3.19 (PBAN)

Term: 202110   ID: 800030129 Pete, Pistol   Date: 11/24/2020   Holds: ***

Registration	Student Term	Curricula	Study Path	Time Status

▼ ENROLLMENT INFORMATION

Status * [EL] [...]   Eligible to Register

Reason   [   ] [...]

Process Block   ☐

▼ COURSE INFORMATION

[Section Detail]   [View Detailed Results]

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hour
[...]					

Error Flag

▼ COURSE INFORMATION   ⚙ Settings   ➕ Insert   ➖ Delete   ⧉ Copy   ▽ Filter

[Section Detail] [View Detailed Results]

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instruction	Campus
23745	ENGL	1110G	M84	1	4.000	4.000	4.000	4.000	RE	UG	☐		1	CDF	MA

*Note: When registering a student for a variable credit course, after the CRN is entered, a message will pop up stating "Range: A variable hour class which can be taken for X to X credit hours." Credit, Bill, Attempted, and Time Status Hours should all be the same number of hours.

9. Click the **SAVE** icon at the bottom right corner of the screen OR press F10.
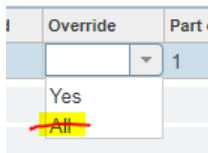
SAVE
ellucian.   OR   [F10]

If there is a registration error message, it will appear after clicking the **SAVE** icon. A flagged message, in red, will appear at the top right of your screen and a more detailed message will appear in the message box next to the course information. If you have the appropriate approval to override the student into the course, go to the **Override** field for that record and select "Yes" from the dropdown list.
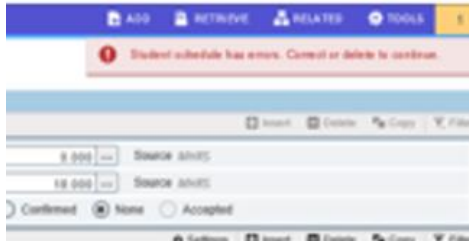
*The "All" option under the **Override** field should **NEVER** be selected when overriding a registration error message. There may be other registration error messages that come up, one after another. Each error message needs to be considered and overridden individually.
(View Registration Reference Page for a list of registration error messages.)

10. When you have completed the override process, click the **SAVE** icon, OR press F10, again.
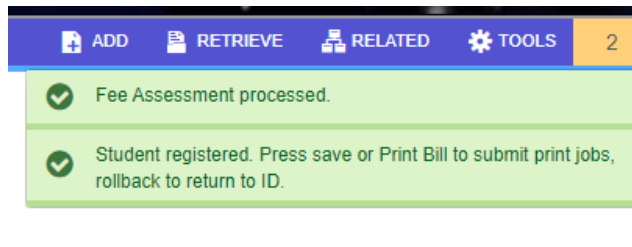
 OR [F10]

11. Verify that Y-Immediate assessment fee appears in the dropdown next to the **Fees** field in the ENROLLMENT TOTALS section (below the COURSE INFORMATION section).
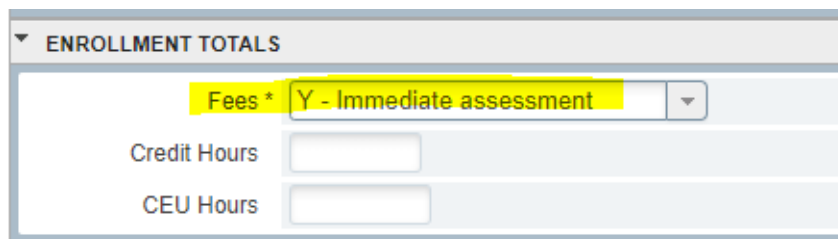
12. Click the **SAVE** icon, or F10, again to be returned to the SFAREGS homepage with a message in green indicating the fee assessment has been processed and the student is registered.

APPENDIX: Registration Reference Codes

A list of Term Codes:

Term:	Code:	Example:
Spring	10	20XX10
Summer	20	20XX20
Fall	40	20XX40

A list of the most common registration holds:

Hold Code:	Type of Hold:
AD	Admissions
AP	Academic Probation Hold
AR/CE/CN	UAR Registration Hold
AT	Student Athlete
AV	Advisor
CE	UAR Collection External
DC/EC	Dual Credit/Early College HS Hold
D1/D2/DD/DE/DF/DG/DK	Disciplinary Registration Hold
DM	Department Mentoring Hold
GH/SI	Graduate Hold
I1/IO/VI	Internat'l Programs Reg Hold
II	Internat'l Insurance Req'd
IE	Office of Institutional Equity
OR	Orientation Hold
RA	Must be Readmitted
SA	Study Abroad
VA	Veteran Hold

A list of Enrollment Status codes with their meaning:

Enrollment Status Code:	Meaning of Code:
CS	Students registration has been cancelled
FW	Student was withdrawn and received Title IV
IN	Student is ineligible to register for the current term
MD	Student was medically withdrawn
NE	Student was not in enrolled during the registration period
SD	Student was suspended and disenrolled
WD	Student was withdrawn from the current term

A list of registration codes with the meaning and when to be used:

Code	Meaning	When to use
DD	Drop/Delete	Used by faculty or staff to drop a student without a W
DW	Web Drop/Delete	Shows when a student drops course(s) through their myNMSU account
RE	Registered	Used by faculty or staff to register a student through Banner
RW	Web Registered	Shows when a student registers through their myNMSU account
WC	Withdrawal from Single Course	Used by faculty and staff to withdrawal a student from a single course with a W
WL	Waitlisted	Shows when faculty or staff waitlisted a student for a course
WD	Withdrawal from University	Only used by University Student Records when a student completely withdrawals from all registered courses for the term.
The usage of these codes are determined by the published Important Dates on the USR website (https://records.nmsu.edu/)		

A list of the most common registration error messages along with the required approval needed:

Error message	Required approval
• Instructor's Signature Req'd	Instructor's approval required on a Change of Schedule form with signature/date and the Consent of Instructor box checked.
• Prerequisite: You have not completed the prerequisite needed to register for the class.	Instructor's approval required on a Change of Schedule form with signature/date and the Pre-req/Co-req box checked.
• Corequisite: (Course needed to be registered) required	Instructor's approval required on a Change of Schedule form with signature/date and the Pre-req/Co-req box checked.
• Major: You must be majoring in a particular subject to register for this class.	Instructor's approval required on a Change of Schedule form with signature/date and the Consent of Instructor box checked.
• Link: You must register for a lab/workshop (Classroom/Lecture) with the lecture.	No specific approval needed. The student must register for the lecture or lab that is linked to the course they are trying to register for and add them both at the same time.
• Closed: X Waitlisted	Instructor's approval does NOT override an active waitlist. ***Note:** If this error message pops up you will have to change the **Status** code from RE to WL which (cont.) will place the student on the waitlist.
• Closed: CRN is full.	Instructor's approval required on a Change of Schedule form with signature/date and the Consent of Instructor box checked.
• Class: Restricted to graduate students or upper-division students	Instructor's approval required on a Change of Schedule form with signature/date and the Consent of Instructor box checked.

• Max Hours: You have exceeded the maximum hours allowed for your registration	Academic Dean's approval required on a Change of Schedule form under the Max Credit Hour Overload Approval box
• You have already taken this course the maximum number of times allowed.	Academic Advisor's approval needed
• You already earned a passing grade in this course, or an equivalent course, and cannot repeat for credit.	Academic Advisor's approval needed
• Primary campus restriction: select a class offered at the campus you are admitted to.	Main Campus students are not allowed to take courses outside of their primary campus. Community College students are allowed to swivel campus.
*If you do not have the required approval to add the student at the time of registration change the **Status** of the course to DD (drop/delete) and click the **SAVE** button. Once the approval required is obtained, you can go back to the course and change the Status to the course from DD to RE as long as it is still within the registration period and the Signature Limitation requirements.	