



## Vice President for Student Affairs & Enrollment Management

MSC 3EM

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NMSU students system-wide take 100- and 200-level classes at their primary campus. The following exceptions are allowed:

- Students can register for courses that are not offered at their primary campus.
  - Example: Library Science classes that are offered only from DACC or Drafting classes required for some engineering majors.
- Students can register for courses on another campus when those courses are full (or not available) on their primary campus.
- Students at NMSU-LC can register for developmental courses on any campus.

Overrides from advisors will be (1) consistent with the intent that students take courses on their primary campus, and (2) in support of student degree and certificate completion. Two weeks before classes begin (or the first working day that falls inside the two-week window before classes start), students can register for any course on any campus.

### ***How this works***

- Twice a day (at 7 am and noon), Banner verifies course availability for registration. *Example: Alamogordo offers CRN 12345, ENGL 111G-A01. Carlsbad, Doña Ana, Grants, and Las Cruces have seats available in that course.. Students from Carlsbad, Doña Ana, Grants, and Las Cruces who attempt to register in the Alamogordo section get a registration error.*
- Four times a day (8 am, 1 pm, 4 pm, and 8 pm), Banner removes campus restrictions when all sections of a course at other campuses are at maximum enrollment. *Example: Using the scenario above, all sections of ENGL 111G at Grants are full. The setting that prevents Grants students from registering for Alamogordo's CRN 12345, ENGL 111G-A01 is removed, and students whose primary campus is Grants can register for the Alamogordo class.*
- Faculty and staff with Banner access can view campus restrictions for any class section in the Banner screen SSARRES, under the Campus and College tab.
- Academic advisors will be key in this effort. *Example: BSN students at Grants should be free to take 100 and 200 level courses at Grants if needed and available with an override by their academic advisor.*

For more information, please contact the Registrar's Office at (575) 646-3411.