

## Instructions for New Non-Degree Graduate Students

### I. Admission

In order to register for classes at UNM, you must be admitted into the university.

If you have a bachelor's degree and wish to take graduate courses but are not currently interested in being admitted into a degree program, you should apply as a Non-Degree Graduate Student.

You can apply through the Non-Degree Graduate Student Services Office:

<http://www.unm.edu/grad/ndc/ndc.html>

All it requires is the Non-Degree application and a \$10 processing fee.

Applications are done by paper only and can be mailed or delivered in person to that office.

When you have been admitted, you will receive a letter of acceptance by mail from that office. In the letter you will be assigned a UNM ID number which is a 9-digit number that is used in lieu of a social security number. You will need that number to register.

### II. Choosing Your Courses

Once you are admitted, you can then choose and register for your class(es).

To choose your classes, you can view the schedule online here:

<http://schedule.unm.edu/>

You want to choose:

Spring 2008 information (on the left)

then Main Campus (on the right)

then CE (in the lefthand list) for Civil Engineering courses

You will need to write down the CRN-Course number to use for registration.

### III. Net ID and Password

To access LoboWeb for Students, which is the student information system, you will need a UNM NetID and password. To secure those, please visit: <http://countdown.unm.edu>.

### IV. Registration

When you have your courses selected and have your Net ID and Password, you can register for classes using the Internet.

Follow these steps:

Log onto [www.unm.edu](http://www.unm.edu), the UNM home page.

Find the MY UNM icon on the left side of the page.

Enter your Net ID and Password to log in.

Find the Student Life icon at the top of the page.

In Student Life, click on the big LoboWeb icon.

In LoboWeb, click on Registration and Records.

Under Registration, find Registration (Add/Drop Classes).

Accept Financial Responsibility to proceed.

Select the correct term for which you want to register.

Enter and Submit the CRNs to create your schedule.

Finally, log out of MY UNM.

If changes need to be made to your schedule, repeat these steps to get your original schedule. Once you are viewing your schedule, use the drop boxes next to each of your registered courses to drop the desired course and then enter the correct CRNs at the bottom of the page. Once all changes have been made, select Submit.

1/4/08