Tech Terminology

Questions? Contact Rebecca Clemens, Rebecca.Clemens@nmt.edu, 575.835.5001

Passwords and accounts:

Banweb
Banweb is used to access your NMT student records, academic transcript, Financial Aid information, and online registration through Banweb (https://banweb7.nmt.edu/pls/PROD/twbkwbis.P_WWWLogin). Your user name is your student (900) number. You request your Banweb PIN (different than your email/TCC password) from the Registrar’s Office (Registrar@nmt.edu, 575-835-5133, Fidel 2nd floor). They will require proof of identity – if you’re requesting by email, include your name, 900#, and attach a scan/photo of an official photo ID.

NMT email (aka NMT student Gmail)
Student email addresses are FirstName.LastName@student.nmt.edu (e.g., Jane Freshman = Jane.Freshman@student.nmt.edu). Sometimes, if it’s a common name, it will include the middle initial (e.g., John Q Smith = John.Q.Smith@student.nmt.edu).

To set it up, you have to log into Banweb (see below), select Personal Information, and then Activate Google Apps mail. You’ll receive a step-by-step guide in the first email you receive from Rebecca Clemens after you accept admission to NMT.

NMT Academic (Computer) Account (aka TCC or ITC account)
Used to log onto NMT school-owned computers (in computer labs, Library, etc.). Your user ID is set up by Information Technology & Communications (ITC). On Orientation Day, or once you arrive on campus, go to the ITC Help Desk, Gold Building Room 101.

ITC staff can also help you with wifi access setup on your phone / laptop / other.

APIN (aka Advisor PIN, Alternate PIN)
Used to register online; a new one is assigned every semester. You must receive approval of your proposed class schedule from your Faculty Advisor each semester; the APIN is a 6-digit number that your Faculty Advisor will release to you after he/she approves your schedule. It serves as your Advisor’s digital signature, so it’s important to notify your Advisor if you make any changes to your schedule after receiving the APIN. Every semester you will need to provide your Advisor with a proposed schedule – by email or in person - to get the new APIN.

Canvas
Online class site used across NMT, similar to Moodle or Blackboard; a place for your professors to post a syllabus, any upcoming assignments, grades, etc. Log in at https://nmt.instructure.com/login/canvas; your user ID is your student ID (900#) and the default password is your birthdate (YYYYMMDD). Each class displays as blocks of different colors on the home page. A great way to keep track of what’s due next, see/email other people in the class, monitor your course grades, post your assignments and more.

Deadlines

The Registrar’s Office has a list and a Calendar of Academic Dates: http://www.nmt.edu/registrars-office/, and sends out emails in advance of important deadlines, so check your NMT Gmail account regularly.
Tech Terminology
Questions? Contact Rebecca Clemens, Rebecca.Clemens@nmt.edu, 575.835.5001

Registration

Period of time that students can add/drop/change classes for the upcoming semester. The portal opens first for current students by class (Graduate Students on Monday, Seniors on Tuesday, etc.) before the end of the current semester, then later for new students. The registration portal stays open for everyone until the 2nd Tuesday of the semester.

Validation/Disenrollment

Validation is acceptance of your financial responsibilities to New Mexico Tech – that is, paying, or making payment arrangements for all tuition, fees, and other costs associated with being a student. The NMT Business Office group (Student Accounts, Cashier, Financial Aid – all in Fidel, 2nd floor) can help with this. Students who are not validated by the Wednesday before the drop deadline (see below) are subject to disenrollment from classes.

Note – Health Insurance: One important part of validation is showing proof of health insurance coverage. If you are not covered by your parents’ insurance plan, you will need to make arrangements for your own insurance before classes start. Contact the Student Health Center (575-835-5094) for information about insurance options. *International students MUST provide proof of health insurance to before they can register – information & contacts are at http://www.nmt.edu/international-and-exchange-programs

Add Deadline

Classes may be added until 5:00 pm the second Tuesday of the semester. Keep in mind the number of credits needed to maintain full-time status, or comply with your scholarship requirements. NMT full-time status is 12-18 credit hours. The NM Lottery Scholarship requires students take at least 15 credits per semester. Students are charged about $240 for each credit hour over 18.

Drop Deadline

Classes may be dropped without penalty until 5:00 pm the second Friday of the semester. **Keep in mind the number of credits you need to maintain full-time status or comply with your scholarship requirements**.

Change Grading Option Deadline:

Students have until 5:00 pm the Wednesday of the 10th week of the semester (5th week in Summer) to withdraw or change their grade option. This can affect your student and/or Financial Aid status - talk to the course instructor, your advisor, Financial Aid, and the Registrar’s Office before changing your grade option.

Start the process early enough to get all the signatures you’ll need! Don’t wait until the last day – your advisor may not be available!

Withdraw – Used only after the Drop Deadline has passed; might affect financial aid/scholarships. “W” is shown on your transcript; you receive no credits for the course. If you drop below 12 credit hours, your financial aid and student housing will be affected. The form must be signed by your advisor, Financial Aid, Residential Life (if you live in campus housing), and the Cashier’s office; there’s a Withdrawal fee of $3.82.
Tech Terminology
Questions? Contact Rebecca Clemens, Rebecca.Clemens@nmt.edu, 575.835.5001

Audit – Satisfactory/Unsatisfactory Audit (SA/UA) on transcript; no credits for course. Won’t affect GPA, might affect Financial Aid and full-time status. The form must be signed by the course instructor, your advisor, and Financial Aid. Note: some professors require students to submit homework and take tests to receive a grade of SA.

Satisfactory/Unsatisfactory (S/U) (form states it must be submitted the 9th week) - Usually an S is given for earning a grade of C- or better. When receiving an “S” you will receive credit hours for the class, but no grade points; your GPA will not be affected. Should you receive a “U”, you will not receive credit hours or grade points, your GPA will not be affected, but the hours will count toward attempted hours. A grade of “S” cannot be repeated unless the course is normally graded S/U. This option is not recommended for Computer Science majors.

This option may not be available depending upon class and by major - check with your advisor. A maximum of 18 credits per degree can be taken as a pass/fail. The form must be signed by the course instructor, your advisor, and your department chair. If you change your grading option to S/U, you cannot change back to a letter grade.

Transcripts & Credits
The Registrar’s Office has extensive information on transferrable credits from other NM institutions, AP Credits that are accepted, math placement, and more, at http://www.nmt.edu/transfer-credit.

Placement at NMT
If you are a first-time college student at NMT, Math and English placement levels are based on your ACT or SAT score, as shown in the following tables:

**Table 1: Math Placement**

<table>
<thead>
<tr>
<th>ACT Score</th>
<th>SAT Score</th>
<th>Math Level</th>
<th>NMT Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 20</td>
<td>≤ 520</td>
<td>College Algebra</td>
<td>MATH 101</td>
</tr>
<tr>
<td>21 – 25</td>
<td>530 – 600</td>
<td>Pre-calculus Algebra</td>
<td>MATH 103</td>
</tr>
<tr>
<td>26 – 29</td>
<td>610 – 690</td>
<td>Trigonometry</td>
<td>MATH 104</td>
</tr>
<tr>
<td>≥ 30</td>
<td>≥ 700</td>
<td>Calculus I</td>
<td>MATH 131</td>
</tr>
</tbody>
</table>

**Table 2: English Placement**

<table>
<thead>
<tr>
<th>ACT Score</th>
<th>SAT Score*</th>
<th>English Level</th>
<th>NMT Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 27</td>
<td>&lt; 610</td>
<td>College Writing: Exposition</td>
<td>ENGL 111</td>
</tr>
<tr>
<td>≥ 27</td>
<td>≥ 610</td>
<td>College Writing: Argument &amp; Analysis</td>
<td>ENGL 112</td>
</tr>
</tbody>
</table>

If you are a transfer student, or have AP Test, Dual, or other college/university credit, it will be used to evaluate your Math or English placement instead of the ACT/SAT score. After official transcripts are received and evaluated at NMT, you will receive an email from Titia Barham (Titia.DonsBarham@nmt.edu), the NMT Transfer & Articulation Specialist, explaining how credits have been transferred.

If you plan to take a Math AP test, please note that only the AB subscore of the BC test is used. Details are at http://www.nmt.edu/images/stories/registrar/Transfer/Advanced_Placement_Program.pdf.

The highest level of math a new student can be placed in, based on ACT/SAT, AP, or NMT Math Placement Test score, is MATH 131 (Calculus I).
NMT Math Placement Test

If you are placed at a math level that you feel is below your actual math knowledge/skill, you may request to take the free, online NMT Math Placement Test to see if you can advance to a higher math placement. It is recommended that if you opt to take the test you do so as soon as possible to be eligible to register for your desired Math class. You may only take the Placement Test one time before starting at NMT; current students may only request to take the test in person, not online, after final grades are posted.

The highest level of math placement that can be tested into through the NMT Math Placement Test is MATH 131 (Calculus I).

To request to take the free, online NMT Math Placement Test, send an email (using your NMT EMAIL ACCOUNT) to: mathplacement@nmt.edu. The subject line should include “math placement test request for <your 900#>” and the body should include: your request to take the test, your current placement, your name, and your 900#. You will be sent a link and password to an online site with the test plus a practice test. You may take the practice test up to 5 times (contents randomly pulled from a question bank) before attempting the actual test. YOU MAY ONLY TRY THE MATH PLACEMENT TEST ONE TIME FOR A MATH LEVEL BEFORE COMING TO NMT! If you start with MATH 103 (pre-calculus algebra), and take and pass the test, you have the option to continue on the same site to try passing the MATH 104 (trigonometry) test. The highest placement using the test is in MATH 131 (Calculus I).

Courses/Registration

Information on the Banweb Class Schedule listings includes:

**CRN** (Course Registration Number; convenient to use when registering online). A unique five-digit number assigned to each class/section that can be directly entered in the “Add Classes” area in the online registration portal.

**Course Number-Section** (e.g., MATH 131-01) – The department abbreviation and a 3-digit number. If more than one session is offered (for example, there are usually many lab sections), make sure to make note of which section. This should be included in the information sent to your faculty advisor.

If it includes an ‘L’ it’s a lab; if it includes an ‘R’ it’s a recitation (sort of a Q&A/review/problem-solving session – Chemistry & Physics only, usually held once a week). These must be registered for at the same time as the lecture course, or a registration error message will appear.

**Campus** – Can mostly be ignored; M is for Main campus (i.e., NMT). A list of all locations is at the bottom of the page.

**Days** – Indicates which day(s) the course meets. R indicates Thursday.

**Time** – Indicates start and end time for every class; given in military time.

**Location** – Shows building and room number where class will be held.

**Hrs** – Number of credit hours for that course.

**Title** – Name of the class.

**Instructor** – The person who will teach the course. You can find their contact information on the associated department website, in the NMT Directory, or by asking Rebecca Clemens.
Tech Terminology
Questions? Contact Rebecca Clemens, Rebecca.Clemens@nmt.edu, 575.835.5001

**Seats** – How many openings are still available - look for course sections with a number >0 to start with. If no sections have any openings (0 or a negative number listed), you will have to contact the instructor about requesting a Seating Limit Override. There is NO guarantee of getting an override into any section/class.

**Limit** – The maximum number of students allowed in the class. Sometimes the limit is absolute (e.g., lab courses, rooms with that number of chairs), and sometimes it’s more flexible.

**Enroll** – The number of students currently registered in the class.

---

**Schedule Planning with Beanweb:**

**Notice:** [https://beanweb.us/](https://beanweb.us/) is a Banweb scheduling tool developed by a NMT alumnus. Students are welcome to use Beanweb with the understanding that it is not officially affiliated with SunGard Banner, Banweb, or other Ellucian software products. NMT does not maintain or provide technical support for Beanweb. Banweb is the official website for the NMT class schedule.

Beanweb is only for planning your schedule, NOT registering for classes (see the Advising website under Student Resources/Incoming Students: “Planning Your Schedule: Beanweb – Getting Started” and “Registering Online with Banweb” sections.

After you build your schedule in Beanweb, you can take a screenshot / snip the “Schedule” and “Calendar” screens to save as jpg files. You can send the Schedule image to your faculty advisor as your proposed schedule!

When you send your proposed schedule to your advisor include at least: Course Number-Section, Days, Times, Credit Hours, Title for the classes you want to take.

Sample email to faculty Advisor:

Subject: Proposed Schedule for Advisee (your last name/900#)

Dear Dr. XXXX,

My name is Your Name, my student ID is 900XXXXXX; I am one of your new Fall 2017 advisees.

Enclosed please find my proposed Fall schedule. Please let me know if the classes I plan to take meet with your approval, or if you have suggestions for alternate courses you feel would be more beneficial for my degree path.

Course # - Section   Days  Times  Title   Credit Hours

(***Or attach the Beanweb screenshot, instead of the above***)

If you approve of my schedule, I look forward to hearing from you, and receiving my APIN so I may register.

Thank you,

Your Name
Your 900#

---

**Holds**

You can be blocked from online registration by a Registration Hold. This is a flag placed on your student account by one or more departments, and you will have to contact the appropriate department and take care of any
issues to have the hold cleared. A list of some hold types and associated departments can be found at: http://www.nmt.edu/registration-information. Check your Banweb account several days BEFORE you want to register to have time to take care of any holds.

Online Registration

There are different guides available for registering online in Banweb:

Registrar’s Office -

Advising Website –
http://infohost.nmt.edu/~advise/banweb_starter.php

If you prefer, or are required, to register in person, contact your faculty advisor and Rebecca Clemens to arrange a day/time to come to campus and meet / be advised / get registered.