

**Mechanical Engineering**

## Registration Tips

### How to register

Registration can seem intimidating but follow these steps and you will be golden.

- Make sure you have your APIN from your advisor, you will need this to be able to register
  - Get this as soon as possible
- Go to banweb and log in
- Go to the “Student and Financial Aid” tab at the top of the page
- Click “Registration”
- Click “Add/Drop Classes”
- Use the drop down menu to select your semester (aka Term) and submit
- Then type in your APIN and submit

You will come to a page like the one pictured below. From here there are two ways to register.

 This page is used to add or drop classes for the selected term. If you have already registered for the term those classes will appear in the Class Registered Successfully sect Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If the class may not be dropped. When add/drops are complete press the Submit Changes button.

If you are unsure of which classes you wish to add press the Class Search button to review the class schedule. Note: Graduate students must obtain permission from the Gr level courses.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on May 20, 2022	None	76594	MENG	579	01	Graduate 3.000	Standard	Letter	Advanced	Heat Transfer
**Registered** on May 20, 2022	None	76812	CH	E	552	01	Graduate 3.000	Standard	Letter	Surface Character Techniques
**Registered** on May 20, 2022	None	76816	CH	E	553	01	Graduate 3.000	Standard	Letter	Advanced Separation Processes
**Registered** on Jun 02, 2022	None	76662	CHEM	513	01	Graduate 3.000	Standard	Letter	Separation	Science

Total Credit Hours: 12.000  
 Billing Hours: 12.000  
 Minimum Hours: 0.000  
 Maximum Hours: 20.000  
 Date: Aug 08, 2022 09:53 am

#### Add Classes Worksheet

**CRNs**

<input type="text"/>								
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Submit Changes   Class Search   Reset

- First Way
  - Find your Course Registration Numbers (CRNs) on Banweb’s front page under Class Schedule

- Copy and paste these into the CRNs spot on the registration page
- Once all of the CRNs are entered, you can submit and the classes will show under Status on the page
- Second Way
  - Use the class search button on the bottom of the page to look up classes directly

### **Tips to make registration go smoothly**

- As soon as classes come out on banweb, start building your schedule
- Use [BeanWeb](#) (an online tool that allows you to easily see your schedule without actually registering)
- Go to your advisor with a plan for your schedule
- Always double check your [Course Catalog](#) or flowchart to make sure you are taking what you need
  - Make sure you are using the Course Catalog or flowchart for the year you started
- Gather your CRNs in a google doc before registration opens so it is easy to copy and paste them without searching
- Know your registration day and time
- It is worth to get up early to register as soon as it opens

### **Terms you might need to know in your time here**

- CRNs - Course registration number, each class and section has a unique number used to sign up for class
- APIN - Alternate PIN , this is your identification number needed to register (You will get a new one each semester from your academic advisor. You should meet with them and go over what classes to take and general career/success advice.)
- Tech Scholar - The NMT equivalent of a Dean's List. You need to be a sophomore by credit hours with honors GPA and recognition by an advisor. This gives you perks when it comes to registration (you will be able to register two hours before everyone else on your registration day).
- Academic Probation - A student whose semester GPA falls below the minimum requirements needed for good standing will be placed on academic probation for the next regular semester of enrollment. Students are continued on probation if they withdraw from Tech while on probation.