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.

- 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.