

Registration Issues:

The Registrar's site at link: <http://registrar.unm.edu/forms/index.html> has Forms and Instructions for faculty and students regarding enrollment.

The most requested forms can be found at this site:

Changing the Grade Mode

Making changes after deadlines

Dropping after deadlines

The most common registration errors that require an OVERRIDE are:

Duplicate Course

Prereq/Test score

Time Conflict

The course INSTRUCTOR must go to LOBOWEB to complete the override – make sure to give the instructor your Banner ID # along with the error message. You will then be required to register for the class. The override will not automatically register you for the course.

Duplicate Course error arises when two courses are taken with the same course number even if the section is different (eg. PHYC 500-002 and 500-003 are required, often taken the same semester) Sign up for one of the courses and then request the INSTRUCTOR of the second course for an "Override" which they can do from their LoboWeb by selecting the correct error message from the drop down menu.

PREQ and Test Score require an override from the course INSTRUCTOR if you do not meet the prerequisites

Time Conflict happens if two courses overlap even slightly and must be overridden by the course INSTRUCTOR

NOTE: If you have an assistantship and you register for a class after the deadlines, you must let Office of Graduate Studies know so that they will charge the index on your assistantship; otherwise, the charge will go to your Bursar account.