UNLV | Office of THE REGISTRAR

The Registrar's Office is Here to Help You!

Visit us online at **unlv.edu/registrar**

Follow us on Social Media

f /UNLVRegistrar   **@UNLVRegistrar**

The Registrar's Office Can Help You With:

- General Registration Help
- Understanding Registration Errors
- Understanding Waitlist Process
- Processing Time Conflicts and Credit Overloads
- Changing Courses to From Credit to Audit
- Understanding Holds That Prevent Registering for Courses
- Verification of Enrollment
- Understanding University Policy
- Understanding grades, GPA, repeats, Credit by Exam

Log In

Open for Testing

NSHE ID:

Password:

Sign In

Forgot Your Password?

Need Help?

Your NSHE ID number will not change. Even if you graduate, or start a new program.

You will need to change your password annually. You can change it at anytime by clicking the Forgot Password link to send a reset email to your rebelmail.

Welcome to MyUNLV!

Registration Help Sessions Coming Soon
The Registrar's Office is hosting Help Sessions for your Fall 2017 registration. Join us for a demonstration of the Registration Process in MyUNLV. The sessions will cover the Add, Drop, and Swap functions as well as tips and tricks! Please join us at one of the following times. Be sure to **RSVP** so we can be sure to provide enough space for everyone!
- Tuesday April 18th, 3:00 pm-4:30 pm CBC C231
- Monday May 1st, 10:30 am-12:00 pm CBC C211
- Wednesday May 3rd, 2:00 pm-3:30 pm CBC C211
- Thursday May 4th 3:30 pm-5:00 pm CBC C231

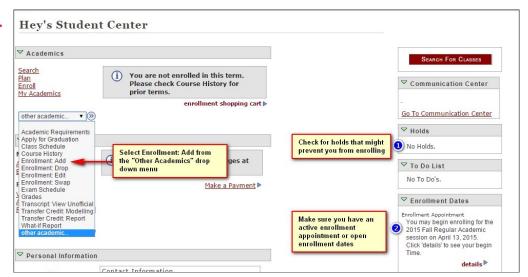Let us know what session you plan to attend on the RSVP page.

Check out the New MyPlanner Tool in your Student Center
MyPlanner provides you with a tool to plan your courses for an individual term, multiple terms, or your entire stay at UNLV. After you add courses to your planner, you can proceed directly from planning to enrollment when the schedule for the planned term opens! Planning will allow you to organize your time at UNLV and UNLV to better predict course demand for the classes you need! Find MyPlanner in the Academics section of your Student Center. You can also find help with your Planner on the AboutMyUNLV website, or by clicking **here.**

Keep an eye on the landing page for important announcements and deadlines!

April 17, 2017	Fall 2017 Semester Enrollment Begins. Check your enrollment dates.
May 15, 2017	2017 Summer Session I Begins
June 5, 2017	2017 Summer Session II Begins
July 10, 2017	2017 Summer Session III Begins

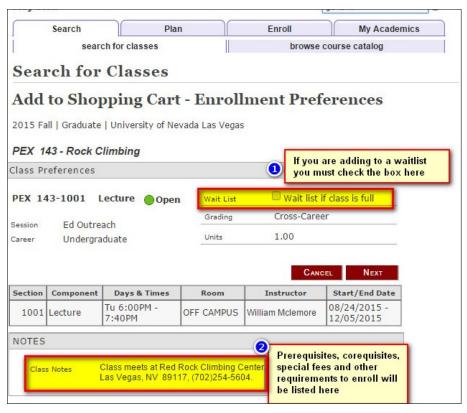## This Is Your Student Center. From This Screen You Can:

- Register For Classes

- Check The Holds On Your Account

- Review Your Enrollment Appointment

- Review Your Financial Aid and Tuition Charges

- Update Personal and Address Information

When Searching For Courses:

- You Must Have The Correct Term Selected

- Selecting The Subject Will Allow You to Find The Courses Your Academic Advisor Has Recommended

- Course Numbers Allow You to Narrow Your Search

- When You Wish to Add to The Waitlist For A Course You Must Uncheck The "Show Open Classes Only" Check Box

- You Have The Ability to Choose Additional Search Criteria Such as Mid-Semester Courses or Search For Only Online Courses
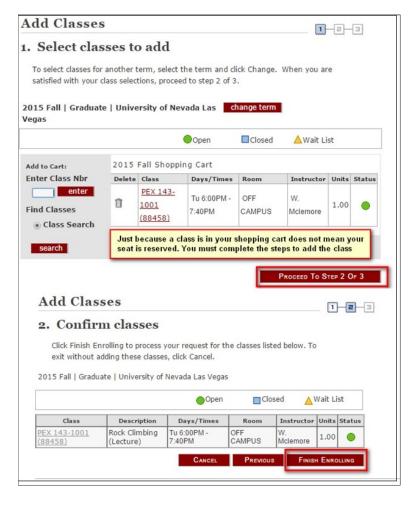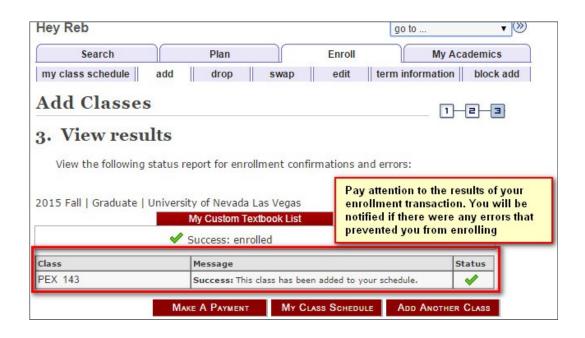
After You Select The Class Section You Want Added To Your Shopping Cart:

- If You Wish to be Added to The Wait List For a Course, Ensure That The "Wait List if Class is Full" Checkbox is Selected

- Review The Class Notes to Ensure You Meet All the Prerequisites, Corequisites, and That You Are Aware of Any Special Meeting Locations or Course Fees

Once The Course Has Been Added To Your Shopping Cart:

- This Does Not Mean That You Are Enrolled In The Course

- The Shopping Cart Does Not Save Your Place in The Course

- You Must Use the "Proceed To Step 2 Of 3" Button to Register For The Courses in Your Shopping Cart

- After Step Two You Must Use The "Finish Enrolling" Button to Complete Your Request to Enroll In The Requested Courses.

View The Results of Your Request to Enroll:

- A Successful Enrollment Means That You Are Now Registered For The Requested Courses. You Can View Your Updated Charges in Your Student Center.

- If You Receive a Prerequisite Error You Must Contact The Department That Offers The Course. The Contact Information For The Academic Departments Can be Found Online at www.unlv.edu/academics/units.

- If You Receive a Time Conflict Error You May Choose a Different Section of the Same Course That Does Not Meet at The Same Time as One of Your Other Courses or Complete a Time Conflict Petition With Instructor Permission.

- If You Receive an Error That There Are Holds on Your Account You Must Review Your Student Center And Contact The Appropriate Office to Resolve the Hold.

- If You Wish to Have Your Credit Limit Raised You Must Contact Your Academic Advisor And Complete an Overload Petition. The Advising Centers Contact Information Can be Found Online at www.unlv.edu/advising/centers

You can also find more info on our website
unlv.edu/registrar/guide

UNLV | Office *of* THE REGISTRAR

Student Services Complex, Building C (SSC-C)
Phone: 702-895-3443
Fax: 702-895-1118
Email: registrar@unlv.edu
4505 S. Maryland Parkway Box 451029 Las Vegas, NV 89154-1029