

## The Registrar's Office is Here to Help You!

Visit us online at [unlv.edu/registrar](http://unlv.edu/registrar)

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### 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

**Hey's Student Center**

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

**You are not enrolled in this term. Please check Course History for prior terms.**

[enrollment shopping cart](#)

other academic... >>

Academic Requirements  
Apply for Graduation  
Class Schedule  
Course History  
Enrollment: Add  
Enrollment: Drop  
Enrollment: Edit  
Enrollment: Swap  
Exam Schedule  
Grades  
Transcript: View Unofficial  
Transfer Credit: Modeling  
Transfer Credit: Report  
What-if Report  
other academic...

**Select Enrollment: Add from the "Other Academics" drop down menu**

**Check for holds that might prevent you from enrolling**

**Make sure you have an active enrollment appointment or open enrollment dates**

**Communication Center**

[Go To Communication Center](#)

**Holds**

**To Do List**

**Enrollment Dates**

Enrollment Appointment  
You may begin enrolling for the 2015 Fall Regular Academic session on April 13, 2015. Click 'details' to see your begin Time.

[details](#)

**Personal Information**

[Contact Information](#)

**Enter Search Criteria**

**Search for Classes**

Institution: University of Nevada Las Vegas

Term: 2015 Fall

Select at least 2 search criteria. Click Search to view your search results.

**Class Search**

Subject: select subject PEX Physical Education: Activity

Course Number: is exactly

Course Career: Undergraduate

☒ Show Open Classes Only

☐ Open Entry/Exit Classes Only

Meeting Start Time: greater than or equal to

Meeting End Time: less than or equal to

Days of Week: include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name: begins with

Class Nbr: ?

Course Keyword: ?

Minimum Units: greater than or equal to

Maximum Units: less than or equal to

Course Component: Session

Mode of Instruction:

Campus:

Location:

Course Attribute:

Course Attribute Value:

**leaving this checked will not show waitlisted classes**

**use 'Select Subject' to find the subject you are looking for**

**you can narrow the search using the course number**

**You can change the session to find mid-semester and modular classes**

**You can search only general education requirements by selecting it here**

**CLEAR SEARCH**

## 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

Search Plan **Enroll** My Academics

search for classes browse course catalog

## Search for Classes

### Add to Shopping Cart - Enrollment Preferences

2015 Fall | Graduate | University of Nevada Las Vegas

**PEX 143 - Rock Climbing**

Class Preferences

**PEX 143-1001 Lecture** ● Open

Session Ed Outreach  
Career Undergraduate

Wait List ☐ Wait list if class is full

Grading Cross-Career

Units 1.00

**CANCEL NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
1001	Lecture	Tu 6:00PM - 7:40PM	OFF CAMPUS	William Mclemore	08/24/2015 - 12/05/2015

**NOTES**

**Class Notes** Class meets at Red Rock Climbing Center Las Vegas, NV 89117, (702)254-5604.

**Prerequisites, corequisites, special fees and other requirements to enroll will be listed here**

## 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.

## Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2015 Fall | Graduate | University of Nevada Las Vegas **change term**

● Open ■ Closed ▲ Wait List

**Add to Cart:** Enter Class Nbr  **enter**

**Find Classes** ☒ Class Search **search**

**2015 Fall Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	PEX 143-1001 (88458)	Tu 6:00PM - 7:40PM	OFF CAMPUS	W. Mclemore	1.00	<span style="color: green;">●</span>

**Just because a class is in your shopping cart does not mean your seat is reserved. You must complete the steps to add the class**

**PROCEED TO STEP 2 OF 3**

## Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2015 Fall | Graduate | University of Nevada Las Vegas

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PEX 143-1001 (88458)	Rock Climbing (Lecture)	Tu 6:00PM - 7:40PM	OFF CAMPUS	W. Mclemore	1.00	<span style="color: green;">●</span>

**CANCEL PREVIOUS FINISH ENROLLING**

Hey Reb go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information || block add

**Add Classes** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

2015 Fall | Graduate | University of Nevada Las Vegas

**My Custom Textbook List**

✓ Success: enrolled

Class	Message	Status
PEX 143	Success: This class has been added to your schedule.	✓

**Pay attention to the results of your enrollment transaction. You will be notified if there were any errors that prevented you from enrolling**

**MAKE A PAYMENT** **MY CLASS SCHEDULE** **ADD ANOTHER CLASS**

### 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](http://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](http://www.unlv.edu/advising/centers)

You can also find more info on our website  
[unlv.edu/registrar/guide](http://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](mailto:registrar@unlv.edu)

4505 S. Maryland Parkway Box 451029 Las Vegas, NV 89154-1029