MyNCTC Student Registration Guide-Log In and Advising Worksheet

To access your new **Course Planning** and **Student Registration** features, start with logging into your [OneLogin](#) to access your MyNCTC account. Be sure to disable pop-up blockers so you can open new tabs and windows that give you access to important info. like your **Advising Worksheet** which shows your major, assigned Advisor(s), classes completed, and what classes are still needed!

- **MyNCTC Student Course Planning Video**
- **MyNCTC Student Registration Video**

Click on the **Student Services** tab at the top of the page and then select **Advising** on the left- hand menu. Select **Printable Advising Worksheet** at the bottom of the page. If you have an **Academic Plan** on file there will be a PDF of this as well.

A PDF file with your degree plan will pop open, and your **Primary Aim** courses will be listed first as these are the main classes required for your degree or certificate major. The category of **Electives** will be listed further down on your **Advising Worksheet**(if Elective hours are applicable for your plan) as well as TSI status (your placement level for Reading, Writing, and Math OR your TSI exemptions).

All students also have the **Core Curriculum** category on their worksheet, so you know how your classes are being used for these areas as well. If you have classes listed under **Non-Applied Coursework** that means you did not receive a passing grade to be able to use the course, or it's a class that isn't required for your declared major.

If your major is not correct you can complete the **Change of Major Request** under the **Student Forms** section of the **Student Services** tab or contact advising@nctc.edu to get your major corrected.

Planning, Course Search, and Registration-Oh My!

Under the **Student Services** tab, select **Registration** and then **Student Registration** to get to your new features. The **Student Registration** window shows you if you have any holds, when registration and planning will open, the course search option, as well as a link to your class schedule (if you are registered for current or future classes).

Please note that *even if you have holds you can still complete the planning process* which allows you to search for classes and add them to your calendar. However, you will not be able to complete the **Registration Checkout** process and won't officially be enrolled in the classes until your holds are resolved and you return to complete **Checkout**. To verify what type of hold you have and the steps to have it cleared, click on the **red HOLDS** button for more information.

Student Services

Contact Us

Registration ⌃

Student Registration

| Find Courses | **Student Services** | Student Life |

Student Services

Student Registration

Add/Drop Courses

Fall 2023 ▾

Planning now open

Registration now open and ends **9/1/2023 12:00 PM**

Subterms are open. Check the calendar for registration availability.

Register   Course search   My Schedule

Add/Drop Courses

SPRING 2023 ▾

Planning now open

Holds

Plan   Course search   Schedule Not Available

Planning vs. Registration

From the **Registration** window, you can select the particular term you want to work on from the drop-down menu. Then click **Planning** or **Registration** (depending on which option is available).

Planning –Planning opens when the schedule of classes for the next semester is available, usually 60-90 days before registration opens for that term and then closes at the end of the registration period. The planning process is nearly identical to the registration process, except that you are not enrolled in classes yet. During planning, you can add courses to your calendar, verify any clearance needed, and work with your Advisor.

Register – Approved students can register for classes once registration begins. *If you are a Certificate major, you will be able to register through this portal in MyNCTC for classes that are in your Certificate program only*, which is why verifying you are under the correct major is so important! Students in Associate Degree majors will be able to register for classes both in their program AND outside of their major, and will receive a warning message when selecting a class that does not fit their program.

Features of the New Portal

After you click on **Planning** or **Register** you will land on the new Add/Drop page. You will again have the option of selecting a term from the drop-down and can still choose **Plan** or **Register** (depending on whether registration period is open yet), or *the **Course Search** option will also be available to students in Associate Degree majors only, to search for courses outside of their program*.
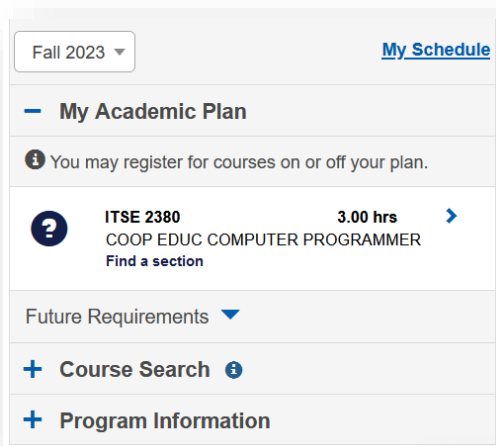
The layout of the new **Student Registration** screen is completely different from the old module. The bulk of the new portal view is a weekly calendar. As you add courses to your schedule they will appear in the calendar view which is like a "shopping cart", with classes that are online or TBA appearing at the top of the screen rather than in the calendar view.

Please note: *even courses that have different start dates, such as 1st or 2nd 8-week classes, will still appear in the same calendar view*. And the **Registration Checkout** button will be faded out if registration is not yet open, or you have not selected any courses to add to your calendar.
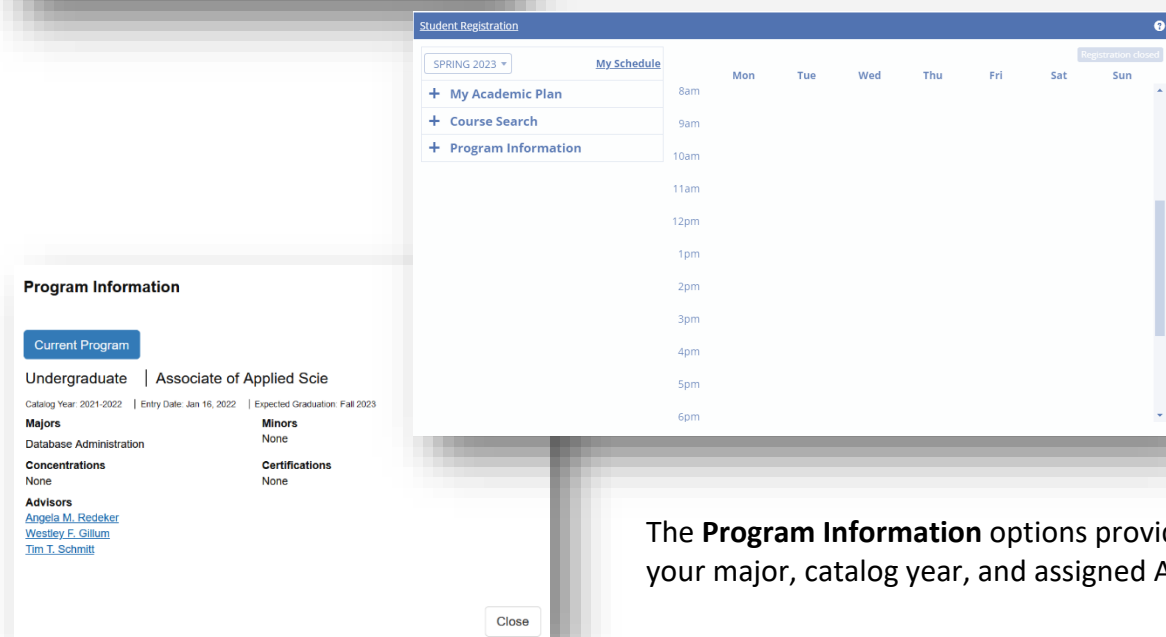
The **Program Information** options provides a quick view of your major, catalog year, and assigned Advisor(s).

Planning/Registration by Academic Plan

For both Certificate and Associate Degree major students, a section will appear called **My Academic Plan**. This area will show the program requirements/classes recommended for completion in your next semester, as well as future semesters. You can search availability of your required courses and also see with the green check marks when you are already enrolled in required courses OR completed a course in a previous semester.

Future Requirements ▲

✓ **ITSE 2354**   3.00 hrs   ›
ADVANCED ORACLE PL/SQL
Registered

✓ **ITSE 2356**   3.00 hrs   ›
ORACLE DATABASE ADMINISTRATION I
Registered

❓ **ITSW 2337**   3.00 hrs
ADVANCED DATABASE
No sections available

❓ **Mathematics Requirement**   3.0 hrs   ›
Find a course

Course Search ✕

To get better results, add more search criteria. The more specific your search, the better the results will be. The search finds only the first 40 sections that match your search criteria. Of those 40, it shows only the ones you're eligible to register for.

Fall 2023 ▾ ✕

Course Search

Course Code
[Begins With ▾] [|]

Course Title
[Begins With ▾] [ ]

Instructor
[Search...]

Department
[Search...]

Location
[Search...]

Subterm
[▾]

Meeting Type
[ ]

Section Status
[▾]

Meets on Selected Days
M Tu W Th F Sa Su

[Search Courses]

Planning/Registration by Course Search

For Associate Degree major students in the **Student Registration** portlet, the **Course Search** option allows exploration of other classes to be added to the calendar. If you enter information into several search fields it will consider all criteria which could limit your results. If you leave all fields open you will likely get more results than can be loaded at one time-so it's a balance!

Course Code or Title – You can type in all or part of a character string that appears anywhere in the course code or course title.

Instructor – To find courses taught by a specific professor, begin typing their name in the field. Names will begin to appear for you to select.

Department – Department corresponds to the field which the course is under, such as Math or Languages. But it's best to leave this field blank.

Location – This corresponds to campus, so just start typing the name of the campus or leave it blank to see classes taught at all NCTC locations as well as online classes.

Meeting Type – Meeting type corresponds to how the course is taught which would be in-person, online, hybrid, or interactive TV. Searching for online classes will also give you synchonous online options, which are classes that have scheduled days and times in which your instructor will have online lectures.

Meets Selected Days – If you are only available to take courses particular days, you can limit your search to those specific days. However, please be sure to double check course details to verify the exact meetings dates.

Reviewing and Selecting Courses

For students using the **Academic Plan** for registration, you can click on any requirement to generate a list of courses in the specific term that meet that requirement. For some requirements, only a single option will appear. In other cases, you will see more than one courses listed. You can review meeting information and seats remaining in order to make a selection.

Course Search Cont'd.

MATH.1342.0340
Online
Fall Term; 08/28/23 - 12/16/23
20 seats remaining
NCTC Faculty

MATH.1342.0370
Tue 6:00-8:50 PM
Fall Term; 08/28/23 - 12/16/23
11 seats remaining
Cammy L Boaz

MATH.1342.0371
Mon, Wed 10:00-11:20 AM
Fall Term; 08/28/23 - 12/16/23
13 seats remaining
Cammy L Boaz

MATH.1342.0380
Online
Fall 1st 8 Week; 08/28/23 - 10/21/23
22 seats remaining
NCTC Faculty

MATH.1342.0385
Online
Fall 2nd 8 Week; 10/23/23 - 12/16/23
27 seats remaining
NCTC Faculty

If you have access (based on your major) to search for Courses while in the **Student Registration** window and calendar view, then you are able to see all classes for the selected semester that meet your search criteria.

Click the three dots to the right of the course to see additional details. ***Please note:*** *in this view, you will not see the campus location until you click on the three dots to see full course details*, which will also include the course description, any prerequisites, as well as a link to the bookstore to locate required materials.

If the Textbook section says "none", *that does not mean the course has no required materials*-we are still working on populating the bookstore link on all courses so always check our Bookstore Online Search to verify required materials.

The view below of **Course Search** is what you will see if looking for classes outside of the calendar/registration window (by using the **Find Courses** tab on MyNCTC).

Fall 2023 ▼	✕
Course Search	
Course Code	
Begins With ▼	acct 2301
Course Title	
Begins With ▼	
Instructor	
Search...	
Department	
Search...	
Location	
Search...	
Meeting Type	
Meets on Selected Days	

Course Code	Title	Faculty	Seats Open	Status	Schedule
ACCT.2301.0340	PRINCIPLES OF FINANCIAL ACCOUNTING	Vanessa N F…	1/30	Open	Online
ACCT.2301.0341	PRINCIPLES OF FINANCIAL ACCOUNTING	Richard Walker Dee Amarad…	21/25	Open	Online
ACCT.2301.0400	PRINCIPLES OF FINANCIAL ACCOUNTING	Saphron Torres	13/18	Open	Tue, Thu 9:30-10:50 AM 8/28/2023 - 12/16/2023 Corinth Campus Corinth Campus - 312
ACCT.2301.0401	PRINCIPLES OF	Zubair Miari	15/18	Open	Mon, Wed 9:30-10:50 AM 8/28/2023 - 12/16/2023

Add Course to Calendar

Click the **blue PLUS button** next to the course you want to add. The course will be placed in the planning calendar as scheduled. Any warnings or errors will display in a popup window. *For courses that are full, you can go on a waitlist.*

Possible Issues indicates that there is an inconsistency in the registration that may need attention but it will not block registration. However, **Cannot Register** means that the course will not be able to be registered unless an issue is addressed. The course may remain on the calendar, but it cannot be registered/officially added into your schedule.

You can click close after reviewing information in the pop-up and continue to add or make adjustments to your planned schedule. Be sure to reference the color-coded **Calendar Key** in this view as well-it's so handy!

Calendar Key

- ✔ Registered / Preregistered
- 👍 On calendar
- $ Must Pay
- 🚫 Cannot register
- ⧗ Pending approval
- ⧗ Waitlisted
- ⧗ Pending plan change approval
- ❓ Graded
- ✔ Requirement met
- ⊘ Withdrawn
- 🚫 Registration Approval Denied
- ▮ Subterm

If you have already selected courses through planning and do not need to make any changes, you will still need to select the **Registration Checkout** button after registration opens, confirm your course selections, and then click **Register**.
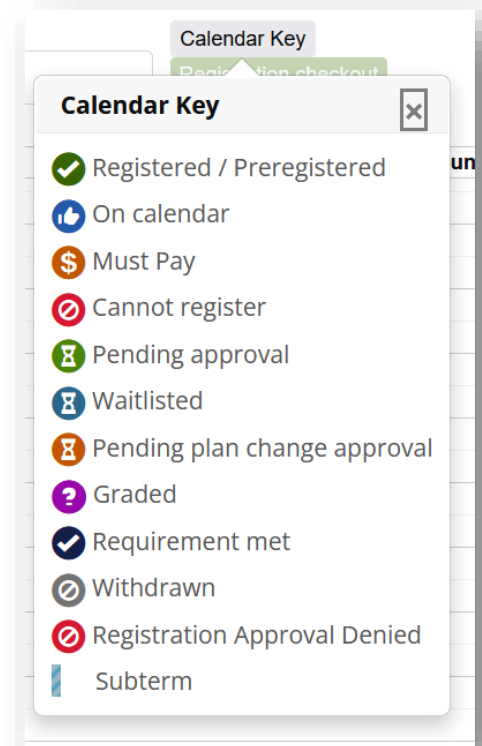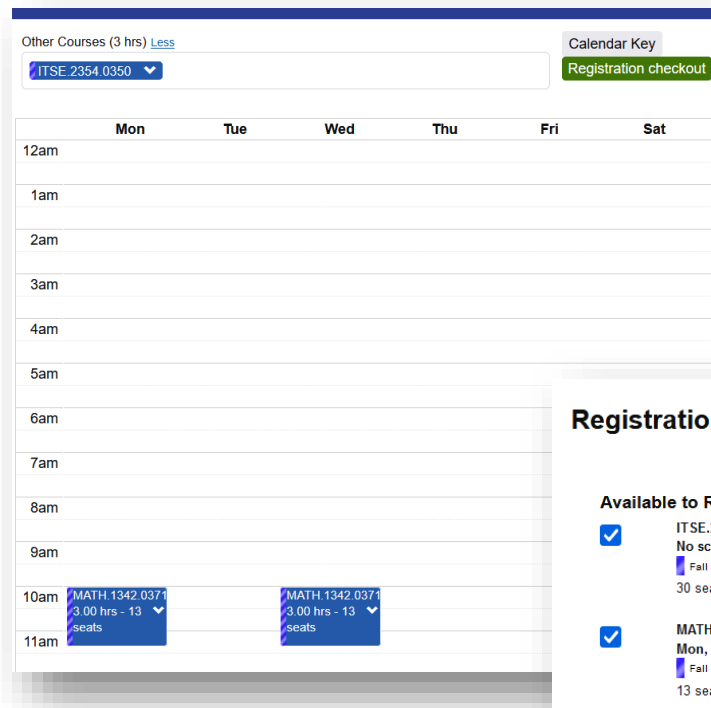
Registration Checkout

Available to Register

☑ ITSE.2354.0350 - ADVANCED ORACLE PL SQL
No schedule available   (3.00 hrs)
▮ Fall Term; 08/28/23 - 12/16/23
30 seats remaining

☑ MATH.1342.0371 - ELEMENTARY STATISTICAL METHODS
Mon, Wed 10:00-11:20 AM   (3.00 hrs)
▮ Fall Term; 08/28/23 - 12/16/23
13 seats remaining

Contact ▾   Register

Registration Checkout   X

Successfully Registered

✅   ITSE.2354.0350 - ADVANCED ORACLE PL SQL
     No schedule available   (3.00 hrs)   ✔
     🟩 Fall Term; 08/28/23 - 12/16/23
     Registered

✅   MATH.1342.0371 - ELEMENTARY STATISTICAL METHODS
     Mon, Wed 10:00-11:20 AM   (3.00 hrs)   ✔
     🟩 Fall Term; 08/28/23 - 12/16/23
     Registered

                                        [Contact ▾]   [Close]

Once you checkout you will receive an on-screen confirmation of what was added, and also still be able to view courses with issues that cannot be added/checked out currently. You will have access to view and pull up a PDF of registered classes under **My Schedule**. And the **Contact** button always allows you to send an email directly to your assigned Advisor.

Student Registration

My Schedule

Course Code ▲	Title ⇕	Status ⇕	Schedule
− ITSE.2354.0350	ADVANCED ORACLE PL SQL	Registered	**Independent Study** 8/28/2023 - 12/16/2023
Faculty	Douglas E Keenan NCTC Faculty		
Textbooks	None		
− MATH.1342.0371	ELEMENTARY STATISTICAL METHODS	Registered	**Mon, Wed** 10:00-11:20 AM 8/28/2023 - 12/16/2023 Gainesville Campus and Online Courses Online - SONL
Faculty	Cammy L Boaz		
Textbooks	None		

Print my schedule 🗗

After adding courses to your calendar, you can easily remove courses. Return to the **Student Registration** page. Click on the course you want to remove. A pop-up will appear with several options. Click on **Remove from my Calendar** if the course has not been officially added, OR **Drop Course** if it is in green which means you did complete registration checkout for this class.

Student Services

Student Registration

Fall 2023 ▾		My Schedule	Other Courses (3 hrs) Less		Calendar Key

🟩 ITSE 2354 0350 ▾

Registration checkout

− **My Academic Plan**

ⓘ You may register for courses on or of...

❓ **ITSE 2380**
   COOP EDUC COMPUTER PROG...
   Find a section

Future Requirements ▾

+ **Course Search** ⓘ

+ **Program Information**

✉ Contact instructor

🔍 View details

✖ Drop course

🟩 MATH.1342.0101 ▾
✔ Registered

12pm