



ACCESSING AND READING YOUR ADVISING WORKSHEET IN MYNCTC

Video tutorial link:

<https://www.youtube.com/watch?v=hSjN7Qwey2Q&t=8s>

1

Through your OneLogin access the MyNCTC button or navigate directly to <https://my.nctc.edu/ICS/>

2

Click the **Student Services** tab

MyNCTC Home

Registration & Resource Info

Download our [Student Services Resource Guide](#) and also bookmark the [NCTC Lions page!](#)

Already enrolled in classes? Then check out the **Get Ready, Stay Ready! group in Canvas** for all things related to success at NCTC.

3

Under **My Degree Progress** click "View All Details"

My Degree Progress

Test Student

Requirements Summary

Name	Status
AA Health Science Pathway	✗ Not Met
NCTC Core Curriculum	✗ Not Met
Texas Success Initiative	✓ Met
Non-Applied Coursework	✗ Not Met

[View All Details](#)

Hold Information

[View Results](#)

Set FERPA Permissions

No Current or Future Permissions Defined

4

Click "Printable Advising Worksheet" to open the PDF document and review your major, assigned Advisors, courses needed, completed, etc.

- Financial
- Transcript Request
- Direct Deposit Designation
- ADN & Transition From LVN to RN Application
- Vocational Nursing (LVN)
- Radiological Technology
- NCTC Form
- Honors Program
- NCTC Food Pantry
- Spanish Honor Society
- Surgical Technology
- Suspension Appeal
- Library Services

555-999-1212
STUDENT198860@student.nctc.edu

Last Term GPA
Probation Stat

Major 1: AA Health Science Pathway

Advisors
Marisol Sanche:
Shannon Miche

Requirements Summary

Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality P
AA Health Science Pathway	2023	MAJOR	60.00	4.00	9.00	0.00
NCTC Core Curriculum	2023	CORE	42.00	4.00	6.00	0.00
Texas Success Initiative	2023	TSI	0.00	0.00	0.00	0.00
Non-Applied Coursework	2023	NACW	0.00	0.00	0.00	0.00

[Printable Advising Worksheet](#)

[Academic Plan PDF](#)

Recalculate Student Progress



My Pages

Unofficial Advising Worksheet

Personal Information (Legal, Home, or Permanent):
 Name: [Redacted] ID Number: [Redacted]
 Address: [Redacted]
 Phone: [Redacted] Mobile: [Redacted]
Degree Information: (Catalog Year 2017)
 Major 1: General Studies

Advisee Information:
 Advisor #1: [Redacted]
 Career Hours Earned: [Redacted]
 Career GPA: [Redacted]
 Last Term Attended GPA: [Redacted]
 Classification: [Redacted]
 Academic Standing: [Redacted]
 Holds and Warnings: [Redacted]

Primary Aim: Associate of Arts (NOT MET) 44.00 Hours Needed

Associate of Arts: 24.00 Hours Earned

✓ **Communications**
 Complete 2 Courses from ENGL1301, ENGL1302 or ENGL2311
 ✓ ENGL1301.860 COMPOSITION I C 3.00
 ✓ ENGL1320 COL WRIT II (ENGL1302) B 3.00 (TR) UNIVERSITY OF NORTH CAROLINA

✓ **Mathematics**
 Complete 1 Course from MATH1314, MATH1316, MATH1324, MATH1325, MATH1332, MATH1342, MATH2412 or MATH2413
 ✓ MATH1180 MATH WITH BUS APP (MATH1324) B 3.00 (TR) UNIVERSITY OF NORTH CAROLINA

✗ **Life & Physical Science**
 Complete 2 Courses from BIOL1406, BIOL1407, BIOL1408, BIOL1411, BIOL1413, BIOL2401, BIOL2402, BIOL2406, CHEM1411, CHEM1412, HORT1401, PHYS1401, PHYS1402, PHYS1415, PHYS2425 or PHYS2426

✗ **Lang, Philosophy & Culture**
 Complete 1 Course from ENGL2322, ENGL2323, ENGL2327, ENGL2328, ENGL2332, ENGL2333, HIST2321, HIST2322, HUMA1301, PHIL1301, PHIL2306 or SPAN2311

✗ **Creative Arts**
 Complete 1 Course from ARTS:

✓ **History**

✓ **Texas Success Initiative (MET)**

Texas Success Initiative: [Redacted]

✗ [Redacted]

Free Electives (NOT MET)

Complete 16 Hours of Elective Credit

✓ ECON.2301.848 PRINCIPLES OF MACROECONOMICS B 3.00
 ✓ BUSI1340 FREE ENT GLOBAL ELEC1340 B 3.00 (TR) UNIVERSITY OF NORTH CAROLINA
 ✓ PSYC.2301.344 INTRODUCTION TO GENERAL PSYCHOLOGY A 3.00
 ✓ SOCI.1301.340 INTRODUCTION TO SOCIOLOGY B 3.00

Non-Applied Coursework

✗ ACCT.2301.403 PRINCIPLES OF FINANCIAL ACCOUNTING W (UN)
 ✓ CANV.0109.384 CANVAS ORIENTATION S 0.00

A PDF file with your degree plan will pop open, and your **Primary Aim/Major** courses will be listed first as these are the main classes required for your degree or certificate major.

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.

The category of **Electives** will be listed further down if Elective hours are applicable for your major, as well as **TSI status** which is your placement level for Reading, Writing, and Math OR your TSI exemptions.

If you have classes listed under **Non-Applied Coursework** that means you did not receive a passing grade, OR it's a class that isn't required for your current major.

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If you have transfer credit that is not showing on your Advising Worksheet, click **Student Services** again.

The screenshot shows the NCTC website's navigation menu with 'Student Services' highlighted. Below the menu, the breadcrumb trail reads: Services > Registration > My Degree Progress > My Degree Progress > Degree Audit Summary. The main content area is titled 'Student Services' and contains a section for 'My Degree Progress - Degree Audit Summary'. Under this section, there is a 'Test Student' profile with the following information:

911 N Grand Ave Gainesville, TX 76240 555-999-1212 STUDENTT198860@student.nctc.edu	Credits Earned: 4.00 Overall GPA: 0.0000 Last Term GPA: 0.0000 Probation Status:
Major 1: AA Health Science Pathway	Advisors Marisol Sanchez-Torres ⓘ - Advisor or C Shannon Michelle Childs ⓘ - Advisor or

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Click "Transcript Evaluation Request" and complete this online form for any **official transcripts** you have submitted to NCTC from your previous school(s).

The screenshot shows the 'Registration Forms' section of the NCTC website. The text reads: 'Major Change form has been moved-please access on the Advising menu [here](#) in MyNCTC'. Below this, there are three links: 'Graduation Application', 'Course Withdrawal Request', and 'Transcript Evaluation Request', with the last link highlighted by an orange circle. At the bottom of the page, there is a 'Forms' section and a navigation bar with various icons including a search icon.

7 Any questions about what you are seeing (or not seeing) on your Advising Worksheet, visit the **Advising** menu option from the **Student Services** tab.

The screenshot shows the MyNCTC website navigation bar with tabs: Home, Admissions, Continuing Education, Find Courses, Student Services, Financial Aid, and Student Life. Below the navigation bar, the breadcrumb trail reads "You are here: [Student Services](#) > [Registration](#)". The left sidebar menu under "Student Services" includes: Contact Us, Registration, Student Resources-Get Help!, Update My Contact Information, **Advising** (highlighted with an orange circle), Financial, Transcript Request, Direct Deposit Designation, ADN & Transition From LVN to RN Application, Vocational Nursing (LVN), Radiological Technology, and NCTC Form. The main content area is titled "Student Services" and "Student Registration". Under "Add/Drop Courses", there is a dropdown menu set to "Fall 2023 (All Terms)", a status "Planning now open" with a note "Subterms are open. Check the calendar for registration availability.", a red "Holds" button, and links for "Register", "Course search", and "My Schedule". At the bottom, there is a breadcrumb trail "MyNCTC Home > Home" and a section header "Registration & Resource Info".

8 Here you can see all the ways to get connected with Advising, and also visit www.nctc.edu/advising to schedule an in-person, phone, or virtual appointment with your Advisor/Success Coach!

The screenshot shows a list of services on the left sidebar: Financial, Transcript Request, Direct Deposit Designation, ADN & Transition From LVN to RN Application, Vocational Nursing (LVN), Radiological Technology, NCTC Form, Honors Program, NCTC Food Pantry, Spanish Honor Society, Surgical Technology, Suspension Appeal, and Library Services. Below the list is a "My Pages" section with navigation icons. On the right, there is a promotional banner for "NEW MYNCTC STUDENT REGISTRATION GUIDE!" with a megaphone icon and the text "PLAN YOUR WORK, WORK YOUR PLAN!". The banner also includes registration dates: "FALL 2ND 8-WEEK CLOSING OCTOBER 25" and "WINTER MINI-MESTER CLOSING DECEMBER 18", with a link "MORE INFO AT nctc.edu/lion365". Below the banner, the text states: "At NCTC all students are assigned to an Advisor/Success Coach based on their major and no matter what campus you attend you will be able to connect with your Advisor for guidance and support! You have several ways to receive Advising assistance:"

- **Book a virtual, phone, or in-person appointment** with your [Advisor/Success Coach](#) (based on your major) by checking their calendar link
- **Join the [Virtual Advising Line](#) during [NCTC Business Hours](#)** and get help from your Advisor from wherever you are! (the earlier in the day the better, as the line closes by the afternoon)
- **Review the [Student Registration Guide](#)** to learn how you can build your own weekly calendar format!
- **Questions about choosing classes or completing registration? Contact our [Advising Email](#)** and be sure to include your full name and student ID number, and screen shots from MyNCTC are always helpful!
- **Text a quick Advising question to (940)-580-1687**