

# OVERVIEW OF THE NEW MYNCTC STUDENT REGISTRATION PROCESS

Your **Add/Drop** student registration experience is changing for the better! You can now search for classes and create a schedule within a calendar view and then register for courses once your schedule is exactly what you need. When adding courses to your calendar it will be like a “shopping cart” feature, the schedule you create is not finalized until you “check out” and select the Registration button.

Your registration experience can vary depending on whether you have an **Academic Plan**, or want to register through **Course Search**, and you may have access to both options so can choose how you want to search and add classes to your schedule.

The screenshot shows the 'Student Registration' interface. At the top, there is a dropdown menu for 'Fall 2020 (All Terms)' and a link for 'My Schedule'. Below this is the 'My Academic Plan' section, which includes a message: 'You may register for courses on or off your plan.' The plan lists several courses with their respective credit hours and a 'Find a section' link:

- ENGL 1301** (3 hrs): COMPOSITION I
- Life & Physical Science Requirement** (4 hrs): Life & Physical Science
- MATH 1342** (3 hrs): ELEMENTARY STATISTICAL METHODS
- PSYC 2301** (3 hrs): GENERAL PSYCHOLOGY
- PSYC 2306** (3 hrs): HUMAN SEXUALITY (No sections available)

At the bottom of the plan section, there is a 'Future Requirements' dropdown and two main navigation options: '+ Course Search' and '+ Program Information'.

An **Academic Plan** is a semester-by-semester guide listing the courses you need to complete for your degree or certificate major, in the recommended sequence. If the courses listed as part of your plan do not look correct, this means you need to update your major!

✓ You can complete the **Change of Major request** under the **Student Forms** section of the **Student Services** tab when you are logged into MyNCTC, or contact [admissions@nctc.edu](mailto:admissions@nctc.edu) to get your major corrected.

The message with the information icon ⓘ shows your “plan sensitivity”. Depending on your major or student status, you might be restricted to registering only for courses on your plan for this term.

Currently NCTC is allowing students to register for courses on or off their **Academic Plan**, but keep in mind that *courses which are not part of your plan or major may not be eligible for Financial Aid or meet graduation requirements.*

You can click on a requirement to see courses in that category that you've completed and the ones you need. Click on needed courses to find available sections.

If you don't have an **Academic Plan**, you will use the **Course Search** to locate and add classes to your schedule. Use the [Fall 2020 Schedule](#) or your [Advising Worksheet](#) to locate the course codes you need and follow the suggestions listed below to effectively search for classes:

Fall 2020 (All Terms) [My Schedule](#)

**+ My Academic Plan**

**- Course Search**

Course Code or Title

Instructor

Department

Location

Begins After Begins Before

Section Status

Meets on Selected Days

M Tu W Th F Sa Su

**Search Courses**

It's best to enter the course code **ONLY** such as ENGL 1301 or MATH 1342 (make sure you put a space between the letters and the numbers).

If you choose an instructor or department, it will limit your search, so it is best to leave these fields blank.

All courses that are fully online or synchronous online (meaning you will have virtual lectures each week offered at specific days and times) will be listed under the campus **Gainesville and Online Courses**.  
 All courses that are taught on campus or as hybrid courses (meaning partially online and also with weekly face to face meetings) **will be listed under the campus where the in-person class meetings will occur.**

If you want to search for in-person or hybrid courses that meet before or after a certain time or day, and/or on certain days of the week, you can add that criteria here but remember it will limit your "hits".  
 Section status lets you search for courses with open seats only, however if you leave this blank and search for all courses you are able to add yourself to a waitlist for any classes that are currently full.

You will need to start typing the name of the campus you want in order for the options to appear-make sure you are selecting a campus and not a high school location (unless you are Dual Credit)!

Location

- Denton Campus
- Denton Advanced Technology Center
- Denton Calvary High School
- Denton Campus**
- Denton High School
- Denton Ryan High School


Meets on Selected Days

M Tu W Th F Sa Su

**Search Courses**

## FIND COURSES, DEVELOP YOUR SCHEDULE, AND THEN REGISTER

Planning involves placing courses on your planning calendar. There you can see schedule conflicts, holds, and potential issues before registering. You can see which courses fit your requirements, how many seats are available, class/campus locations, and who the instructors are. Place and remove courses freely until you're ready to register for them.

 Even when Registration isn't open, you can search courses from the **Add/Drop** page. That's a view-only search, so you can't place them on your calendar from there, but you can gather information.

Add/Drop-Course Search & Registration - Course Search						
Course Code	Title	Faculty	Seats Open	Status	Schedule	
ENGL.1301.0100	COMPOSITION I	Gabrielle M Fletcher	25/25	Open	Mon, Wed 8:00-9:20 AM Gainesville Campus and Online Courses	
ENGL.1301.0102	COMPOSITION I	David David Lewis	24/25	Open	Mon, Wed 9:30-10:50 AM Gainesville Campus and Online Courses	
ENGL.1301.0103	COMPOSITION I	Kristen Weinzapfel	7/7	Open	Mon, Wed 12:30-1:50 PM Gainesville Campus and	


### Add/Drop-Course Search & Registration

## Add/Drop Courses

Fall 2020 (All Terms) ▾

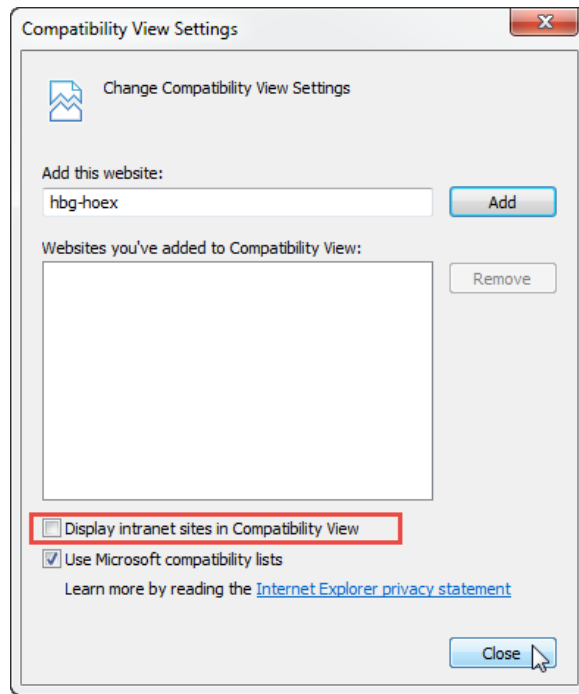
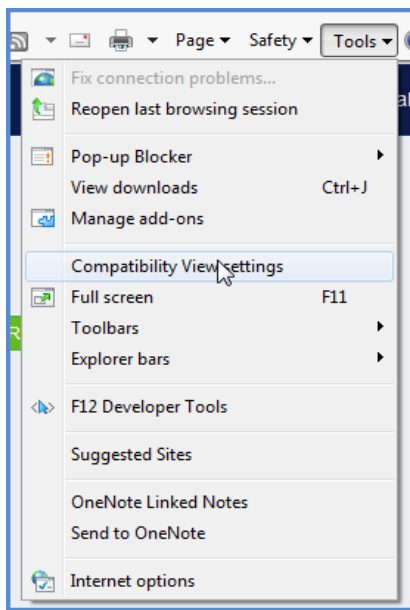
**Planning now open**  
**Registration now open** and ends **8/23/2020 11:59 PM**  
Subterms are open. Check the calendar for registration availability.

[Register](#) [Course search](#) [Schedule](#)

 If you use Internet Explorer, make sure Compatibility View is turned off.

1. On the Internet Explorer toolbar, click the **Tools** drop-down list.
2. Select **Compatibility View** settings.

3. Clear the **Display intranet sites in Compatibility View** checkbox, and click **Close**.



## FIND COURSES

When you select a term, and Student Registration shows you that registration for the semester you want is available, click the **Register** link. Then you can proceed with choosing courses by your **Academic Plan** or through **Course Search**.

### Add/Drop-Course Search & Registration

#### Add/Drop Courses

Fall 2020 (All Terms) ▾

**Planning now open**

**Registration now open** and ends **8/23/2020 11:59 PM**

Subterms are open. Check the calendar for registration a

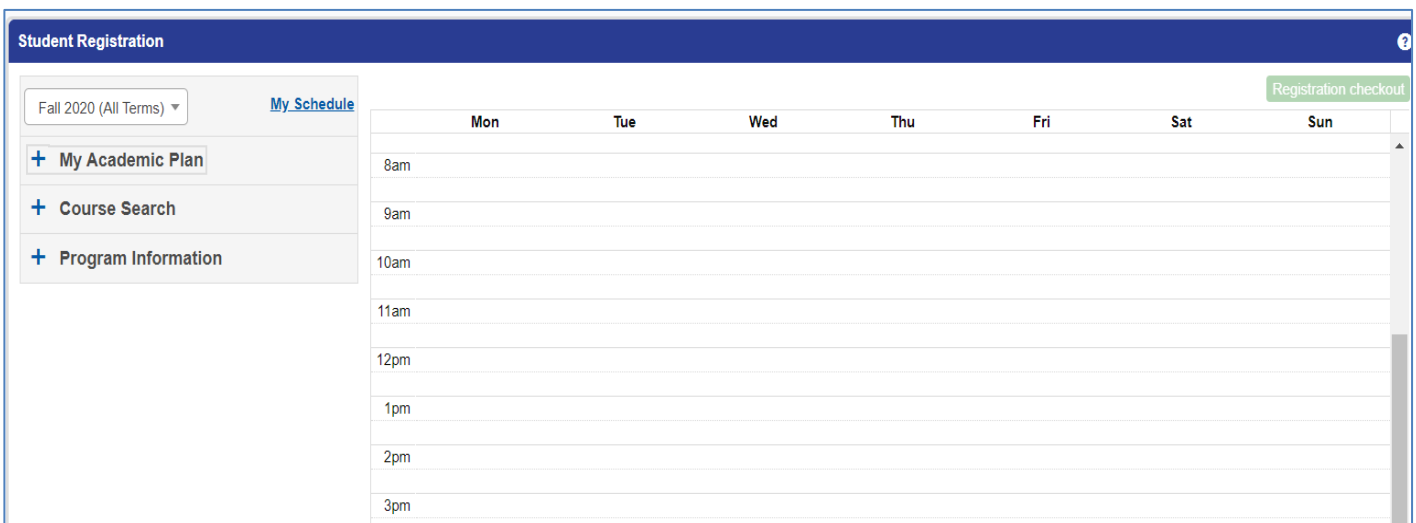
[Register](#)

[Course search](#)

[Schedule](#)



Find courses by opening **My Academic Plan** or **Course Search** and then start adding classes to your calendar.

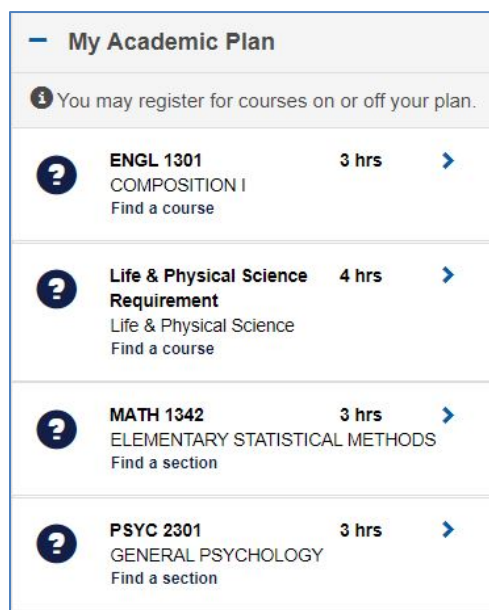


## HOW TO FIND COURSES

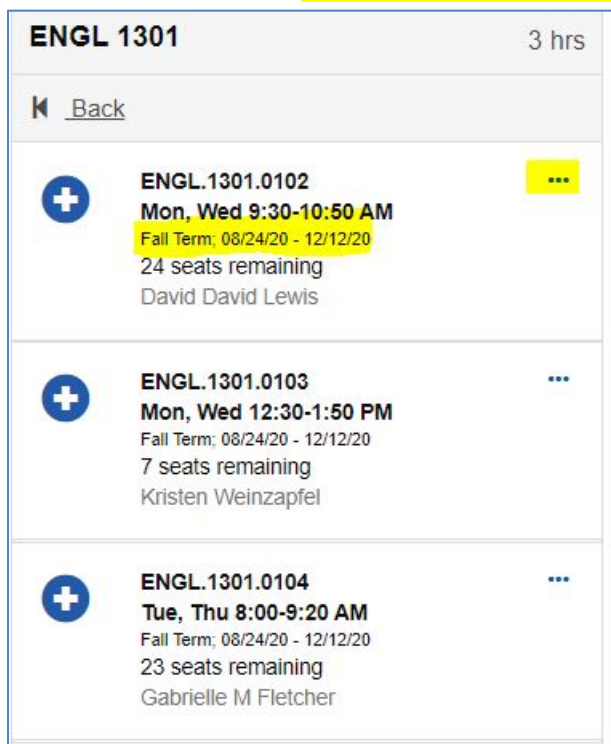
1. Once the search panel and planning calendar appear, select a semester (Fall, Spring, or Summer) based on what is available in the drop-down and therefore open for registration. Remember all the subterms associated with a semester will be available under the main term, as outlined below:

- **Fall** (16 week, 1<sup>st</sup> 8 week, 2<sup>nd</sup> 8 week, and Wintermester)
- **Spring** (16 week, 1<sup>st</sup> 8 week, 2<sup>nd</sup> 8 week, and Maymester)
- **Summer** (Summer I, Summer II, and Summer III)

2. Scroll through the left panel to see your requirements, or, if available, run a course search. The requirements may be individual courses or broad categories.

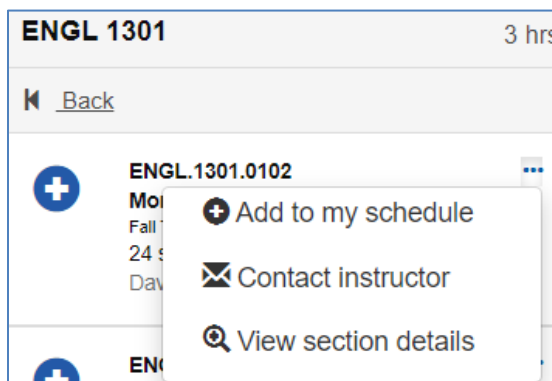


3. Click on a course requirement to find individual sections, paying special attention to the **beginning and end dates of the class!**



When looking at each section, click the ellipsis (...) to **View Section Details** and get full information on the course:

- You need to click these details to see the **Campus Location** of the course
- You will also be able to see the Course Description
- You can also see your instructor's name and can click a link to send them a direct email
- You can add the class to your calendar either by clicking the blue plus sign or through this pop-up box



4. If your **Academic Plan** allows it, you can search for courses that are in your plan but are listed for future terms. For example, if you have GOVT 2306 listed in your last semester but want to take it sooner you can-just keep in mind that some courses have prerequisites that need to be completed first so they may not be able to be moved to an earlier semester.

- Scroll down and click **Future Requirements** and add courses to your calendar from the available options.

The screenshot shows a mobile application interface titled "My Academic Plan". At the top, there is a header with a minus sign and the title. Below the header is an information icon and a message: "You may register for courses on or off yo". The main content area is a list of five course entries, each with a question mark icon, the course name and number, the number of hours, and a "Find a section" link. The courses are: ENGL 1301 (COMPOSITION I, 3 hrs), Life & Physical Science Requirement (4 hrs), MATH 1342 (ELEMENTARY STATISTICAL METHO, 3 hrs), PSYC 2301 (GENERAL PSYCHOLOGY, 3 hrs), and PSYC 2306 (HUMAN SEXUALITY, 3 hrs). The PSYC 2306 entry has "No sections available" written in red. At the bottom of the list, there is a dropdown menu labeled "Future Requirements" which is highlighted in yellow.

Course Name	Hours	Status
ENGL 1301 COMPOSITION I	3 hrs	Find a section
Life & Physical Science Requirement	4 hrs	Find a course
MATH 1342 ELEMENTARY STATISTICAL METHO	3 hrs	Find a section
PSYC 2301 GENERAL PSYCHOLOGY	3 hrs	Find a section
PSYC 2306 HUMAN SEXUALITY	3 hrs	No sections available

## DEVELOP YOUR SCHEDULE

Adding classes to your calendar schedule doesn't register you; it just places the course on your calendar to help you plan.

Work out your schedule by adding courses to your calendar and experimenting with various sections until you find the combination that meets your requirements. During this process, you can register for some courses, waitlist yourself for full classes, and keep others on your calendar without registering. Your calendar may include conflicts and warnings while you're in the planning stages.

	Mon	Tue	Wed
8am	CIS 233 1 4.00 hrs   90 seats	On calendar (but not registered)	
9am			
10am	PHY 221 4 \$ Still must pay	Financial issue	
11am	WS 801 5 ⌘ Pending approval	ART 002 02 35 seats	Course is in a subterm
12pm	Pending		
1pm	ADV 853 ⌘ Waitlisted	CHI 101 90 seats	Scheduling issue
2pm		CHEM 221 2 90 seats	
3pm	CHEM 223 3 ✓ Registered	Registered	
4pm			



Your calendar saves automatically and will still be there next time you log in.

## HOW TO DEVELOP YOUR SCHEDULE

1. Follow the steps to find courses either through **My Academic Plan** or **Course Search**.
2. Once you've found a section, click the **Add +** icon, or click the ellipsis (...), and click **Add to my schedule**.

ENGL 1301 3 hrs

⏪ [Back](#)

+ ENGL.1301.0102 ...

- + Add to my schedule
- ✉ Contact instructor
- 🔍 View section details

3. If you want to remove a course you have added to your calendar, just click on it and select **Remove from my schedule**.

9am

10am ENGL.1301.0102 24 seats

11am

12pm

1pm

- ⊖ Remove from my schedule
- ✉ Contact instructor
- 🔍 View section details
- 📌 View possible issues

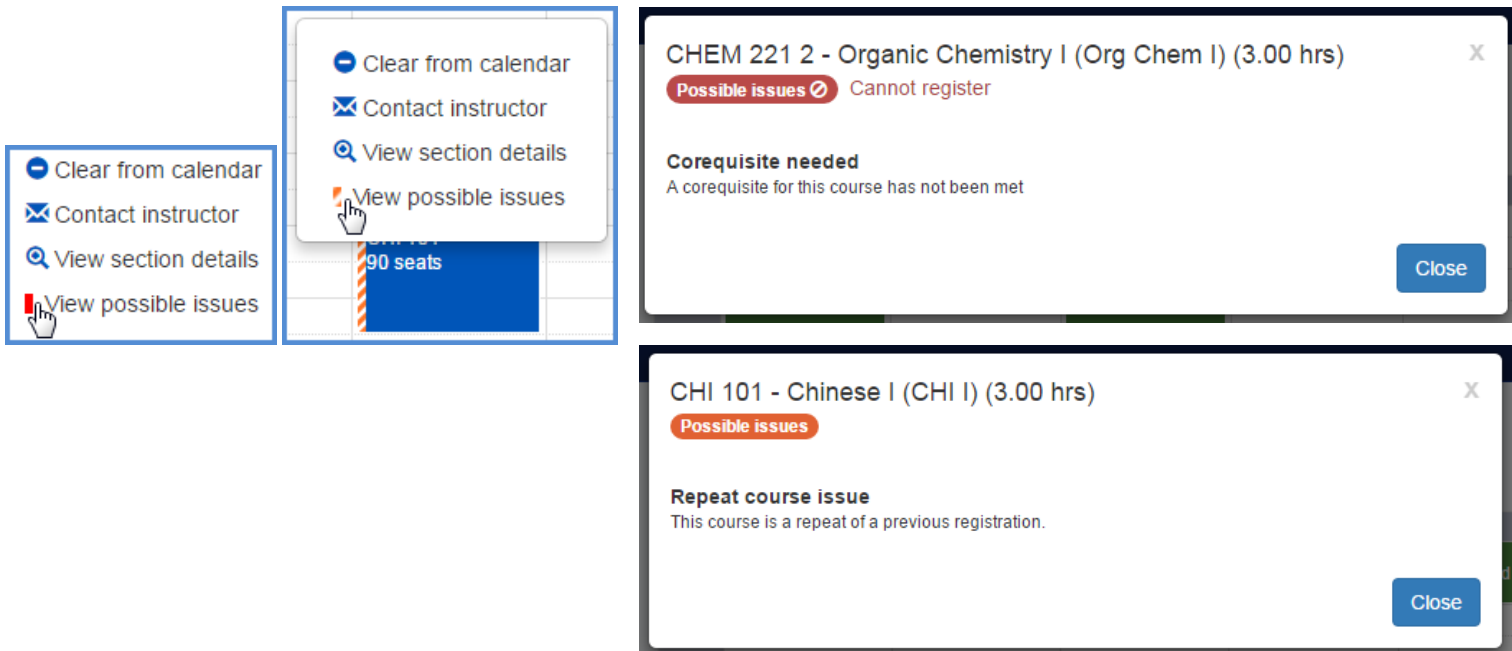
## HOW TO RESOLVE ISSUES AND REGISTER FOR COURSES

Edge stripes on a course on your calendar alert you to issues you need to address before registering. The issues might concern the number seats available, permissions or approvals required, prerequisites or corequisites needed, or if you are repeating a course, for example. A solid red stripe indicates an error that will prevent you from registering the course. Amber striping indicates an issue that won't block registration.

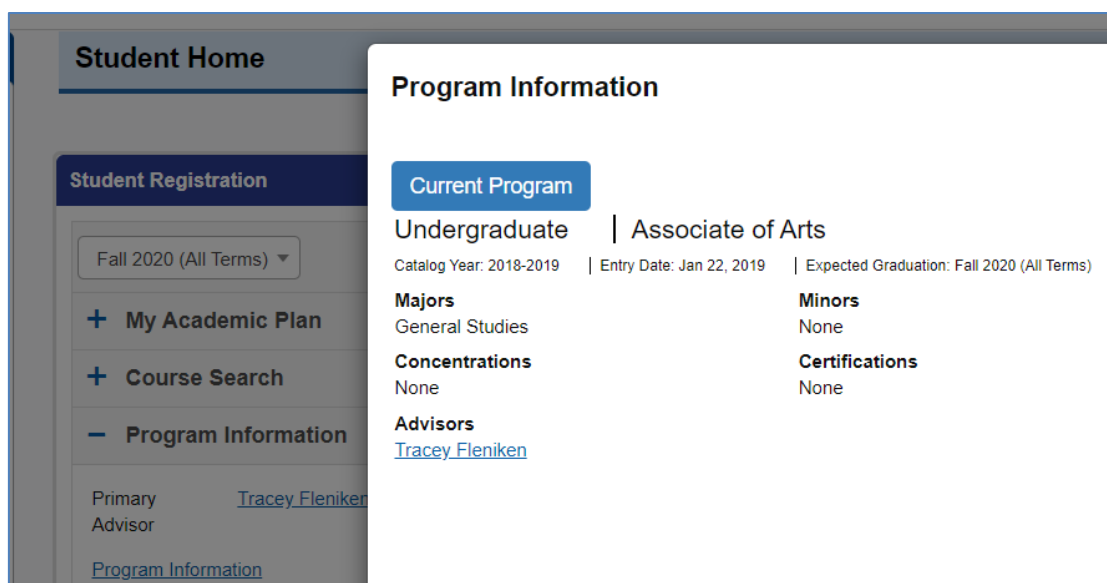
1. Click the course.



2. Select **View possible issues**. The **Possible Issues** window opens to provide specific information.



3. If you're required to get advisor clearance to register, a red stripe also appears on your courses. You can contact your advisor with any issues related to needing registration clearance by selecting **Program Information** and then clicking the link to your advisor's name in the pop-up box-this will open an email window for you to contact your advisor directly!





4. When registration is open, you can register for any or all of the courses on your calendar that aren't awaiting approval or clearance. Click the **Registration Checkout** button to open the Registration Checkout pop-up.
- Some courses don't have a regular schedule because they are fully online, so they so when you add them to your schedule they appear just above the calendar.

**Student Registration**

Fall 2020 (All Terms) [My Schedule](#) [Registration checkout](#)

Non-scheduled courses (6 hrs) [Less](#)

MATH.1342.0310 PSYC.2301.0230

**BIOL 2401** 4 hrs

[Back](#) [Back to My Academic Plan](#)

- BIOL.2401.0100** Mon, Wed 9:30-10:50 AM  
Fall Term: 08/24/20 - 12/12/20  
Meets 1 other time  
21 seats remaining  
Jaime K Noles
- BIOL.2401.0101** Mon, Wed 9:30-10:50 AM  
Fall Term: 08/24/20 - 12/12/20  
Meets 1 other time  
20 seats remaining  
Jaime K Noles
- BIOL.2401.0102** Mon 4:00-6:50 PM  
Fall Term: 08/24/20 - 12/12/20

Calendar Grid:

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am							
10am	ENGL 1301.0102 24 seats	BIOL 2401.0760 26 seats	ENGL 1301.0102 24 seats				
11am							
12pm							
1pm		BIOL 2401.0760 26 seats					
2pm							
3pm							

5.

### Registration checkout

**Available to register**

- LS 803 1 - African Americans and Law: W or T (African Law)**  
M - W 1:00-2:00 PM (3.00 hrs)  
1B - 2nd 8 weeks: 01/01/16 - 05/30/16  
99 seats remaining
- MATH 142 1 - Calculus II (Calculus II)**  
T - R 1:30-3:00 PM (4.00 hrs)  
89 seats remaining  
Hours overload

**Not available to register**

- ADV 853 - Advertising & Globalization (Ad & Global)**  
M - W 9:00-10:30 AM (3.00 hrs)  
Schedule conflict

**Pending registrations**

- BIO 111 1 - Intro to Biology I (Intro Bio I)**  
M - W 8:00-9:30 AM (4.00 hrs)  
Pending advisor approval

**Successfully registered**

- CHEM 132 1 - General Chemistry II (Gen Chem II)**  
M - W - F 10:00-11:00 AM (3.00 hrs)  
Registered

### Registration Checkout

**Available to Register**

- BIOL-302-01 - Independent Research II(Indie RE II)**  
No schedule available (4.00 hrs)  
100 seats remaining

**Successfully Registered**

- CHEM-134-03 - General Chemistry II (L)(Gen Chem II (L))**  
Fri 1:00-2:00 PM (1.00 hrs)  
Registered

[Contact](#) [Register](#)

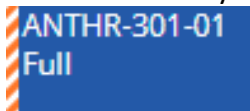
6. Select any courses that are available to register.

7. Click **Register**. A pop-up message tells you whether your registration was successful. Successfully registered courses appear green on your calendar and are labeled 'Registered'.

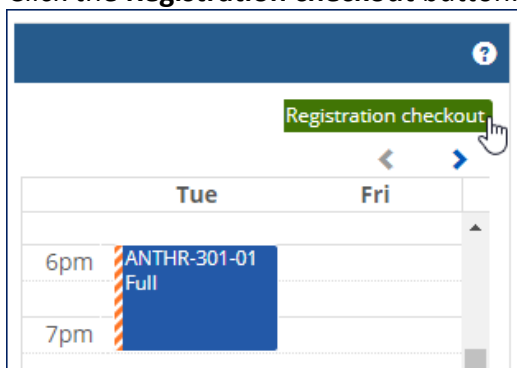
8. If a course wasn't registered, and you don't know how to proceed, contact your advisor.

You can request registration in a section that's already full. You simply attempt to register for the section, and you're put on the waitlist. The section shows on your calendar with the label 'Waitlisted' and an hourglass icon.

- Place the already-full section on your calendar. It appears with an edge stripe and says 'Full'.



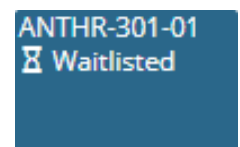
- Click the **Registration checkout** button.



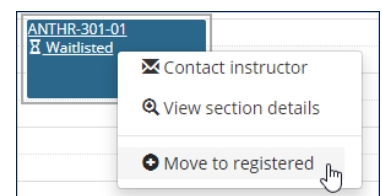
- On the Registration Checkout pop-up, select the course and click the **Register** button.



- The course selection on your calendar shows as 'Waitlisted'. You will be notified through your NCTC student email if you have a seat available in a waitlisted course, and will have 24 hours to accept the seat.



- If you are notified of a seat open in your waitlisted course, click the class section in your calendar and then select the **Move to registered** option. You're moving the section's status from 'Waitlisted' to 'Registered'. The section tile turns green and says 'Registered'.



9. After a course is registered or pending registration, you can see it on the **My Schedule** link on your Add/Drop-Registration page. However the schedule you view from here does not show you campus locations or dates and times, it only confirms the course numbers in your schedule.

Non-scheduled courses (6 hrs) [Less](#)

MATH.1342.0310 ✓ PSYC.2301.0230 ✓

**My Academic Plan**

**My Schedule**

Course Code	Title	Schedule
BIOL.2401.0760	HUMAN ANATOMY & PHYSIOLOGY I	See all schedules <a href="#">More</a>
MATH.1342.0310	ELEMENTARY STATISTICAL METHODS	Online
PSYC.2301.0230	INTRODUCTION TO GENERAL PSYCHOLOGY	Online

1pm ✓ Registered

2pm

**MATH 1342** 3 hrs [>](#)  
ELEMENTARY STATISTICAL METHODS

- The best place to view and print your complete schedule is to select **My Course Schedule** under the **Registration** menu while on the same Student Services tab in MyNCTC.

**Student Services**

Contact Us

Registration [^](#)

Announcements

Student Forms

Forms

**My Course Schedule**

**My Course Schedule - Schedule Details**

Setup

**Course Schedule for Tracey Fleniken**

Term Data is only available for current or pre-registered courses.

Term:  Division:

Fall 2020 (All Terms) - Undergraduate

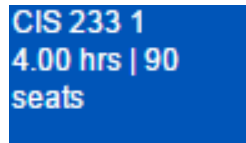
Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
	<a href="#">BIOL 2401 0760</a>	HUMAN ANATOMY & PHYSIOLOGY I	4.00	Current	CR	Anderson, Ms. Belinda D	T 9:30 - 12:20	8/24/2020 - 12/12/2020	GRH / GRH01 / 3E
						Staff,	T 12:30 PM - 2:20	8/24/2020 - 12/12/2020	GRH / GRH01 / 3NR
	<a href="#">MATH 1342 0310</a>	ELEMENTARY STATISTICAL METHODS	3.00	Current	CR	Staff,	Online	8/24/2020 - 12/12/2020	GNV / GNVNT / ONLIN
	<a href="#">PSYC 2301 0230</a>	INTRODUCTION TO GENERAL PSYCHOLOGY	3.00	Current	CR	Hernandez, Mr. Rene	Online	12/21/2020 - 1/14/2021	GNV / GNVNT / ONLIN
						Staff,			

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## FREQUENTLY ASKED QUESTIONS

### *What do the colors and stripes on the calendar indicate?*

- Blue: a course on the calendar but not registered



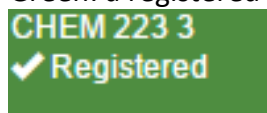
CIS 233 1  
4.00 hrs | 90  
seats

- Light Blue: a waitlisted course



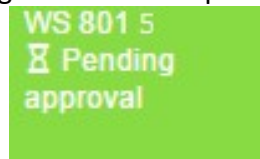
MATH 243 1  
⌘ Waitlisted

- Green: a registered course



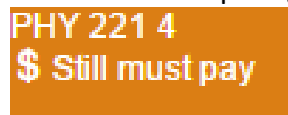
CHEM 223 3  
✓ Registered

- Light green: a course pending approval



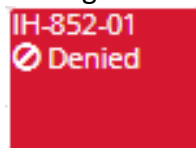
WS 801 5  
⌘ Pending  
approval

- Amber: a course requiring payment



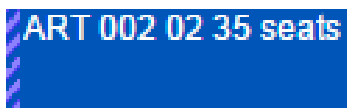
PHY 221 4  
\$ Still must pay

- Red: registration denied

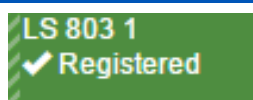


IH-852-01  
⊘ Denied

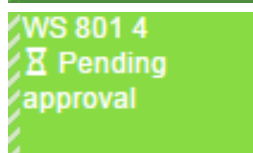
- Edge striping indicates a special condition. Click the course and select **View section details**.
  - Striping the same color as the course: a course in a subterm



ART 002 02 35 seats



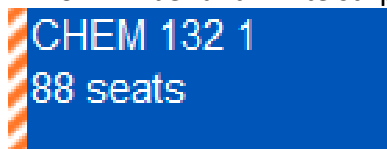
LS 803 1  
✓ Registered



WS 801 4  
⌘ Pending  
approval

- To see the begin and end dates of a course in a subterm, click the course on your calendar and select **View section details**.

- Amber and white striping: a course with a warning



- Solid red stripe: a course with an error such as: a schedule conflict, clearance required, a problem with repeating the course, an hours overload, a prerequisite or corequisite required



### ***What if I have courses from different subterms in the same time slot?***

If the subterm dates don't overlap, you can have courses from different subterms in the same time slot. On your calendar, they'll appear with blue edge striping to remind you that they're subterm courses (1<sup>st</sup> 8 week, 2<sup>nd</sup> 8 week, Wintermester, etc.) and don't necessarily in conflict.

	Mon	
2pm		
3pm	ART 002 3   35 seats	CHI 101 4   10 seats
4pm		

### ***Why is the Registration Checkout button disabled?***

It may be disabled for any of a number of reasons including: the registration period is not open yet, there are no unregistered courses on your calendar, or you need registration clearance.

### ***Why is a section disabled on the Registration Checkout screen?***

On the registration checkout screen, some courses may be listed under the heading **Not Available to Register**. The checkboxes for those courses are disabled. The reasons are listed. Examples include schedule conflicts, required prerequisites or corequisites, and repeated courses or courses that fulfill the same requirement as another course on your calendar.

### ***Why can't I add courses from the Search Results or Course Details pages?***

The course search on the Student Registration landing page is view only. You can't add courses to your schedule from it.