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.

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 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:
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)!
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.

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**.

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**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**.

![MyNCTC/J1 Registration Guide](image)

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, 1st 8 week, 2nd 8 week, and Wintermester)
   - **Spring** (16 week, 1st 8 week, 2nd 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.

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### My Academic Plan

- **ENGL 1301**
  - COMPOSITION I
  - Find a section
  - 3 hrs

- **Life & Physical Science Requirement**
  - Life & Physical Science
  - Find a course
  - 4 hrs

- **MATH 1342**
  - ELEMENTARY STATISTICAL METHODS
  - Find a section
  - 3 hrs

- **PSYC 2301**
  - GENERAL PSYCHOLOGY
  - Find a section
  - 3 hrs

- **PSYC 2306**
  - HUMAN SEXUALITY
  - No sections available
  - 3 hrs

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**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.
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.

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

- 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.
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](image1.png)

- Light Blue: a waitlisted course
  ![MATH 243 1 Waitlisted](image2.png)

- Green: a registered course
  ![CHEM 223 3 Registered](image3.png)

- Light green: a course pending approval
  ![WS 801 5 Pending approval](image4.png)

- Amber: a course requiring payment
  ![PHY 221 4 Still must pay](image5.png)

- Red: registration denied
  ![IH-852-01 Denied](image6.png)

- 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](image7.png)
    ![LS 803 1 Registered](image8.png)
    ![WS 801 4 Pending approval](image9.png)
• To see the begin and end dates of a course in a subterm, click the course on your calendar and select View section details.

  o Amber and white striping: a course with a warning

  [Image of CHEM 132 1 88 seats]

  o 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

  [Image of WS 801 4 99 seats]

**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 (1st 8 week, 2nd 8 week, Wintermester, etc.) and don't necessarily in conflict.

[Image of a calendar]

**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.