

## 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.

**Note:** *If you are a Certificate major who has already enrolled in and/or completed the majority of classes required for your program, you may have no class options to add if the remaining courses you need are not offered in the current semester (some classes may only be offered in the Fall or the Spring).*

## Planning/Registration by Course Search

In the **Student Registration** portlet, the **Course Search** feature allows exploration of other classes for students in a Degree plan major. Students in Certificate majors will only see classes in **Course Search** that are required for their program AND available for registration in the upcoming semester.

**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.

**Subterm** – This allows you to choose classes offered in a specific semester such as 16-week, 8-week, Maymester or Wintermester.

**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 synchronous 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.

Future Requirements ▲			
✓	<b>ITSE 2354</b> ADVANCED ORACLE PL/SQL Registered	3.00 hrs	➤
✓	<b>ITSE 2356</b> ORACLE DATABASE ADMINISTRATION I Registered	3.00 hrs	➤
?	<b>ITSW 2337</b> ADVANCED DATABASE No sections available	3.00 hrs	
?	<b>Mathematics Requirement</b> Find a course	3.0 hrs	➤

### 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

**Updated AUGUST 2023**

## Reviewing and Selecting Courses

	<b>MATH.1342.0340</b> <b>Online</b> Fall Term; 08/28/23 - 12/16/23 20 seats remaining NCTC Faculty	...
	<b>MATH.1342.0370</b> <b>Tue 6:00-8:50 PM</b> Fall Term; 08/28/23 - 12/16/23 11 seats remaining Cammy L Boaz	...
	<b>MATH.1342.0371</b> <b>Mon, Wed 10:00-11:20 AM</b> Fall Term; 08/28/23 - 12/16/23 13 seats remaining Cammy L Boaz	...
	<b>MATH.1342.0380</b> <b>Online</b> Fall 1st 8 Week; 08/28/23 - 10/21/23 22 seats remaining NCTC Faculty	...
	<b>MATH.1342.0385</b> <b>Online</b> Fall 2nd 8 Week; 10/23/23 - 12/16/23 27 seats remaining NCTC Faculty	...

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 (such as a Co-op).

Click the three dots to the right of the course to see additional details. **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.

If you have access (based on your major) to use **Course Search** 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.

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.

Course Code	Title	Faculty	Seats Open	Status	Schedule
<a href="#">ACCT.2301.0340</a>	PRINCIPLES OF FINANCIAL ACCOUNTING	Vanessa N F...	1/30	Open	Online
<a href="#">ACCT.2301.0341</a>	PRINCIPLES OF FINANCIAL ACCOUNTING	Richard Walker Dee Amarad...	21/25	Open	Online
<a href="#">ACCT.2301.0400</a>	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
<a href="#">ACCT.2301.0401</a>	PRINCIPLES OF FINANCIAL ACCOUNTING	Zuhair Miari	15/18	Open	Mon, Wed 9:30-10:50 AM 8/28/2023 - 12/16/2023

## Add Course to Calendar

The screenshot shows two course cards. The top card is for MATH.1342, Mon, Wed, Fall Term, 08/28/23 - 12/16/23, with 13 seats remaining and instructor Cammy L. B. A pop-up menu is open over the first card, showing three options: 'Add to my calendar' (with a plus icon), 'Contact instructor' (with an envelope icon), and 'View details' (with a magnifying glass icon). The second card is for MATH.1342.0380, Online, Fall 1st 8 Week, 08/28/23 - 10/21/23, with 22 seats remaining and NCTC Faculty as the instructor.

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!

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**.

The 'Calendar Key' legend lists various status icons and their meanings:

- Registered / Preregistered (Green checkmark)
- On calendar (Blue plus)
- Must Pay (Orange dollar sign)
- Cannot register (Red circle with slash)
- Pending approval (Green hourglass)
- Waitlisted (Blue hourglass)
- Pending plan change approval (Orange hourglass)
- Graded (Purple question mark)
- Requirement met (Blue checkmark)
- Withdrawn (Grey circle with slash)
- Registration Approval Denied (Red circle with slash)
- Subterm (Blue vertical bar)

The screenshot shows a course planning calendar grid. At the top, there's a dropdown menu for 'Other Courses (3 hrs) Less' with 'ITSE.2354.0350' selected, and a 'Registration checkout' button. The grid has columns for days of the week (Mon-Sat) and rows for time slots from 12am to 11am. Two course cards are visible in the 10am slot: MATH.1342.0371 (3.00 hrs - 13 seats) on Monday and MATH.1342.0371 (3.00 hrs - 13 seats) on Wednesday.

The 'Registration Checkout' popup window shows a list of available courses to register for:

- 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

At the bottom right, there are 'Contact' and 'Register' buttons.

## Reviewing or Removing Classes

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.

### Registration Checkout

#### Successfully Registered

- ITSE.2354.0350 - ADVANCED ORACLE PL SQL (3.00 hrs) ✓  
No schedule available  
Fall Term: 08/28/23 - 12/16/23  
Registered
- MATH.1342.0371 - ELEMENTARY STATISTICAL METHODS (3.00 hrs) ✓  
Mon, Wed 10:00-11:20 AM  
Fall Term: 08/28/23 - 12/16/23  
Registered

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](#)

Contact Close

You can also easily remove classes from your calendar. Return to the **Student Registration** page and 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.

[Contact your Advisor](#) if there are issues with some classes you have added to your calendar through

**Planning** but can't complete **Registration Checkout**, or you're unable to drop courses. If all is well with your schedule, be sure to review your [post-registration checklist here](#), and get ready for a great semester!

The screenshot shows the 'Student Services' page with a 'Student Registration' section. A calendar view is displayed with a pop-up menu over a course entry. The menu options are: Contact instructor, View details, and Drop course. The course entry is labeled 'MATH.1342.0101' and 'Registered'.