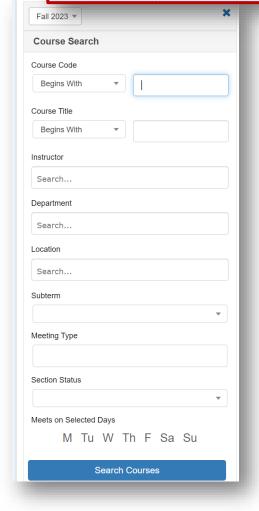
Planning/Registration by Academic Plan

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

Future Requirements A 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



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.

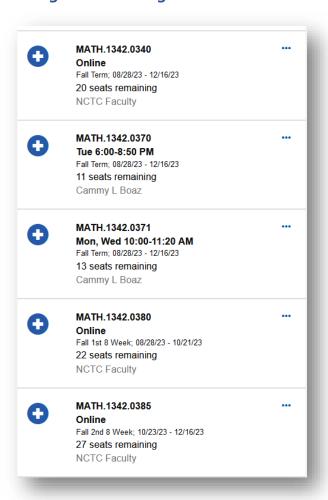
Location – This corresponds to campus, so just start typing the name of the campus or leave it blank to see classes taught at all NCTC locations as well as online classes.

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 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 (such as a Co-op).

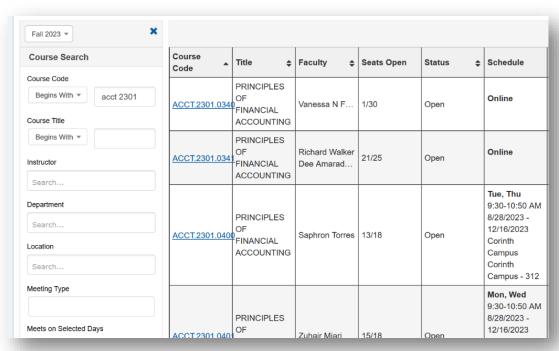
Click the three dots to the right of the course to see additional details. **Note:** In this view, you will not see the campus location until you click on the three dots to see full course details, which will also include the course description, any prerequisites, as well as a link to the bookstore to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

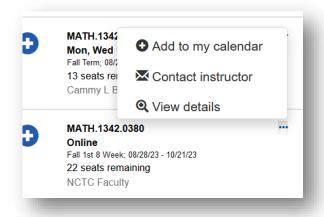
Search to verify required materials.

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.



Add Course to Calendar



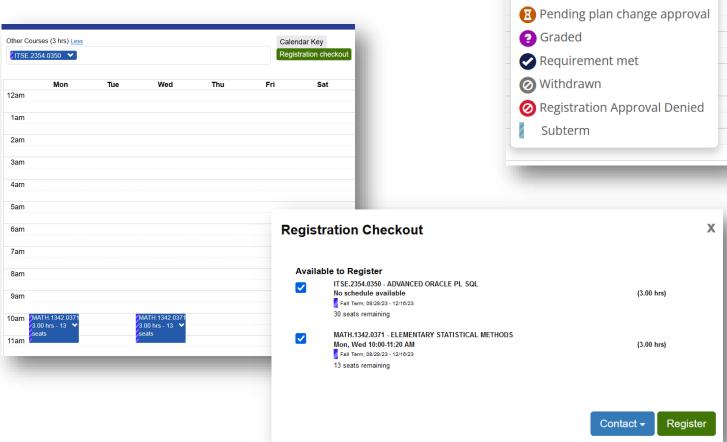
Click the **blue PLUS button** next to the course you want to add. The course will be placed in the planning calendar as scheduled. Any warnings or errors will display in a popup window. For courses that are full, you can go on a waitlist.

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!

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.



Calendar Key

Registered / Preregistered

×

Calendar Key

🕜 On calendar Must Pay

Cannot register

Waitlisted

Pending approval

Reviewing or Removing Classes

Student Registration

ITSE 2354 0350

MATH.1342.0371

My Schedule Course Code

Faculty

Faculty

Print my schedule &

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.

Title

Douglas E Keenan

ELEMENTARY

STATISTICAL METHODS

NCTC Faculty

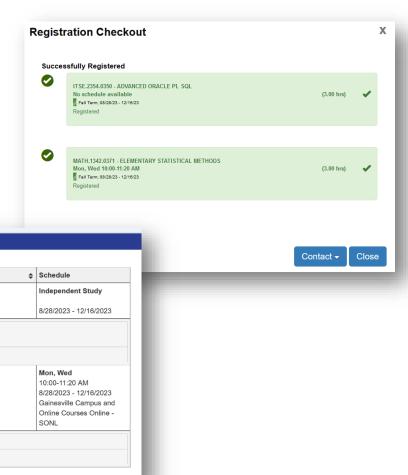
Cammy L Boaz

ADVANCED ORACLE PL

≜ Status

Registered

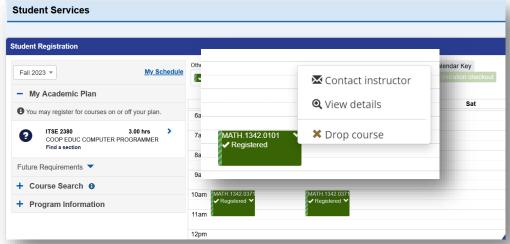
Registered



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.

<u>Contact your Advisor</u> 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 <u>post-registration checklist here</u>, and get ready for a great semester!