

Registration Instructions for myNSCC

Please review the steps below to register for classes.

1. Access the NSCC's home page at *www.nsc.edu*
2. Click on the **myNSCC** link found under the **Current Student** heading on the right side of the home page, or from the **CONNECT** drop-down menu at the top of the page. This will take you to a page of information that you should read before registering. On this page, read the information under the sections labeled "Notice to Students" and "Registration Information". This page provides the latest information about registration and payment of fees.
3. From this page, you can enter **myNSCC** by clicking on any of the rust-colored **myNSCC** links found on this page. Note: If you are planning to register for an online course (NS Online and/or RODP) you **MUST** complete the Online Orientation before beginning the class.
4. Enter your **A#** and Password, then click **Login**
Your **A#** is available from the Admissions office, Records office, computer lab, or Library.

If this is the first time that you have used your A# to log in to the new **myNSCC**, the **LOGIN VERIFICATION CHANGE PIN** page will appear. Re-enter your old PIN (your birthdate as described above). Select a new PIN and re-enter to confirm (it must be six digits). Click **Login**. You will be prompted to provide answers to three security questions for security purposes. Click **Submit** to continue. **NOTE:** If you forget your pin, it can be reset by answering these three security questions.

5. The first screen that is displayed is the **Home** tab. To register, you click on the **My Self Service** tab in the gray horizontal navigation bar near the top of the page.
 - a. On this screen, click on the **Student** tab.
6. On this screen, click on the **Registration** link at the top of the list.
 - a. Click the **SELECT TERM** drop-down menu, choose the term for which you want to register, and click **Submit**
8. From this screen, enter the Course Reference Numbers (CRNs) or search for available courses to add them to your Worksheet.
 - a. You may enter the Course Reference Number (CRN) provided in the printed course schedule book or search for an available class.
 - b. To search for an available class, select the **class search** button. You will be prompted to supply information as it relates to the class. You may choose any combination of fields to narrow your search, but you must select at least one **Subject**.
9. Mark the **select** box to select the class you'd like to register for. Now you may either select **register** or **add to worksheet**. If you add the classes to your worksheet, you must click on **submit changes** to register for the classes.
10. After you have completed your schedule, select the **Student** tab at the top of the page. You may now pay, add or drop classes, or view your schedule.
11. Once classes begin, click the **NS Online Courses** link at the top right of the page (in the green bar) to access your courses.

The online registration and payment system is usually available twenty-four hours a day **except** for short periods during which system maintenance occurs. Check the Web site for information about periodic closures.

If you have questions or need assistance, please call the Records Office at 615-353-3218.