



Advisement and Registration Guide for the New Student **Spring 2025**

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Student Checklist

- Log in to your MyNCC Portal to check your email and always use your NCC email account for college correspondence

- Submit official grade reports for college-level courses taken in high school (AP/IB, SCALE, SUPA, etc.) to the Office of Admissions
<https://www.ncc.edu/admissions/>

- Submit your immunization records to the Health & Wellness Center, see page 12
https://www.ncc.edu/campusservices/health_services/

- Submit your Financial Aid application
<https://studentaid.gov/h/apply-for-aid/fafsa>

- Make sure your tuition bill is paid by the due date

- Review student schedule via your MyNCC portal

- Obtain NCC ID and Vehicle Registration Permit* after tuition bill is paid (*if parking on campus)

- Attend New Student Orientation

- Visit the College Book Store online at
<https://www.bkstr.com/nassaustore/home>

- For future terms, seek advisement and register during your registration date

WELCOME TO NASSAU COMMUNITY COLLEGE!

➡ WHAT DO I NEED TO DO BEFORE THE TERM STARTS?

- **Payment**
 - Bills will be sent via your NCC student email, and will be available for viewing in your MyNCC Portal
 - You will receive your Bill/Class Schedule via NCC email after December 3rd
 - For students who register on or after January 25th more immediate payment will be required. You must view your bill in your MyNCC Portal
 - **BE SURE TO PAY BY THE DUE DATE OR YOUR CLASSES CAN BE CANCELLED**
https://www.ncc.edu/payingforcollege/payingyourbill_spring.shtml

- **Financial Aid**
 - **Apply for Financial Aid!** Using your MyNCC Portal, go to the FAFSA form link in the **Financial** tab
 - Make sure your aid is applied to your tuition bill. If you do not receive full financial aid, any balance due is your responsibility
<https://ncc.edu/financialaid/>

- **Immunizations**
 - Submit your immunization records to the Health and Wellness Center
https://www.ncc.edu/campuservices/health_services/immunization_requirements.shtml

- **If you have questions specific to your degree program**
 - Consult with your assigned advisor
Note: Students who tested into ESL will receive a separate email regarding advisement and the registration process

- **If you want to change your major before seeking advisement**
 - Contact the Admissions Office, admissions@ncc.edu or 516.572.7346. Note: some programs have specific admission requirements. Please see chart below:
https://ncc.edu/admissions/apply/pdfs/Programs_Chart.pdf

- **If you want to make changes to your schedule**
 - If you need to **change the times**, you can make those changes in your MyNCC portal (see page 26 on PowerPoint – link below)
https://ncc.edu/advisement/helpful_tools/pdfs/RegisterForClassesBanner.pdf

- If you wish to **change the courses** and are unsure about appropriate alternatives, it is recommended that you contact an advisor from your academic department. See page 8 for contact information
 - If you are having technical difficulty with your MyNCC Portal, contact the Helpdesk at [MYIT.ncc.edu](https://myit.ncc.edu), or call 516.572.0629, M-F 8:30 a.m. to 4:00 p.m.
 - For additional registration assistance, visit the library's commons area during service hours: <https://library.ncc.edu/library>
- **Get acquainted with the campus through Student Orientation**
 - Orientation invitation will be sent by email
<https://ncc.edu/studentlife/orientation/>
- **Prepare for your classes**
 - Check the bus schedule and/or parking areas for on campus classes
 - Get an understanding of how your classes are being conducted (Asynchronous, Synchronous, or Face to Face)
 - Online course information:
https://ncc.edu/programsandcourses/distance_ed_online/
 - Create a workspace for online or remote classes
 - Understand the academic calendar:
<https://calendar.ncc.edu/MasterCalendar.aspx>
- **Check out the campus bookstore**
 - Using your MyNCC Portal, go to the **Resources** tab and click on **Textbooks**
- **Keep up with the latest news at NCC**
 - Check your NCC email often
 - View the Nassau Community College website www.ncc.edu frequently
 - Follow our Official Nassau Community College Facebook and Instagram pages-
[@nassaucommunitycollege](https://www.facebook.com/nassaucommunitycollege)

➔ GETTING OFF TO A GOOD START AT NCC

- **Spring 2025 term begins Monday, January 27th**
- Review your concise student schedule for the days, times, and locations
- Take special note of whether your classes meet in the a.m., p.m. and the method of instruction
- Courses will not appear on your Brightspace account in your MyNCC portal until classes begin
- Review your student **Academic** tab in your MyNCC account to see your **concise student schedule** and **unofficial transcript**
- Arrive early to get to class on time
- Check internet and WIFI connections for any network issues

- **If you wish to change your schedule once classes have started**
 - **You may Add and/or Drop classes until:**
 - Monday, February 3rd, 2025 at 11:59 p.m. ONLINE using MyNCC Portal. Click on the **Academic** tab, then Add/Drop Classes
 - Check for Late Start and Second Half classes if interested in that term
 - **Refund Period**
 - For specific details about refunds, go to: https://www.ncc.edu/payingforcollege/refund_policy.shtml
 - Note: If you drop below 12 credits, you will be considered a part-time student, which may affect your eligibility for financial aid and health/dental insurance

- **Withdrawing from Classes**
 - Within the first three weeks of the start of the term (refund period), you can drop courses on your MyNCC Portal and no “W” grade will appear on your transcript
 - From the fourth week through the ninth week, you can withdraw on your MyNCC Portal in the **Academic** tab by selecting class withdrawal and a “W” grade will appear on your transcript. “W” grades are not calculated in your Grade Point Average (GPA), but may impact your Financial Aid
 - After the ninth week through the last day of the term, you can request a withdrawal on your MyNCC Portal before the end of the term. This request is permitted **only if** the instructor approves your withdrawal
https://ncc.edu/registrar/registrar_faq.shtml

- **Impact of Withdrawals on GPA**
 - Talk with an advisor and/or financial aid counselor about the impact of withdrawing from a course before doing so
 - If you stop attending a course without following the official withdrawal procedure, you will receive a grade of “WU,” or Unofficial Withdrawal on your transcript, which is not calculated in your GPA but may impact your Financial Aid
 - If you register for a course and never attend, you will be given a grade of “NA” (Never Attended), which is not calculated in your GPA but may impact your Financial Aid

- **Support Services**
 - Take advantage of an array of support services in areas such as: Psychological, Career and Transfer Counseling, Employer Services, Child Care, Veterans Affairs, etc. See pages 11-13 or view Campus Services at the [NCC website](#).

- **Class Success**

- If you are having difficulty in your classes, you can:
 - Talk to your professor
 - Schedule extra help and check with the academic departments to see if they provide extra support
 - Attend Academic Success workshops offered by the Center for Educational and Retention Counseling, email CERC@ncc.edu for workshop information
 - Consult with your assigned advisor

➔ **General Advisement Information**

Your course recommendations are based on:

- **Your major or intended career goals, placements, Degree Evaluation and course availability**
- **The results of your placements in English, Reading and Math**
 - If your placements include developmental courses, you must enroll for them
 - Placing into a developmental course may restrict you from enrolling in certain credit-level courses, see pages 9 -10
 - If you wish to enroll in MAT 111 (pre-calculus), 112 (business calculus) or 122 (calculus), you must take an additional test called the Advanced Algebra and Functions (AAF) test with Placement Testing, unless you have transfer credit for the appropriate prerequisite course. Email placementtesting@ncc.edu to schedule the AAF exam
 - https://www.ncc.edu/advisement/helpful_tools/pdfs/MathAdvisementGuideSTEM.pdf
 - NCC 101, a one-credit College Experience seminar, will be required if you place into two or more developmental courses
- **Your preference for full-time or part-time study**
 - Full-time study is enrollment in 12-17 credits/credit equivalents
 - Part-time study is enrollment in 11.5 or less credits/credit equivalents
- **Financial Aid Status**
 - Financial Aid can only be applicable to courses that are required for your degree program
- **Previous College Credit or Advanced Placement**
 - Transfer credits from another college or from AP/IB classes and/or college-level courses taken in high school should appear on your NCC transcript. If not, be sure

to submit official transcript/grade reports to the Admissions Office and let your advisor know

- Only credit courses with grades of “C” or higher are considered for transfer.
*Some exceptions may apply, please contact admissions@ncc.edu with any questions

HOW DO I GET READY FOR MY SECOND TERM?

- **Learn your degree requirements**
 - See Programs of Study at <https://collegecatalog.ncc.edu/current/programs/>
 - Liberal Arts students should review their Degree Tracker at https://www.ncc.edu/advisement/helpful_tools/degree_tracker.shtml
 - Review your **Degree Evaluation** found on the **Academic** tab on your MyNCC Portal. https://ncc.edu/advisement/helpful_tools/#degreeworks
- **Read course descriptions in the online college catalog**
 - <https://collegecatalog.ncc.edu/current/>
- **Seek academic advisement**
 - Take time to consult with an advisor from your program to develop your academic plan and discuss academic strategies for success or to clarify academic policies
- **Register for classes**
 - Continuing students will complete their own registration using their MyNCC portal https://ncc.edu/advisement/helpful_tools/
 - While attending the Spring 2025 semester, you will receive an email informing you of when you can register for Summer and Fall semesters. Note: Early registration will not require immediate payment and registering early will allow you to take advantage of the greatest availability of open courses and class times

Listing of Academic Departments

| Department | Telephone & Email | Location | Chairperson |
|---|--|--------------------------------------|-----------------------------------|
| <ul style="list-style-type: none"> • Accounting • Business Administration • Marketing, Retailing, Fashion & Interior Design • Hospitality Business • Criminal Justice • Legal Studies • Healthcare Administration • Health Information • Medical Coding • Medical Assistant & Administrative Business | (516) 572-7544 accounting-business@ncc.edu | Cluster A Room 2023 | Professor Pat Lupino |
| Department | Telephone | Location | Chairperson |
| <ul style="list-style-type: none"> • Allied Health Sciences • Chemistry • Biology • Mortuary Science • Nursing | (516) 572-9640 | Cluster E Room 2225 | Professor Donna Cempa-Danziger |
| Department | Telephone & Email | Location | Chairperson |
| <ul style="list-style-type: none"> • Art • Afro-American Studies • Communications • Music • Philosophy • Theatre & Dance • World Languages & Cultures | (516) 572-7162 art@ncc.edu | Building G Room 179 | Professor Izolda Maksym |
| Department | Telephone & Email | Location | Chairperson |
| <ul style="list-style-type: none"> • Economics & Finance • Sociology, Anthropology, Social Work, & Psychology • History, Geography, & Political Sciences • Health/Physical Education & Recreation | (516) 572-7181 sbs@ncc.edu | Building G Room G155 | Professor Rosemary DeRiso |
| Department | Telephone & Email | Location | Chairperson |
| <ul style="list-style-type: none"> • English | (516) 572-7185 engoff@ncc.edu | Bradley Hall - Y Building RM 13 | Professor Kim Ballerini |
| Department | Telephone | Location | Chairperson |
| <ul style="list-style-type: none"> • Library | (516) 572-7401 | Library RM 201 | Professor Katina Frasier |
| Department | Telephone & Email | Location | Chairperson |
| <ul style="list-style-type: none"> • Mathematics, Computer Science, Information Technology, Engineering, & Physical Science | (516) 572-7383 math@ncc.edu | Cluster B RM 3028 | Professor Stuart Kaplan |
| Department | Telephone & Email | Location | Director |
| <ul style="list-style-type: none"> • Liberal Arts (A.A.) and (A.S) with one or no remedial courses. All ESL Students. | (516) 572-7436 advisement@ncc.edu | Student Services Center | Amanda Fox |
| Department | Telephone & Email | Location | Chairperson |
| <ul style="list-style-type: none"> • Liberal Arts (A.A.) and (A.S) with two or more developmental courses. | (516) 572-7506 studentpersonnelservices@ncc.edu | Nassau Hall – M Building RM 11 | Professor Molly Ludmar |

To view the full-list of advisement by department, please visit the link below:

https://www.ncc.edu/advisement/advisement_by_academic_program.shtml

WHAT SHOULD I KNOW ABOUT DEVELOPMENTAL REQUIREMENTS AT NCC?

Developmental courses are a condition of your acceptance and should be taken during your first semester of attendance. If you place into two or more developmental courses, you must also enroll in NCC 101, a one credit Freshmen Seminar.

DEVELOPMENTAL COURSE SEQUENCES

Developmental Courses

Credit Courses

| | | | | |
|------------------------------|---|--|---|--|
| ENG 001 /101 | → | ENG 102 or ENG 103 | | |
| MAT 003 or 013 or 002 or 012 | → | Credit-level math course by advisement | | |
| MAT 001 | → | MAT 002 or MAT 012 | → | Credit-level math course by advisement |
| RDG 001 | → | RDG 002 | → | RDG 101 or other credit-level course |
| WRT 001 | → | Sequence based on performance | | |

**ESL students must consult with academic advisor regarding specific developmental courses.*

ENG 001/101: Accelerated Learning Program (ALP) combines developmental ENG 001 with credit-level course ENG 101. Courses must be taken together.

MAT 001: Students placed in math 001 or choosing to meet placement of Math 003 or 013 with the sequence of Math 001 and Math 002 or Math 012.

MAT 003: This intensive course integrates arithmetic and algebra to prepare students for STEM programs.

MAT 013: This intensive course integrates arithmetic and quantitative literacy to prepare students for NON-STEM programs.

MAT 002: This course is intended for STEM programs. Students pursuing STEM should continue to the MAT 109/Pre-Calculus track.

MAT 012: This course is intended for NON-STEM programs. Upon completion students can register for MAT 100, 101, 102, 114, 118.

RDG 002: Students must register for a "Gateway Pair," which combines developmental RDG 002 with a credit-level course in a discipline.

WRT 001: For students placed into developmental English and RDG 001.

NON-CREDIT COURSES COUNT TOWARDS FULL-TIME ENROLLMENT

All developmental courses are non-credit but count as hours for full-time enrollment, billing, financial aid and health/dental insurance purposes (if applicable). Students eligible for Excelsior Scholarship should consult with the Financial Aid Office.

CREDIT EQUIVALENTS FOR NON-CREDIT COURSES

| Non-Credit (0) Course | Credit Equivalent |
|-----------------------|-------------------|
| ENG 001 | 3 |
| MAT 001 | 3 |
| MAT 002 or 012 | 4.5 |
| MAT 003 or 013 | 6 |
| RDG 001 | 4 |
| RDG 002 | 3 |
| WRT 001 | 4 |

Restrictions Impacting Students with Developmental Placements

| IF YOUR PLACEMENT IS ENG 001 or WRT 001, YOU MAY <u>NOT</u> ENROLL IN: | IF YOUR PLACEMENT IS RDG 001, YOU MAY <u>NOT</u> ENROLL IN: | IF YOUR PLACEMENT IS RDG 002, YOU MAY <u>NOT</u> ENROLL IN: |
|--|--|--|
| <p>AHS 131 ASL AFR 170, 197 ART 100, 102, 103, 104, 124,141, 201, 202, 203 BIO 107, 108, 109 CHE (except CHE 110) CMP COM CSC ENG (except ENG 001/101 ALP) ITE *MAT (except MAT 001, 013, 003, 012, 002) MDC 101, 102, 130 PHI (except PHI 100) PHY SCI 141 WST 107</p> | <p>AHS 131 ASL AFR 140, 143, 170, 197, 200 ART 100, 102, 103, 104, 124, 141, 201, 202, 203 BIO 107, 108, 109 CHE (except CHE 110) CMP COM CSC DAN 101 ENG 100, 101 Note: Even if your placement is ENG 100 or ENG 101, you may not enroll in this course until RDG 001 has been satisfied GEO (except GEO 202) HIS 110, 176, 178, 180, 205, 206, 207, 234, 280 ITE MAT (except MAT 001, 013, 003, 012, 002) MDC 101, 102, 130 PHI (except PHI 100) PHY RDG (credit-level) THR 100, 101, 103, 107, 201 WST 107</p> | <p>AHS 131 AFR 143, 170, 197 ART 100, 102, 103, 104, 124, 141, 201, 202, 203 BIO 107, 108, 109 CHE (except CHE 110) DAN 101 GEO (except GEO 202) HIS 110, 180, 205, 206, 207, 280 PHI (except PHI 100) PHY (except PHY 120) RDG (credit-level) THR 100, 101, 103, 107, 201 WST 107</p> |
| IF YOU REQUIRE ANY DEVELOPMENTAL MATH COURSE, YOU MAY <u>NOT</u> ENROLL IN: | IF YOU PLACED INTO <u>ANY TWO</u> DEVELOPMENTAL COURSES, YOU MAY <u>NOT</u> ENROLL IN: | |
| <p>AHS 131 BIO 107, 108, 109 CHE (except CHE 110) CMP CSC ECO 207, 208 ITE MAT (credit-level) PHY</p> | <p>ACC 101</p> | |

DIRECTORY OF CAMPUS RESOURCES

| Department | Description | Contact Information |
|---|---|---|
| Academic Advisement | Advisement for all liberal arts students in good academic standing with one or no remedial courses | Student Services Center 516-572-7436 advisement@ncc.edu |
| Admissions | Applications and transfer credit evaluations for new students | Student Services Center 516-572-7345 admissions@ncc.edu |
| Advancing Success in Associate Pathways (ASAP) | The ASAP Program is designed to help motivated Nassau Community College students stay on track and graduate on time. | Student Services Center 516-572-7786 ASAP@ncc.edu |
| Bursar | In-person payments Certificate of Residency forms | Student Services Center 516-572-7326 bursar@ncc.edu |
| Career Counseling Center | Vocational Assessment Information on careers Career workshops and counseling | Nassau Hall "M" – Room 19 516-572-7696 careercounseling@ncc.edu |
| Center for Students with Disabilities | Advisement and assistance for students with documented disabilities | Building U 516-572-7241 TTY: 516-572-7617 csdoffice@ncc.edu |
| Center for Educational and Retention Counseling | Advisement for all students on academic probation regardless of major Learning Skills Workshops | Nassau Hall "M" – Room 4 516-572-7141 cerc@ncc.edu |
| Child Care | The Children's Greenhouse provides a friendly and nurturing environment; fees on a sliding scale | Children's Greenhouse Hospital Road 516-572-7614 childcare@ncc.edu |
| College Level Examination Program (CLEP & DSST) | Testing programs to earn college credit | 516-572-7699 clep@ncc.edu |
| Continuing Education | Non-credit courses for enrichment and standardized test preparation courses | 516-572-7472 ced@ncc.edu |
| Dean of Students | Disciplinary actions, excused and medical withdrawals, emergency loans, academic dismissals | 516-572-7376 deanofstudents@ncc.edu |
| Distance Education | Administration of online courses | 516-572-7883 distance.ed@ncc.edu |
| Educational Opportunity Program (EOP) | Provides higher education opportunities to students who are academically underprepared and have limited financial resources | 516-572-0607 eop@ncc.edu |
| Financial Aid Office | Financial Aid and scholarship information; Federal Work Study program | Student Services Center 516-572-7396 financialaid@ncc.edu |
| Food Pantry | The NEST is a free food pantry for NCC campus members to fight hunger | North Hall Basement 516-572-0602 foodinthenest@ncc.edu |

| | | |
|--|--|---|
| Health & Wellness Center | First aid care, Physical Education waivers, physicals for students, counseling and referrals, health insurance information, accident claim forms Collection of immunization forms ONLY | 516-572-7123 Fax: 516-572-9637 healthoffice@ncc.edu Student Services Center |
| International Education | International student concerns F-1 Visas and Study Abroad | 516-572-7053 isaoff@ncc.edu |
| Latin American Center for Academic Success and Achievement (La Casa) | La Casa is a visible and welcoming space to promote greater awareness of Latin issues and identity at Nassau Community College. | 516-572-5167 Leonardo.falcon@ncc.edu |
| Math, Computer Science and Information Technology Help Centers: | Provides tutoring | math@ncc.edu |
| Math Center | For students in credit math courses | B 130 and 516-572-7394 |
| Math Success Center | For students in non-credit math courses | B 116 and 516-572-6878 |
| Computer Learning Center | For students enrolled in CSC, CMP and ITE courses | B 225 and 516-572-7379 |
| Math Anxiety Center | For students with math anxiety | B 126 and 516-572-7383 |
| MyNCC Portal Help Desk | Reset MyNCC Portal Password Limited technical support | 516-572-0629 MYIT.ncc.edu |
| Placement Testing | Scheduling and administration of placement and AAF (Advanced Algebra and Functions) tests | Student Services Center 516-572-7780 placementtesting@ncc.edu |
| Psychological Counseling | Confidential psychological counseling and referrals during office hours. If you are in a crisis when the office is closed you can call Public Safety or you may go to your nearest emergency room | 516-572-7698 Public Safety: 516-572-7111 |
| Public Safety | Lost and found, requests for aid, complaint reports | Public Safety Office Emergency: 516-572-7111 Non-Emergency: 516-572-7100 |
| Registrar | Registration, drop/add, submission of withdrawal and change of program forms, transfer credit evaluation for continuing students, questions related to student records and transcripts | Student Services Center 516-572-7355 registrar@ncc.edu |
| Scholarships | Scholarship information and applications | ncc.edu> Pay for College> Scholarships scholarships@ncc.edu |
| Student Activities | New student orientation, clubs, social, cultural and recreational activities | 516-572-7148 studentactivities@ncc.edu |
| Student Financial Services | Monetary issues | Student Services Center 516-572-7326 studentfinancialaffairs@ncc.edu |
| Student ID Cards | Obtain college photo ID after tuition bill payment | Student Services Center 516-572-7501 |

| | | |
|--|---|--|
| | | StudentID@ncc.edu |
| Student Personnel Services | Academic advisement for liberal arts students with two or more developmental courses and/or on academic warning | 516-572-7506 studentpersonnelservices@ncc.edu |
| Student Professional Development/Employer Services | Resume and job search assistance, internships, volunteer, and job opportunities | Nassau Hall "M", Room 19 516-572-7132 studentjobs@ncc.edu |
| Transfer Counseling | Information about transferring to other colleges | Nassau Hall "M", Room 19 516-572-7696 transfer@ncc.edu |
| Vehicle Registration | Obtain permit for campus parking after tuition bill payment | MyNCC Portal>Resources> My Safety> Vehicle Registration |
| Veterans Services: Center for Veteran's Affairs | Assists veterans in obtaining government educational benefits Provides referrals to services that help veterans transition to college | 365 Rice Circle 516-572-9775 veteransservices@ncc.edu |
| GI Bill Certifying Officials | Questions concerning GI Bill; GI Bill certification | Registrar's Office Student Services Center 516-572-7368 registrar@ncc.edu |
| Veteran's Resource Facility | Official location for Veterans' Club; designated space for meetings, workshops, counseling sessions, educational events and peer study groups | 516-572-0570 |
| Weekend College | Information for weekend students | 516-572-7699 weekendcollege@ncc.edu |
| Women's Resource Center | Programming, counseling, referral, and information on topics relevant to women | Nassau Hall "M", Room 39 516-572-7132 womensresourcecenter@ncc.edu |
| Workforce Development | Courses for career certifications | 516-572-7487 cwd@ncc.edu |
| Writing Center | Open to all students interested in improving their writing skills in any discipline | 516-572-7195 wcenter@ncc.edu |

REGISTERING FOR YOUR CLASSES

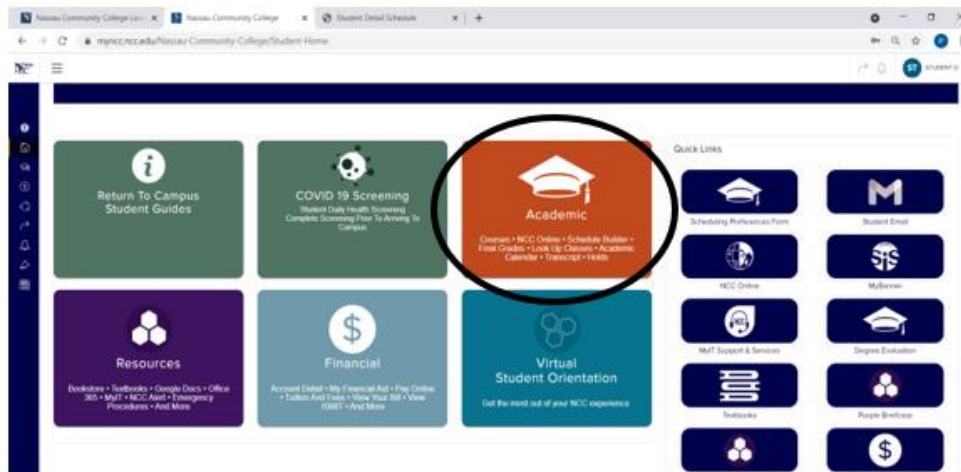
Using Schedule Builder

This helpful tool simplifies the process of creating your schedule. In your MyNCC Portal, **click on Academic> Schedule Builder**.

To obtain the best possible results, be sure to do the following:

- Click on the correct **Term**.
- Select the desired **Instructional Methods** and **Sessions** and save your selection. Click **Change** to narrow your options.
- Click on **+Add Course** to enter each course. You may search by **Subject, Course Attribute, or Instructor**. Be sure to read course descriptions.
- Click on **+Add Breaks** for the time period you do not want to attend classes.
- Click **Generate Schedules**. If no schedules can be created adjust the breaks, selected courses, or sessions, until some schedules can be generated. If too many are generated, you can refine your preferences instead.
- Review your possible options until you find your best choice.
- Click on **Send to Shopping Cart**
- Be sure to finalize the registration when you are redirected to your portal!

Schedule Builder works best when there are still many open classes to choose from. As it gets closer to the start of the semester, you may find it easier to register using the traditional **Add or Drop Classes** method in your MyNCC Portal. Once you are registered, you should use this method, rather than Schedule Builder, to make changes to your schedule.



Using the Add/Drop feature on MyNCC Portal

Days of the Week:

M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday TR = Tuesday & Thursday MW = Monday & Wednesday

Step 1: Go to <http://www.ncc.edu/myncc/>; Click 

Step 2: Enter your **NCC ID** (ex: N00999999) in the Username and password and click **Login**.

- **NOTE FOR FIRST-TIME USERS:** your Password is your birthdate in 6-digit format (MMDDYY); change your password when prompted.

Step 3: Under “**Academic**” Click: “**Add/Drop classes**”

Step 4: Select the term you want to register for and click “**Submit**”.

Step 5: Scroll down to the bottom of the page and click “**Class Search**”. On the next page, you have the option of doing a **course search** or **advanced search**.

Step 6: **Using Advanced Search Option.** If **All** is highlighted, **all sections** will display.

- To search for a specific course: In the **Subject** box, highlight the subject you are searching for and enter the 3-digit **Course Number** in the box below.
- To search for a specific instructional method: In the **Instructional Method** box select preferred method such as **Classroom Traditional, Hybrid or Online Courses**.
- To search for a course in a specific session: In the **Session** box, highlight **Day, Evening, Friday Evening, Online or Weekend**, if you have a preference.
- To search for a course with a specific attribute: In the **Attribute Type** box, highlight the desired attribute (ex. LIT - Literature).

Step 7: Click on **Section Search** to search for a course.

- If there is a **C** on the left-hand side, it means the section is **CLOSED**.
- If there is a **Box** on the left-hand side, it means the section is **OPEN**. **NOTE:** There may be a **WAITLIST** for the class. Look at the **WL Act** column at the top of the screen. **If any number other than 0, there is a wait list.** See instructions below to waitlist. *
- To read course description, click on the **CRN** hyperlink (5-digit number); click on **View Catalog Entry**. Use back arrow to return to previous page.

Step 8: Click on the **Box** for the section you want to select. Use the schedule grid on page 18 to track the days and times. Scroll to the bottom of the page and click the **Register** button. You will see ***Registered on the Web***. **If you receive a Registration Add Error message, you were unable to enroll in the section. See the next page for explanations; you must choose a different section.**

Step 9: Repeat **Step 5** to add additional courses to your schedule.

Step 10: To drop a course, go to the **Add or Drop Classes** screen. Under **Action**, use the drop-down arrow and highlight **Drop and Delete on the Web**. Click on **Submit Changes** and course will be removed from your schedule.

***WAITLIST:** Type the CRN into the worksheet at the bottom of the **Add or Drop Classes** screen. Click on **Submit Changes**. Under **Action**, use the drop-down arrow and highlight **Wait Listed**. Click on **Submit Changes**. Then **waitlist** will appear on the screen. **NOTE: Wait-listing does not guarantee a seat in the class! Register for an alternate class and use the waitlist as your backup plan.** If a seat becomes available, you will be notified via your NCC student email account. You have 24 hours from the time the email was delivered to register for the class. Failure to act within the time limit removes you from the waitlist.

When registering for classes, you may receive an error message.

The chart below explains the significance of these errors and how to remedy the problem:

| Registration Add Errors | Explanation | Solution |
|--|--|--|
| <p>Registration Add Errors</p> <p>Status Action CRN Subj Crse Sec Lev Open - Reserved for Wait List None 42843 ENG 298 PA Unc</p> | <p>This message informs you that there is a waitlist for this class.</p> | <p>To put yourself on the waitlist, use the down arrow under Action and highlight Wait Listed. Click Submit Changes. <u>There is no guarantee you will get into the class.</u></p> |
| <p>Registration Add Errors</p> <p>Status CRN Subj Crse Sec Lev Time conflict with CRN 43436 45672 ENG 281 DA Undr</p> <p>This is the CRN of the course that conflicts</p> | <p>You are trying to add a class that meets at the same time as a class you already registered for.</p> | <p>To check your current registration schedule, go to Concise Student Schedule in your Academic tab menu. Adjust your schedule as desired. Avoid time conflicts by tracking your classes on a schedule grid provided on page 18.</p> |
| <p>Registration Add Errors</p> <p>Status CRN Subj Crse Sec Lev Prerequisite Error 44115 ENG 243 FA1 Unc</p> | <p>This message indicates you must complete a specific course, known as a prerequisite, prior to enrolling in this course.</p> | <p>Read the course description in the online catalog to see pre-req course. Register for pre-req course or see an advisor to discuss other options.</p> |
| <p>Registration Add Errors</p> <p>Status CRN Subj Crse Sec Lev Permission by Dept Required 43592 PED 301 N1 Unde</p> | <p>This course section requires permission from the department to register.</p> | <p>Choose a different section. If you are part of this population, contact department.</p> |
| <p>Registration Add Errors</p> <p>Status CRN Subj Crse Sec Lev Honors Program 40585 PSY 203 EAH Unde</p> | <p>This section is reserved for Honors Students only.</p> | <p>Choose a different section. If you are an Honors student, contact the Honors Department.</p> |
| <p>Registration Add Errors</p> <p>Status CRN Subj Crse Sec Lev Field of Study Restriction - Major 45785 COM 101 H1 Unde</p> | <p>This section is reserved for students in a specific major.</p> | <p>Choose a different section. If you are in the major, contact the academic department.</p> |
| <p>Registration Add Errors</p> <p>Status CRN Subj Crse Sec Lev Corequisite RDG 001 (CRN 13715) required 14447 NCC 101 N3~ Unde</p> | <p>This section requires a companion course. You must enroll in both classes.</p> | <p>Choose a different section; unless, the companion course is applicable towards your degree. Type both CRNs into the Add or Drop Classes Worksheet simultaneously and click Submit Changes.</p> |
| <p>Registration Add Errors</p> <p>Status CRN Subj Crse Sec Level Duplicate Course with Section 10159 10183 ENG 001 BC1 Under</p> | <p>You are trying to register for a class you already registered for.</p> | <p>To switch sections, you must drop the section you are registered for and add the new CRN, click Submit Changes.</p> |

TO PRINT YOUR SCHEDULE: In your MyNCC account, in the **Academic tab**, select **Concise Student Schedule** to print your schedule.

DAY SCHEDULE

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|------------|---------------------------------|------------|---------------------------------|------------|
| 7-7:50 | 7-8:15 | 7-7:50 | 7-8:15 | 7-7:50 |
| 8-9:15 | 8:30-9:45 | 8-9:15 | 8:30-9:45 | 8-9:15 |
| 9:30-10:45 | 10-11:15 | 9:30-10:45 | 10-11:15 | 9:30-10:45 |
| 11-12:15 | 11:30-12:45 CLUB HOUR | 11-12:15 | 11:30-12:45 CLUB HOUR | 11-12:15 |
| 12:30-1:45 | 1-2:15 | 12:30-1:45 | 1-2:15 | 12:30-1:45 |
| 2-3:15 | 2:30-3:45 | 2-3:15 | 2:30-3:45 | 2-3:15 |
| 3:30-4:45 | 4-5:15 | 3:30-4:45 | 4-5:15 | 3:30-4:45 |
| 5-6:15 | | 5-6:15 | | |

EVENING SCHEDULE

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----------------|---------------|------------|-----------|-----------|
| | 5:30-6:50 | | 5:30-6:50 | 5:30-6:50 |
| 6:25-7:45 | 7-8:20 | 6:25-7:45 | 7-8:20 | 7-8:20 |
| 7:55-9:15 | 8:30-9:50 | 7:55-9:15 | 8:30-9:50 | |
| 9:25-10:45 | 10-11:20 | 9:25-10:45 | 10-11:20 | |
| SATURDAY | SUNDAY | | | |
| 9:00-12:00 | 9:00-12:00 | | | |
| 12:30-3:30 | 12:30-3:30 | | | |

Spring 2025

To finalize registration and to avoid cancellation of your class schedule, payment must be received by the due date.

Early registration for spring classes through December 29th – Payment due January 9th.

You will receive your Bill/Class Schedule via USPS and NCC email after December 3rd.

Get ready:

- Complete your [FAFSA](#) (school code 002873)
- Apply for [TAP](#) (school code 2113)
- Check your account status on [MyNCC](#)
- Check out [payment options](#)

Late Registrations December 30 or later

Current charges and class schedule may be viewed on [MyNCC](#). Bill/class schedule will NOT be sent via USPS.

| If you register | Payment is due |
|-----------------------|-----------------------------|
| 12/30/24-1/24/25 | 48 hours after registration |
| On or after 1/25/2025 | Immediately |

To avoid cancellation of your class schedule payment must be made on or before the scheduled due date. Pay online before midnight!



NEW LOCATION OF:
 Academic Advisement, Admissions, Bursar,
 Financial Aid, Health Records, ID Cards/
 Vehicle Registration, Information Services,
 Placement Testing, Registrar, Student Financial
 Affairs & Veteran's Affairs/Service Learning