

HOW TO REGISTER FOR CLASSES

Step 1: Go to <http://www.ncc.edu/mync/>; Click on MyNCC Portal Login

Step 2: Enter your **NCC ID** (ex: N0099999) in the Username box and your password in the Password box and click **Sign In**.

- **NOTE FOR FIRST-TIME USERS:** your password is your birthdate in 6-digit format (MMDDYY); change your password when prompted; select a password you will remember!

Step 3: Under **Quick Links** Click on **MyBanner**

Step 4: Under the **Student** tab click on **Registration**

Step 5: Click on **Add or Drop Classes**

Step 6: Select the **term** for which you want to register and click on **Submit**.

Step 7: Scroll down to the bottom of the page and click on **Class Search**.

Step 8: Click on **Advanced Search**.

Step 9: **Search Options**

- 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 course with a specific attribute: In the **Attribute Type** box, highlight the desired attribute (ex. Literature)
- 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. If **All** is highlighted, all sections will display.

Step 10: Click on **Section Search** to search for a class.

- If there is a **C** on the left hand side, it means the class is **CLOSED**.
- If there is a **Box** on the left hand side, it means the class is **OPEN**. **HOWEVER**, there may be a **WAITLIST** for the class. To see if a class is waitlisted, look at the **WL Act** column at the top of the screen. **If any number other than 0 appears under WL Act, there is a wait list.** If you wish to waitlist, see instructions below.*
- Click on the hyperlinked **CRN** (5-digit number); click on **View Catalog Entry** to read the course description.

Step 11: Click on the **Box** for the class you want to select. Use the schedule grid to track the days and times of the selected course. Scroll down to the bottom of the page and click the **Register** button. If the registration was successful, you will see ***Registered on the Web*** and the class you selected will appear. **If you receive a Registration Add Error message, it means you were unable to enroll in the class. Check the back of this sheet for explanations; you must choose a different class section.**

Step 12: Click on **Class Search** to search for your next class.

***WAITLIST**

To waitlist for a class, 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** again.

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 go back to the **Add or Drop Classes** screen and register for the class. Failure to act within the time limit removes you from the waitlist.

TO PRINT YOUR SCHEDULE: Under the **Student** tab, Click **Registration Information**, then click on **Concise Student Schedule (Print Friendly)**; print this page.

Days of the Week

M = Monday

T = Tuesday

W = Wednesday

R = Thursday

F = Friday

S = Saturday

U = Sunday

TR = Tuesday & Thursday

MW = Monday & Wednesday

Registration Add Errors	Explanation	Solution														
<p>Registration Add Errors</p> <table border="1" data-bbox="99 270 763 340"> <thead> <tr> <th>Status</th> <th>Action</th> <th>CRN</th> <th>Subj</th> <th>Crse</th> <th>Sec</th> <th>Lev</th> </tr> </thead> <tbody> <tr> <td>Open - Reserved for Wait List</td> <td>None</td> <td>42843</td> <td>ENG</td> <td>298</td> <td>PA</td> <td>Und</td> </tr> </tbody> </table>	Status	Action	CRN	Subj	Crse	Sec	Lev	Open - Reserved for Wait List	None	42843	ENG	298	PA	Und	<p>This message informs you that there is a waitlist for this class.</p>	<p>If you want to put yourself on the waitlist, use the down arrow under Action and highlight Wait Listed. Click Submit Changes. There is no guarantee you will get into the class.</p>
Status	Action	CRN	Subj	Crse	Sec	Lev										
Open - Reserved for Wait List	None	42843	ENG	298	PA	Und										
<p>Registration Add Errors</p> <table border="1" data-bbox="99 481 763 551"> <thead> <tr> <th>Status</th> <th>CRN</th> <th>Subj</th> <th>Crse</th> <th>Sec</th> <th>Lev</th> </tr> </thead> <tbody> <tr> <td>Time conflict with CRN 43436</td> <td>45672</td> <td>ENG</td> <td>281</td> <td>DA</td> <td>Und</td> </tr> </tbody> </table> <p>This is the CRN of the course that conflicts</p>	Status	CRN	Subj	Crse	Sec	Lev	Time conflict with CRN 43436	45672	ENG	281	DA	Und	<p>You are trying to add a class that meets at the same time as a class you already registered for.</p>	<p>Check your current registration by viewing Concise Student Schedule or Week at a Glance in your Registration Information menu. Make adjustments to your schedule as desired. Avoid time conflicts by tracking your classes on a schedule grid as you register.</p>		
Status	CRN	Subj	Crse	Sec	Lev											
Time conflict with CRN 43436	45672	ENG	281	DA	Und											
<p>Registration Add Errors</p> <table border="1" data-bbox="99 813 763 882"> <thead> <tr> <th>Status</th> <th>CRN</th> <th>Subj</th> <th>Crse</th> <th>Sec</th> <th>Lev</th> </tr> </thead> <tbody> <tr> <td>Prerequisite Error</td> <td>44115</td> <td>ENG</td> <td>243</td> <td>FA1</td> <td>Und</td> </tr> </tbody> </table>	Status	CRN	Subj	Crse	Sec	Lev	Prerequisite Error	44115	ENG	243	FA1	Und	<p>This message indicates you must complete a specific course, known as a prerequisite, prior to enrolling in this course.</p>	<p>Check to make sure you entered the correct subject and number. (See a Registration Assistant or an Academic Advisor for a detailed explanation.)</p>		
Status	CRN	Subj	Crse	Sec	Lev											
Prerequisite Error	44115	ENG	243	FA1	Und											
<p>Registration Add Errors</p> <table border="1" data-bbox="99 1017 763 1087"> <thead> <tr> <th>Status</th> <th>CRN</th> <th>Subj</th> <th>Crse</th> <th>Sec</th> <th>Lev</th> </tr> </thead> <tbody> <tr> <td>Permission by Dept Required</td> <td>43592</td> <td>PED</td> <td>301</td> <td>N1</td> <td>Und</td> </tr> </tbody> </table>	Status	CRN	Subj	Crse	Sec	Lev	Permission by Dept Required	43592	PED	301	N1	Und	<p>This course section requires permission from the department to register.</p>	<p>If you do not get permission from the department, you must select an alternate course.</p>		
Status	CRN	Subj	Crse	Sec	Lev											
Permission by Dept Required	43592	PED	301	N1	Und											
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Status	CRN	Subj	Crse	Sec	Lev											
Honors Program	40585	PSY	203	EAH	Unde											
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Status	CRN	Subj	Crse	Sec	Lev											
Field of Study Restriction - Major	45785	COM	101	H1	Unde											
<p>Registration Add Errors</p> <table border="1" data-bbox="99 1522 763 1592"> <thead> <tr> <th>Status</th> <th>CRN</th> <th>Subj</th> <th>Crse</th> <th>Sec</th> <th>Lev</th> </tr> </thead> <tbody> <tr> <td>Corequisite RDG 001 (CRN 13715) required</td> <td>14447</td> <td>NCC</td> <td>101</td> <td>N3~</td> <td>Unde</td> </tr> </tbody> </table>	Status	CRN	Subj	Crse	Sec	Lev	Corequisite RDG 001 (CRN 13715) required	14447	NCC	101	N3~	Unde	<p>The course you selected requires a companion course. You must enroll in both classes (ex., to enroll in a Learning Community).</p>	<p>You can enroll in both classes by typing both CRNs into the Add or Drop Classes Worksheet simultaneously and clicking Submit Changes.</p>		
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Corequisite RDG 001 (CRN 13715) required	14447	NCC	101	N3~	Unde											
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Status	CRN	Subj	Crse	Sec	Level											
Duplicate Course with Section	10159	10183	ENG	001	BC1 Under											