

## HOW TO REGISTER FOR CLASSES

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

Step 2: Enter your **NCC ID** (ex: N00999999) 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><b>Registration Add Errors</b></p> <table border="1"> <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 <b>Action</b> and highlight <b>Wait Listed</b>. Click <b>Submit Changes</b>. <u>There is no guarantee you will get into the class.</u></p>
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Prerequisite Error	44115	ENG	243	FA1	Unc											
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Status	CRN	Subj	Crse	Sec	Lev											
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Field of Study Restriction - Major	45785	COM	101	H1	Unde											
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Status	CRN	Subj	Crse	Sec	Level											
Duplicate Course with Section	10159	10183	ENG	001	BC1 Under											