



# ADVISEMENT & REGISTRATION GUIDE

## For The New Student

**Spring 2021**

### **What's inside?**

- ➡ Semester information
- ➡ What happens between now and the start of classes?
- ➡ Just before the term begins
- ➡ Getting off to a good start
- ➡ Getting ready for your second term

**A Publication of the Office of Academic Advisement**

# Student Check List

- 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
- After advisement, register for classes using MyNCC Portal
- Submit your Financial Aid application ASAP  
<https://studentaid.ed.gov/sa/fafsa>
- Submit your immunization records to the Health Office, see page 10
- Make sure your tuition bill is paid by the due date
- Obtain NCC ID and Vehicle Registration Permit\* after tuition bill is paid (\*if parking on campus)
- Attend New Student Orientation
- Visit College Book Store online at [www.ncc.edu](http://www.ncc.edu), click on Campus Services
- For future terms, seek advisement and register during your registration priority period

# WELCOME TO NASSAU COMMUNITY COLLEGE!

## Semester information

### Your course recommendations are based on:

- **Your major or intended career goals, placements, and Degree Evaluation**
- **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 8-9.
  - 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.
  - 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.

## WHAT HAPPENS BETWEEN NOW AND THE START OF CLASSES?

- **Payment**
  - For students who register on or before December 27, 2020, bills will be sent via USPS and NCC student email and will be available for viewing in your MyNCC Portal.
  - For students who register on or after December 28, 2020, more immediate payment will be required and no bill will be mailed. You must view your bill in your MyNCC Portal.
  - **BE SURE TO PAY BY THE DUE DATE OR YOUR CLASSES CAN BE CANCELLED.**
  
- **Financial Aid**
  - **Apply for Financial Aid ASAP!** Using your MyNCC Portal, go to the FAFSA form link on the LAUNCHPAD.
  - Make sure your aid is applied to your tuition bill. If you do not receive full financial aid, any balance due is your responsibility.
  
- **If you have questions specific to your degree program**
  - Consult with an advisor in the department of your major, see pages 6-7 for contact information.  
**Note: Students who tested into ESL must be advised by the department below regardless of major:**
    - ESL students are seen by the Office of Academic Advisement. See page 7 under Liberal Arts for contact information. Office hours:  
<https://www.ncc.edu/ssc/servicehours.shtml>.
  
- **If you want to change your major before seeking advisement**
  - Contact the Admissions Office, [admissions@ncc.edu](mailto:admissions@ncc.edu) 516 572-7346. Note: some programs have specific admission requirements, see chart below:  
[https://www.ncc.edu/admissions/pdfs/Programs\\_Chart.pdf](https://www.ncc.edu/admissions/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.  
[https://ncc.edu/advisement/helpful\\_tools/pdfs/HOWTOMAKECHANGESTOYOURSCHEDULE.pdf](https://ncc.edu/advisement/helpful_tools/pdfs/HOWTOMAKECHANGESTOYOURSCHEDULE.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 pages 6-7 for contact information.
  - If you are having technical difficulty with your MyNCC Portal, contact the Helpdesk at [MYIT.ncc.edu](http://MYIT.ncc.edu), or call 516-572-0629, M-F 8:30 a.m. to 4:00 p.m.
  
- **Get acquainted with the campus: Attend Orientation**
  - Orientation invitation will be sent by email.

## ➔ WHAT DO I NEED TO DO JUST BEFORE THE TERM STARTS?

- **Prepare for your classes**
  - Check out the bus schedule and/or parking areas for on campus classes.
  - Get an understanding of how your classes are being conducted (online, remote, or hybrid).
  - Create a workspace for online or remote classes.
- **Check out the campus bookstore**
  - Using your MyNCC Portal, go to the **Get Involved** link on the LAUNCHPAD and click on **Textbooks**.
- **Keep up with the latest news at NCC**
  - Check your NCC email often.
  - View Nassau Community College website [www.ncc.edu](http://www.ncc.edu) frequently.
  - “Like” our Official Nassau Community College Facebook and Instagram pages.

## ➔ HOW DO I GET A GOOD START AT NCC?

- **Spring 2021 term begins, Tuesday, January 19<sup>th</sup>**
  - Review your schedule for the days, times and locations. Take special note of whether your classes meet in the a.m., p.m., online, remote, hybrid, weekend.
  - Arrive early to get to class on time.
- **If you wish to change your schedule once classes have started**
  - **You may Add and/or Drop classes until:**
    - January 25<sup>th</sup>, 2021 IN PERSON at the Registrar’s Office, Student Services Center, Tower, Lower-Level. See Student Services Hours of Operation <https://ncc.edu/ssc/servicehours.shtml>
    - January 25<sup>th</sup>, 2021 at 11:59 p.m. ONLINE using MyNCC Portal LAUNCHPAD. Click on **Registration Information** then ADD/Drop Classes
    - Check for Late Start and Second Half classes
  - **Refund Period**
    - For specific details about refunds, go to: [https://www.ncc.edu/payingforcollege/refund\\_policy.shtml](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**
  - You can drop your classes on your MyNCC Portal under **Registration Information** before January 19<sup>th</sup>.
  - Within the first three weeks of the start of the term (refund period), you can withdraw on your MyNCC Portal and no “W” grade will appear on your transcript. \*See refund schedule above for liability
  - From the fourth week through the ninth week, you can withdraw on your MyNCC Portal under **Registration Information** 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 under **Registration Information** before the end of the term. This request is permitted only if the instructor approves your withdrawal.
  
- **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 “UW,” **which is calculated as an “F”**.
  - 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.

## ➔ HOW DO I INCREASE MY CHANCES OF SUCCESS DURING MY FIRST TERM?

- 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, see website link below for workshop information and/or email [CERC@ncc.edu](mailto:CERC@ncc.edu)  
[https://www.ncc.edu/campuservices/educational\\_counseling/workshops.shtml](https://www.ncc.edu/campuservices/educational_counseling/workshops.shtml)
  - Consult with an advisor from your major; see pages 6-7 for contact information.
  
- 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 10-12 or view Campus Services at NCC website: [www.ncc.edu](http://www.ncc.edu)

## 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](https://www.ncc.edu/advisement/helpful_tools/degree_tracker.shtml)
  - Review your **Degree Evaluation** found on the LAUNCHPAD under MYRECORDS on your MyNCC Portal. [https://ncc.edu/advisement/helpful\\_tools/#degreeworks](https://ncc.edu/advisement/helpful_tools/#degreeworks)
  
- **Read course descriptions in the on-line college catalog**
  - In your MyNCC Portal, click on **College Catalog** and view descriptions:
    - Click on **Course Descriptions** to use the Course Search tool
    - Click on **Course Descriptions Only** under Printable Versions
  
- **Seek academic advisement**
  - Take time to consult with an advisor from your program to develop your academic plans and discuss academic concerns and strategies for success or to clarify academic policies.
  
- **Register for classes**
  - While attending the Spring term, you will receive an email informing you of when you can register for summer and Fall term. 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.

## WHERE CAN I ASK QUESTIONS SPECIFIC TO MY PROGRAM?

| PROGRAM   | DEPARTMENT  | Email  |
|---|---|--|
| Accounting (A.S.)   | Accounting & Business Administration  | <a href="mailto:busoff@ncc.edu">busoff@ncc.edu</a>                           |
| Acting (A.A.)   | Theatre & Dance   | <a href="mailto:throff@ncc.edu">throff@ncc.edu</a>                           |
| Administrative Business Technology<br>Administrative Support (A.A.S. and Cert.)<br>Legal (A.A.S. and Cert.)<br>Medical (A.A.S. and Cert.) | Administrative Business Technology &<br>Health Information Technology                     | <a href="mailto:Dorothy.Rabbene@ncc.edu">Dorothy.Rabbene@ncc.edu</a>         |
| Adolescence Education (A.A. and A.S.)   | Academic Advisement ^   | <a href="mailto:advisement@ncc.edu">advisement@ncc.edu</a>                   |
| Africana Studies (A.A.)   | Africana Studies  | <a href="mailto:africana.studies@ncc.edu">africana.studies@ncc.edu</a>       |
| American Sign Language (A.A.)   | Communications  | <a href="mailto:Nicole.Quick@ncc.edu">Nicole.Quick@ncc.edu</a>               |
| Art (A.S.)  | Art   | <a href="mailto:artoff@ncc.edu">artoff@ncc.edu</a>                           |
| Art Studies (A.A.)  | Art   | <a href="mailto:artoff@ncc.edu">artoff@ncc.edu</a>                           |
| Biology (A.S.)  | Biology   | <a href="mailto:Jacqueline.Lee@ncc.edu">Jacqueline.Lee@ncc.edu</a>           |
| Business Administration (A.S. and Cert.)  | Accounting & Business Administration  | <a href="mailto:busoff@ncc.edu">busoff@ncc.edu</a>                           |
| Childhood Education (A.A. and A.S.)   | Academic Advisement ^   | <a href="mailto:advisement@ncc.edu">advisement@ncc.edu</a>                   |
| CISCO Certified Entry Networking Technician (Cert.)   | Mathematics, Computer Science & Information<br>Technology                                 | <a href="mailto:math@ncc.edu">math@ncc.edu</a>                               |
| Civil Engineering Technology (A.A.S.)   | Engineering, Physics & Technology   | <a href="mailto:engineering-physics@ncc.edu">engineering-physics@ncc.edu</a> |
| Commercial Art: Digital Technologies (A.A.S.)   | Art   | <a href="mailto:artoff@ncc.edu">artoff@ncc.edu</a>                           |
| Communication Arts (A.A.)   | Communications  | <a href="mailto:Nicole.Quick@ncc.edu">Nicole.Quick@ncc.edu</a>               |
| Computer Repair Technology (A.A.S.)   | Engineering, Physics & Technology   | <a href="mailto:engineering-physics@ncc.edu">engineering-physics@ncc.edu</a> |
| Computer Science (A.S.)   | Mathematics, Computer Science & Information<br>Technology                                 | <a href="mailto:math@ncc.edu">math@ncc.edu</a>                               |
| Construction Management (Cert.)   | Engineering, Physics & Technology   | <a href="mailto:engineering-physics@ncc.edu">engineering-physics@ncc.edu</a> |
| Creative Writing (A.A.)   | English   | <a href="mailto:english@ncc.edu">english@ncc.edu</a>                         |
| Criminal Justice (A.S.)   | Criminal Justice  | <a href="mailto:Robert.Costello@ncc.edu">Robert.Costello@ncc.edu</a>         |
| Cybersecurity (Cert.)   | Mathematics, Computer Science & Information<br>Technology                                 | <a href="mailto:math@ncc.edu">math@ncc.edu</a>                               |
| Dance (A.A.)  | Theatre & Dance   | <a href="mailto:throff@ncc.edu">throff@ncc.edu</a>                           |
| Desktop Publishing & Design (Cert.)   | Art   | <a href="mailto:artoff@ncc.edu">artoff@ncc.edu</a>                           |
| Dietary Management (Cert.)  | Hospitality Business  | <a href="mailto:Anne.Cubeta@ncc.edu">Anne.Cubeta@ncc.edu</a>                 |
| Disability Studies (A.A. and Cert.)   | Psychology  | <a href="mailto:Sidney.Hochman@ncc.edu">Sidney.Hochman@ncc.edu</a>           |
| Early Childhood Education (A.A. and A.S.)   | Academic Advisement ^   | <a href="mailto:advisement@ncc.edu">advisement@ncc.edu</a>                   |
| Electrical Engineering Technology (A.A.S.)  | Engineering, Physics & Technology   | <a href="mailto:engineering-physics@ncc.edu">engineering-physics@ncc.edu</a> |
| Emergency Management (A.S.)   | Criminal Justice  | <a href="mailto:Paul.Schmidt@ncc.edu">Paul.Schmidt@ncc.edu</a>               |
| Engineering Science (A.S.)  | Engineering, Physics & Technology   | <a href="mailto:engineering-physics@ncc.edu">engineering-physics@ncc.edu</a> |
| Fashion Buying and Merchandising (A.A.S.)   | Marketing, Retailing, Fashion Buying &<br>Merchandising, Fashion Design & Interior Design | <a href="mailto:mktoff@ncc.edu">mktoff@ncc.edu</a>                           |
| Fashion Design (A.A.S.)   | Marketing, Retailing, Fashion Buying &<br>Merchandising, Fashion Design & Interior Design | <a href="mailto:mktoff@ncc.edu">mktoff@ncc.edu</a>                           |
| Fire Science (A.S.)   | Criminal Justice  | <a href="mailto:Paul.Schmidt@ncc.edu">Paul.Schmidt@ncc.edu</a>               |
| Food and Nutrition (A.S.)   | Hospitality Business  | <a href="mailto:Anne.Cubeta@ncc.edu">Anne.Cubeta@ncc.edu</a>                 |



| PROGRAM   | DEPARTMENT   | OFFICE   |
|---|--|--|
| Food Service Administration, Restaurant Management (A.A.S.)                             | Hospitality Business   | <a href="mailto:Anne.Cubeta@ncc.edu">Anne.Cubeta@ncc.edu</a>                           |
| Food Service Technology (Cert.)   | Hospitality Business   | <a href="mailto:Anne.Cubeta@ncc.edu">Anne.Cubeta@ncc.edu</a>                           |
| Health Information Technology (A.A.S. and Cert.)  | Administrative Business Technology & Health Information Technology                     | <a href="mailto:Dorothy.Rabbene@ncc.edu">Dorothy.Rabbene@ncc.edu</a>                   |
| Health Studies (A.S.)   | Health, Physical Education & Recreation  | <a href="mailto:Jessica.Marra@ncc.edu">Jessica.Marra@ncc.edu</a>                       |
| Hotel Technology Administration (A.A.S.)  | Hospitality Business   | <a href="mailto:Anne.Cubeta@ncc.edu">Anne.Cubeta@ncc.edu</a>                           |
| Human Services: Community Service and Social Welfare (A.A.)                             | Sociology, Anthropology & Social Work  | <a href="mailto:Vondora.Wilson-Corzen@ncc.edu">Vondora.Wilson-Corzen@ncc.edu</a>       |
| Information Technology (A.A.S. and Cert.)   | Mathematics, Computer Science & Information Technology                                 | <a href="mailto:math@ncc.edu">math@ncc.edu</a>   |
| Interior Design (A.A.S. and Cert)   | Marketing, Retailing, Fashion Buying & Merchandising, Fashion Design & Interior Design | <a href="mailto:mktoff@ncc.edu">mktoff@ncc.edu</a>                                     |
| Liberal Arts (A.A.) and (A.S.) <b>with one or no remedial courses.</b> All ESL students | Office of Academic Advisement  | <a href="mailto:advisement@ncc.edu">advisement@ncc.edu</a>                             |
| Liberal Arts (A.A.) and (A.S.) <b>with two or more remedial courses</b>                 | Student Personnel Services   | <a href="mailto:studentpersonnelservices@ncc.edu">studentpersonnelservices@ncc.edu</a> |
| Marketing (A.A.S.) and (A.S.)   | Marketing, Retailing, Fashion Buying & Merchandising, Fashion Design & Interior Design | <a href="mailto:mktoff@ncc.edu">mktoff@ncc.edu</a>                                     |
| Mathematics (A.S.)  | Mathematics, Computer Science & Information Technology                                 | <a href="mailto:math@ncc.edu">math@ncc.edu</a>   |
| Media (A.A.)  | Communications   | <a href="mailto:Nicole.Quick@ncc.edu">Nicole.Quick@ncc.edu</a>                         |
| Medical Laboratory Technology (A.A.S.)  | Allied Health Sciences   | <a href="mailto:Renee.Chin@ncc.edu">Renee.Chin@ncc.edu</a>                             |
| Mortuary Science (A.A.S.)   | Mortuary Science   | <a href="mailto:Karin.Schroeder@ncc.edu">Karin.Schroeder@ncc.edu</a>                   |
| Music - Performing Arts (A.A.S.)  | Music  | <a href="mailto:Harry.Marenstein@ncc.edu">Harry.Marenstein@ncc.edu</a>                 |
| Nursing (A.S./B.S.)   | Nursing  | <a href="mailto:nursing@ncc.edu">nursing@ncc.edu</a>                                   |
| Paralegal (A.A.S. and Cert.)  | Legal Studies  | <a href="mailto:Adrienne.Motel@ncc.edu">Adrienne.Motel@ncc.edu</a>                     |
| Photography (A.S. and Cert.)  | Art  | <a href="mailto:artoff@ncc.edu">artoff@ncc.edu</a>                                     |
| Physical Education Studies (A.S.)   | Health, Physical Education & Recreation  | <a href="mailto:Jessica.Marra@ncc.edu">Jessica.Marra@ncc.edu</a>                       |
| Physical Therapist Assistant (A.A.S.)   | Allied Health Sciences   | <a href="mailto:William.Okeefe@ncc.edu">William.Okeefe@ncc.edu</a>                     |
| Radiation Therapy Technology (A.A.S.)   | Allied Health Sciences   | <a href="mailto:Carolyn.Confusione@ncc.edu">Carolyn.Confusione@ncc.edu</a>             |
| Radiologic Technology (A.A.S.)  | Allied Health Sciences   | <a href="mailto:Lawrence.Jacob@ncc.edu">Lawrence.Jacob@ncc.edu</a>                     |
| Respiratory Care (A.A.S.)   | Allied Health Sciences   | <a href="mailto:Laurence.Carlin@ncc.edu">Laurence.Carlin@ncc.edu</a>                   |
| Retail Business Management (A.A.S.)   | Marketing, Retailing, Fashion Buying & Merchandising, Fashion Design & Interior Design | <a href="mailto:mktoff@ncc.edu">mktoff@ncc.edu</a>                                     |
| Sport Marketing (A.S.)  | Marketing, Retailing, Fashion Buying & Merchandising, Fashion Design & Interior Design | <a href="mailto:mktoff@ncc.edu">mktoff@ncc.edu</a>                                     |
| Studio Recording Technology (Cert.)   | Music  | <a href="mailto:Harry.Marenstein@ncc.edu">Harry.Marenstein@ncc.edu</a>                 |
| Surgical Technology (A.A.S.)  | Allied Health Sciences   | <a href="mailto:Slavka.Kleger@ncc.edu">Slavka.Kleger@ncc.edu</a>                       |
| Sustainable Design & Renewable Energy (Cert.)   | Engineering, Physics & Technology  | <a href="mailto:engineering-physics@ncc.edu">engineering-physics@ncc.edu</a>           |
| Teaching Assistant (Cert.)  | Psychology   | <a href="mailto:Sidney.Hochman@ncc.edu">Sidney.Hochman@ncc.edu</a>                     |
| Technical Theatre (A.A.)  | Theatre & Dance  | <a href="mailto:throff@ncc.edu">throff@ncc.edu</a>                                     |
| Website Design (Cert.)  | Art  | <a href="mailto:artoff@ncc.edu">artoff@ncc.edu</a>                                     |

^Teacher Education students with 17 or more credits earned are advised by Diane Martin, Psychology Professor and Teacher Education Coordinator. (Diane.Martin@ncc.edu)

## **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 (except ESL courses), you must also enroll in NCC 101, a one credit Freshmen Seminar.

### DEVELOPMENTAL COURSE SEQUENCES

| <u>Developmental Course</u>     | → | <u>Credit Course</u>                   |
|---------------------------------|---|--|
| COM 030 (ESL Placement)         | → | COM 101 or other credit-level course   |
| ENG 001/101                     | → | ENG 102 or ENG 103                     |
| ENG 030* (ESL) or ENG 001 (ESL) | → | ENG 100* (ESL) or ENG 101              |
| MAT 003 or 013 or 002 or 012    | → | Credit-level math course by advisement |
| RDG 001                         | → | RDG 002                                |
|                                 | → | RDG 101 or other credit-level course   |
| RDG 030 (ESL)                   | → | RDG 101 or other credit-level course   |
| WRT 001                         | → | Sequence based on performance          |

**COM 030:** ESL students must complete COM 103 or COM 201 (ESL sections only), to satisfy this requirement.

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

**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**

| <u>Non-Credit (0) Course</u> | <u>Credit Equivalent</u> |
|------------------------------|--------------------------|
| ENG 001                      | 3                        |
| ENG 030                      | 6                        |
| MAT 003 or 013               | 6                        |
| MAT 002 or 012               | 4.5                      |
| RDG 001 or 030               | 4                        |
| RDG 002                      | 3                        |
| WRT 001                      | 4                        |

## RESTRICTIONS IMPACTING STUDENTS WITH DEVELOPMENTAL PLACEMENTS

| IF YOUR PLACEMENT IS<br>ENG 001, ENG 030 or WRT 001<br>YOU MAY <u>NOT</u> ENROLL IN:  | IF YOUR PLACEMENT IS<br>RDG 001,<br>YOU MAY <u>NOT</u> ENROLL IN:   | IF YOUR PLACEMENT IS<br>RDG 002 or RDG 030,<br>YOU MAY <u>NOT</u> ENROLL IN:  |
|---|---|---|
| <p>AHS 131<br/>ASL<br/>AFR 170, 197<br/>ART 100, 102, 103, 104, 124, 201,<br/>202, 203<br/>BIO 109<br/>CHE<br/>CMP<br/>COM<br/>CRJ<br/>CSC<br/>ENG (except ENG 001/101 ALP)<br/>Foreign Languages<br/>FRS<br/>HIS 165, 250, 270<br/>ITE<br/>*MAT (except MAT 003, 013, 002, 012)<br/>MDC 101, 102, 130<br/>PHI (except PHI 100)<br/>PHY (except PHY 120)<br/>PSA<br/>SCI 141<br/>WST 107</p> <p><b>EXCEPTION FOR ESL STUDENTS</b><br/><b>ONLY:</b> Credit MAT courses may be taken concurrently with ESL English.</p> | <p>AHS 131<br/>ASL<br/>AFR 140, 143, 170, 197, 200<br/>ART 100, 102, 103, 104, 124, 201,<br/>202, 203<br/>BIO 109<br/>CHE<br/>CMP<br/>COM<br/>CRJ<br/>CSC<br/>DAN 101<br/><b>ENG 101</b><br/><b>Note: Even if your placement is ENG 101, you may not enroll in this course until RDG 001 has been satisfied</b><br/>Foreign Languages<br/>FRS<br/>GEO (except GEO 202)<br/>HIS (except HIS 177, 221)<br/>ITE<br/>MAT (except MAT 003, 013, 002, 012)<br/>MDC 101, 102, 130<br/>PHI (except PHI 100)<br/>PHY (except PHY 120)<br/>POL<br/>PSA<br/>RDG (credit-level)<br/>THR 100, 101, 103, 107, 201<br/>WST 107</p> | <p>AHS 131<br/>AFR 143, 170, 197<br/>ART 100, 102, 103, 104, 124, 201,<br/>202, 203<br/>BIO 109<br/>CHE<br/>CRJ 230<br/>DAN 101<br/>Foreign Languages<br/>GEO (except GEO 202)<br/>HIS (except HIS 105, 106, 136, 140,<br/>165, 176, 177, 178, 190, 219,<br/>220, 221, 222, 234, 290)<br/>PHI (except PHI 100)<br/>PHY (except PHY 120)<br/>POL (except 111)<br/>RDG (credit-level)<br/>THR 100, 101, 103, 107, 201<br/>WST 107</p> |

| IF YOUR PLACEMENT IS<br>MAT 003, 013, 002 OR 012,<br>YOU MAY <u>NOT</u> ENROLL IN:                                      | IF YOUR PLACEMENT IS<br><u>ANY TWO</u> REMEDIAL COURSES,<br>YOU MAY <u>NOT</u> ENROLL IN: |
|---|---|
| <p>AHS 131<br/>BIO 109<br/>CHE<br/>CMP<br/>CSC<br/>ECO 207, 208<br/>ITE<br/>MAT (credit-level)<br/>PHY (except 120)</p> | <p>ACC 101</p>  |

## DIRECTORY OF CAMPUS RESOURCES

|   |   |   |
|---|---|---|
| Academic Advisement                             | Advisement for all liberal arts students in good academic standing with one or no remedial courses  | Student Services Center<br>516-572-7436<br><a href="mailto:advisement@ncc.edu">advisement@ncc.edu</a>                           |
| Admissions                                      | Applications and transfer credit evaluations for new students   | Student Services Center<br>516-572-7345<br><a href="mailto:admissions@ncc.edu">admissions@ncc.edu</a>                           |
| Bursar  | In-person payments<br>Certificate of Residency forms  | Student Services Center<br>516-572-7325<br><a href="mailto:bursar@ncc.edu">bursar@ncc.edu</a>                                   |
| Career Counseling Center                        | Vocational Assessment<br>Information on careers<br>Career workshops and counseling  | 516-572-7696<br><a href="mailto:careercounseling@ncc.edu">careercounseling@ncc.edu</a>  |
| Center for Students with Disabilities           | Advisement and assistance for students with documented disabilities   | 516-572-7241 TTY: 516-572-7617<br><a href="mailto:csdoffice@ncc.edu">csdoffice@ncc.edu</a>                                      |
| Center for Educational and Retention Counseling | Advisement for all students on academic probation regardless of major<br>Learning Skills Workshops  | 516-572-7141<br><a href="mailto:cerc@ncc.edu">cerc@ncc.edu</a>  |
| Child Care                                      | The Children's Greenhouse provides a friendly and nurturing environment; fees on a sliding scale  | Children's Greenhouse<br>Hospital Road<br>516-572-7614<br><a href="mailto:childcare@ncc.edu">childcare@ncc.edu</a>              |
| College Level Examination Program (CLEP & DSST) | Testing programs to earn college credit   | 516-572-9947<br><a href="mailto:clep@ncc.edu">clep@ncc.edu</a>  |
| Continuing Education                            | Non-credit courses for enrichment and standardized test preparation courses   | 516-572-7472<br><a href="mailto:ced@ncc.edu">ced@ncc.edu</a>  |
| Dean of Students                                | Disciplinary actions, excused and medical withdrawals, emergency loans, academic dismissals   | 516-572-7376<br><a href="mailto:deanofstudents@ncc.edu">deanofstudents@ncc.edu</a>  |
| Distance Education                              | Administration of online courses  | 516-572-7883<br><a href="mailto:distance.ed@ncc.edu">distance.ed@ncc.edu</a>  |
| Educational Opportunity Program (EOP)           | Provides higher education opportunities to students who are academically underprepared and have limited financial resources   | 516-572-0607<br><a href="mailto:eop@ncc.edu">eop@ncc.edu</a>  |
| Financial Aid Office                            | Financial Aid and scholarship information; Federal Work Study program   | Student Services Center<br>516-572-7396<br><a href="mailto:financialaid@ncc.edu">financialaid@ncc.edu</a>                       |
| Food Pantry                                     | The NEST is a free food pantry for NCC campus members to fight hunger   | North Hall Basement<br>516-572-0602<br><a href="mailto:foodinthenest@ncc.edu">foodinthenest@ncc.edu</a>                         |
| Health Office                                   | First aid care, Physical Education waivers, physicals for students, counseling and referrals, health insurance information, accident claim forms<br><br>Collection of immunization forms ONLY | 516-572-7123 Fax: 516-572-9637<br><a href="mailto:healthoffice@ncc.edu">healthoffice@ncc.edu</a><br><br>Student Services Center |
| Honors Program                                  | Advisement for Honors students<br>Permission to enroll in Honors courses  | 516-572-7194<br><a href="mailto:honorsprogram@ncc.edu">honorsprogram@ncc.edu</a>  |

|   |  |  |
|---|--|--|
| International Education   | International student concerns<br>F-1 Visas and Study Abroad   | 516-572-7053<br><a href="mailto:isaoff@ncc.edu">isaoff@ncc.edu</a>   |
| Math, Computer Science and Information Technology Help Centers: | Provides tutoring  | <a href="mailto:math@ncc.edu">math@ncc.edu</a>   |
| Math Center   | For students in credit math courses  | B 130 516-572-7394   |
| Math Success Center   | For students in non-credit math courses  | B 116 516-572-6878   |
| Computer Learning Center  | For students enrolled in CSC, CMP and ITE courses  | B 225 516-572-7379   |
| Math Anxiety Center   | For students with math anxiety   | B 126 516-572-7383   |
| MyNCC Portal Help Desk  | Reset MyNCC Portal Password<br>Limited technical support   | 516-572-0629<br><a href="http://MYIT.ncc.edu">MYIT.ncc.edu</a>   |
| Placement Testing   | Scheduling and administration of placement and AAF (Advanced Algebra and Functions) tests  | Student Services Center<br>516-572-7780<br><a href="mailto:placementtesting@ncc.edu">placementtesting@ncc.edu</a>                    |
| Psychological Counseling  | Confidential psychological counseling and referrals during office hours.<br><br>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<br><br>Public Safety: 516-572-7111  |
| Public Safety   | Lost and found, requests for aid, complaint reports  | Public Safety Office<br><b>Emergency:</b> 516-572-7111<br><b>Non-Emergency:</b> 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<br>516-572-7355<br><a href="mailto:registrar@ncc.edu">registrar@ncc.edu</a>                                  |
| Scholarships  | Scholarship information and applications   | MyNCC Portal LAUNCHPAD →<br>Get Involved → Scholarship Information<br><a href="mailto:scholarships@ncc.edu">scholarships@ncc.edu</a> |
| Student Activities  | New student orientation, clubs, social, cultural and recreational activities   | 516-572-7148<br><a href="mailto:studentactivities@ncc.edu">studentactivities@ncc.edu</a>   |
| Student Financial Services                                      | Monetary issues  | Student Services Center<br>516-572-7326<br><a href="mailto:studentfinancialaffairs@ncc.edu">studentfinancialaffairs@ncc.edu</a>      |
| Student ID Cards  | Obtain college photo ID after tuition bill payment   | Student Services Center<br>516-572-7501<br><a href="mailto:publicSafetyID@ncc.edu">publicSafetyID@ncc.edu</a>                        |
| Student Personnel Services                                      | Academic advisement for liberal arts students with two or more developmental courses and/or on academic warning  | 516-572-7506<br><a href="mailto:studentpersonnelservices@ncc.edu">studentpersonnelservices@ncc.edu</a>                               |
| Student Professional Development/Employer Services              | Resume and job search assistance, internships, volunteer and job opportunities   | 516-572-7132<br><a href="mailto:studentjobs@ncc.edu">studentjobs@ncc.edu</a>   |
| Transfer Counseling   | Information about transferring to other colleges   | 516-572-7696<br><a href="mailto:transfer@ncc.edu">transfer@ncc.edu</a>   |

|  |   |   |
|--|---|---|
| Vehicle Registration                               | Obtain permit for campus parking after tuition bill payment   | MyNCC Portal LAUNCHPAD →<br>MYSAFETY → Vehicle Registration   |
| Veterans Services:<br>Center for Veteran's Affairs | Assists veterans in obtaining government educational benefits<br>Provides referrals to services that help veterans transition to college      | Student Services Center<br>516-572-9775<br><a href="mailto:veteransservices@ncc.edu">veteransservices@ncc.edu</a>         |
| GI Bill Certifying Officials                       | Questions concerning GI Bill; GI Bill certification   | Registrar's Office<br>Student Services Center<br>516-572-7368<br><a href="mailto:registrar@ncc.edu">registrar@ncc.edu</a> |
| 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  | 516-572-7377<br><a href="mailto:weekendcollege@ncc.edu">weekendcollege@ncc.edu</a>  |
| Women's Resource Center                            | Programming, counseling, referral and information on topics relevant to women   | 516-572-7132<br><a href="mailto:womensresourcecenter@ncc.edu">womensresourcecenter@ncc.edu</a>                            |
| Workforce Development                              | Courses for career certifications   | 516-572-7487<br><a href="mailto:cwd@ncc.edu">cwd@ncc.edu</a>  |
| Writing Center                                     | Open to all students interested in improving their writing skills in any discipline   | 516-572-7195<br><a href="mailto:wcenter@ncc.edu">wcenter@ncc.edu</a>  |

## REGISTERING FOR YOUR CLASSES

### Using Schedule Builder

This helpful tool simplifies the process of creating your schedule. In your MyNCC Portal LAUNCHPAD, **click on 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.

## Student Schedule Builder

**1 Log Into myNCC**  
Go to <https://mync.ncc.edu>  
Log In



**2 Launch Schedule Builder**  
Navigate to Launchpad  
Click Schedule Builder



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**3 ADD COURSES**  
To Take Next Term

**4 ADD BREAKS**  
To Block Off Times  
For No Class

**5 GENERATE**  
All Possible Schedules

**6 VIEW**  
To See Each Schedule

**7 SEND TO SHOPPING CART**  
From the "View" Screen, Click the "Shopping Cart" Button to Begin Registration!




## Using the Register for Classes Link MyNCC Portal

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

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  **LAUNCHPAD** Click 

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 **Course Search** "or" **Advanced Search**.

### 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 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. 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**, 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.



**TO PRINT YOUR SCHEDULE:** Under  **LAUNCHPAD** Click **Registration Information**, and **Concise Student Schedule**; print this page.

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><b>Registration Add Errors</b></p> <p>Status Action CRN Subj Crse Sec Lev<br/>                     Open - Reserved for Wait List <input type="button" value="None"/> 42843 ENG 298 PA Unde</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 <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>   |
| <p><b>Registration Add Errors</b></p> <p>Status CRN Subj Crse Sec Lev<br/>                     Time conflict with CRN <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">43436</span> 45672 ENG 281 DA Unde</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 100px;"> <p>This is the CRN of the course that conflicts</p> </div> | <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 schedule, go to <b>Concise Student Schedule</b> in your <b>Registration Information</b> menu. Adjust your schedule as desired. Avoid time conflicts by tracking your classes on a schedule grid provided on page 18.</p> |
| <p><b>Registration Add Errors</b></p> <p>Status CRN Subj Crse Sec Lev<br/>                     Prerequisite Error 44115 ENG 243 FA1 Unde</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><b>Registration Add Errors</b></p> <p>Status CRN Subj Crse Sec Lev<br/>                     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><b>Registration Add Errors</b></p> <p>Status CRN Subj Crse Sec Lev<br/>                     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><b>Registration Add Errors</b></p> <p>Status CRN Subj Crse Sec Lev<br/>                     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><b>Registration Add Errors</b></p> <p>Status CRN Subj Crse Sec Lev<br/>                     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 <b>Add or Drop Classes Worksheet</b> simultaneously and clicking <b>Submit Changes</b>.</p>  |
| <p><b>Registration Add Errors</b></p> <p>Status CRN Subj Crse Sec Lev<br/>                     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 <b>Submit Changes</b>.</p>   |

# CAMPUS MAP



**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

### Spring 2021 Tuition Invoicing Schedule

| Date of initial registration | Print Date  | Deliver to SFA | Run Financial Aid Sponsorship Letters | Gentle Reminder Call | Payment Due Date | Missed Due Date Reminder Phone Call | Cancellation Dates |
|------------------------------|-------------|----------------|---------------------------------------|----------------------|------------------|-------------------------------------|--------------------|
| 11/16/20-11/19/20            | November 23 | November 23    | November 23                           | December 15          | January 5        | January 6                           | January 12         |
| 11/20/20-11/29/20            | December 1  | December 1     | December 1                            | December 17          | January 5        | January 7                           | January 12         |
| 11/30/20-12/13/20            | December 15 | December 15    | December 15                           | December 22          | January 5        | January 8                           | January 12         |
| 12/14/20-12/27/20            | December 28 | December 28    | December 28                           | December 30          | January 5        | January 8                           | January 12         |

**Early registration for spring classes through December 27<sup>th</sup> - Payment due January 5<sup>th</sup>**

You will receive your Bill/Class Schedule via USPS and NCC email after November 22<sup>nd</sup>.

#### Late Registrations December 28<sup>th</sup> or later

Current charges and class schedule must be viewed on My/NCC.

Bill/class schedule will NOT be sent via USPS.

| If You Register..... | Your Payment is Due         |
|----------------------|-----------------------------|
| 12/28/20-1/17/2021   | 48 hours after registration |
| After 1/17/2021      | Immediately                 |



