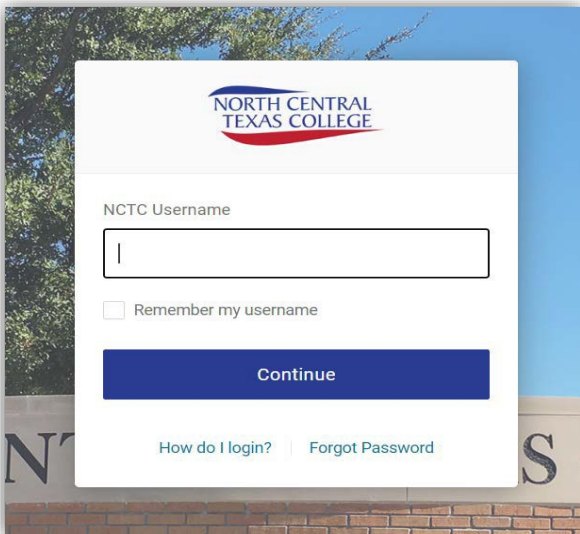


MyNCTC Student Registration Guide-Log In and Advising Worksheet



To access your new **Course Planning*** and **Student Registration** features, start with logging into your [OneLogin](#) to access your MyNCTC account. Be sure to disable pop-up blockers so you can open new tabs and windows that give you access to important info. like your **Advising Worksheet** which shows your major, assigned Advisor(s), classes completed, and what classes are still needed!

- [MyNCTC Student Course Planning Video](#)
- [MyNCTC Student Registration Video](#)

**You are able to access the Course Planning (not Registration) even if you have holds on your account!*

Name	Status
Associate of Arts	✗ Not Met
16 Hours Gen Electives	✗ Not Met
NCTC Core Curriculum	✗ Not Met
Texas Success Initiative	✓ Met
Total 60 Hrs w/2.00 GPA	✗ Not Met
Non-Applied Coursework	✗ Not Met

[View All Details](#)

Student Services

My Degree Progress - Degree Audit Summary

Credits Earned: 7.00
Overall GPA: 2.86
Last Term GPA: 0.0000
Probation Status: **Good Standing**

Advisors
Tracey Fleniken ⓘ - Advisor or Coach, Undergraduate

[Printable Advising Worksheet](#)
[Academic Plan PDF](#)

Click on the **Student Services** tab at the top of the page and then select the **My Degree Progress** box on the right-hand side. Select **Printable Advising Worksheet** at the bottom of the window. If you have an **Academic Plan** on file there will be a PDF of this as well.

A PDF file with your degree plan will pop open, and your **Primary Aim** courses will be listed first as these are the main classes required for your degree or certificate major. The category of **Electives** will be listed further down on your **Advising Worksheet** (if Elective hours are applicable for your plan) as well as TSI status (your placement level for Reading, Writing, and Math OR your TSI exemptions).

All students also have the **Core Curriculum** category on their worksheet, so you know how your classes are being used for these areas as well. If you have classes listed under **Non-Applied Coursework** that means you did not receive a passing grade to be able to use the course, or it's a class that isn't required for your declared major.

If your major is not correct you can complete the **Change of Major Request** under the **Student Forms** section of the **Student Services** tab or contact advising@nctc.edu to get your major corrected.

Unofficial Advising Worksheet

Personal Information (Legal, Home, or Permanent):		Advisee Information:	
Name: [REDACTED]	ID Number: [REDACTED]	Advisor #1: [REDACTED]	
Address: [REDACTED]		Career Hours Earned: [REDACTED]	
Phone: [REDACTED]		Career GPA: [REDACTED]	
Mobile: [REDACTED]		Last Term Attended GPA: [REDACTED]	
Degree Information: (Catalog Year 2017)		Classification: [REDACTED]	
Major 1: General Studies		Academic Standing: [REDACTED]	
		Holds and Warnings: [REDACTED]	

Primary AIM: Associate of Arts (NOT MET) 44.00 Hours Needed

Associate of Arts: 24.00 Hours Earned

- ✔ **Communications**
Complete 2 Courses from ENGL1301, ENGL1302 or ENGL2311
 - ✔ ENGL 1301.860 COMPOSITION I C 3.00
 - ✔ ENGL 1320 COL WRIT II (ENGL1302) B 3.00 (TR) UNIVERSITY OF NORTH TEXAS
- ✔ **Mathematics**
Complete 1 Course from MATH1314, MATH1316, MATH1324, MATH1325, MATH1332, MATH1342, MATH2412 or MATH2413
 - ✔ MATH 1180 MATH WITH BUS APP (MATH1324) B 3.00 (TR) UNIVERSITY OF NORTH TEXAS
- ✘ **Life & Physical Science**
Complete 2 Courses from BIOL1406, BIOL1407, BIOL1408, BIOL1411, BIOL1413, BIOL2401, BIOL2402, BIOL2406, CHEM1406, CHEM1411, CHEM1412, HORT1401, PHYS1401, PHYS1402, PHYS1415, PHYS2425 or PHYS2426
 - ✘ _____
 - ✘ _____
- ✘ **Lang, Philosophy & Culture**
Complete 1 Course from ENGL2322, ENGL2323, ENGL2327, ENGL2328, ENGL2332, ENGL2333, HIST2321, HIST2322, HUMA1301, PHIL1301, PHIL2306 or SPAN2311
 - ✘ _____
- ✘ **Creative Arts**
Complete 1 Course from ARTS:
 - ✘ _____
- ✔ **History**

Unofficial Advising Worksheet

✔ **Texas Success Initiative (MET)**

Texas Success Initiative: 0.00 Hours Earned

✘ _____

✘ _____

Free Electives (NOT MET) 12.00 Hours Earned

- Complete 16 Hours of Elective Credit
- ✔ ECON.2301.848 PRINCIPLES OF MACROECONOMICS B 3.00
 - ✔ BUSI 1340 FREE ENT GLOBAL ELEC1340 B 3.00 (TR) UNIVERSITY OF NORTH TEXAS
 - ✔ PSYC.2301.344 INTRODUCTION TO GENERAL PSYCHOLOGY A 3.00
 - ✔ SOCI.1301.340 INTRODUCTION TO SOCIOLOGY B 3.00

Non-Applied Coursework

- ✘ ACCT.2301.403 PRINCIPLES OF FINANCIAL ACCOUNTING W (UN)
- ✔ CANV.0109.384 CANVAS ORIENTATION S 0.00

Planning, Course Search, and Registration-Oh My!

Under the **Student Services** tab, select **Registration** and then **Student Registration** to get to your new features. The **Student Registration** window shows you if you have any holds, when registration and planning will open, the course search option, as well as a link to your class schedule (if you are registered for current or future classes).

Even if you have holds you can still complete the planning process which allows you to search for classes and add them to your calendar! However, you will not be able to complete the **Registration Checkout** process and won't officially be enrolled in the classes until your holds are resolved and you return to complete **Checkout**. To verify what type of hold you have and the steps to have it cleared, click on the **red HOLDS** button for more information.

The image shows a sequence of three overlapping screenshots from a web application. The top screenshot shows the 'Student Services' navigation menu with 'Registration' and 'Student Registration' highlighted with red boxes. The middle screenshot shows the 'Student Registration' page for 'Fall 2023', indicating that 'Planning now open' and 'Registration now open' (ending 9/1/2023 12:00 PM) are active, with links for 'Register', 'Course search', and 'My Schedule'. The bottom screenshot shows the 'Student Registration' page for 'SPRING 2023', indicating that 'Planning now open' is active, but a red 'Holds' button is present, and the 'Schedule Not Available' link is shown.

Planning vs. Registration

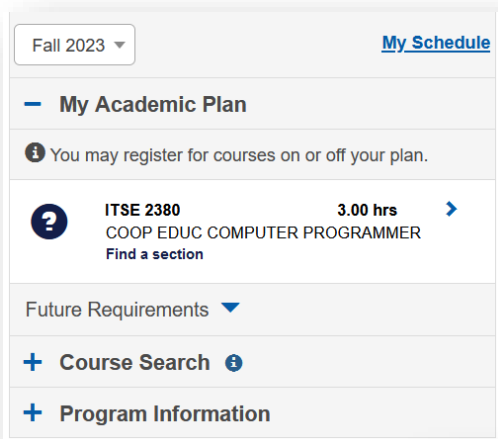
From the **Registration** window, you can select the particular term you want to work on from the drop-down menu. Then click **Planning** or **Registration** (depending on which option is available).

Planning – Planning opens when the schedule of classes for the next semester is available, usually 60-90 days before registration opens for that term and then closes at the end of the registration period. The planning process is nearly identical to the registration process, except that you are not enrolled in classes yet. During planning, you can add courses to your calendar, verify any clearance needed, and work with your Advisor.

Register – Approved students can register for classes once registration begins. *If you are a Certificate major, you will be able to register through this portal in MyNCTC for classes that are in your Certificate program only*, which is why verifying you are under the correct major is so important! Students in Associate Degree majors will be able to register for classes both in their program AND outside of their major, and will receive a warning message when selecting a class that does not fit their program.

Features of the New Portal

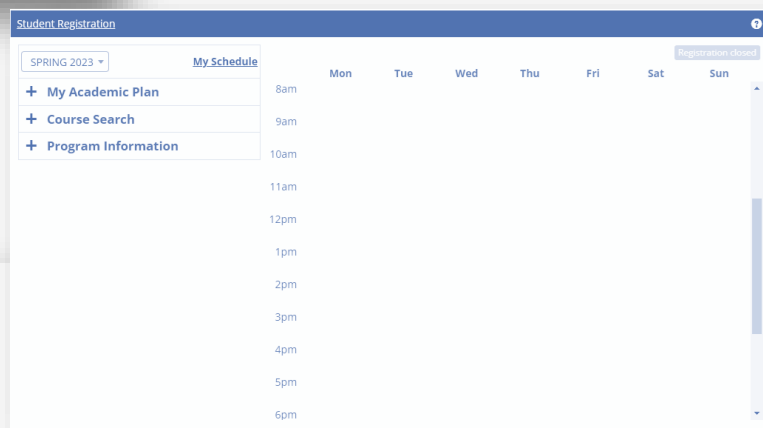
After you click on **Planning** or **Register** you will land on the new Add/Drop page. You will again have the option of selecting a term from the drop-down and can still choose **Plan** or **Register** (depending on whether registration period is open yet), or the **Course Search** option will also be available to students in Associate Degree majors only, to search for courses outside of their program.



The screenshot shows the 'My Academic Plan' section. At the top, there is a dropdown menu for 'Fall 2023' and a link to 'My Schedule'. Below this is a section titled 'My Academic Plan' with a sub-header 'You may register for courses on or off your plan.' A course card for 'ITSE 2380 COOP EDUC COMPUTER PROGRAMMER' is displayed, showing '3.00 hrs' and a 'Find a section' link. Below the course card is a 'Future Requirements' dropdown. At the bottom, there are two expandable sections: '+ Course Search' and '+ Program Information'.

The layout of the new **Student Registration** screen is completely different from the old module. The bulk of the new portal view is a weekly calendar. As you add courses to your schedule they will appear in the calendar view which is like a “shopping cart”, with classes that are online or TBA appearing at the top of the screen rather than in the calendar view.

Note: *Even courses that have different start dates, such as 1st or 2nd 8-week classes, will still appear in the same calendar view.* And the **Registration Checkout** button will be faded out if registration is not yet open, or you have not selected any courses to add to your calendar.



The screenshot shows the 'Student Registration' interface. At the top, there is a dropdown menu for 'SPRING 2023' and a link to 'My Schedule'. Below this is a section titled 'My Academic Plan' with sub-headers '+ My Academic Plan', '+ Course Search', and '+ Program Information'. The main area is a weekly calendar with columns for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sun'. The time slots range from 8am to 6pm. A 'Registration closed' button is visible in the top right corner.

Program Information

Current Program

Undergraduate | Associate of Applied Scie

Catalog Year: 2021-2022 | Entry Date: Jan 16, 2022 | Expected Graduation: Fall 2023

Majors
Database Administration

Minors
None

Concentrations
None

Certifications
None

Advisors
[Angela M. Redeker](#)
[Westley F. Gillum](#)
[Tim T. Schmitt](#)

Close

The **Program Information** options provides a quick view of your major, catalog year, and assigned Advisor(s).

Updated AUGUST 2023

Planning/Registration by Academic Plan

For both Certificate and Associate Degree major students, a section will appear called **My Academic Plan**. This area will show the program requirements/classes recommended for completion in your next semester, as well

as future semesters. You can search availability of your required courses and also see with the green check marks when you are already enrolled in required courses OR completed a course in a previous semester.

Note: *If you are a Certificate major who has already enrolled in and/or completed the majority of classes required for your program, you may have no class options to add if the remaining courses you need are not offered in the current semester (some classes may only be offered in the Fall or the Spring).*

Planning/Registration by Course Search

In the **Student Registration** portlet, the **Course Search** feature allows exploration of other classes for students in a Degree plan major. Students in Certificate majors will only see classes in **Course Search** that are required for their program AND available for registration in the upcoming semester.

Course Code or Title – You can type in all or part of a character string that appears anywhere in the course code or course title.

Instructor – To find courses taught by a specific professor, begin typing their name in the field. Names will begin to appear for you to select.

Department – Department corresponds to the field which the course is under, such as Math or Languages. But it's best to leave this field blank.

Location – This corresponds to campus, so just start typing the name of the campus or leave it blank to see classes taught at all NCTC locations as well as online classes.

Subterm – This allows you to choose classes offered in a specific semester such as 16-week, 8-week, Maymester or Wintermester.

Meeting Type – Meeting type corresponds to how the course is taught which would be in-person, online, hybrid, or interactive TV. Searching for online classes will also give you synchronous online options, which are classes that have scheduled days and times in which your instructor will have online lectures.

Meets Selected Days – If you are only available to take courses particular days, you can limit your search to those specific days. However, please be sure to double check course details to verify the exact meetings dates.

Future Requirements ▲			
✓	ITSE 2354 ADVANCED ORACLE PL/SQL Registered	3.00 hrs	➤
✓	ITSE 2356 ORACLE DATABASE ADMINISTRATION I Registered	3.00 hrs	➤
?	ITSW 2337 ADVANCED DATABASE No sections available	3.00 hrs	
?	Mathematics Requirement Find a course	3.0 hrs	➤

Course Search

To get better results, add more search criteria. The more specific your search, the better the results will be. The search finds only the first 40 sections that match your search criteria. Of those 40, it shows only the ones you're eligible to register for.

Fall 2023

Course Search

Course Code
Begins With

Course Title
Begins With

Instructor
Search...

Department
Search...

Location
Search...

Subterm

Meeting Type

Section Status

Meets on Selected Days
M Tu W Th F Sa Su

Search Courses

Updated AUGUST 2023

Reviewing and Selecting Courses

	MATH.1342.0340 Online Fall Term; 08/28/23 - 12/16/23 20 seats remaining NCTC Faculty	...
	MATH.1342.0370 Tue 6:00-8:50 PM Fall Term; 08/28/23 - 12/16/23 11 seats remaining Cammy L Boaz	...
	MATH.1342.0371 Mon, Wed 10:00-11:20 AM Fall Term; 08/28/23 - 12/16/23 13 seats remaining Cammy L Boaz	...
	MATH.1342.0380 Online Fall 1st 8 Week; 08/28/23 - 10/21/23 22 seats remaining NCTC Faculty	...
	MATH.1342.0385 Online Fall 2nd 8 Week; 10/23/23 - 12/16/23 27 seats remaining NCTC Faculty	...

For students using the **Academic Plan** for registration, you can click on any requirement to generate a list of courses in the specific term that meet that requirement. For some requirements, only a single option will appear (such as a Co-op).

Click the three dots to the right of the course to see additional details. **Note:** *In this view, you will not see the campus location until you click on the three dots to see full course details*, which will also include the course description, any prerequisites, as well as a link to the bookstore to locate required materials.

If the Textbook section says “none”, that does not mean the course has no required materials-we are still working on populating the bookstore link on all courses so always check our [Bookstore Online Search](#) to verify required materials.

If you have access (based on your major) to use **Course Search** while in the **Student Registration** window and calendar view, then you are able to see all classes for the selected semester that meet your search criteria.

The view below of **Course Search** is what you will see if looking for classes outside of the calendar/registration window, by using the **Find Courses** tab on MyNCTC.

Course Code	Title	Faculty	Seats Open	Status	Schedule
ACCT.2301.0340	PRINCIPLES OF FINANCIAL ACCOUNTING	Vanessa N F...	1/30	Open	Online
ACCT.2301.0341	PRINCIPLES OF FINANCIAL ACCOUNTING	Richard Walker Dee Amarad...	21/25	Open	Online
ACCT.2301.0400	PRINCIPLES OF FINANCIAL ACCOUNTING	Saphron Torres	13/18	Open	Tue, Thu 9:30-10:50 AM 8/28/2023 - 12/16/2023 Corinth Campus Corinth Campus - 312
ACCT.2301.0401	PRINCIPLES OF FINANCIAL ACCOUNTING	Zuhair Miari	15/18	Open	Mon, Wed 9:30-10:50 AM 8/28/2023 - 12/16/2023

Add Course to Calendar

The screenshot shows two course cards. The top card is for MATH.1342, Mon, Wed, Fall Term, 08/28/23 - 12/16/23, with 13 seats remaining and instructor Cammy L. B. A pop-up menu is open over the first card, showing three options: 'Add to my calendar' (with a plus icon), 'Contact instructor' (with an envelope icon), and 'View details' (with a magnifying glass icon).

Click the **blue PLUS button** next to the course you want to add. The course will be placed in the planning calendar as scheduled. Any warnings or errors will display in a popup window. *For courses that are full, you can go on a waitlist.*

Possible Issues indicates that there is an inconsistency in the registration that may need attention but it will not block registration. However, **Cannot Register** means that the course will not be able to be registered unless an issue is addressed. The course may remain on the calendar, but it cannot be registered/officially added into your schedule.

You can click close after reviewing information in the pop-up and continue to add or make adjustments to your planned schedule. Be sure to reference the color-coded **Calendar Key** in this view as well—it's so handy!

If you have already selected courses through planning and do not need to make any changes, you will still need to select the **Registration Checkout** button after registration opens, confirm your course selections, and then click **Register**.

The 'Calendar Key' legend lists various status icons and their meanings:

- Registered / Preregistered (Green checkmark)
- On calendar (Blue plus)
- Must Pay (Orange dollar sign)
- Cannot register (Red circle with slash)
- Pending approval (Green hourglass)
- Waitlisted (Blue hourglass)
- Pending plan change approval (Orange hourglass)
- Graded (Purple question mark)
- Requirement met (Blue checkmark)
- Withdrawn (Grey circle with slash)
- Registration Approval Denied (Red circle with slash)
- Subterm (Blue vertical bar)

The screenshot shows a course planning calendar grid. At the top, there's a dropdown menu for 'Other Courses (3 hrs) Less' with 'ITSE.2354.0350' selected, and a 'Registration checkout' button. The grid has columns for days of the week (Mon-Sat) and rows for time slots from 12am to 11am. Two course cards are visible in the 10am slot: MATH.1342.0371 (Mon, Wed) and MATH.1342.0371 (Wed, Fri).

The 'Registration Checkout' popup window shows a list of available courses to register for:

- ITSE.2354.0350 - ADVANCED ORACLE PL SQL
No schedule available (3.00 hrs)
Fall Term, 08/28/23 - 12/16/23
30 seats remaining
- MATH.1342.0371 - ELEMENTARY STATISTICAL METHODS
Mon, Wed 10:00-11:20 AM (3.00 hrs)
Fall Term, 08/28/23 - 12/16/23
13 seats remaining

At the bottom right, there are 'Contact' and 'Register' buttons.

Reviewing or Removing Classes

Once you checkout you will receive an on-screen confirmation of what was added, and also still be able to view courses with issues that cannot be added/checked out currently. You will have access to view and pull up a PDF of registered classes under **My Schedule**. And the **Contact** button always allows you to send an email directly to your assigned Advisor.

Registration Checkout

Successfully Registered

The Registration Checkout screen displays two successfully registered courses in green boxes. Each box includes a green checkmark icon, the course code and title, the number of hours, and the registration status. The first course is ITSE.2354.0350 - ADVANCED ORACLE PL SQL (3.00 hrs) with the note 'No schedule available'. The second course is MATH.1342.0371 - ELEMENTARY STATISTICAL METHODS (3.00 hrs) with the note 'Mon, Wed 10:00-11:20 AM'. Both courses are listed as 'Registered' for the Fall Term: 08/28/23 - 12/16/23.

Student Registration			
My Schedule			
Course Code	Title	Status	Schedule
ITSE.2354.0350	ADVANCED ORACLE PL SQL	Registered	Independent Study 8/28/2023 - 12/16/2023
Faculty		Douglas E Keenan NCTC Faculty	
Textbooks		None	
MATH.1342.0371	ELEMENTARY STATISTICAL METHODS	Registered	Mon, Wed 10:00-11:20 AM 8/28/2023 - 12/16/2023 Gainesville Campus and Online Courses Online - SONL
Faculty		Cammy L Boaz	
Textbooks		None	

[Print my schedule](#)

You can also easily remove classes from your calendar. Return to the **Student Registration** page and click on the course you want to remove.

A pop-up will appear with several options. Click on **Remove from my Calendar** if the course has not been officially added, OR **Drop Course** if it is in green which means you did complete registration checkout for this class.

[Contact your Advisor](#) if there are issues with some classes you have added to your calendar through

Planning but can't complete **Registration Checkout**, or you're unable to drop courses. If all is well with your schedule, be sure to review your [post-registration checklist here](#), and get ready for a great semester!

The screenshot shows the Student Services page with the Student Registration section. A calendar view displays several registered courses in green boxes. A context menu is open over one of the courses, offering three options: 'Contact instructor', 'View details', and 'Drop course'. The background shows a list of courses and a calendar grid with time slots from 6a to 12pm.