

Instructions for MY NSCC Web Registration

Cookeville Campus

Start at <http://my.nsc.edu>
(type *my.nsc.edu* into your web browser)

Step 1: Enter your "A" number in the "A" number field. Your "A" number consists of an "A" plus 8 digits. If you do not know your "A" number, please contact Admissions, Records or Computer Services Help Desk

Step 2: Enter your password in the Password field.

If you are logging in for the first time, your password will be your birth date(2 digit month, 2 digit day, 2 digit year). Example: If your birth date is march 4th, 1970, you would enter 030470.

After you enter this information, The Login Verification/Change Pin page will appear. Reenter your birthdate as your "old password." Select a new password (it **MUST** be between 6 and 20 characters. **IT MUST** contain at least 1 letter and 1 number. Passwords are case sensitive!) and reenter to confirm. Click login to continue. At this point, you will be prompted to answer a series of questions. If you forget your password in the future, answering these questions will allow you to reset your password.

If this is not your first time logging in, you will not be prompted to change your password.

Step 3: Click on the "My Self Service" Tab.



Secure Login

A" Number

Password:

Login

[Forget Password?](#)

If this is your first time logging in, your password is your six digit PIN.

	Jobs at NSCC	Ask a Question	Consumer Information		
Nashville State Community College 120 White Bridge Rd. Nashville, TN 37209 615-353-3333 © 2009 Nashville State Community College Copyright Acceptable Use	ACADEMICS Catalog Class Schedule Associate Degrees Technical Certificates Library Online Learning	ADMISSIONS Apply to NSCC Tuition and Fees Financial Aid Advising and Orientation ESL High School Programs	FACULTY AND STAFF Campus Directory Instructional Services	STUDENT RESOURCES myNSCC Records Student Life Career Employment Center Testing Center Bookstore	ABOUT Visitor Information News Events Media Room Institutional Research Accreditations

myNSCC

NS Online Courses

HOME MY CAMPUS LIFE MY SELF SERVICE ADVISING RESOURCES

Quick Picks

- Campus Calendars
- Catalogs
- Computer Help Desk
- Directory
- Institutional Research
- Library
- Work for NSCC
- Bookstore
- Business Office
- Disability Services
- ESL
- Financial Aid
- Learning Center
- MyLabsPlus
- Online Learning
- Records Office
- RODP
- Veteran's Benefits
- CSD
- Eprint
- Holiday Schedule

Social Networking

New to NSCC!

Attention Students: Are you degree or certificate seeking and need help registering for classes? Course Recommendations suggests which classes are right for you based on your major. You are strongly encouraged to set up an appointment with your advisor as well. [Click here](#) to access your course recommendations.

Welcome to myNSCC

You now have email & more with NSCC Live!

If there is an "Email" link in the top-right corner of this page, right next to the NS Online link, you have a college email account within "NSCC Live." myNSCC and this email account is now the main method of communications from the college to students. Click the ?Email? link for more information.

To access your online courses, click NS Online Courses in top right menu.

Click the My Self Service tab above to access your registration, financial aid, grades, and many other services.

Please remember the password you created when you first logged in as well as your old six digit PIN.

The PIN that you currently use to logon to campus computers will remain the same.

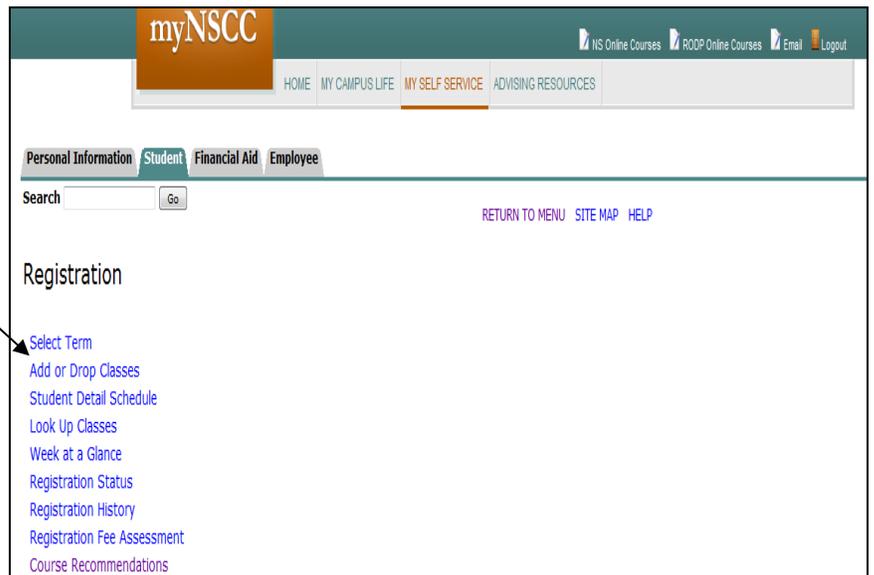
Step 4: Click on the "Student" Tab

The screenshot shows the myNSCC website interface. At the top, there is a navigation bar with the myNSCC logo and links for NS Online Courses, ROPP Online Courses, Email, and Logout. Below this is a secondary navigation bar with links for HOME, MY CAMPUS LIFE, MY SELF SERVICE (which is highlighted), and ADVISING RESOURCES. A third navigation bar contains tabs for Personal Information, Student (which is selected), Financial Aid, and Employee. Below the tabs is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, and HELP. The main content area is titled 'Student' and features a 'Registration' link. Below the link, there is a paragraph of text regarding registration for Summer and Fall 2013, followed by a list of links for registration-related services.

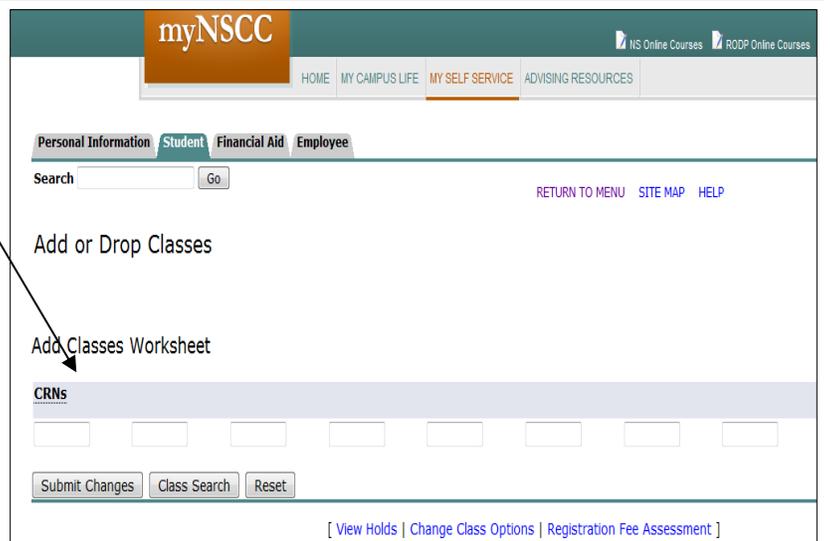
Step 5: Click the "Registration" Link

This screenshot is identical to the one above, but with an arrow pointing to the 'Registration' link under the 'Student' heading. The 'Registration' link is highlighted in purple. The text below the link provides details about registration for Summer and Fall 2013, including a note about mandatory advising and a list of links for registration services.

Step 6: Click on the “Add or Drop Classes” link. You will be prompted to select a term. Using the drop down box, choose the current term and Submit.



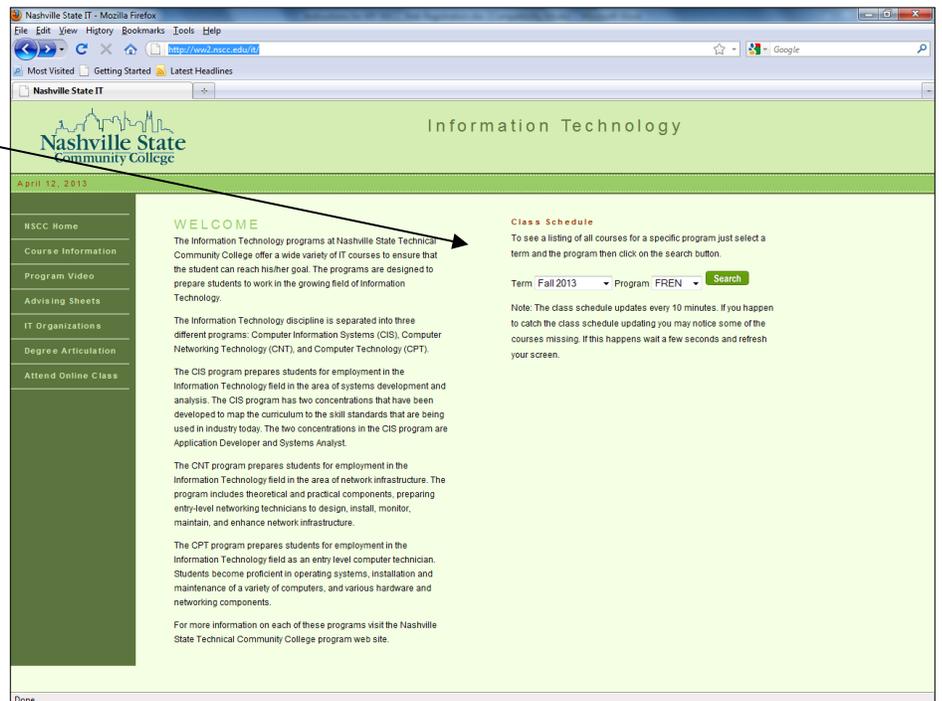
Step 7: Enter the CRN (Course Registration Number) for each course you want to take. If you do not know the CRN of a course, follow the next set of instructions to look up courses



To do a course search, click on Class Search. You may narrow your search to be as detailed as you would like by using the drop down boxes on this page.

FYI...the subject field is a required search field. You can select to search for only “Cookeville Campus” classes in this search.

Another way to look up classes is to use the <http://ww2.nsc.edu/it> site. From here, you can browse all classes and times that are offered at Nashville State.



Select the term and the program (course prefix) from the drop down menus and click Search. You will get search results for all classes offered during that semester at all NSCC campuses. If you are attending the Cookeville campus, make sure you only select classes offered at the Cookeville campus. Online (Web) courses are listed under the “Nashville State Main Campus” heading.

Step 8: Search for the class that you would like to register for. Copy the CRN number then go back to the “**Add or Drop Classes**” screen (Step 7). Input one CRN number per box, and click “**Submit Changes**” until you are satisfied with your schedule.

myNSCC NS Online Courses RDP Online Courses

HOME MY CAMPUS LIFE MY SELF SERVICE ADVISING RESOURCES

Personal Information Student Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP

Add or Drop Classes

Add Classes Worksheet

CRNs

<input type="text" value="83363"/>	<input type="text" value="82430"/>	<input type="text" value="83433"/>	<input type="text" value="82560"/>	<input type="text" value="12345"/>	<input type="text" value="67890"/>	<input type="text" value="67908"/>	<input type="text" value="32154"/>
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Step 9: After you have completed your schedule, click on your **Student Account** link and then the **Account Detail for Term** link. You may now pay online with a credit card or view your balance. Please contact the Bursar’s Office for payment options and information about deferred payments. You may also view any registration holds that you might have by clicking on **View Holds**. The link is located at the bottom of this page. If you have a registration hold, you will not be able to register until the hold has been removed. You will need to contact the office that placed the hold to find out how to have it removed.

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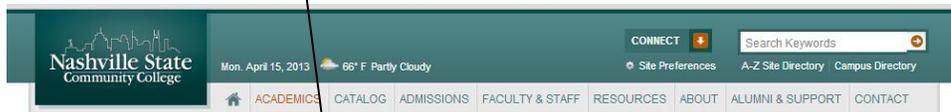
Personal Information Student Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP

Student Account

- [Account Detail for Term/Confirm Enrollment/Credit Card Payment](#)
- [Select Tax Year](#)
- [Tax Notification](#)
- [View Holds](#)
- [QuikPAY Payment Plan \(Deferred Payment\)](#)
- [Purchase Parking Decals](#)

Note: If you plan on registering for an online course (NS online, RODP Online, and/or ROCE Online), you MUST complete online orientation before beginning the course. Click on the Online Learning link and then choose the appropriate orientation link. It is also recommended that you read all the information on this page concerning online learning.



ACADEMICS



Getting Started at NSCC

- 1 Apply Now**
Skip the stamp and apply online.
- 2 Financial Services**
See how we can help you.
- 3 Request Information**
Need to know more?
- 4 Download Campus Map**
Find out where you are going.
- 5 Register and Pay for Classes**
Must be admitted to NSCC first.

Online Learning

Online Learning offers learning experiences in which the students and instructors do not share the same physical space. These courses and programs maintain the quality of on-campus offerings, yet offer convenience and flexibility.

Online Learning enables individuals to create their own schedule, which can be fashioned around their work or family responsibilities. Some courses require on-campus testing or proctored testing at a selected site.

Start Your Online Orientation Here

The Online Orientation for NSCC Web courses and RODP Web courses consists of three basic sections. All online students are **required** to read all three sections and the appropriate orientation (NSCC Web Course Orientation or RODP Web Course Orientation) **before** the start of the semester.

[Online Orientation - Click to Begin](#)

PART A: NSCC Web Course or RODP Web Course?

Determine if you have registered for a NSCC Web Course or a RODP Web Course (Some students may be enrolled in both). To know which course(s) you have enrolled in, check your current course schedule:

- NSCC Web Courses all end with a suffix of 760, 765, or 76Z, 76Y, 76X, etc. Example: ENGL-1010-760
- RODP Web Courses all end with a suffix of R50. Example: ENGL-1010-R50

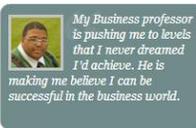
Academics

- ▶ **Catalog Archive**
Access Current and Past Catalogs
- ▶ **Class Schedule**
Semester Course Offerings
- ▶ **Associate Degrees**
Two-Year Associate Degrees
- ▶ **Technical Certificates**
One-Year Technical Certificates
- ▶ **Library**
Books, Films, Articles
- ▶ **Online Learning**
Quality and Convenience
- ▶ **NSCC Online Orientation**
- ▶ **Workforce Training**
Business and Industry
- ▶ **Learning Center and Tutoring**
Academic Assistance

Ask a Question
To find out more information.

Quick Links

- [Academic Calendar](#)
- [NSCC Online Bookstore](#)
- [NSCC Online Certificates and Degrees](#)
- [NSCC Online Courses for Summer](#)
- [NSCC Online Courses for Fall](#)



My Business professor is pushing me to levels that I never dreamed I'd achieve. He is making me believe I can be successful in the business world.

Demetrius, Business Management