

## Registration Instructions for myNSCC

Please review the steps below to register for classes.

1. Go to [www.nsc.edu](http://www.nsc.edu) and click Login at the top of the page.
2. Click **Go to myNSCC** and log in using your student A number and password.
3. Click on **My Self Service** in the gray vertical navigation bar on the left of the page.
4. On this screen, click the **Student** tab.
5. Click on the **Registration** link at the top of the list.
6. Click **Add or Drop Classes** from the list.
7. Select the term in the drop down menu and click **Submit**.
8. To search for an available class, select the **Class Search** button.
9. In the next field, select the **Subject** of the course you are looking to register for and click **Course Search**.
10. Next, click **View Sections** for the course number and title you would like to register for.
11. Mark the **Select** box for the section of the class you would like to add to your worksheet.
  - a. Please make note of the **location, days, and times** for each section.
    - i. Each day will have one letter representing the day as follows:
      1. M=Monday; T=Tuesday; W=Wednesday; R=Thursday; F=Friday; S=Saturday
      2. If a section lists two days, you must be able to attend both days of the course (i.e. MW or TR).
12. Once you have selected a specific section, click **Add to Worksheet** at the bottom of the page.
  - a. This will add the CRN (course reference number) to the first box at the bottom of the page.
13. Repeat steps 8-12 for each class you wish to register for.
14. Once all of the CRNs for the classes you want to register for have been added to your worksheet, click **Submit Changes**.
15. Verify that your **Current Schedule** includes the correct course numbers and titles and the correct total number of credit hours.
16. You may select the **Student** tab at the top of the page to pay, add or drop classes, or view your schedule.