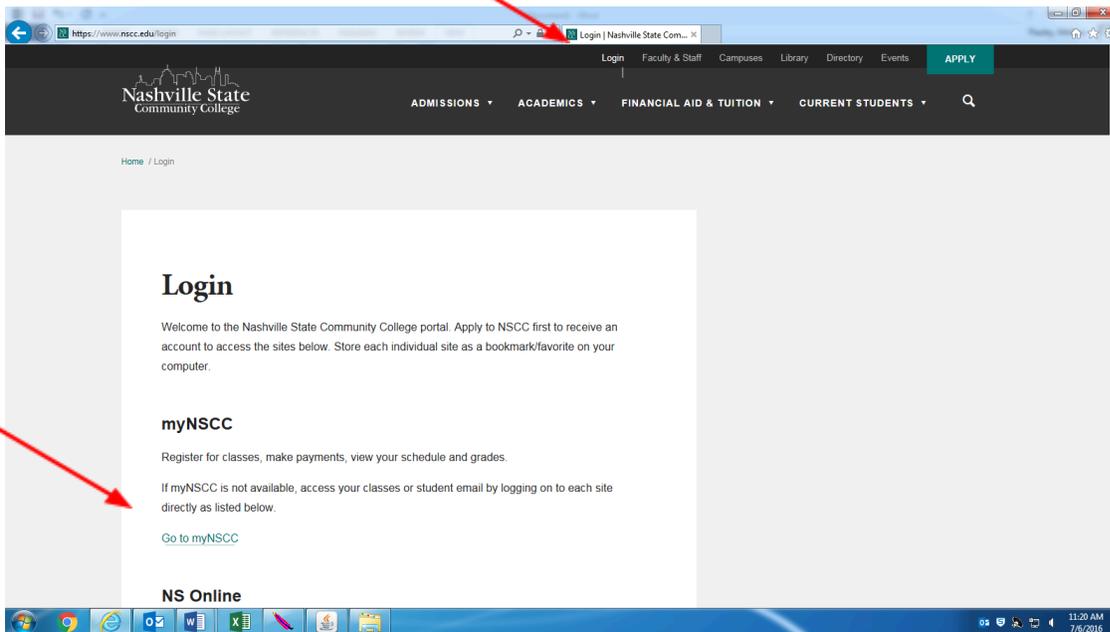


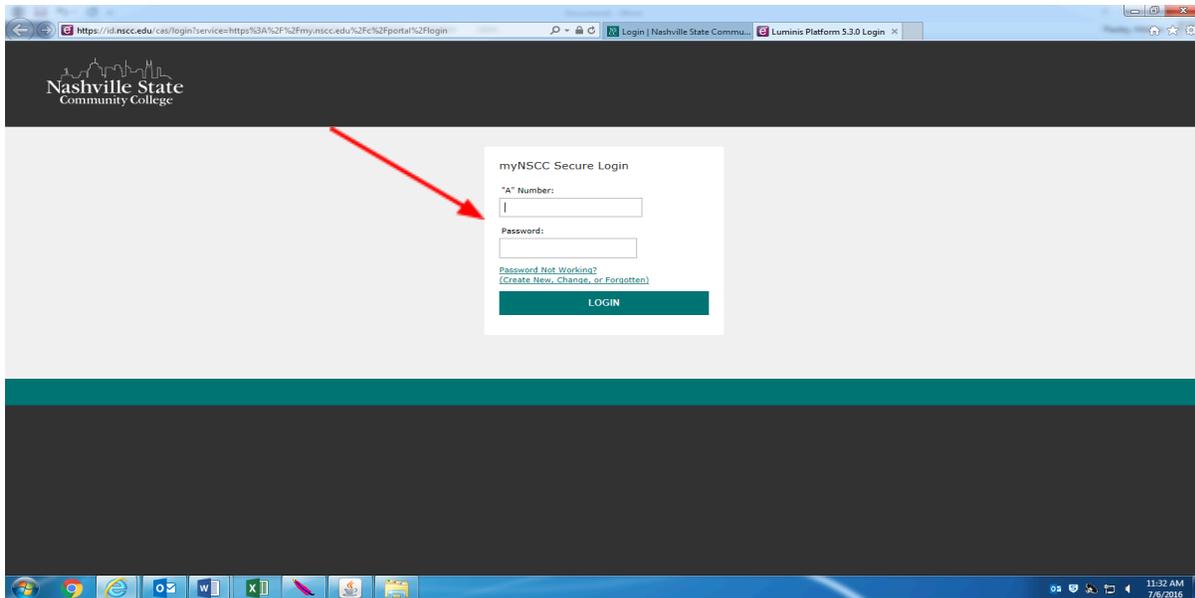
## Instructions for Dropping Classes via MyNSCC

Access the Nashville State Technical Community College Home Page  
<http://www.nsccl.edu>

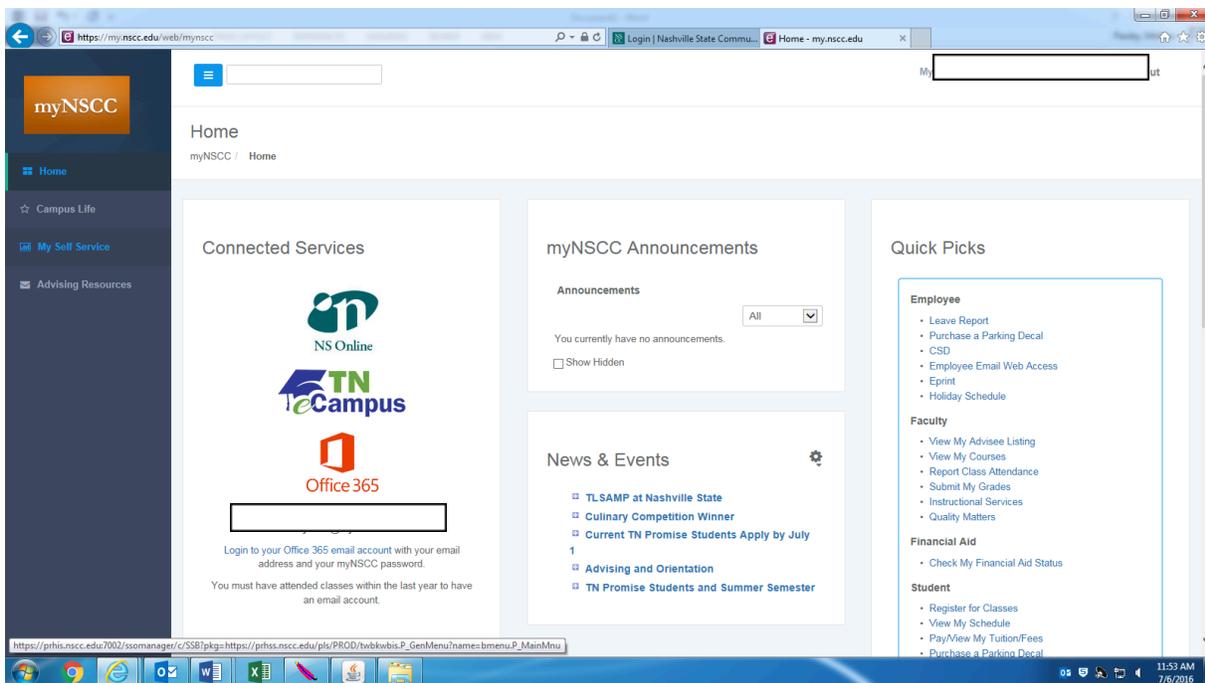
**Step 1:** Click on the **Log In** link at the top of the page and then the **Go To MyNSCC** link to log into your MyNSCC account.



**Step 2:** 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. Enter your password in the password field. Click the Login button.



**Step 3:** Once you are in MyNSCC, Click on the My Self Service Tab.



**Step 4:** Click on the Student Tab

Nashville State Community College

Personal Information Student Financial Aid Faculty Services Employee

Search  Go ACCESSIBILITY SITE MAP HELP EXIT

### Main Menu

**Personal Information**  
 Click on the Above Link to View the Following:  
 • View and Update: Address, Phone, E-mail, Emergency Contact, and Marital Status  
 • Name Change Information  
 • Social Security Change Information  
 • Change Your PIN  
 • Change Your Security Question  
 • Answer a Survey

**Student**  
 Click on the Above Link to View the Following:  
 • Register for Classes  
 • View Academic Records (Holds, Grades, Transcripts, etc.)  
 • Run a Degree Evaluation  
 • View Student Accounts Receivable Information

**Financial Aid**  
 Click on the Above Link to View the Following:  
 • Apply for Financial Aid  
 • View Financial Aid Status and Eligibility  
 • Accept Award Offers  
 • View Loan Applications

**Faculty and Advisors**  
 Click on the Above Link to View the Following:  
 • Enter Grades  
 • Issue Registration Overrides  
 • View Class Lists  
 • View Student Information  
 • Attendance Reporting

**Employee**  
 Click on the Above Link to View the Following:  
 • View Benefits and Deductions  
 • View Pay Information  
 • Tax Forms  
 • Jobs Summary

RELEASE: 8.8

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**Step 5:** Click on the Registration link.

Nashville State Community College

Personal Information Student Financial Aid Faculty Services Employee

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Student

**Registration**

Summer and Fall 2016: Registration began on April 4th. For those that are degree or certificate seeking, you are encouraged to meet with your advisor prior to registration to ensure that you are registering for the correct courses.

Mandatory Advising: For new first-time degree and certificate seeking students, you will be required to meet with your academic advisor and obtain a 6 digit PIN in order to be able to register for classes. Click on "Advising Resources" above to see who your assigned advisor is. You can access the campus directory by clicking on "Home" and then "Directory" under "Quick Picks" to obtain contact information for your advisor to make an appointment; the appointment can be in-person, via the phone, etc.

Note: If you are a continuing student, re-admit (took courses previously at NSCC), non-degree seeking, transient, or transfer, you are not required to obtain a PIN from an advisor to register. However, all degree/certificate seeking students are encouraged to meet with their advisor to make sure they are on track to graduate and are taking the correct courses.

Click on the Above Link to View the Following:  
 • Add or Drop Classes  
 • Look Up Classes  
 • View Student Detail Schedule  
 • View Registration Status and History  
 • Registration Fee Assessment

**Degree Works**  
 To access the "Degree Works Student Quick Reference Sheet", please click here.

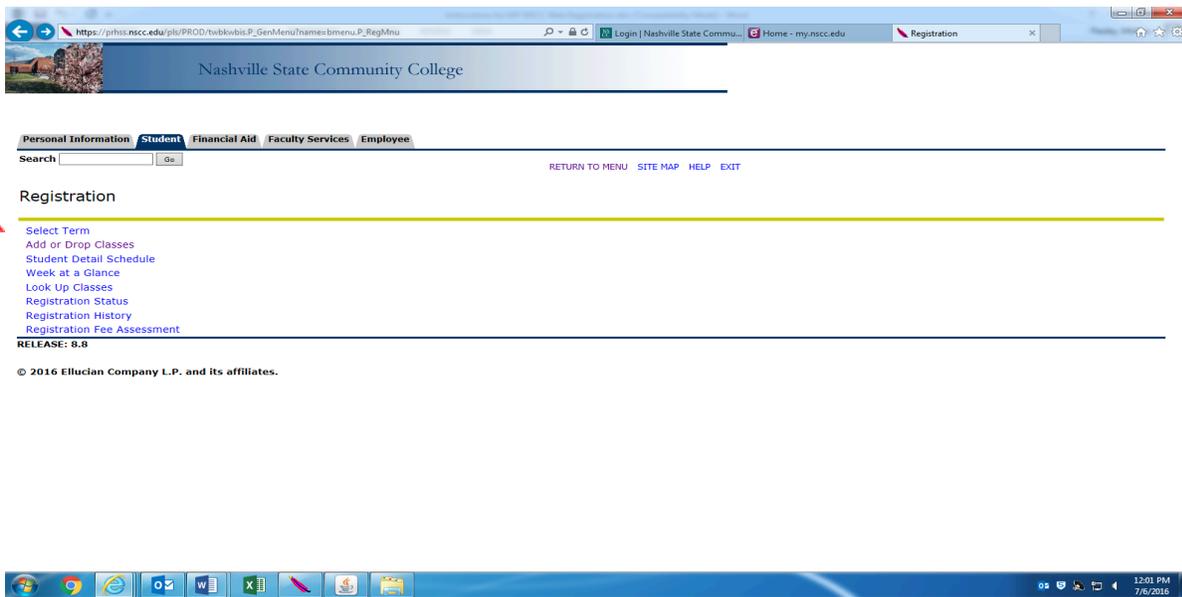
**Purchase Textbooks**

**Student Account**  
 Click on the Above Link to View the Following:  
 • Make a Payment  
 • View Account Detail  
 • Confirm Enrollment  
 • View Holds  
 • View Tax Information (1099-T)  
 • QuickPay Payment Plan (Deferred Payment)  
 • Purchase Parking Decals. Don't forget to print your receipt to take to the Security Office.

**Student Records**  
 Click on the Above Link to View the Following:  
 • View Academic Transcript  
 • View Final Grades  
 • View Student Information/Advisor Assignment  
 • View Holds  
 • View Course Catalog  
 • View Class Schedule  
 • View Attendance Reporting Status  
 • Run a Degree Evaluation  
 • View Lottery Eligibility

**Step 6:** Click on the Add or Drop Classes link.

You will be prompted to select a term. Using the drop down menu, choose the current term and click Submit.



***Step 7:*** Choose the course that you wish to drop and click the drop down menu beside it. Select your reason for withdrawal. If you are withdrawing within the first two weeks of class, you will select “Drop Course – Thru Census”. If you are withdrawing after the first two weeks of class you will select the appropriate reason for withdrawal (i.e. family obligations, work, failing).

***Step 8:*** ***Be sure to scroll down to the bottom of the page and click “Submit Changes” when finished so changes will be saved. If you do not submit changes, you will remain registered in the course!!***

