

Member of

TENNESSEE'S COMMUNITY COLLEGES

Instructions for MY NSCC Web Registration

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

<u>Step 1</u>: Click on the "Log In" link 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.

Step 3: Enter your password in the Password field.

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Step 4: Click on the "My Self Service" Tab.



<u>Step 5:</u> Click on the "Student" Tab

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Enter Grades Issue Registration Overrides View Class Lists							
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<u>Step 6</u>: Click on the "Registration" link.

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Student Records Click on the Above Link to View th View Academic Transcript View Final Grades View Student Information/Advisor As						
View Holds View Course Catalog View Class Schedule View Attendance Reporting Status Run a Degree Evaluation View Lotterv Elioibility	lignment					

<u>Step 7:</u> 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.

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<u>Step 9:</u> Choose a subject and click on it to highlight it blue. Click on the "Course Search" link.

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Subject: ECED-Early Childhood Education				
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EDUC-Education EETH-Electrical Electronic Eng				
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Each course that we offer under that subject will be listed. Click on the "View Sections" link beside the course you wish to register for.

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2001	Pop Literature and Culture	View Sections				
2006	Poetry Workshop	View Sections				
2010	Literature: Fiction	View Sections				
2020	Literature: Poetry and Drama	View Sections				
2030	Themes in Literature & Culture	View Sections				
2110	Survey of American Lit I	View Sections				
2116	Writing for the Web	View Sections				
2118	Creative Writing	View Sections				
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<u>Step 10</u>: All available sections of your course will be displayed. Choose the section you wish to register for and click in the "Select Box" beside the section. After selecting a section, click on the "Register" link at the bottom left of the page.

ENGL	Englis	sh																	
Selec	t CRN	Subj	Crse	sec	Cmp	Cred	Title	Days	Time	Cap	Act	Ren	n WL Can		WL Rem	Instructor	Date (MM/DD)	Location	Attribute
	84503	2 ENGL	2010	A01	нкq		Literature: Fiction	MWF	12:20 pm- 01:15 pm	25	10	15	0		0	Annette McCreedy (P)	08/22- 12/09	ANTIOC 1269	Gen Ed-Humanities/Fine Arts and General Education Literature and TBR/UT Transfer Path Course and Visual and Performing Arts
	85662	2 ENGL	. 2010	0 D01	HPB		Literature: Fiction		12:30 pm- 01:50 pm	15	12	3	0	0	0	Rachel Fussell (P)	08/22- 12/09	DCKSON DK-224	Gen Ed-Humanities/Fine Arts and General Education Literature and TBR/UT Transfer Path Course and Visual and Performing Arts
	80646	5 ENGL	. 201(0 N01	90M		Literature: Fiction	MWF	09:05 am- 10:00 am	25	14	11	0	0	0	Phyllis C. Gobbell (P)	08/22- 12/09	K K-105	Gen Ed-Humanities/Fine Arts and General Education Literature and TBR/UT Transfer Path Course and Visual and Performing Arts
	80652	2 ENGL	. 2010	0 NO2	90M		Literature: Fiction		09:30 am- 10:50 am	25	12	13	0	0	0	Valerie Suzanne Belew (P)	08/22- 12/09	W W-86	Gen Ed-Humanities/Fine Arts and General Education Literature and TBR/UT Transfer Path Course and Visual and Performing Arts
	82198	BENGL	. 2010	0 NO3	90M		Literature: Fiction		12:30 pm- 01:50 pm	25	15	10	0	0	0	Valerie Suzanne Belew (P)	08/22- 12/09	K K-105	Gen Ed-Humanities/Fine Arts and General Education Literature and TBR/UT Transfer Path Course and Visual and Performing Arts
	86710	5 ENGL	2010	0 N40	90M		Literature: Fiction		06:00 pm- 09:00 pm	25	15	10	0	0	0	Michael Alan Kiggins (P)	08/22- 12/09	K K-209	Gen Ed-Humanities/Fine Arts and General Education Literature and TBR/UT Transfer Path Course and Visual and Performing Arts
	81460	ENGL	. 201(0 R50	90R		Literature: Fiction		TBA	99	2	97	0	0	0	ТВА	08/22- 12/07	ТВА	Gen Ed-Humanities/Fine Arts and General Education Literature and TBR/UT Transfer Path Course and Visual and Performing Arts
5	84468	BENGL	2010	0 W01	90M		Literature: Fiction		TBA	25	25	0	0	0	0	Alexandra Krystelle Rose (P)	08/22- 12/09	NSCC WEB	Gen Ed-Humanities/Fine Arts and General Education Literature and TBR/UT Transfer Path Course and Visual and Performing Arts
0	82842	2 ENGL	. 2010	0 W02	90M		Literature: Fiction		TBA	25	25	0	0	0	0	Alexandra Krystelle Rose (P)	08/22- 12/09	NSCC WEB	Gen Ed-Humanities/Fine Arts and General Education Literature and TBR/UT Transfer Path Course and Visual and Performing Arts
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******Please Note the following:

- The location of the course will be listed under the 'Location" Tab. Please be sure to choose a section at a campus that you can attend.
- If the section is at maximum capacity, there will be a "C" in place of the select box. The "C" denotes that the section is closed.

• If you are registering for a Learning Support lab, you will be required to register for the lab and college level course at the same time. You can use the worksheet to add both crn.

<u>Step 11</u>: Once you have clicked on the "Register" link, the selected course will be moved to your Schedule page. You can then search for another course by clicking on the "Class Search" link and following the above steps for your new subject. Once you have added all course, you will click on the "Submit Changes" link at the bottom left of the page.

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You can also use the "Advanced Search" option to search for sections. This option will allow you to narrow your search using categories such as campus, part of term, and instructor. The "Advanced Search" link is located next to the "Course Search" link on the Look Up Classes page.

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Once you have narrowed your search, click on "Search Sections" and follow the above steps for registering.

Step 12: Now that you have registered for classes, you can print your schedule. To print your detailed schedule:

• Click on your "Student" tab at the top of the page.

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• Click on the "Registration" link and then on "Student Detail Schedule"

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Right Click in the middle of the page and choose the print icon.

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NOTE: If you have registered for an online course (NS Online or TN eCampus) you MUST complete the online orientation before starting the course.

From the "Login" page, choose either NS Online or TN eCampus. The orientations are located on the site.



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