

Introduction

The Registration period is upon us, and you think you're ready to start picking classes for the following semester. Before you start, it's important to make sure you've taken care of a few steps.

- Have you completed the **Admissions** process (e.g. turned in an application, submitted transcripts, had test scores evaluated, etc.)? If you're a returning student who hasn't taken classes in over a year, you will need to reapply to the school.
- Have you met with an **Academic Advisor** to save your degree audit/degree plan and discuss which classes to take?
- Have you cleared any **holds** on your account that might keep you from registering for classes?
- Do you know how you will pay for your classes? Remember **payment is due at the time of registration**. Financial Aid may be available to students who have applied for it. There is also the option to create a payment plan online.

If you've answered "Yes!" to all of the above questions, then you are most likely ready to start the registration process. Below you will find a step by step guide on how to navigate through your MyNCTC portal to successfully add classes to your schedule.

Note: If you are not cleared for Web Registration (e.g. if you are a certificate or international student), then you will have to meet with an advisor to register.

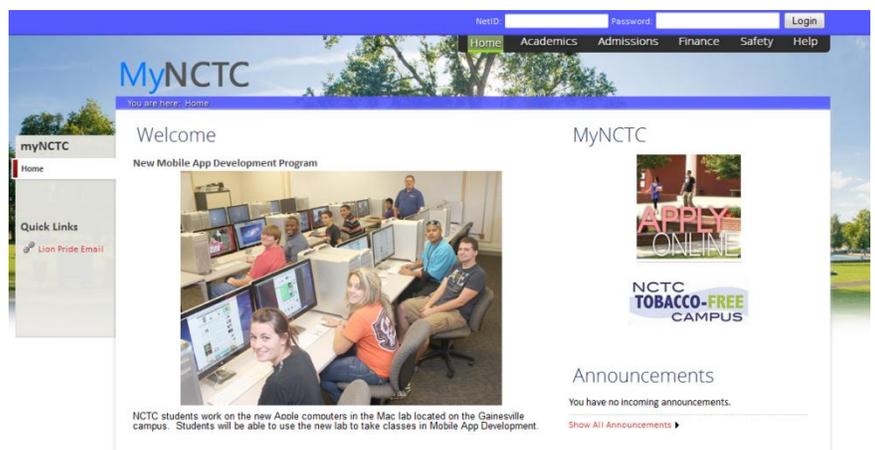
MyNCTC

MyNCTC is where all your important information is housed, such as your grades, transcripts, degree audit, and demographic information. This is also where you will go to accept your financial aid, view your schedule, and add/drop classes.

MyNCTC can be accessed by clicking on this link: <https://my.nctc.edu/ICS>

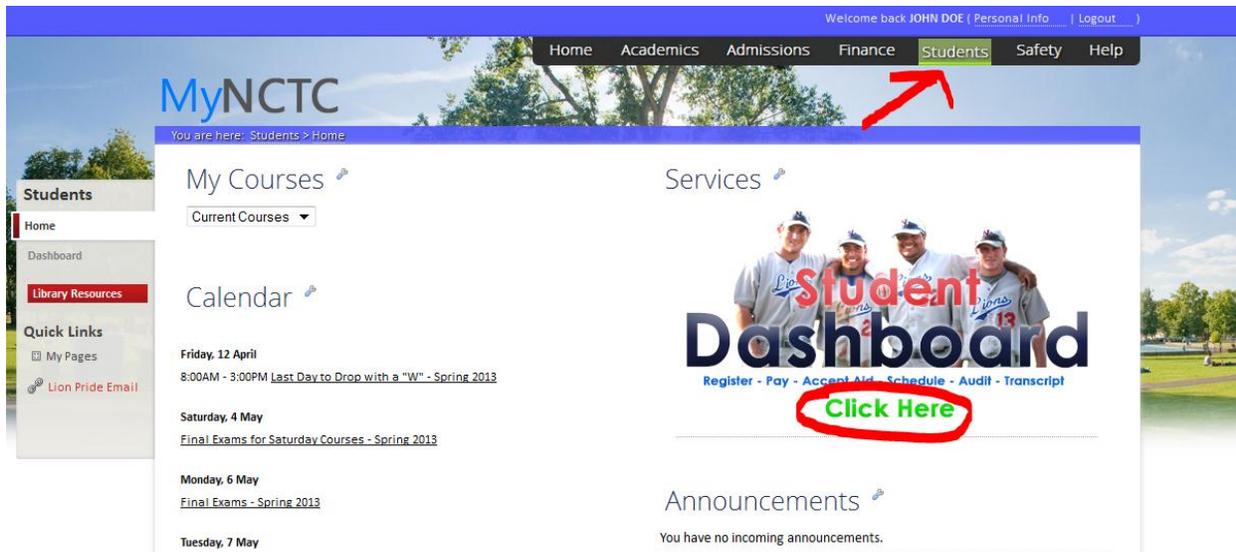
Log in using your NCTC issued username and password.

The username consists of your last name, your first initial, and a series of designated numbers. The password is made up of nine numbers. If you do not have your log in information, contact the Admissions office.



Student Dashboard

Once you are logged in, make sure you are under the "Students" tab on the top of the page. Then, click on "Student Dashboard."



If you have not already signed up for **Lion Alert**, you will be prompted to either accept or decline this service. Lion Alert is used by the college as a way to instantly reach mobile devices when an urgent situation needs to be communicated. It is strongly recommended that you opt in for this service.



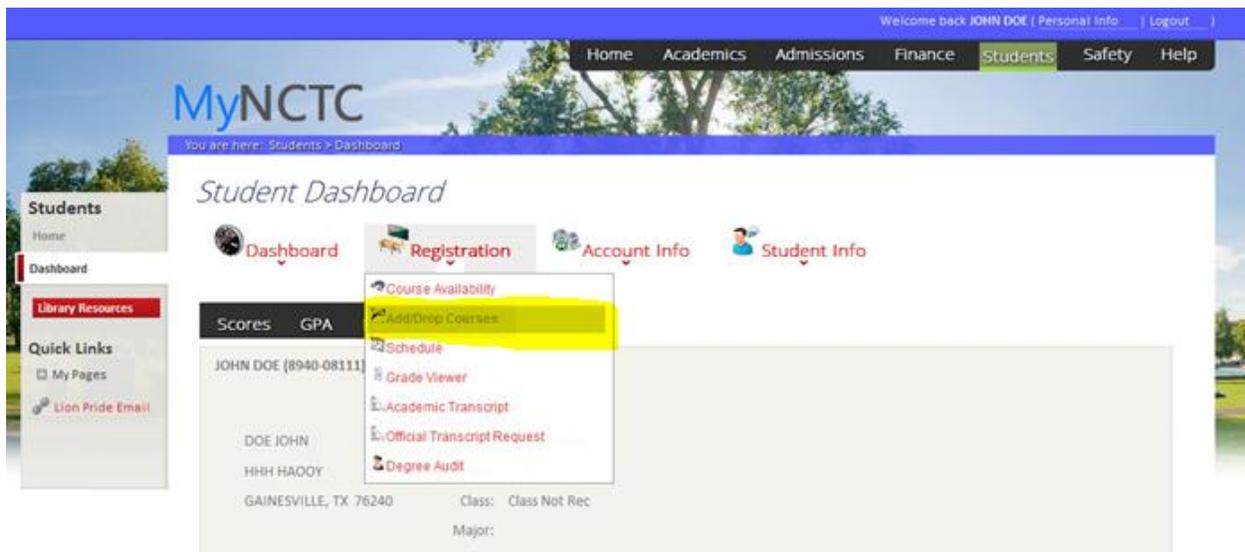
Please enter your cell phone number for text message Emergency Notifications (example: 9406687731):

I choose to OPT OUT of text message Emergency Notifications

I choose to receive text message Emergency Notifications

After responding to the Lion Alert prompt, you will be redirected to the student dashboard where you will want to click on **Registration** and then **Add/Drop Courses.**

Note: If you select "Course Availability," you will be able to view what classes are available at NCTC, but unless you are in the "Add/Drop Courses" menu, you will not be able to actually register for them.



Add/Drop Courses

Once you click on the “Add/Drop Courses” tab in the Student Dashboard, a series of three boxes will pop up.

Please select a Termcode, Campus and Department:

<ul style="list-style-type: none"> May Mester 2013 All Campuses <li style="background-color: #e0e0e0;">Summer I 2013 Summer II 2013 Summer 2013 All Terms Summer III 2013 Spring 2013 All Terms 	<ul style="list-style-type: none"> -- All Campuses -- eCampus Bowie Campus <li style="background-color: #e0e0e0;">Corinth Campus Flower Mound Campus Gainesville Campus 	<ul style="list-style-type: none"> Government History Horticulture Humanities Italian <li style="background-color: #e0e0e0;">Learning Framework
---	---	---

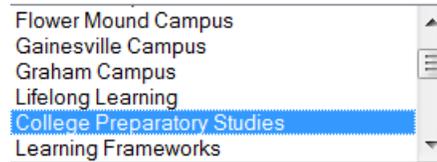
1. First select the Semester.

<ul style="list-style-type: none"> May Mester 2013 All Campuses <li style="background-color: #e0e0e0;">Summer 2013 All Terms Summer I 2013 Sum I Flex 2013 Summer II 2013 Summer III 2013

2. Next select the Campus.

It’s recommended that you pick the campus closest to you, but you are permitted to attend any NCTC campus.

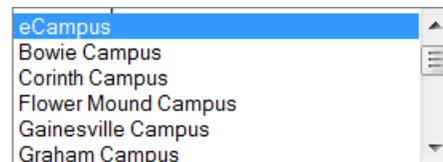
Note: Students who place in **College Preparatory Courses** must first add their required remedial courses to their schedule before they can add approved college level courses.** To view these classes, you must select the Campus titled "College Preparatory Studies."



Learning Frameworks is considered a college level course, so if this class is required, you will find it under the campus you plan to attend.

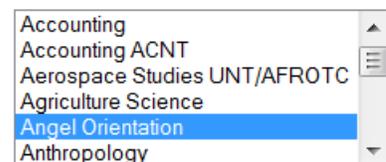
**During the summer, students are not required to take remedial classes. However, since the registration system is programmed to only allow students to add college courses after their required remedial course(s) are inputted, it will be necessary for these students to first add a remedial course (even if they do not intend to take it) and then their desired college courses. Afterwards, these students should visit with an advisor to have their schedules revised, which essentially consists of dropping the undesired remedial courses.

Note: Students desiring only Hybrid or Online classes should select "eCampus."



3. Choose the Department.

The various departments listed do not represent NCTC's programs but rather the individual courses our institution offers. It might be necessary to click on different subjects to find the course you are looking for. For instance, there is no department that is called "Natural Sciences," so to find BIOL 2401, you will have to click on the department titled "Biology."



Note: Students wishing to enroll in hybrid or **Online Courses** for the first time must initially add "Angel Orientation" to their schedules before they can add the actual online class they want, such as online ARTS1301. Angel Orientation is free and usually takes about two hours to complete. It must be completed prior to the first day of classes.

Create Your Schedule

Once you have selected an option in all three boxes, a list of classes will pop up. When viewing the schedule, it's important to take note of the time, day, start/end time, and credit hours for the course(s) you want. Remember, registering for a class is a commitment. Make sure it will fit

into your work/family/personal schedule(s) and that you will be able to allocate sufficient time for regular attendance and homework.

Course ID	Term Code	Course Title	Meeting Days	Start Time	End Time	Location	Instructor	Credits	Limit	Enrolled	Campus	
ENGL0300 .410	123S	FUND ENGLISH I	MTWR	12:00PM	02:20PM	COR356	GARZA JM	3.00	22	0	COR	Add
			Start Date	End Date	Notes:	Class has required attendance		Prereq. Course:				
			06/03/2013	07/03/2013								
ENGL0305 .410	123S	FUND ENGLISH II	MTWR	12:00PM	02:20PM	COR356	GARZA JM	3.00	22	1	COR	Add
			Start Date	End Date	Notes:	Class has required attendance		Prereq. Course:				
			06/03/2013	07/03/2013				ENGL0300				

After identifying the course you want, registering for it is as simple as clicking on the **"Add"** option on the far right side of the screen. The class should then be listed at the top of your page, which indicates you have successfully registered for it.

Display Schedule & Available Courses

Schedule for Summer 2013 All Terms:

Course ID	Term Code	Course Title	Meeting Days	Start Time	End Time	Location	Instructor	Credits	
MATH0303 .410	123S	PRE-ALGEBRA	MTWR	09:30AM	11:50AM	COR326	HOWELL E	3.00	Drop
								Total Credit Hours :	3.00

Listing of available Math courses for Summer 2013 All Terms:

Students enrolling in ONLINE courses for the first time must enroll in an OLOR course. [More information](#)

Course ID	Term Code	Course Title	Meeting Days	Start Time	End Time	Location	Instructor	Credits	Limit	Enrolled	Campus	
MATH0303 .110	123S	PRE-ALGEBRA	MTWR	09:30AM	11:50AM	MSS809	Fritz KS	3.00	20	0	MSS	Add
			Start Date	End Date	Notes:	Class has required attendance		Prereq. Course:				
			06/03/2013	07/03/2013								
MATH0303 .120	127T	PRE-ALGEBRA	MTWR	09:30AM	11:50AM	MSS809	Fritz KS	3.00	20	0	MSS	Add
						07:0920						
			Start Date	End Date	Notes:	CLASS HAS REQUIRED ATTENDANCE		Prereq. Course:				
			07/08/2013	08/08/2013								

What if...?

- **...I accidently added the wrong class or want to change my schedule?**

You can drop a class from your schedule by clicking on the "Drop" option. You can then proceed to add the class(s) you desire.

(After the Official Date of Record, the "Drop" option on MyNCTC will no longer be available. To find out which date this is for the semester you are registering, please check the online catalog.)

Schedule for Summer 2013 All Terms:

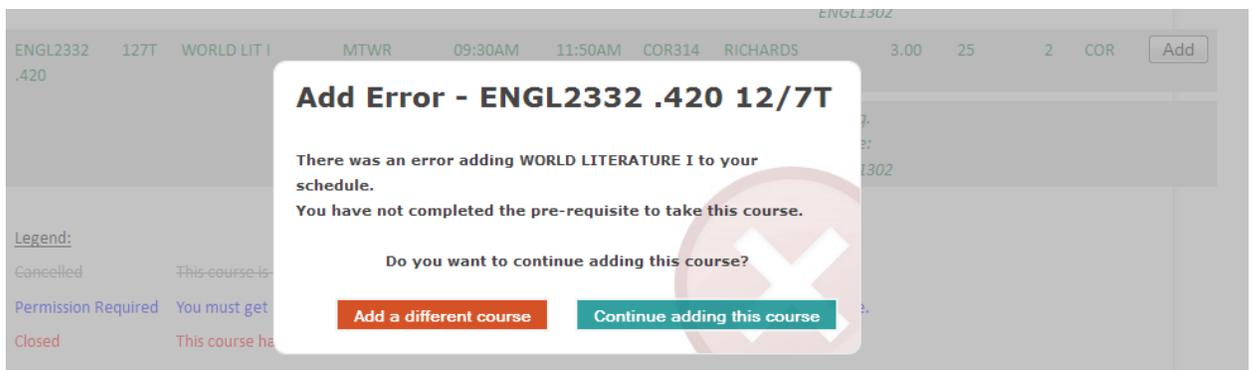
Course ID	Term Code	Course Title	Meeting Days	Start Time	End Time	Location	Instructor	Credits	
MATH0303 .410	123S	PRE-ALGEBRA	MTWR	09:30AM	11:50AM	COR326	HOWELLE E	3.00	Drop
Total Credit Hours :								3.00	



Note: If you are enrolled in only one required remedial course and at least one other college level class, the system will not allow you to drop the one remedial class. You can possibly get around this by adding another required remedial class to your schedule and then dropping the undesired college prep course. If this method doesn't work, you will need to visit with an advisor to have your schedule fixed.

- ***...I receive a message about a prerequisite?***

Carefully review any warnings or alerts that may pop up when you add a class. If the message is warning you of a required prerequisite which you have already met, then select the option "Continue adding this course." If you have not taken the prerequisite before, then select "Add a different course."



If you are wondering about the requirements for a certain class, you can access the online catalog (<http://nctc.smartcatalogiq.com/2012-2013/Catalog.aspx>) which provides a brief description about the courses offered at NCTC.

Catalog 2012-2013 > Courses > ACCT - Accounting > 2000 > ACCT 2302

MyCatalog | Add this page
Print this page

ACCT 2302 PRINCIPLES OF ACCOUNTING II

Managerial use of accounting information; terminology, activity and cost behavior; use of accounting information for pricing; product and investment decisions, budgeting and quality control. Course will include computer applications. **Recommended prerequisite:** MATH1314 and BCIS1305 or equivalent. Required prerequisite: ACCT2301. 48 lecture hours.

3 credit hours

Prerequisites
ACCT 2301

- ***...the class I want is full?***

If the class you want is full, it will be highlighted in red. You cannot add the class to your schedule. Unfortunately, NCTC does not have a waitlist nor does it publish a list of dates when students are dropped for nonpayment. So, it is recommended that you try to select another class that still has openings or to continually check the schedule in case someone drops the course. Please keep in mind that **Academic Advisors are not authorized to override full classes.**

- ***...I don't see my required remedial course?***

If you don't see your remedial classes listed when you select the department "Math," "Reading," or "English," then it is likely that you forgot to select "College Prep" under the "Campus" box.

Please select a Termcode, Campus and Department:

<ul style="list-style-type: none"> May Mester 2013 All Campuses Summer 2013 All Terms Summer I 2013 Sum I Flex 2013 Summer II 2013 Summer III 2013 	<ul style="list-style-type: none"> Corinth Campus Flower Mound Campus Gainesville Campus Graham Campus Lifelong Learning College Preparatory Studies 	<ul style="list-style-type: none"> History Horticulture Humanities Italian Learning Framework Math
---	---	--



Display Schedule & Available Courses

- **...I don't see the class I want?**

If the class you want is not listed under the semester or department it belongs under, then there is the probability that the class is simply not being offered that semester. Some courses, especially those within technical programs, may only be offered on a rotating basis.

Although the online catalog or particular degree audits may list an order in which to take classes, you may be able to take classes out of order, especially if the ones you want are not being offered that semester and the course has no prerequisites. It is encouraged that you check with an advisor to see if this is the case with your specific academic plan.

- **...the program doesn't allow me to add an Online class?**

If you have never taken an online or hybrid class with NCTC, then you will be prompted to first add the course "Angel Orientation" to your schedule before you add your online class. You can find this orientation under "eCampus" and "Angel Orientation." You usually have to wait at least 24 hours before you can access and complete Angel Orientation. This orientation is free.

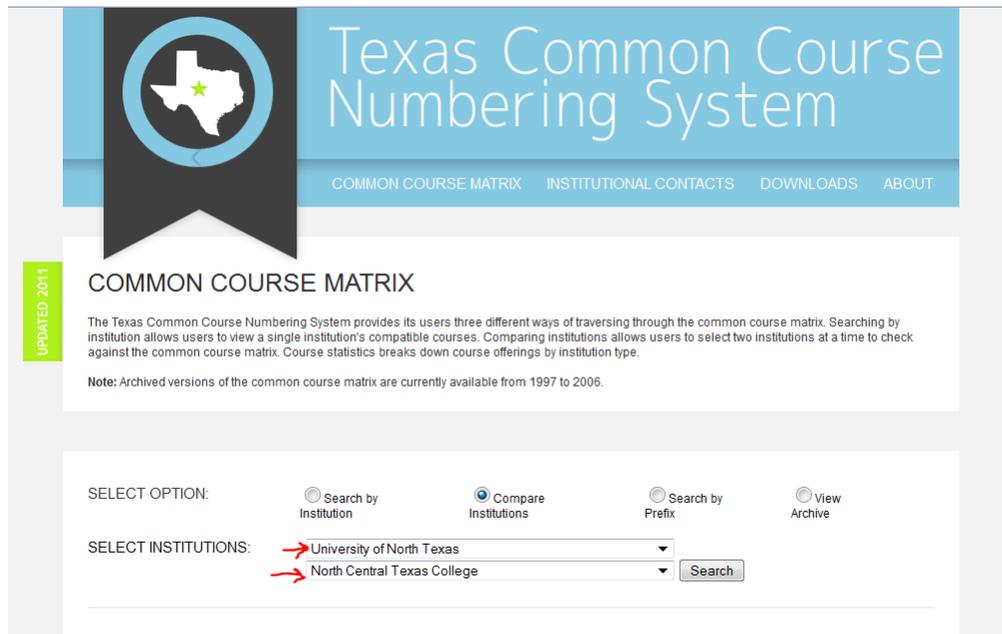
Please select a Termcode, Campus and Department:

The screenshot shows a web form with three dropdown menus. The first menu is labeled 'Termcode' and has 'Summer 2013 All Terms' selected. The second menu is labeled 'Campus' and has 'eCampus' selected. The third menu is labeled 'Department' and has 'Angel Orientation' selected. Below the menus is a button labeled 'Display Schedule & Available Courses'.

Transfer Students

If you have previous college credit from another institution, we encourage you to fill out a **"Transcript Evaluation"** form with the Admissions office. Transcript evaluations can take 2-4 weeks, so it is advantageous to have this done before registration begins so you will know what classes you have taken before and which ones you still need.

NCTC's course numbers follow the Texas Common Course Numbering System (TCCNS). Some schools use a different numbering system. One way to find out if a class at NCTC is equivalent to a course at another Texas institution is to compare institution numbers at www.TCCNS.org.



In the illustration below, you can see that UNT’s ACCT 2010 is equivalent to NCTC’s ACCT 2301.

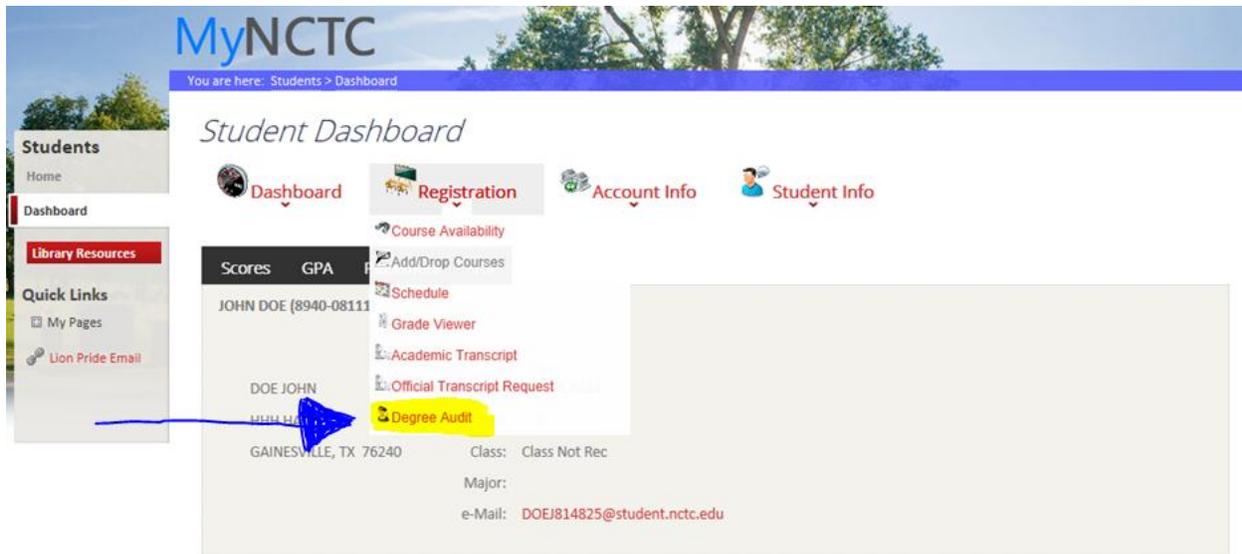
Common Course System			University of North Texas			North Central Texas College		
Course Prefix	Course Number	Course Title	Course Prefix	Course Number	Course Title	Course Prefix	Course Number	Course Title
ACCT	2301	Principles of Accounting I-Financial	ACCT	2010	Accounting Principles I (Financial Accounting)	ACCT	2301	Prin Accounting I
ACCT	2302	Principles of Accounting II-Managerial	ACCT	2020	Accounting Principles II (Managerial Accounting)	ACCT	2302	Prin Accounting II

If all three columns for the course you want are not populated, for instance if the UNT column is blank but the NCTC column lists a course, then you can assume that there is no exact equivalent for that course. It is advised that you always consult with an advisor at the institution you are transferring to in order to know how your NCTC classes will transfer into the degree of your choice.

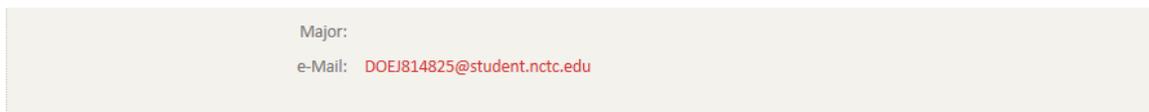
Degree Audit

The degree audit is an essential document that provides students with guidance on what courses need to be taken to successfully complete a degree or certificate. It shows coursework that has already been completed at NCTC and/or work transferred in from another accredited institution, and additional coursework needed to fulfill a specific degree/certificate.

The degree audit is a document that can be printed in the Registrar’s Office or by an Advisor on any campus. **For current students, the degree audit can be accessed online through MyNCTC.**



Your Degree Audit can be found in your Student Dashboard under the Registration tab. Once the Degree Audit option has been selected, students will have the choice to use a degree plan previously saved by an advisor or Degree Shop for other available degrees and certificates.



Please select one of the buttons at the right to continue.

[Use Saved Plan](#)

TITLE=2011_2012_CATALOG

DEGREE=CP

CP_MAJORS=CP_PARC

[Degree Shop](#)

PLEASE NOTE: The degree plans presented here are based on the most recent information provided by North Central Texas College departments. Final authority for approval of transfer credit lies with the Transfer Evaluation Office and academic chairs for the individual departments. The college catalog is the final authority for all degree plan questions.

How to Read a Degree Audit

In the rush of registration a Degree Audit is a student's best friend. Not sure what classes to take this fall? Your Degree Audit may have the answers you're desperately seeking. Here is a detailed outline on how to read your handy dandy Degree Audit.

Catalog Year

In the top left corner you'll notice a catalog year recorded. When a student is admitted to NCTC he/she is listed under the most current catalog. The student may choose to change to a later catalog year, but for most students the catalog year will be the same as when the student started at NCTC. The degree for which the student is working toward is also listed.

2011_2012_CATALOG

Degree: Associate of Arts Degree

Requirement	Status	Completion
Associate of Arts Degree	Incomplete	
Overall GPA 2.0 or better	Incomplete	Computed GPA = 2.86
Minimum of 61 hours	Incomplete	Computed Hours = 62.00
Minimum of 61 hours in Degree	Incomplete	
18 NCTC Resident hours	Completed	

As you scan down the page, you'll see an overview of degree requirements. To graduate, students must complete the degree requirements with a cumulative grade point average (G.P.A.) of at least 2.0. Additionally, a minimum of 18 credit hours must be taken in-residence at NCTC.

Required Core Curriculum

The Core Curriculum is a set of common courses required of all undergraduates pursuing an Associate of Arts or Associate of Science degree. These courses will transfer to all public colleges and universities in Texas. Posted on your Degree Audit you'll find the core as well as additional coursework needed to earn the degree of your choosing.

Take a look at the example below.

Freshman English-- 6 Hrs	Completed	
ENGL1301	ENG101 RHET & COMP I	C 3.00 T1
ENGL1302	ENG102 RHET & COMP II	C 3.00 T3
Humanities:Literature--6 hrs	Incomplete	Computed Hours = 6.00
ENGL2307		
ENGL2322		
ENGL2323		
ENGL2327		
ENGL2328		
ENGL2332	Enrolled	ENGL2332 WORLD LIT I 3.00 122S
ENGL2333		
ENGL2341		
ENGL2342		
ENGL2343		
ENGL9999		

The first requirement we see is Freshman English. This Degree Audit shows that a total of 6hrs is required for Freshman English.

Note: The 2nd number in the course ID lets you know how many credit hours a course is worth. For example, ENGL 1301 and 1302 are worth 3 credits each. The completion of both courses gives this student a total of 6 hours and fulfills the Freshman English requirement.

Now look at the Humanities requirements. This student will need 6hrs of Humanities to earn this degree. This requirement is "incomplete". The Degree Audit shows that the student is currently enrolled in ENGL 2332 WORLD LIT I. We can see that this course is still in progress because a grade is not posted. Once the student successfully completes this course, they will need to complete another 3hr course from the list.

Note: ENGL 1301 and 1302 are pre-reqs. for all Literature courses. Check the catalog for other pre-reqs. by typing the course ID in the catalog search box.
<http://nctc.smartcatalogiq.com/2012-2013/Catalog.aspx>

Other coursework can be read similarly.

If you have questions regarding your Degree Audit, contact the Counseling and Testing Center at your NCTC campus.