How to Register Using Banner

myNCC PORTAL
Get Familiar with the College Website www.ncc.edu

Clicking on tabs above will display for more information

Log into your portal
HOW TO LOG INTO YOUR myNCC PORTAL

Click on myNCC on top right corner to access your PORTAL

Login Username: NCC ID N00_ _ _ _ _ _
Password: 6 digit DOB MMDDYY
Scroll through your LAUNCHPAD to explore all of the links like your NCC Email account and Register for Classes.

In College Catalog, you can view Policies and Procedures, read course descriptions and find additional information to explore your opportunities at NCC.
To Register for Classes, find Course Reference Number (CRN), Go to the LAUNCHPAD, select Register for Classes

From the LAUNCHPAD, select Register for Classes
Register for Classes

Select Registrarion Term and Submit

On the next Add or Drop Classes page, select Class Search or add CRN’s to boxes below and click submit to register.
Selecting Classes Using Course Search

You can Look Up Classes by selecting Course Search or Advanced Search.

Highlight Subject and Select Course Search.
Selecting Classes Using Course Search Continued

Course Search will allow you to Look Up Classes

Highlight the Subject and click on Course Search

Look Up Classes

All classes for highlighted subject will display

Click on view sections for a course in that specific subject area
1. **NOTE** indicates course is reserved for a specific group of students.

2. Sections are the letters after the course number. The **NOTE** refers only to the matching section.

3. Course Sections that do not have a **NOTE** above them are options for all students.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Credits</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 BG</td>
<td>N</td>
<td>3.00</td>
<td>08:30</td>
<td>2</td>
<td>TR</td>
<td>TBA</td>
</tr>
<tr>
<td>ENG 101 BH</td>
<td>N</td>
<td>3.00</td>
<td>09:45</td>
<td>10</td>
<td>MW</td>
<td>TBA</td>
</tr>
<tr>
<td>ENG 101 CA</td>
<td>N</td>
<td>3.00</td>
<td>09:25</td>
<td>12</td>
<td>MW</td>
<td>TBA</td>
</tr>
<tr>
<td>ENG 101 CB</td>
<td>N</td>
<td>3.00</td>
<td>08:30</td>
<td>12</td>
<td>TR</td>
<td>TBA</td>
</tr>
</tbody>
</table>
Selecting Classes Using Advanced Course Search

You can Look Up Classes by selecting Course Search or Advanced Search.

Select Advanced Search.
The most commonly used from the following options are highlighted:

- **Subject**
- **Course Number**
- **Title**
- **Schedule Type**
- **Instructional Method**
- **Credit Range**
- **Part of Term**
- **Duration**
- **Instructor**
- **Session**
- **Attribute Type**
- **Start Time**
- **End Time**
- **Days**

You can select the Subject by scrolling from the launch button.

You can insert the Course Number.

You can highlight your preferred session: Day, Eve, Online, Remote or Weekend.

You can select the “Attribute Type” to see a list of classes with that attribute.
Advanced Search by Subject, Session and Attribute Type

- Select the Subject
- Select Session and Attribute Type
- Click on Section Search
- Check box of section you want
- Register or Add to Worksheet
Select Course from Advanced Search Results

<table>
<thead>
<tr>
<th>Select desired box</th>
<th>Write the day and time of the class you select before you Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>12856 HIS 176 CA N</td>
<td>3.000 African-American History I  08:30 am - 09:45 am</td>
</tr>
<tr>
<td>12858 HIS 178 NA N</td>
<td>3.000 History of the Black Woman  02:30 pm - 03:45 pm</td>
</tr>
</tbody>
</table>
Writing the day and time of the class you selected will avoid creating a time conflict with your next selection.

Schedule Grids are in Helpful Tools on the Advisement webpage:
https://www.ncc.edu/advisement/
Confirmation of Course Registration on Web

Registered on Web indicates course was added

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crs</th>
<th>Sec Level</th>
<th>Cred Mode</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Registered on Web</em> on May 17, 2020</td>
<td>None</td>
<td>12856 HIS</td>
<td>176</td>
<td>CA</td>
<td>Undergraduate 3.000 Standard</td>
<td></td>
<td>African-American History 1</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 17.000
Date: May 17, 2020 09:38 pm

Click on Class Search to continue to add courses

[ View Holds | Change Course Options | Registration Fee Assessment | Registration/Financial Aid Compliance | Schedule Builder | Registration Cart ]

RELEASE: 8.7.2.6S
During course selection, note the following information:

The check off box indicates the class is open if no one is on the waitlist.

Click on CRN hyperlink to read course description in “View Catalog Entry”.

Waitlist Information on:
- Capacity
- Actual
- Remaining

Date range for term

All attributes for course

Location for class meeting
You are now registered for classes. Read information above “Current Schedule” which includes letter codes for each Day of the Week and Payment and Deadline Information.

<table>
<thead>
<tr>
<th>Total Credit Hours: 13.000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Hours: 13.000</td>
</tr>
<tr>
<td>Minimum Hours: 0.000</td>
</tr>
<tr>
<td>Maximum Hours: 17.000</td>
</tr>
<tr>
<td>Date: May 13, 2020 09:08 am</td>
</tr>
</tbody>
</table>

Current list of classes:
To view your schedule, click on REGISTRATION INFORMATION and select Week at a Glance or Concise Student Schedule.
Week at a Glance Schedule

You can change the week by clicking on Previous Week or Next Week

Concise Student Schedule

You can view your schedule for the full term

View Course Information: CRN, Title, Credits, Start and End Date, Days, Location and Instructor

To view your entire schedule, make sure you select a full week of school
How to Make Changes to your Schedule

On your portal LAUNCHPAD, select the REGISTRATION INFORMATION folder and click on Add or Drop Classes.

Click Online Student Orientation, which is required for all New Students.

Click on action circle to view Student Calendar for the term.
Select the Registration Term by clicking on the action arrow.

Click on Submit.
Add or Drop Classes

Select the Action launch button for the class(es) you are dropping and highlight Drop and Delete on the Web.

Make sure you select the correct class(es) to avoid losing the wrong class(es).

Add CRN(s) for the new class(es) to the boxes below to add and drop class(es) simultaneously. If dropping only, click submit changes below.

Click Submit Changes to finalize.
The class dropped is no longer listed in your Current Schedule

Total Credits Hours are adjusted