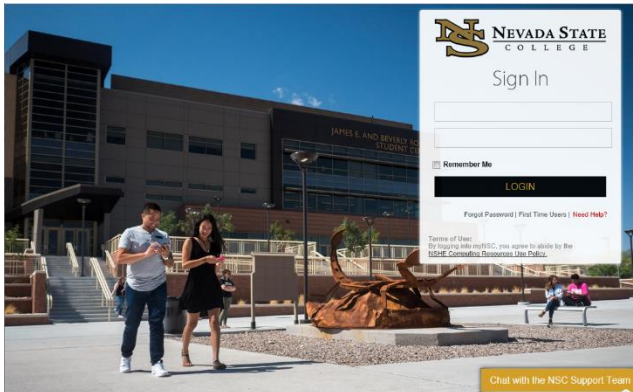


Searching for Classes and Enrolling

1. Login to the NSC Portal (<http://my.nsc.edu>)
 2. Click on the Student Center link
 3. Search for classes – There are 2 ways to search for classes
 - a. Click on the **green** “Search for Classes” button on the right,
OR
 - b. Click on the **blue** “Search” link under the Academics section
 4. Add classes to your shopping cart
 5. From the shopping cart click on the green “Finish Enrolling” button
 6. Review and confirm that you have been registered into your selected classes.
-



Step 1

Login to the NSC Portal using your NSHE ID and password.

Step 2

Select the **Student Center** link to login to myNSC.

The screenshot shows the myNSC portal for Nevada State College. The top navigation bar includes links for Home, Events, Social Media, Cafe Menu, Bookstore, Advising, Tutoring, Disability Services, My Files, Documents, and Feedback. The user is logged in as Scotty Scorpion. The main content area is divided into three columns:

- QuickLaunch:** A sidebar with a 'FAVORITES' section and a 'LAUNCHPAD' section. The 'LAUNCHPAD' section contains several categories: QUICK LINKS (Files, Library Research Databases, Online Courses, Printing, Request Transcript, Student Center, Student Clubs), ACADEMICS, APPS, FINANCIAL AID, LIBRARY, SCHEDULE AN APPOINTMENT, **STUDENT CENTER** (highlighted with a red arrow), and STUDENT SERVICES.
- My Messages:** A central panel displaying three messages:
 - Spring 2017 Commencement Ceremony** (Normal | 02/02/2017 07:13 PM | UNREAD)
 - Free Tax Preparation on Campus** (Normal | 02/02/2017 05:32 PM | UNREAD)
 - INBRE Summer Undergraduate Research Experience** (Normal | 01/10/2017 06:22 PM | UNREAD)
- Student Poll:** A poll titled 'Who is your favorite Ninja Turtle?' with options: a. Leonardo, b. Donatello, c. Michelangelo, d. Raphael, e. I like Splinter, f. What? A 'Vote' button is present.

At the bottom right, there is a 'Student E-Forms' section with links for 'Change or Add a Major', 'Change or Add a Minor', 'Update Personal Information', 'Application for Graduation', and 'Chat with the NSC Support Team'.

Step 3

Once logged in to your Student Center, you have 2 options to search for classes:

-Select the **green** “Search for Classes” button

OR

-Select the **blue** “Search” link under Academics

Scotty's Student Center

The screenshot displays the Scotty's Student Center interface. At the top, there is a header for "Scotty's Student Center". Below this, the "Academics" section is expanded, showing a "Search" link (highlighted in yellow), a "Plan" link, an "Enroll" link, and a "My Academics" link. A "SEARCH FOR CLASSES" button (highlighted in yellow) is also visible. A message box states "You are not enrolled in classes." with an information icon. Below the message, there is a link for "enrollment shopping cart" and a search input field with the text "other academic...". The "Finances" section is also expanded, showing a "My Account" link and an "Account Summary" link. On the right side, there is a "Communication Center" section with a "Go To Communication Center" link.

3a) From the blue “Search” link, select the term. After selecting the term, you may search by subject and course number. And then click on the “Search” button.

Scotty Scorpion go to ...

Search Plan Enroll

search for classes | browse course ca

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

Subject

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

Mode of Instruction

Location

You may also use the Additional Search Criteria section to narrow your class search even more.

▼ **Additional Search Criteria**

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Session

Campus

Requirement Designation

Course Attribute

3b) After clicking on the search button,

- Class:** Number for the class
- Days & Times:** Day and time for the class
- Location:** NSC campus
- Room:** Classroom location
- Instructor:** Main instructor for the class
- Meeting dates:** This is the date range for the class.
- Instruction Mode:** In Person, Web Course, Hybrid

Status:  Open  Closed  Wait List blue is full class


BIOL 189 - Fundamentals of Life Science									
Class	Section	Days & Times	Location	Room	Instructor	Meeting Dates	Instruction Method	Status	
93263	001-LLB Regular	Mo 7:00PM - 9:50PM We 7:00PM - 9:50PM	NSC Main Location	LAS 221 TBA	Staff Staff	08/24/2015 - 12/12/2015 08/24/2015 - 12/12/2015	In Person		select

To learn more about the class, click on the class/section:

BIOL 189 - 001 Fundamentals of Life Science

Nevada State College | 2015 Fall | Lecture/Lab

Class Details

Status	 Open	Career	Undergraduate
Class Number	93263	Dates	8/24/2015 - 12/12/2015
Session	Regular Academic	Grading	Letter Grade
Units	4 units	Location	NSC Main Location
Instruction Mode	In Person	Campus	Main Campus
Class Components	Lecture/Lab Required		

← class dates

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Mo 7:00PM - 9:50PM	LAS 221	Staff	08/24/2015 - 12/12/2015
We 7:00PM - 9:50PM	TBA	Staff	08/24/2015 - 12/12/2015

← Class time, instructor, classroom information

Enrollment Information

Class Attributes Satisfies Natural Science Core Curriculum Requirement

Class Availability

Class Capacity	34	Wait List Capacity	15
Enrollment Total	0	Wait List Total	0
Available Seats	34		

← Open, Closed, Wait list status

Description

Survey of contemporary biology; includes structure, function, interactions and evolutionary origins of living systems. For biology majors and others who require biology as part of their professional career preparation. Satisfies the Natural Sciences Core Curriculum. (lab credit) Recommended Pre-requisite(s): MATH 124; \$35 lab fee.

← Course Description

Class Fee

Additional Class Fee: \$0.00

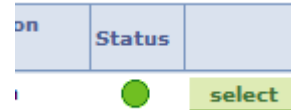
Course Fee

Additional Course Fee: \$35.00

← Additional Class/Course Fees

Step 4

Once you select the class section that fits your schedule, click “Select” next to the class section.



To add the course to your shopping cart, click on the “Next” button. After adding the class to your shopping cart, you may continue to search for classes.

BIOL 101 - Biology for Non-Majors

Class Preferences

BIOL 101-001 Lec/Lab ● Open **Wait List** Wait list if class is full

Session Regular Academic

Grading Letter Grade

Career Undergraduate

Units 4.00

Enrollment Information

- Satisfies Natural Science Core Curriculum Requirement



Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lec/Lab	Tu 7:00PM - 9:50PM	TBA	Clark Pearson	08/24/2015 - 12/12/2015
		Th 7:00PM - 9:50PM	LAS 222	Staff	08/24/2015 - 12/12/2015

*Classes in your shopping cart does **NOT** mean you are enrolled in the class(es).*

Search for Classes

Search Results

Nevada State College | 2017 Fall

My Class Schedule <input type="button" value="show all"/>	<div style="background-color: yellow; padding: 2px;">Shopping Cart</div> <input type="button" value="show all"/>
EDU 214 TuTh 12:00PM - 1:20PM Southeast Career Tech Academy	AM 149 MoWe 9:30AM - 12:50PM LAS 123

The following classes match your search criteria Course Subject: **American Sign Language**, Course Career: **Undergraduate**, Show Open Classes Only: **No**

✓ AM 149 has been added to your Shopping Cart.

● Open
 ■ Closed
 ▲ Wait List

Step 5

Register for you classes by going to the Shopping Cart,

- Select the class(es) you would like to enroll in for the semester by checking the box
- Click on “Enroll” to confirm your enrollment.
- Click on “Finish Enrolling” to confirm your enrollment once more.

a.

2017 Fall Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AM 149-A01 (84953)	MoWe 9:30AM - 12:50PM	LAS 123	D. Kelsey	3.00	●

b.

2017 Fall Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	AM 149-A01 (84953)	MoWe 9:30AM - 12:50PM	LAS 123	D. Kelsey	3.00	●

Status Ac Status

for selected: delete enroll

c.

Shopping Cart



2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.



2017 Fall | Undergraduate | Nevada State College

● Open Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
AM 149-A01 (84953)	American Sign Language V (Lecture)	MoWe 9:30AM - 12:50PM	LAS 123	D. Kelsey	3.00	●

CANCEL PREVIOUS FINISH ENROLLING

Review/Confirm you have been registered for your classes

-  Enrolled Successfully
-  Not enrolled



Shopping Cart




3. View results

View the following status report for enrollment confirmations and errors:

2015 Fall | Undergraduate | Nevada State College

 Success: enrolled  Error: unable to add class

Class	Message	Status
BIOL 101	Success: This class has been added to your schedule.	

[Buy Books](#) [MAKE A PAYMENT](#) [MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)