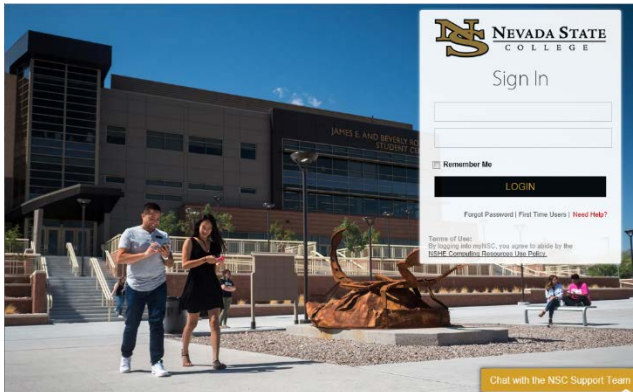


## Searching for Classes and Enrolling

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 “Search for Classes” link on the right,  
OR
    - b. Click on the “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. The left column, 'QuickLaunch', contains a 'LAUNCHPAD' with 'QUICK LINKS' such as Files, Library Research Databases, Online Courses, Printing, Request Transcript, Student Center, and Student Clubs. Below this are categories like ACADEMICS, APPS, FINANCIAL AID, LIBRARY, SCHEDULE AN APPOINTMENT, STUDENT CENTER (highlighted with a red arrow), and STUDENT SERVICES. The middle column, 'My Messages', displays three unread messages: 'Spring 2017 Commencement Ceremony', 'Free Tax Preparation on Campus', and 'INBRE Summer Undergraduate Research Experience'. The right column contains a 'Student Poll' asking 'Who is your favorite Ninja Turtle?' with options a-f, a 'Vote' button, and a 'Student E-Forms' section with links for changing majors/minors, updating personal information, and applying for graduation. A 'Chat with the NSC Support Team' button is visible at the bottom right.

### Step 3

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

-Select the “Search for Classes” link

OR

-Select the “Search” link under Academics

The screenshot shows the 'Academics' menu on the left with a red arrow pointing to the 'Search' link. A central red-bordered box contains the text: 'There are 2 options to search for classes. - Select the "Search" link on the left-hand side OR - Select "Search for Classes" on the right-hand side.' Another red arrow points from the right side of the page to the 'Search for Classes' link in the top right navigation area.

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

The screenshot shows the 'Search for Classes' page. A red-bordered box highlights the 'Term' dropdown menu, which is open to show '2019 Fall' and '2020 Spring' options. A red arrow points from the box to the '2020 Spring' option. The page also shows 'Institution' set to 'Nevada State College' and a 'Search' button.

#### Class Search

select subject      Subject

Course Number contains

Course Career Undergraduate

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	greater than or equal to	<input type="text"/>
Meeting End Time	less than or equal to	<input type="text"/>
Days of Week	include only these days	
	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues
	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs
	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
	<input type="checkbox"/> Sun	
Instructor Last Name	begins with	<input type="text"/>
Class Nbr	<input type="text"/>	<input type="text"/>
Course Keyword	<input type="text"/>	<input type="text"/>
Minimum Units	greater than or equal to	<input type="text"/>
Maximum Units	less than or equal to	<input type="text"/>
Course Component	<input type="text"/>	
Session	<input type="text"/>	
Campus	<input type="text"/>	
Requirement Designation	<input type="text"/>	
Course Attribute	<input type="text"/>	


Clear

Search

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


▼ PSY 101 - General Psychology								
Class	Section	Days & Times	Location	Room	Instructor	Meeting Dates	Instruction Method	Status
26095	001-LEC Regular	MoWe 9:30AM - 10:50AM	NSC Main Location	TBA	Vanessa Rodriguez Barrera	01/21/2020 - 05/09/2020	In Person	

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

[Class Detail](#)

PSY 101 - 001 General Psychology  
Nevada State College | 2020 Spring | Lecture

**Class Details**

<b>Status</b> Open 	<b>Career</b> Undergraduate
<b>Class Number</b> 26095	<b>Dates</b> 1/21/2020 - 5/9/2020
<b>Session</b> Regular Academic Session	<b>Grading</b> Letter Grade
<b>Units</b> 3 units	<b>Location</b> NSC Main Location
<b>Instruction Mode</b> In Person	<b>Campus</b> Main Campus
<b>Class Components</b> Lecture Required	

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**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWe 9:30AM - 10:50AM	TBA	Vanessa Rodriguez Barrera	01/21/2020 - 05/09/2020

---

**Class Availability**

<b>Class Capacity</b> 40	<b>Wait List Capacity</b> 15
<b>Enrollment Total</b> 0	<b>Wait List Total</b> 0
<b>Available Seats</b> 40	

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**Description**

Presents psychology as a science concerned with the actions of organisms in a social and cultural context. Satisfies Social Sciences Core Curriculum.

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<p><b>Class Fee</b></p> <table style="width: 100%;"> <tr> <td style="width: 60%;"><b>Additional Class Fee</b></td> <td style="text-align: right;">\$0.00</td> </tr> </table>	<b>Additional Class Fee</b>	\$0.00	<p><b>Course Fee</b></p> <table style="width: 100%;"> <tr> <td style="width: 60%;"><b>Additional Course Fee</b></td> <td style="text-align: right;">\$0.00</td> </tr> </table>	<b>Additional Course Fee</b>	\$0.00
<b>Additional Class Fee</b>	\$0.00				
<b>Additional Course Fee</b>	\$0.00				

[View Search Results](#)

### 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.

#### Add to Shopping Cart - Enrollment Preferences

2020 Spring | Undergraduate | Nevada State College  
PSY 101 - General Psychology

##### Class Preferences

PSY 101-001      Lecture      ● Open

Session Regular Academic Session  
Career Undergraduate

Wait List  Wait list if class is full

Grading Letter Grade

Units 3.00

Cancel      Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoWe 9:30AM - 10:50AM	TBA	Vanessa Rodriguez Barrera	01/21/2020 - 05/09/2020

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

#### Search for Classes

#### Search Results

Nevada State College | 2020 Spring

[My Class Schedule](#)

You are not registered for classes in this term.

**Shopping Cart**

[Show All](#)

PSY 101      MoWe 9:30AM - 10:50AM  
Room TBA

The following classes match your search criteria Course Subject: **Psychology**, Course Number contains '**101**', Course Career: **Undergraduate**, Show Open Classes Only: **No**

**PSY 101 has been added to your Shopping Cart.**

### 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.

**2020 Spring Shopping Cart**

Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	<a href="#">BIOL 189-001 (25731)</a>	We 8:00AM - 10:50AM Mo 8:00AM - 10:50AM	NSE 145 Gross Anatomy Lab NSE 129	E. Tietjen	4.00	●
<input type="checkbox"/>	<a href="#">PSY 101-001 (26095)</a>	MoWe 9:30AM - 10:50AM	TBA	V. Rodriguez Barrera	3.00	●

for selected           

a.

<input checked="" type="checkbox"/>	<a href="#">PSY 101-001 (26095)</a>	10:50AM MoWe 9:30AM - 10:50AM	TBA	V. Rodriguez Barrera	3.00	●
-------------------------------------	-------------------------------------	----------------------------------	-----	----------------------	------	---

for selected           

b.

c.

Shopping Cart 1 2 3

### 2. Confirm classes



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

2020 Spring | Undergraduate | Nevada State College

● Open    ■ Closed    ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PSY 101-001 (26095)	General Psychology (Lecture)	MoWe 9:30AM - 10:50AM	TBA	V. Rodriguez Barrera	3.00	●

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	<b>Success:</b> This class has been added to your schedule.	

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