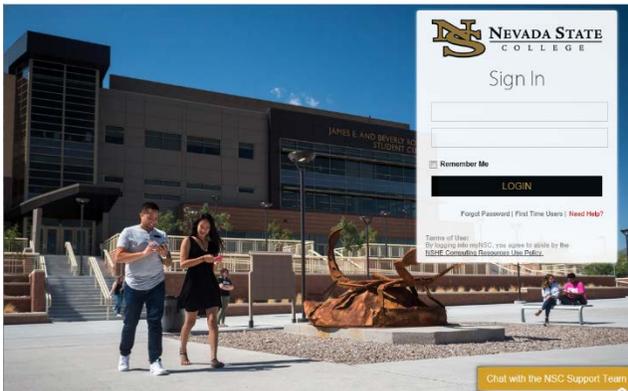


## Searching for Classes and Enrolling

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” button on the right,  
OR
    - b. Click on the “Search” link under the Academics section
  4. Add classes to your shopping cart
    - a. Mark the box that says “Wait list if class is full” and then click Next.
  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. At the top, there is a navigation bar with links: Home, Events, Social Media, Cafe Menu, Bookstore, Advising, Tutoring, Disability Services, My Files, Documents, and Feedback. Below this is a 'QuickLaunch' section with a 'FAVORITES' area and a 'LAUNCHPAD' section containing 'QUICK LINKS' such as Files, Library Research Databases, Online Courses, Printing, Request Transcript, Student Center, and Student Clubs. A red arrow points to the 'STUDENT CENTER' link in the 'QUICK LINKS' list. To the right, there are three main content areas: 'My Messages' showing three unread messages (Spring 2017 Commencement Ceremony, Free Tax Preparation on Campus, and INBRE Summer Undergraduate Research Experience); 'Student Poll' asking 'Who is your favorite Ninja Turtle?' with options a-f and a 'Vote' button; and 'Student E-Forms' with links for 'Change or Add a Major', 'Change or Add a Minor', 'Update Personal Information', and 'Application for Graduation'. A 'Chat with the NSC Support Team' button is also visible.

### Step 3

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

- Select the “Search for Classes” button
- OR
- Select the “Search” link under Academics

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.

**Wait listing** – beginning spring 2014 NSC allows students to waitlist themselves for classes that are full.

The waitlisting option is identified by a yellow triangle. Review the date, time, location, instructor and make the appropriate selection by clicking on “select class”.

The following classes match your search criteria Course Subject: **Biology**, Course Number contains '189', Course Career: **Undergraduate**, Show Open Classes Only: **No**

Open
  Closed
  Wait List

Return to Add Classes       

**4 class section(s) found**

BIOL 189 - Fundamentals of Life Science

Class	Section	Days & Times	Location	Room	Instructor	Meeting Dates	Instruction Method	Status	
25731	001-LLB Regular	We 8:00AM - 10:50AM Mo 8:00AM - 10:50AM	NSC Main Location	NSE 145 Gross Anatomy Lab NSE 129	Erica Tietjen Erica Tietjen	01/21/2020 - 05/09/2020 01/21/2020 - 05/09/2020	In Person	▲	Select
25735	005-LLB Regular	Th 8:00AM - 10:50AM Tu 8:00AM - 10:50AM	NSC Main Location	NSE 145 Gross Anatomy Lab NSE 129	Erica Tietjen Erica Tietjen	01/21/2020 - 05/09/2020 01/21/2020 - 05/09/2020	In Person	●	Select

### Step 3

Mark the box that says “Wait list if class is full” and then click Next.

#### 1. Select classes to add - Enrollment Preferences

2020 Spring | Undergraduate | Nevada State College  
 BIOL 189 - Fundamentals of Life Science

**Class Preferences**

BIOL 189-001      Lec/Lab      ▲ Wait List

Session Regular Academic Session  
 Career Undergraduate

Grading Letter Grade  
 Units 4.00

Wait List  Wait list if class is full

Cancel      Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lec/Lab	We 8:00AM - 10:50AM	NSE 145 Gross Anatomy Lab	Erica Tietjen	01/21/2020 - 05/09/2020
		Mo 8:00AM - 10:50AM	NSE 129	Erica Tietjen	01/21/2020 - 05/09/2020

Wait List  Wait list if class is full

Grading Letter Grade

Units 4.00

### Step 4

Review your selection and click “proceed to step 2 of 3”.

2020 Spring | Undergraduate | Nevada State College      Change Term

● Open      ■ Closed      ▲ Wait List

**Add to Cart**

Enter Class Nbr

**Find Classes**

Class Search  
 My Requirements  
 My Planner

2020 Spring Shopping Cart							
Delete	Class	Days/Times	Room	Instructor	Units	Status	
	<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	▲	

[My 2020 Spring Class Schedule](#)

## Step 5

Complete the transaction by clicking on “Finish Enrolling”.

### 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
BIOL 189-001 (25731)	Fundamentals of Life Science (Lec/Lab)	We 8:00AM - 10:50AM Mo 8:00AM - 10:50AM	NSE 145 Gross Anatomy Lab NSE 129	E. Tietjen	4.00	▲

Cancel
Previous
Finish Enrolling

## Step 6

You have now been added to a waiting list for that class as indicated by the green check mark. If you received a red “X” please review the error message.

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Student Center](#) > [Enrollment: Add Classes](#) > [Enrollment: Add Classes](#)

**JamesTest NSC** go to ... >>

Search

Plan

Enroll

My Academics

my class schedule
add
drop
swap
edit
term information

**Add Classes** 1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

2014 Fall | Undergraduate | Nevada State College

Success: enrolled
 Error: unable to add class

Class	Message	Status
BIOL 189	<b>Message:</b> Class 86536 is full. You have been placed on the wait list in position number 1.	✔

MAKE A PAYMENT
MY CLASS SCHEDULE
ADD ANOTHER CLASS

Review your class schedule regularly to check the position number or to see if you have been added to the class. If you have been added you will have 48 hours to make a payment or to make arrangements with the Cashier’s Office of the Financial Aid Office.