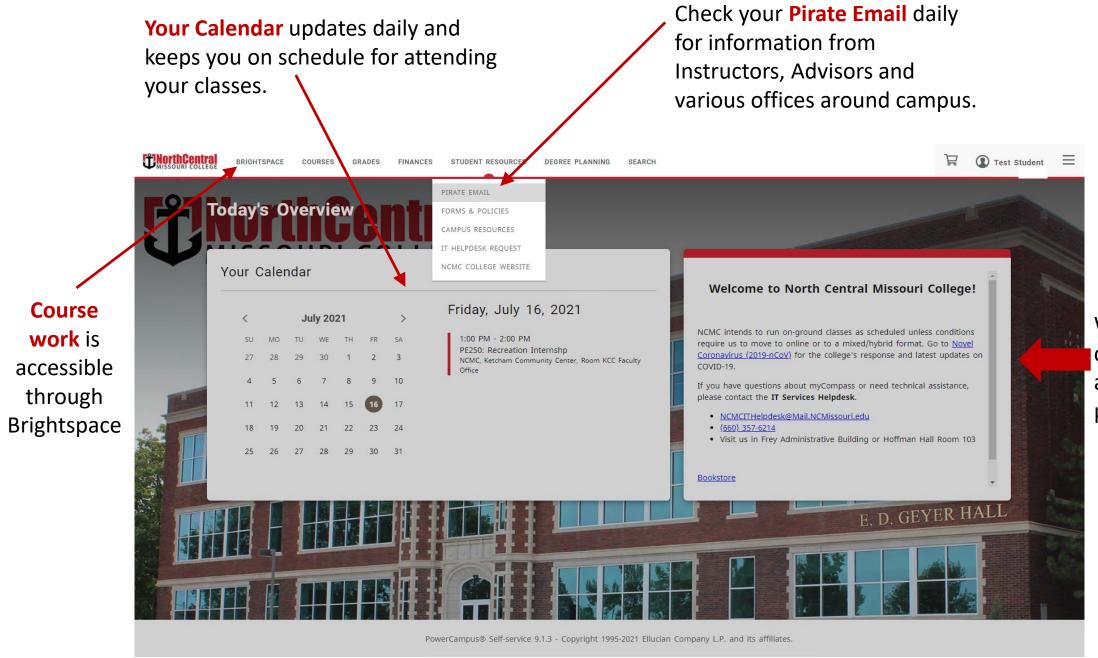
WELGOME

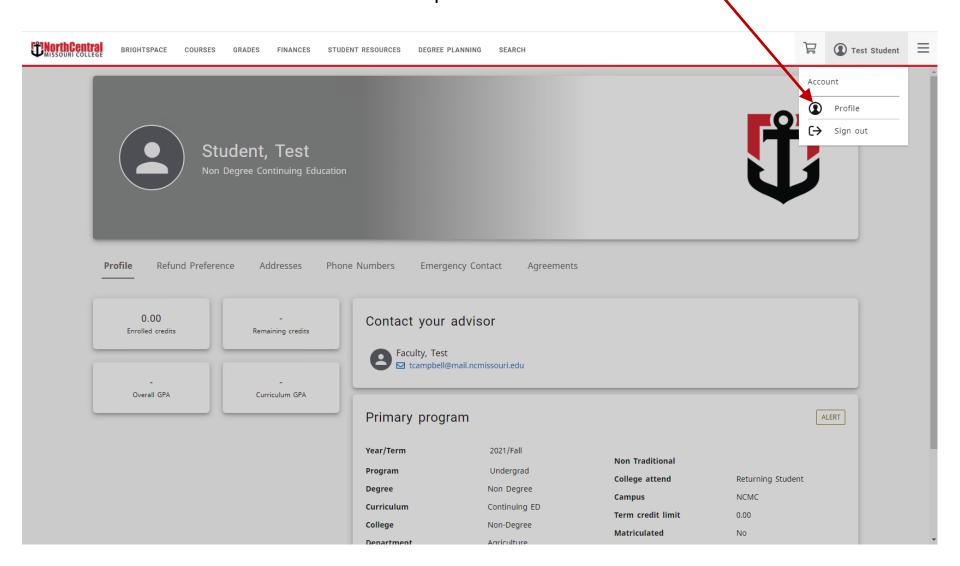
myCOMPASS



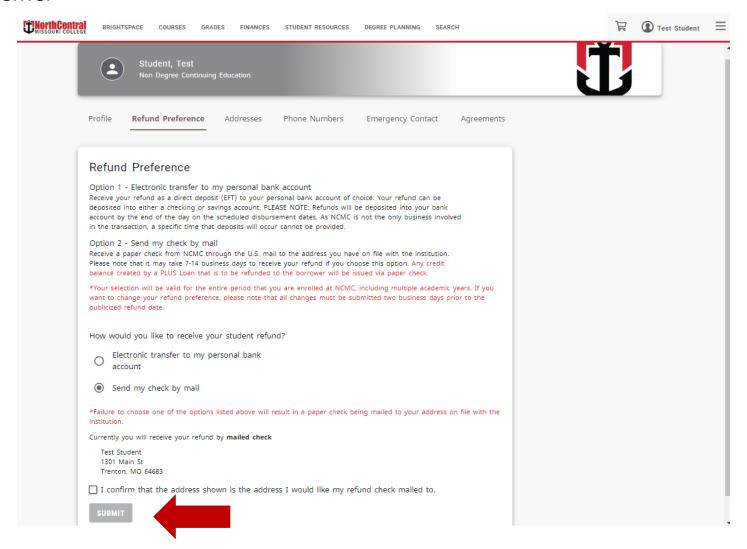


Watch for campus announcements posted here.

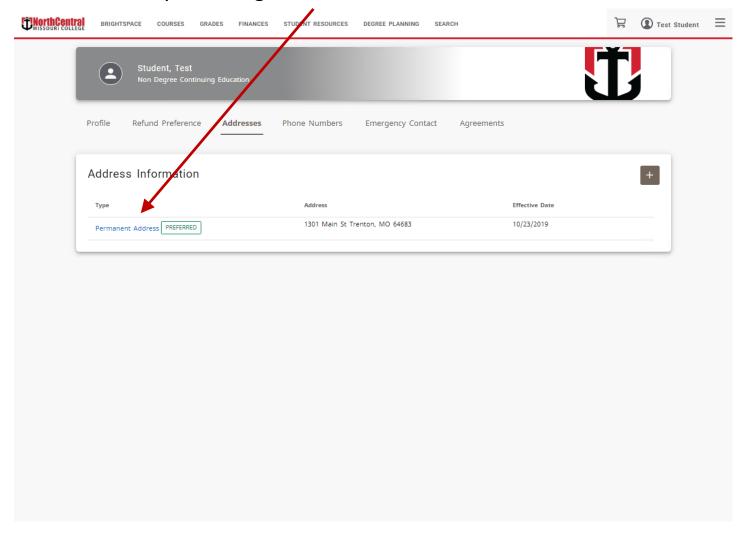
Choose **Profile** from the account drop down to view personal information.

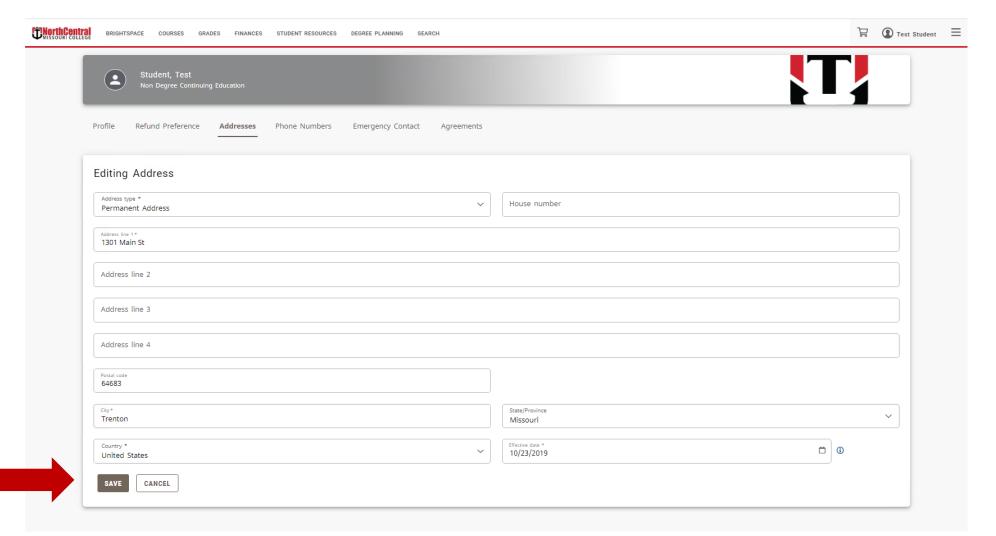


Choose Refund Preference to confirm how you would like to receive possible refunds from NCMC.

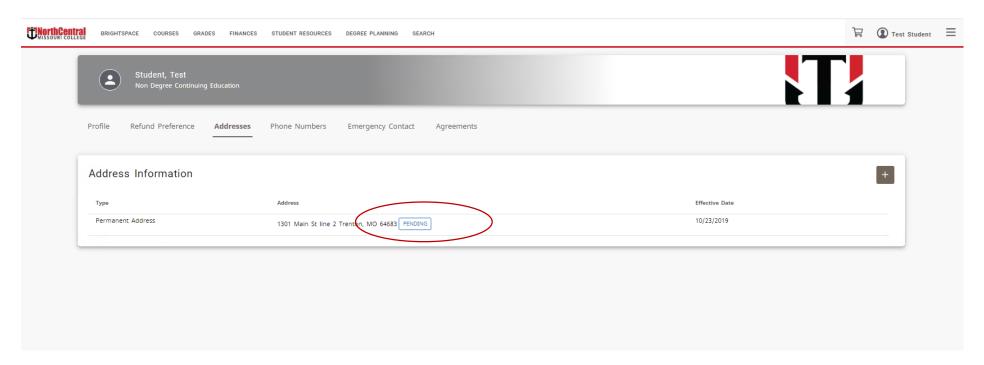


In **Addresses** you can view and edit your address. Address changes can be completed by selecting the blue address link.



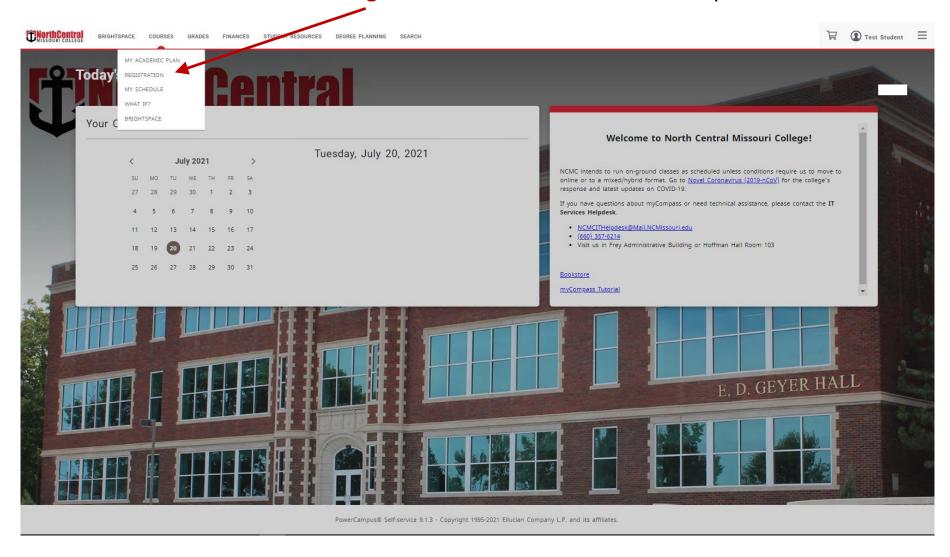


Your address edit will be saved and submitted to the college for review.



Once the college reviews and approves the pending address change request, you should notice the change.

Choose Registration from the Courses menu option list.



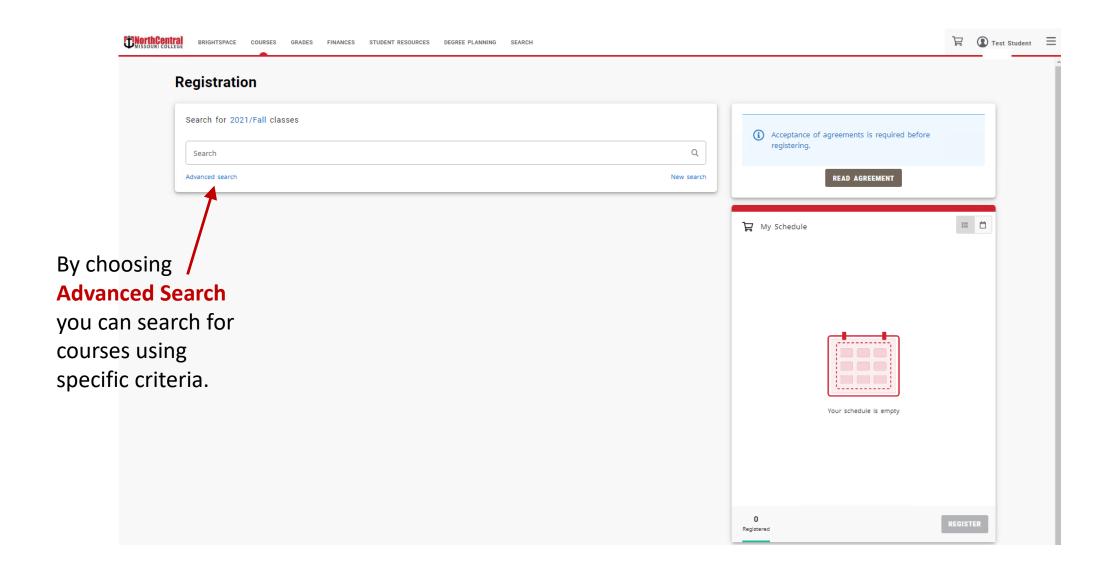
Watch for notifications to inform you of holds and steps you must complete before you can enroll in courses.

stop. Contact the appropriate office. BRIGHTSPACE COURSES GRADES FINANCES STUDENT RESOURCES DEGREE PLANNING RESOURCES AND FORMS Registration Account is in Stop list Search for 2021/Fall classes Your advisor authorization is needed to register Search **≡** □ My Schedule Advanced search You are required to meet with your academic advisor prior to enrollment if you Your schedule is empty are degree seeking at NCMC. Registered

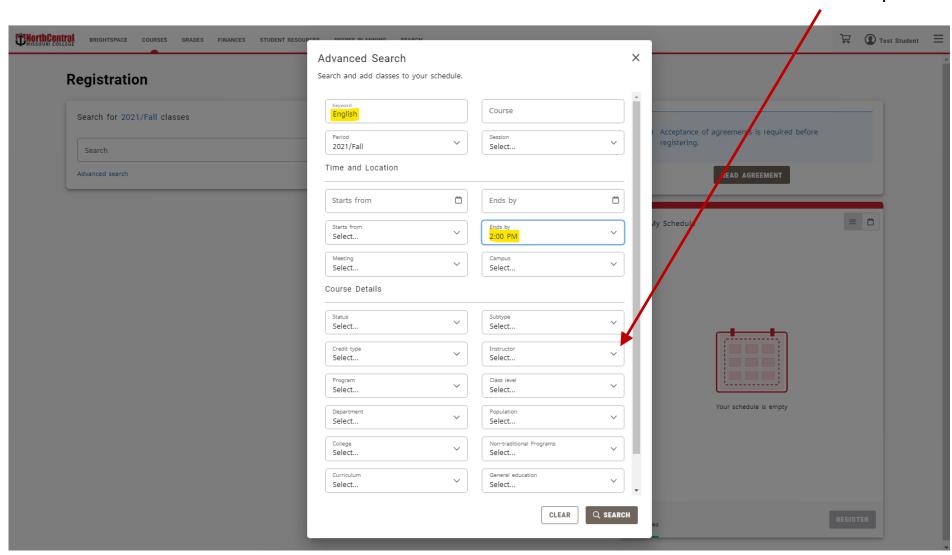
Click the down arrow to display

information about the account

If there are no account stops and an advisor has authorized you for registration then proceed to register for classes.



Narrow down desired courses by entering keywords or selecting specific search criteria from the drop downs.



Or use the quick search ...

BRIGHTSPACE

COURSES

Test Student GRADES FINANCES STUDENT RESOURCES Registration Search for 2021/Fall classes Type in a search word or course (i) Acceptance of agreements is required before prefix (example: EN for English) Advanced search New search READ AGREEMENT Course name, 19 Results location, meeting My Schedule EN101: English I ADD time, instructor, 3.00 16 Year: 2021 | Term: Fall | Session: First Session Subtype: Lecture | Section: E1 Type: Course | Credit type: Credit credit hours, Duration: 8/23/2021 - 10/15/2021 12:00 PM - 12:00 PM Online Course available seats Simply add a and a short course to your EN101: English I ADD 3.00 9 Year: 2021 | Term: Fall | Session: Main Subtype: Lecture | Section: 01 registration cart. course description Type: Course | Credit type: Credit Duration: 8/23/2021 - 12/9/2021 8:00 AM - 8:55 AM are easily viewed NCMC, Gever Hall, Floor 2, Room 207 Your schedule is empty at a glance. Click EN101: English I ADD on the course 3.00 10 Year: 2021 | Term: Fall | Session: Main Subtype: Lecture | Section: 03 Guthrie, Amy L Type: Course | Credit type: Credit name in blue for Duration: 8/23/2021 - 12/9/2021 10:10 AM - 11:05 AM more information NCMC, Geyer Hall, Floor 2, Room 207 0 Registered about the class. EN101: English I ADD 3.00

DEGREE PLANNING

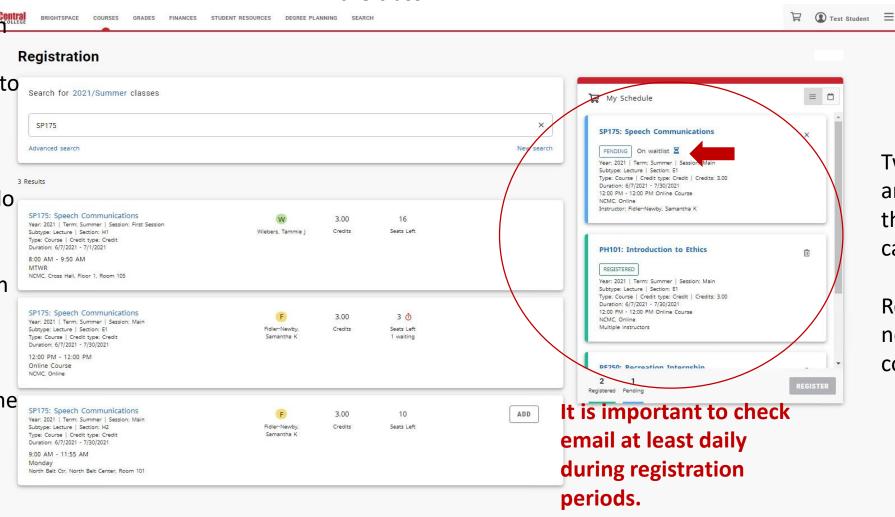
put into a queue and notified via pirate email when a spot becomes available in a waitlisted class. Students then have to return to their cart and finalize registration for the course. If students do not finalize registration within the time frame given in the notification email, the class will drop off of their schedule and become

available to another

student.

Waitlist: Students are

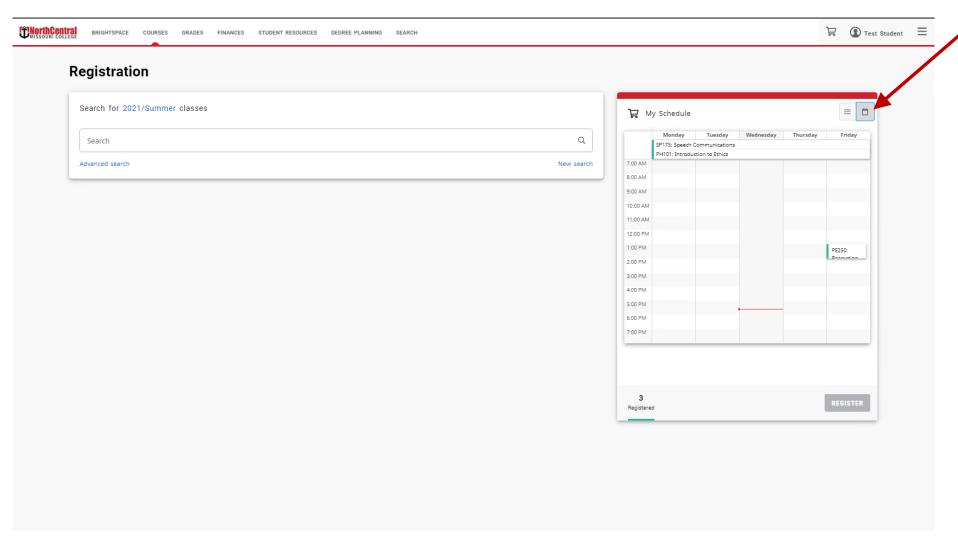
One course is pending on the Waitlist: periodically a seat may become available if enrolled students drop the class.



Two courses are added to the registration cart.

Registration is not yet complete.

To view a schedule of the courses in your cart just click on the calendar icon.



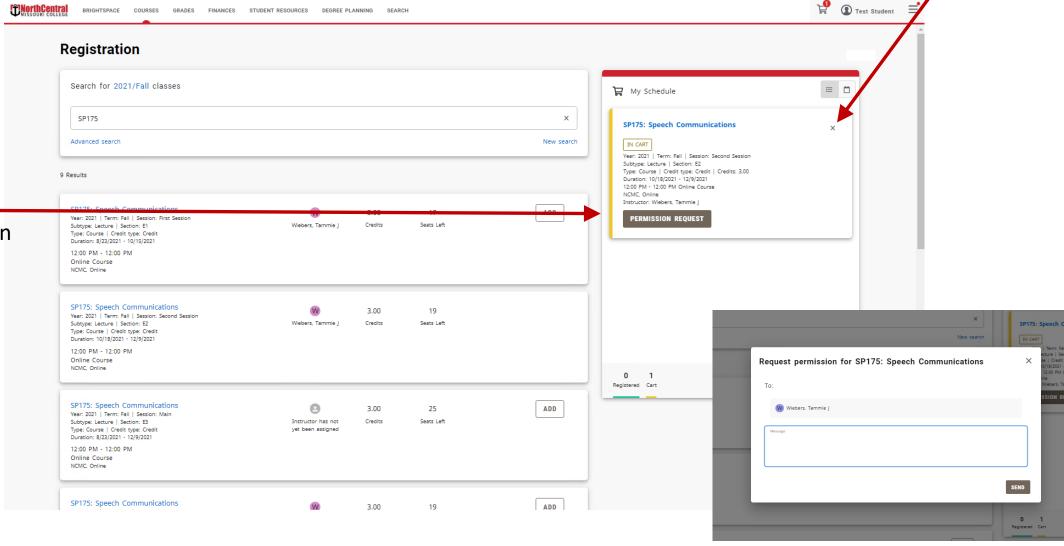
If you do not want to register for a course, simply remove it from your cart.

Some courses may require permission.

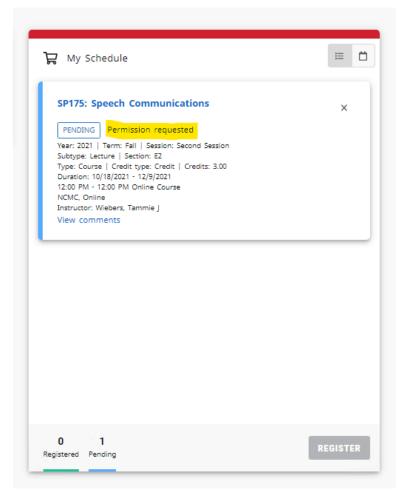
Use the **Permission**

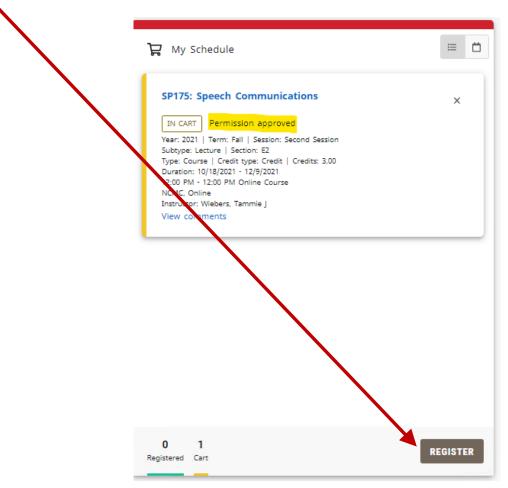
Request button to send a

message requesting permission.



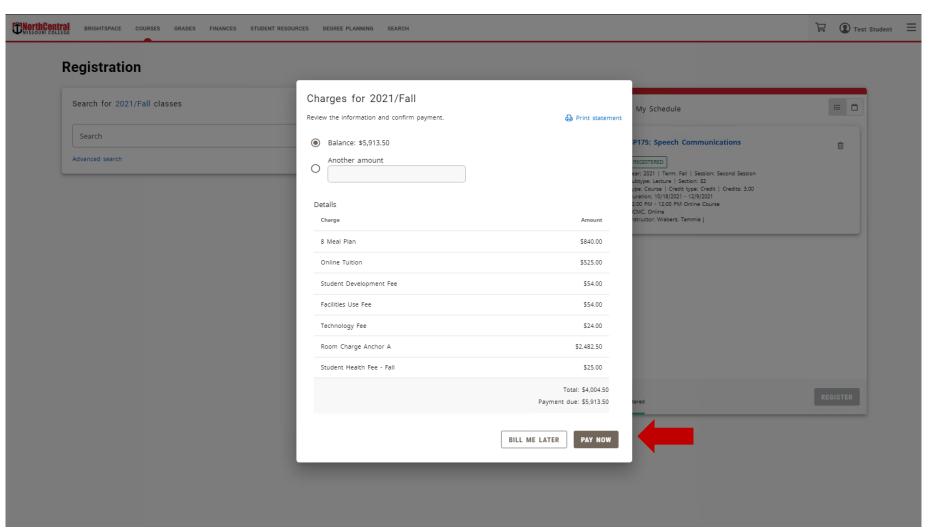
The permission request status will be on the pending course and once approved you can register for the course.





After completing registration you are prompted to pay now or be

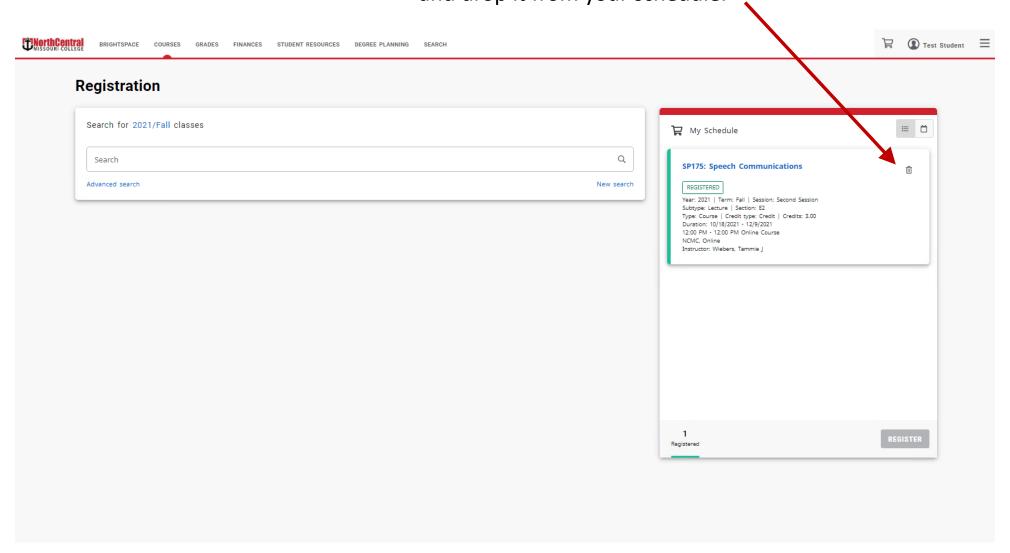
billed later.



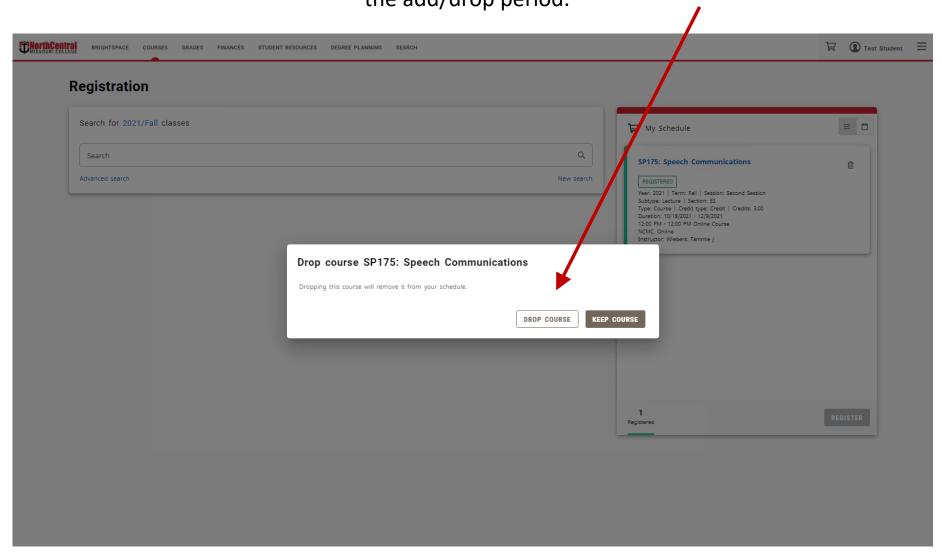
After
registering the
course should
change color
from the
previous yellow
"In Cart" status
to green
"Registered"
status.

If the course color does not change and say Registered, you are NOT registered.

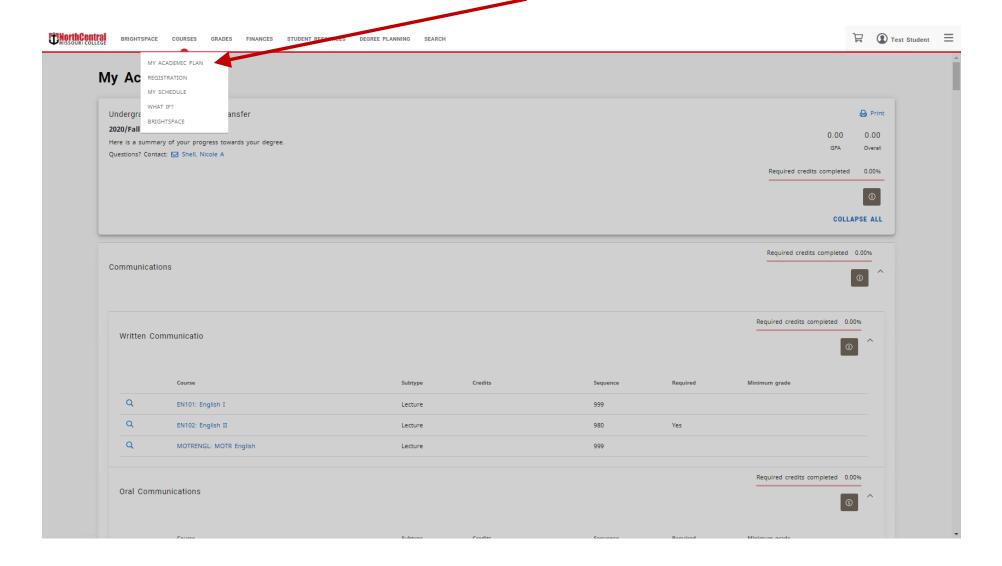
To drop from courses, return to the registration cart and drop it from your schedule.



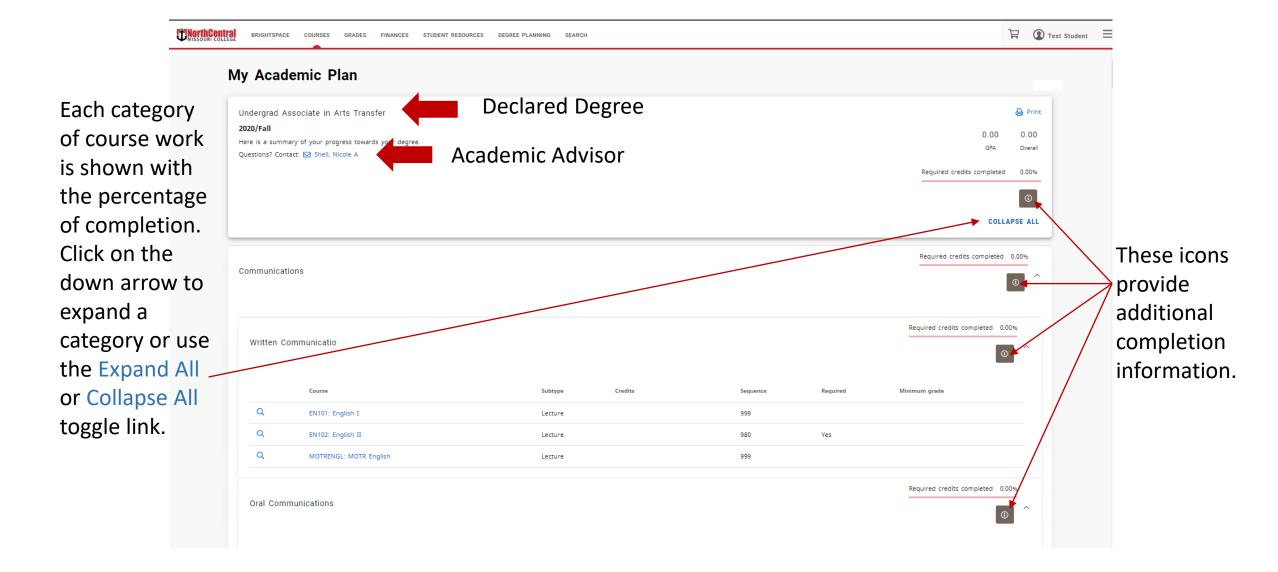
Students can make schedule changes until the end of the add/drop period.

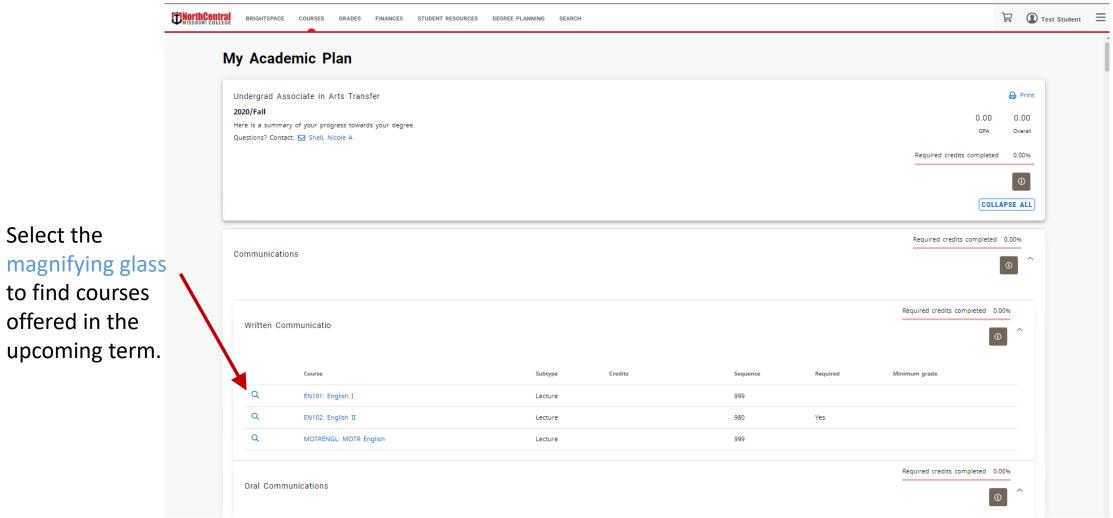


Choose Academic Plan from the Courses tab drop down.



Academic Plan is a tool you must use when deciding which classes to take. This assures you are taking courses within your desired degree path.

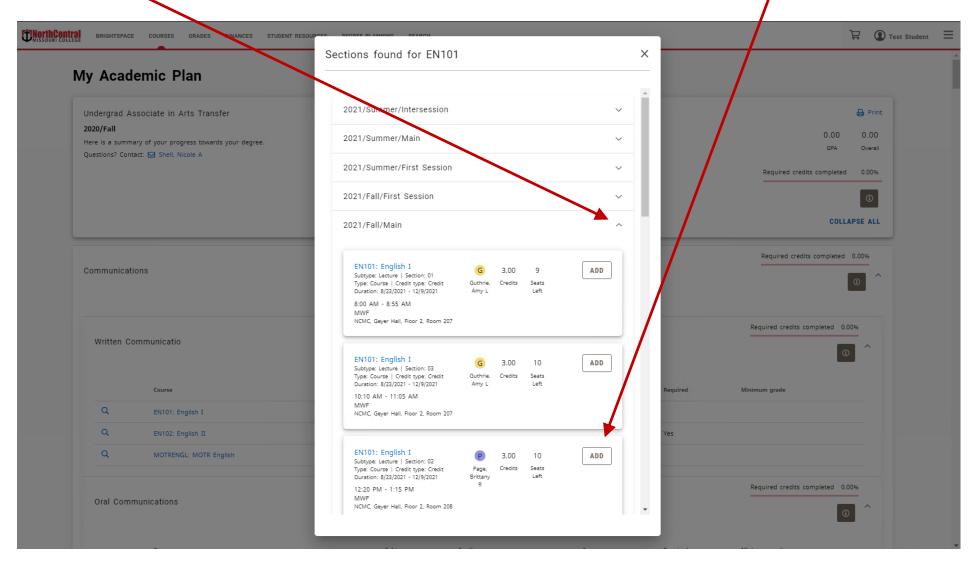




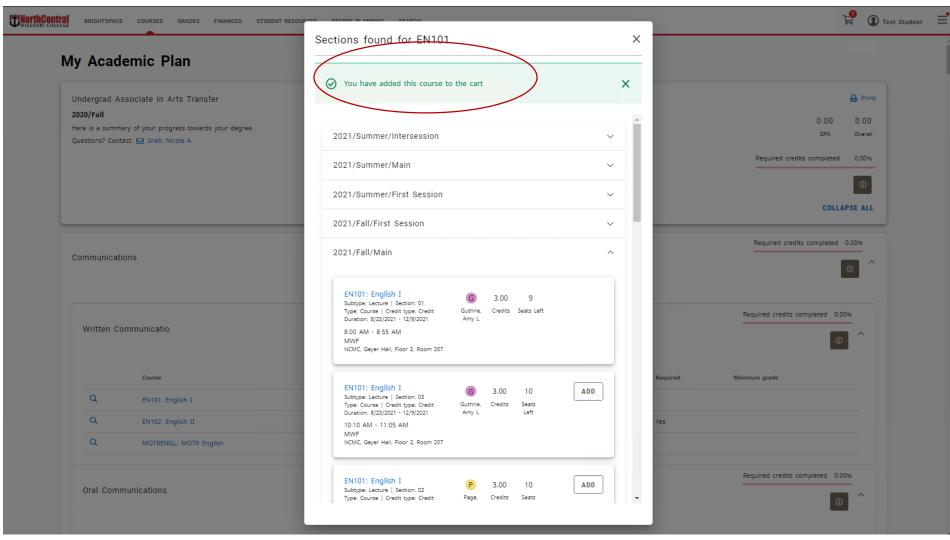
Select the magnifying glass to find courses offered in the

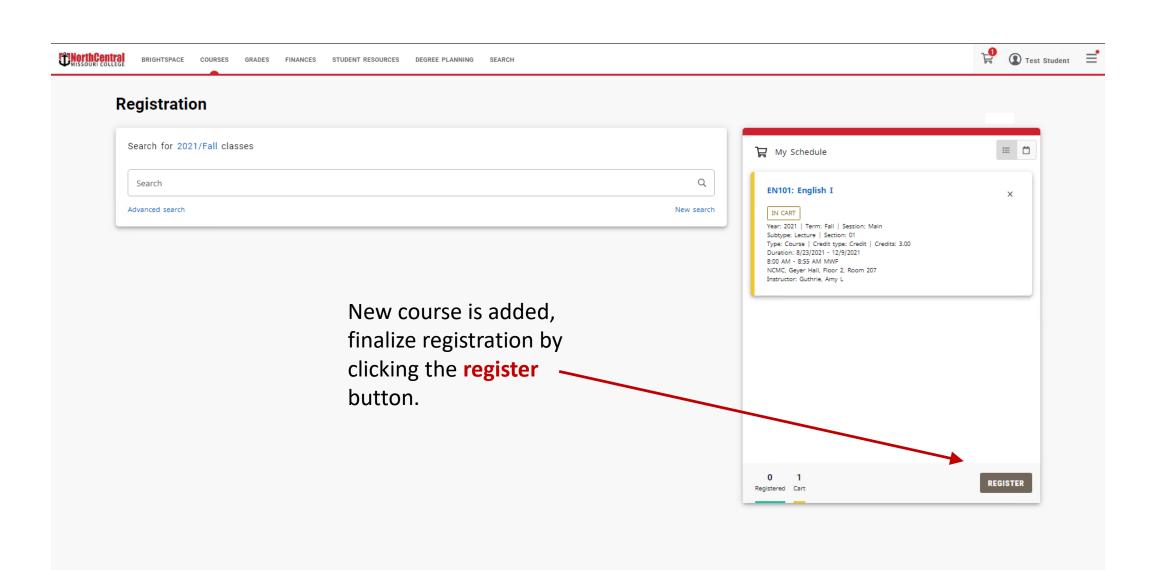
Expand the term you intend to take the class to see offerings for that specific course.

Courses can be added to your cart from here.

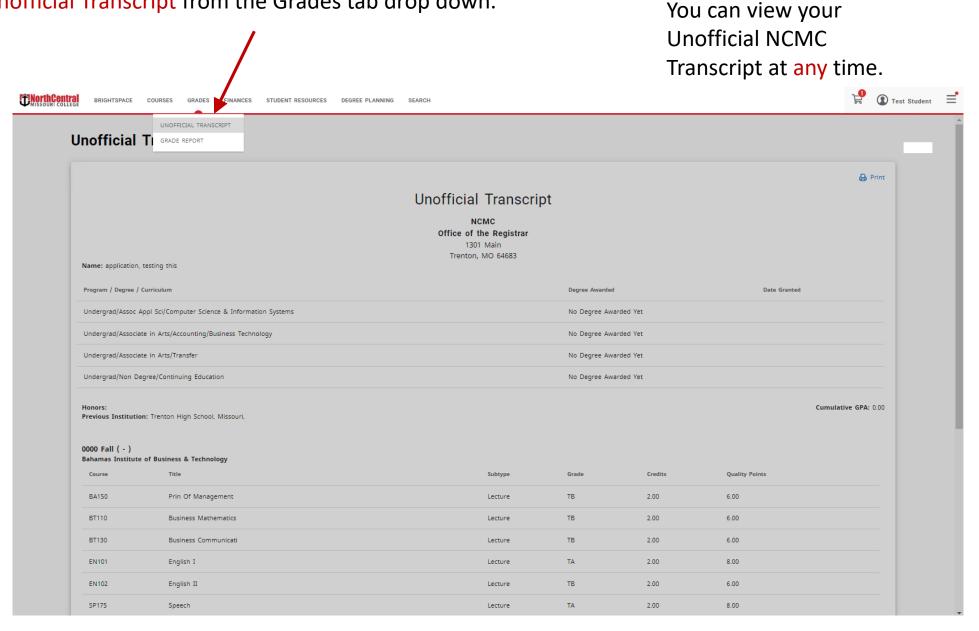


The course is added to your cart, you must return to the cart to finalize registration.

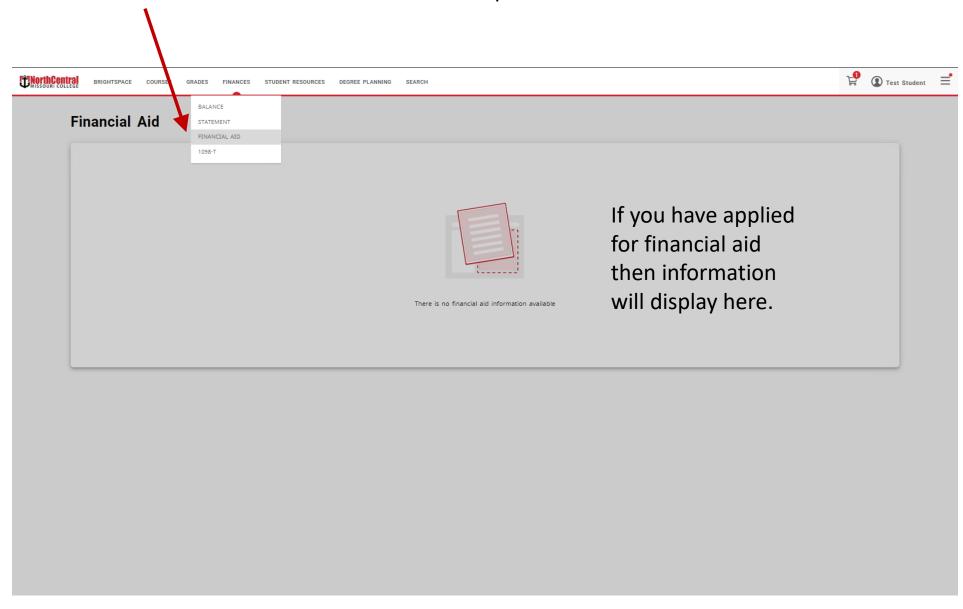




Choose Unofficial Transcript from the Grades tab drop down.

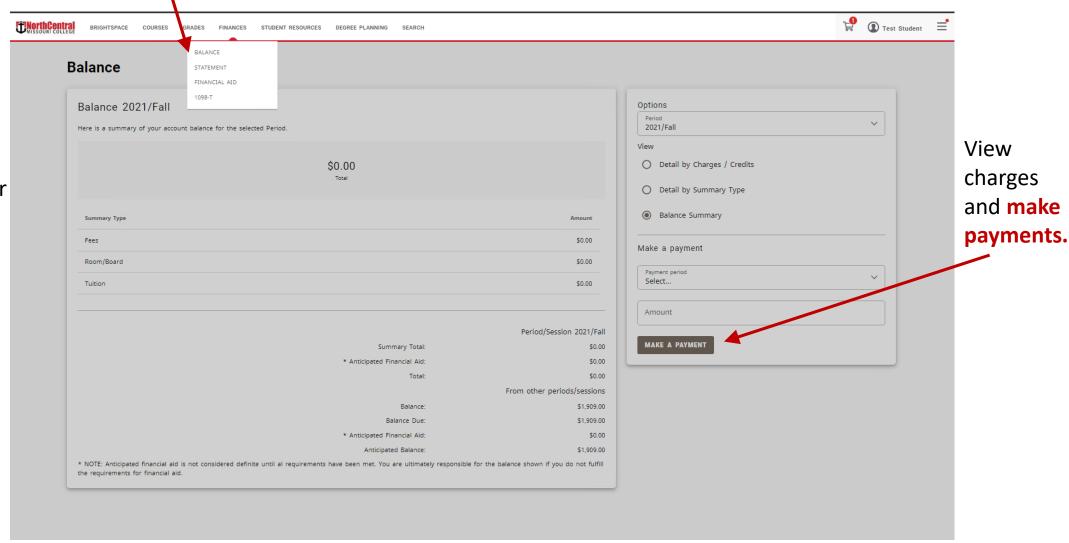


Choose Financial Aid from the Finances tab drop down.



Choose **Balance** from the Finances tab drop down.

The balance shows a financial summary for the period.



Use the Student Resources menu to access to a variety of other resources.

