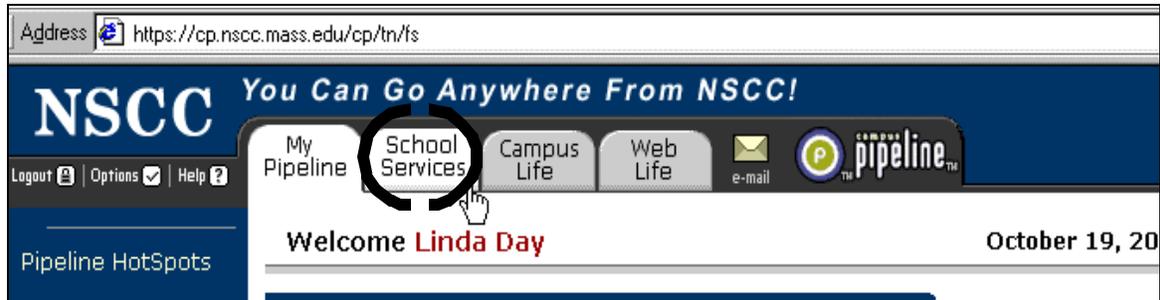## NSCC Student Web Registration Directions
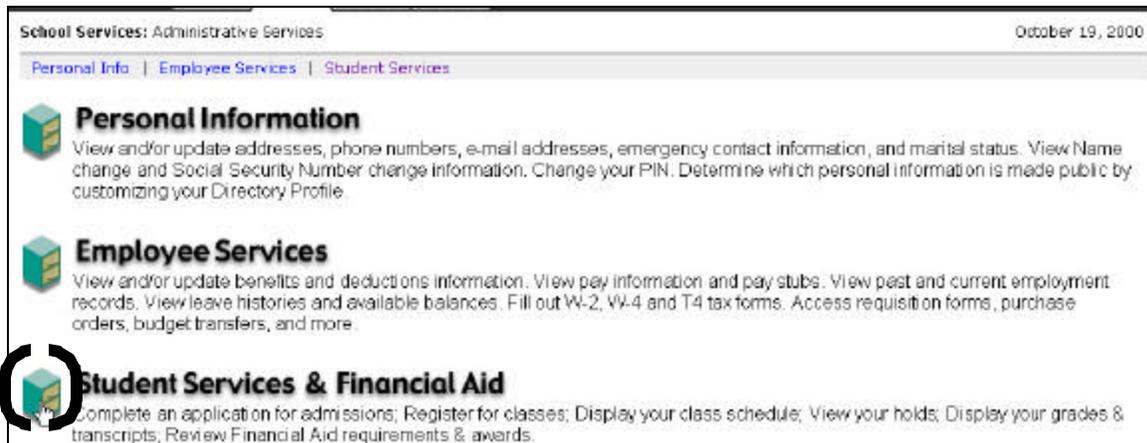
1. Login to your Campus Pipeline Account. Instructions for activating your account are posted on the Campus Pipeline homepage http://cp.nscc.mass.edu
2. Select the "**School Services**" tab.

3. Select the [go] button next to Administrative Services.

4. A new menu will appear. Select the **Student Services & Financial Aid** file cabinet to view the next menu.

5. Select the **Registration** menu. *Once you enter the Registration folder, you have a number of options available. If you have an advisor you want to use the information from the schedule that you and your advisor have prepared to register for the classes. If you don't have an advisor and wish to speak to one, contact the Student Support Center to schedule an appointment.*

Student Services & Financial Aid

📁 <u>Admissions</u>
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

📁 <u>Registration</u>
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

📁 <u>Student Records</u>
View your holds; Display your grades and transcripts; Review charges and payments.

6. Choose the **Add/Drop** Classes option.

📁 **Registration**

📄 <u>Select Term</u>

📄 <u>Add/Drop Classes</u>

7. **Submit** the appropriate term.

Select Term

Term: SPRING 2001 ▼

Submit Term   Reset

8. Enter your **PIN** in the Alternate PIN number box, and then click on **Submit PIN.** You get your PIN from your advisor. If you have no advisor, your PIN is printed at the bottom of your advance registration letter."

Personal Info | Student Services

Alternate PIN Verification

🛈 Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

Enter Alternate PIN: [   ]

Submit PIN

9. The Add/Drop Classes screen displays. To register for the classes you want to take, enter your ***Course Reference Number(s) (CRN)** in the boxes starting with box '1'. *****The Course Reference Number is a 5-digit number associated with your course selection in the course catalog.   This sample CRN info is from the NSCC catalog

Code	Sec	CRN	Time	Day	Room	Credits	Instructor
ACC101	*AB*	*90713*	*6:30- 9:00PM*	*T*	*B/315*	*4.0*	*STAFF*

10. Once you have filled in all of your courses, select   Submit Changes   and your registration status will be displayed

11. A status of **Web Registered** denotes that you successfully registered for the courses you selected.

12. If you wish to drop a course, select the **Web Drop** option, listed under the Current Schedule Action, then click on **Submit Changes**.

13. If you see any errors in your registration, for example, due to closed sections, you can use the

 Button to locate additional selections.

In the example below we have selected the **subject of accounting** with a **course number of 101** and refined the search to only display **open courses at the Lynn Main campus**. We strongly recommend that you only use the subject, course number, campus, and day/time fields for your searches.

14. When you have filled in your search criteria click on

Look-Up Classes to Add: SPRING 2001

Use the selection options below to search the class schedule for the term displayed abov
search, but you must select at least one Subject. When your selection is complete, click C

by Subject:	ACCOUNTING ▲
	ALARM SYSTEMS TECHNOLOGY
	ALLIED HEALTH ▼
by Course Number:	101
by Campus:	HOSPITAL OFF SITE ▲
	LYNN MAIN CAMPUS
	MASCONOMET HIGH ▼
by Instructor:	<all> ▲
	ABDAL-KHALLAQ, ABU H
	ABRAMO, ELAINE ▼
by Session:	<all> ▲
	CENTER FOR ALTERNATIVE STUDIES
	COMMUNITY SERVICES NON-CREDIT ▼

	Hour	Minute	am/pm
by Start Time:	00 ▼	00 ▼	am ▼
by End Time:	00 ▼	00 ▼	am ▼

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
by Days:	☐	☐	☐	☐	☐	☐	☐

[Get Classes]   [Reset]

15. The search will return a number of possible classes available to you. Select the class you wish by putting a **check mark** in the box to the left of the desired course.

16. Scroll to the bottom and select [Register]

ACCOUNTING

	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Day(s)	Time	Cap	Act	Rem	Cap	Act	Rem	Instructor	Date	Loca
										-- Section --			--Cross List--					
☐	10275	ACC	101	BL	2	4.00	BASIC ACCTNG 1	R	06:15 pm-08:45 pm	22	0	22				TBA	01/22-05/16	MCGEE
								R	08:55 pm-09:55 pm							TBA	01/22-05/16	MCGEE
☐	10232	ACC	101	LA	2	4.00	BASIC ACCTING 1	MWF	08:30 am-09:20 am	24	0	24				JEFFREY SLATER	01/22-05/16	MCGEE
								F	09:30 am-10:20 am							JEFFREY SLATER	01/22-05/16	MCGEE
☐	10233	ACC	101	LC	2	4.00	BASIC ACCTING 1	MWF	10:30 am-11:20 am	24	0	24				PAUL LOSPENNATO	01/22-05/16	MCGEE
								W	09:30 am-10:20 am							PAUL LOSPENNATO	01/22-05/16	MCGEE
☐	10234	ACC	101	LD	2	4.00	BASIC ACCTING 1	MWF	11:30 am-12:20 pm	24	0	24				JEFFREY SLATER	01/22-05/16	MCGEE
								F	12:30 pm-01:20 pm							JEFFREY SLATER	01/22-05/16	MCGEE
☑	10235	ACC	101	LK	2	4.00	BASIC ACCTING 1	TR	09:30 am-10:45 am	22	0	22				PAUL LOSPENNATO	01/22-05/16	MCGEE
								T	08:30 am-09:20 am							PAUL LOSPENNATO	01/22-05/16	MCGEE

([Register])   [Add to WorkSheet]   [Class Search]   [Reset]

17. The schedule screen will display informing you of the status of your alternate selection(s).

Note: To print your schedule, go back to the **Registration menu** (see step 5**).** You have the option of printing two types of schedules.
1. Student schedule by day and time (block schedule)
2. Student detail schedule