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

7. **Submit** the appropriate term.

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.

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*

<table>
<thead>
<tr>
<th>Code</th>
<th>Sec</th>
<th>CRN</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
<th>Credits</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>AB</td>
<td>90713</td>
<td>6:30-9:00PM</td>
<td>T</td>
<td>B/315</td>
<td>4.0</td>
<td>STAFF</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crsse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10232</td>
<td>ACC</td>
<td>101</td>
<td>LA</td>
<td>ALL NSCC STUDENTS</td>
<td>4.00</td>
<td>NORMAL BASIC ACCTING 1</td>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
<tr>
<td>10396</td>
<td>BIO</td>
<td>102</td>
<td>LM2</td>
<td>ALL NSCC STUDENTS</td>
<td>4.00</td>
<td>NORMAL BIO 2: INTRO TO ZOOLOGY</td>
<td><strong>Web Registered</strong></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 8.00
Billing Hours: 8.00
Maximum Hours: 21.00

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.

Registration Errors

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crsse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred Grd Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10232</td>
<td>ACC</td>
<td>101</td>
<td>LA</td>
<td>ALL NSCC STUDENTS</td>
<td></td>
<td>BASIC ACCTING 1</td>
<td>DUPLICATE CRN</td>
</tr>
<tr>
<td>10472</td>
<td>ANT</td>
<td>102</td>
<td>L</td>
<td>ALL NSCC STUDENTS</td>
<td></td>
<td>CULTURAL ANTHROPOLOGY</td>
<td>DUPLICATE CRN</td>
</tr>
</tbody>
</table>

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 Get Classes.
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**.

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