

# Registration Plan Fall 2017

## THROUGH WEDNESDAY, AUGUST 9

### Electronic Registration Completion

All pre-registered students are able to complete their registration electronically via myNWCC on the Northwest website using a credit card (VISA, MasterCard, American Express or Discover) or completed financial aid. This service is available beginning July 10 through 7:00 pm August 9 for pre-registered students. Students will not be able to make partial payments. Students have been sent comprehensive instructions.

## TUESDAY, AUGUST 8 AND WEDNESDAY, AUGUST 9

### Schedule Changes and Final Registration for Pre-Registered Students (8:00 – 3:30)

**The registration process begins for students in the Haraway Center (Room 102A) at 8:00 a.m.** The Registrar's office will print out a copy of the student's schedule. If the student would like to change his schedule, he will be directed to an adviser's office in his area of study. Students may also change their schedules without seeing an adviser by using the registration option in MyNWCC. If the student does not want to change his schedule, he will be directed to the Business Office or to Financial Aid.

The adviser should input and print a schedule for the student and then direct him/her to the Business Office. If the student is registered for **online classes**, the adviser should place the student in the MSVCC Enrollment Tool system or remind the student to visit eLearning in Tate Hall room 227 to be placed into the system after visiting the Business Office.

All fees must be paid in full and may be paid by cash, check, and credit card or approved payment plan. All fees must be paid in full by 7:00 p.m. on Wednesday, August 9 or the schedule will be dropped. Upon completion the student will be given a receipt that will list charges and payment.

The **residual ACT** will be administered on August 1 and 8 at 8:00 a.m. in Tate Hall room 106. Please tell students to arrive by 7:45.

**Financial Aid** will be located in McClendon 210.

**ID validation, parking decals, and new IDs** will be available in the Campus Police Office located in the McLendon Center.

The **Bookstore** in the McLendon Student Center will be open for students to purchase books

until 7:00 p.m.

**Housing**, located in Tate Hall, will be open from 8:00 a.m. to 4:30 p.m. each day

**Residence Halls** open on August 9th on the following schedule – 8:30 a.m. to 11:30, 1 p.m. to 5:00 p.m. All students must show proof of completed registration or be on the completed registration list before being allowed to check-in.

**NOTES:**

1. **Advisors must access the ‘Declare Major’ screen and verify/change their pathway/program as well as update the other required fields on that screen in order to register an advisee. Utilize the Pathway Transfer Guide when selecting pathway and transfer institution.**
  - a. **Any student who has the message “HS/GED required” on their Alliant screen should be sent to the nearest Registrar office (Haraway or Yalobusha) to get it cleared.**
  - b. **If adviser receives a message that a student is not accepted into a program, the adviser should ensure that the student has selected a major in the “Declare Major” section of Alliant and that they have been accepted into the program. All academic majors should be marked ‘Y-Yes’, excluding Nursing. If the student plans to major in Nursing or Career Tech and they are NOT marked as accepted, please send them to the Nursing Department or to the Career Tech office in the Administration building.**
  
2. After 7:00 p.m. on Wednesday, August 9<sup>th</sup>, the schedule of any pre-registered student who has not completed registration will be erased from the computer system.
  
3. Assistance for disabled students is available through the Student Development Center, extension 3320.
  
4. **Drop/Add for traditional classes** If complete, students can drop and add traditional classes until 3:30 on August 18. **Send the student to the Business Office if the student is moving from full-time to part-time or vice-versa.** Also, be sure to send the student to eLearning if he is dropping or adding an online class. Starting on Monday, August 21, students must use the withdrawal process to exit a traditional class. No further classes can be added without Associate VP approval.
  
5. **Drop/Add for online classes** The drop/add dates for online classes are August 21 and 22. The withdrawal process starts August 23.
  
6. All offices involved in the registration process must remain open during the lunch hour on August 8 – 11.

7. **Students with state aid or institutional scholarships must register for 15 hours.**

## **TUESDAY, AUGUST 8 and WEDNESDAY, AUGUST 9**

### **Evening Class Registration 4:30 -7:00**

**Evening class registration begins at 4:30 p.m. Students will begin by going to the Haraway Center (Room 102A). The Registrar will ensure that the student is complete and provide the student with a student ID number. Advisors will be available in Room 102B of the Haraway Center.** Any student who is pre-registered may come in the evening and complete.

After any needed advising in Room 102B, students will proceed to the Business Office in the Administration Building to complete. If a student is registered in online classes, he should be sent to the eLearning table in Haraway before being sent to the Business Office. All fees must be paid in full and may be paid by cash, check, and credit card or approved payment plan. Upon completion the student will be given a receipt that will list charges and payment.

**Financial Aid** will be located in McClendon 210.

**ID validation, parking decals, and new IDs** will be available in the Campus Police Office located in the McLendon Center.

**Placement testing** will be available in the Board Dining Room.

**eLearning Staff** will be available to process forms in Haraway 102B.

The **Bookstore** in the McLendon Student Center will be open for students to purchase books until 7:00 p.m.

Registration will conclude at 7:00 p.m.

### **NOTES:**

1. **Advisors must access the ‘Declare Major’ screen and verify/change their pathway/program as well as update the other required fields on that screen in order to register an advisee. Utilize the Pathway Transfer Guide when selecting pathway and transfer institution.**
  - a. **Any student who has the message “HS/GED required” on their Alliant screen should be sent to the nearest Registrar office (Haraway or Yalobusha) to get it cleared.**
  - b. **If adviser receives a message that a student is not accepted into a program, the adviser should ensure that the student has selected a major in the “Declare Major” section of Alliant and that they have been accepted into the program. All academic majors should be marked ‘Y-Yes’, excluding Nursing. If the student plans to major in Nursing or Career Tech and they are**

**NOT marked as accepted, please send them to the Nursing Department or to the Career Tech office in the Administration building.**

2. After 7:00 p.m. on Wednesday, August 9<sup>th</sup>, the schedule of any pre-registered student who has not completed registration will be erased from the computer system.
3. Assistance for disabled students is available through the Student Development Center, extension 3320.
4. **Drop/Add for traditional classes** If complete, students can drop and add traditional classes until 3:30 on August 18. **Send the student to the Business Office if the student is moving from full-time to part-time or vice-versa.** Also, be sure to send the student to eLearning if he is dropping or adding an online class. Starting on Monday, August 21, students must use the withdrawal process to exit a traditional class. No further classes can be added without Associate VP approval.
5. **Drop/Add for online classes** The drop/add dates for online classes are August 21 and 22. The withdrawal process starts August 23.
6. All offices involved in the registration process must remain open during the lunch hour on August 8 – 11.
7. **Students with state aid or institutional scholarships must register for 15 hours.**

## **THURSDAY, AUGUST 10 AND FRIDAY, AUGUST 11**

### **Open Registration (8:00 a.m. – 3:30 p.m.)**

**The registration process begins for students in the Haraway Center (Room 102A) at 8:00 a.m.** Students will report to the Registrars location in Haraway 102A. If their file is complete, they will be given an ID number and sent to an adviser to input a schedule.

New students who do not have an advisor will be directed to an advisor in their field of interest by staff in the Haraway Center. **General College** advisers will be present in Haraway 102B from 8:00 a.m. to 1:00 p.m. General College majors should be directed to Haraway 102B. All other students will proceed to the adviser's office to complete a schedule. Advisers should enter eLearning students in the MSVCC system before sending them to the Business Office. If they are unable to do this, **eLearning** staff will be available in Tate Hall room 227 to ensure their courses have been entered into the MSVCC Enrollment Tool.

After completing a schedule with an adviser, students should be directed to the Business Office in the Administration Building to complete the registration process. All fees must be paid in full and may be paid by cash, check, credit card, or approved payment plan. All fees must be paid in full on the day the schedule is input or the schedule will be dropped at 4:00. Upon completion the student will be given a white registration form that will list charges and payment.

**Placement testing** will be held in the Student Development Center located in Tate Hall.

**Bookstore** will be open until 4:30

**ID validation, parking decals, and new ID cards** will be available in the Campus Police Office located in the McLendon Center.

**Financial Aid** will be located in McClendon 210

**eLearning** will be located in Tate Hall room 227.

**Housing**, located in Tate Hall, will be open from 8:00 a.m. to 4:30 p.m.

**Residence Halls** will be open from 8:30 a.m. – 11:30 a.m. and 1:00 p.m. – 5:00 p.m. (Friday close at 4:00) for check in. All students must show proof of completed registration or be on the completed registration list before being allowed to check-in.

Registration will end at 3:30 p.m.

#### **NOTES:**

1. **Advisors must access the ‘Declare Major’ screen and verify/change their pathway/program as well as update the other required fields on that screen in order to register an advisee. Utilize the Pathway Transfer Guide when selecting pathway and transfer institution.**
  - a. **Any student who has the message “HS/GED required” on their Alliant screen should be sent to the nearest Registrar office (Haraway or Yalobusha) to get it cleared.**
  - b. **If adviser receives a message that a student is not accepted into a program, the adviser should ensure that the student has selected a major in the “Declare Major” section of Alliant and that they have been accepted into the program. All academic majors should be marked ‘Y-Yes’, excluding Nursing. If the student plans to major in Nursing or Career Tech and they are NOT marked as accepted, please send them to the Nursing Department or to the Career Tech office in the Administration building.**
2. Assistance for disabled students is available through the Student Development Center, extension 3320.
3. **Drop/Add for traditional classes** If complete, students can drop and add traditional classes until 3:30 on August 18. **Send the student to the Business Office if the student is moving from full-time to part-time or vice-versa.** Also, be sure to send the student to eLearning if he is dropping or adding an online class. Starting on Monday, August 21, students must use the withdrawal process to exit a traditional class. No further classes can be added without Associate

VP approval.

4. **Drop/Add for online classes** The drop/add dates for online classes are August 21 and 22. The withdrawal process starts August 23.

5. All offices involved in the registration process must remain open during the lunch hour on August 8 – 11.

6. **Students with state aid or institutional scholarships must register for 15 hours.**

## **MONDAY, AUGUST 14 - FRIDAY, AUGUST 18**

### **Late Registration (8 – 3:30)**

Students will begin by going to the Haraway Center (Room 102A). Advisors will be available in Room 102B of the Haraway Center. After advising in Room 102B, students will proceed to the Business Office in the Administration Building to complete. All fees must be paid in full on the day the schedule is input or the schedule will be dropped at 4:30 p.m. Fees may be paid by cash, check, and credit card or approved payment plan. Upon completion the student will be given a receipt that will list charges and payment.

**Business Office** will resume normal operation from the cashiers window.

**Placement testing** will be located in the Student Development Center located in Tate Hall.

**Financial Aid** will be located in the Yalobusha Building.

**eLearning** will be located in Tate Hall room 227.

**ID validation, parking decals, and new IDs** will be available in Campus Police located in the McClendon Center.

### **NOTES:**

1. Starting on Monday, August 21, students must use the withdrawal process to exit a traditional class. No further classes can be added without Associate VP approval.
2. **Drop/Add for online classes** The drop/add dates for online classes are August 21 and 22. The withdrawal process starts August 23.