

1.) Go to [ncstatecollege.edu](http://ncstatecollege.edu)

2.) Click  then click 

3.) On the next page, click 

4.) Enter your...

User ID: (1st 5 letters of last name, 1st initial of 1st name, 1st initial of middle name, 2 digit month of birth, 2 digit date of birth)

Password: (1st 2 letters of 1st name (all capitalized), last 4 digits of Social Security number, 1st 2 letters of last name (all lowercase))

Then click 

5.) Click on 

6.) Under 'Registration' click [Academic Planning & Registration](#)

7.) To view all courses available for the term, select [Student Planning](#) in the top left, then [Course Catalog](#)

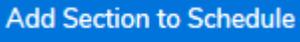
8.) Use 'Advanced Search' to find specific sections

9.) Under 'Advanced Search' select the upcoming term and enter the course or courses you want to take, or leave the course blank for a list of all courses being offered next term, then press 'Search'.

You can then filter your results on the left (Open sections, specific days, online, etc.)

10.) Once you've found a course you want to take, click 'View Available Sections...' under the course

This will bring up all of sections of the class

11.) Once you find the section you'd like, click on 

12.) To add additional courses, click [Back to Course Catalog](#) in the top left and repeat steps 8-11

13. Once you've added all the courses, send an email to [sgeorge@ncstatecollege.edu](mailto:sgeorge@ncstatecollege.edu) or a text to 419-318-0481 asking for course approval

14. If registration has already begun, click [Student Planning](#) in the top left, then [Plan & Schedule](#) and go to step 16

15. When registration opens, follow steps 1-6, then make sure you're viewing the term for which you want to register.

16. There should now be a 'Register' button underneath the courses you added. Once you click register, the system should now list 'Registered but not yet started' under the course. If it does not, send an email or text to get the issue resolved