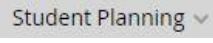


## CCP COURSE REGISTRATION

**To Search for courses:** Go to the home page [www.ncstatecollege.edu](http://www.ncstatecollege.edu). Click the Course Search Tool to the top right (the diamond icon containing a magnifying glass). No log-in is needed. Select your Term and one other filter (e.g. Location as Online; Courses meeting between certain times, etc.). Click Submit. Clicking on the course title will give you a description and any course requisites.

*Pay careful attention to the meeting information, ensuring you choose your intended location.*

### **Registration:**

1. Go to home page [www.ncstatecollege.edu](http://www.ncstatecollege.edu). Click on  icon on top right corner
2. Click  icon.
3. Click  in the upper right corner.
4. Type in your NC State Username and Password, click submit. Click  on next page.
5. At the top go to the [Academic Planning & Registration](#) tab.
6. If known, type the course number (e.g. ENGL 1010) in the upper right Search Box. If you do not know the course number, click  then Course Catalog to search by subject.
7. On right side of the course description, click “Add Course to Plan”. Choose the Term. Click “Add Course to Plan”.
8. Once you have added the courses, click , then Plan and Schedule and arrow forward to the appropriate class term.
9. **Required: Advisor Approval is needed for each course you take in CCP. To request approval:** Click on the “Advising” Tab. Click “Request Review”. This will permit an advisor to review and approve your planned courses. When the courses are approved, a green bar stating “approved” will appear under each course. *An external alert is not sent. The student must check their term plan in MyNC to see the approval.*
10. In the left column are your planned courses. Below the course name, click “View Other Sections”. Blocks will appear on the calendar to show you when the course is offered.
11. In the left column, hover over a meeting detail to highlight the section information. Click on your desired section. Click “Add Section to Schedule”.
12. When you have added all the classes that you want, click on “Register Now” in the upper right hand corner of the screen. *If successful*, the blocks will turn from yellow to green.
13. To make a copy of your schedule, click on “Print” located under the name of the term on the upper right side. Use “Control P” or “File – Print”.

**\*\*EVERY TERM, provide a copy of your CCP schedule to your Guidance Counselor.\*\***