



Registration Instructions

1. Under the Services Tab: Click “Registration”
2. Click “Search/Register for Sections”
3. Select the term of your registration.

The screenshot shows a registration form with the following fields and labels:

- Term**: A dropdown menu with a blue arrow icon, circled in red.
- Starting On/After Date**: A text input field.
- Ending By Date**: A text input field.
- Subject**: A dropdown menu with a blue arrow icon, circled in red.
- Course Level**: A dropdown menu with a blue arrow icon, circled in red.
- Course Number**: A text input field, circled in red.
- Section**: A text input field.

4. Enter the subject (Math, English, Chemistry, etc.) and the Course Number (101, 015, etc.), if known.
5. Review your results and choose the courses you would like by selecting the box in the left column and click ‘Submit.’
 - a. Your courses are now in your preferred list. This is similar to a shopping cart.
 - b. You are not registered yet!
6. You now have three different actions you can take:
 - a. ‘Register’ this will allow you to register for a course that is available if you meet the prerequisites.
 - b. ‘Remove from List’ this will remove the course from your preferred list.
 - c. ‘Waitlist’ this will allow you to waitlist a course that is full if you meet the prerequisites.
7. Click ‘Submit’ and you will be taken to the registration results page. The following will be listed:
 - a. Requests and results
 - b. Current schedule.
 - c. WaitlistClick ‘OK’ to continue.
8. Update your Contact Information, click ‘Submit.’
9. Payment Screen (verify your amount due): If you want to make a payment you may do so at this time. If not please pay your account balance by the due date.
 - a. Payment plan information is available at www.afford.com/nic.
10. Click ‘Academic Profile’ to review your class schedule.
11. After you have completed your registration ‘Sign Out.’
 - a. Sign out is located in the upper right corner beneath your name.

Tuition and Fees:

- Additional fees will be charged when registering for more than 16 credits.
- Tuition and fee information is located at www.nic.edu/tuition

Registration Restrictions:

 You will not be allowed to register for:

- 19 or more credits for the fall or spring semester, 8 or more credits for the summer.
- A course that has unmet prerequisites.
- A course audit.

Contact Advising Services at 769-7821 to determine if a restriction override is possible.

Registration Blocks: You will not be able to register if you’ve been placed on “hold.” You must contact the appropriate office in order to resolve the hold. Notifications can be found on your MyNIC account.