



### HOW TO LOGIN:

- Go to [www.nwsc.edu](http://www.nwsc.edu)
- Select the “myNWSCC” link from the homepage under “Quick Links”
- Click “Login to My Northwest-Shoals”
- Enter your SSN# *OR* your User ID
- Enter your PIN (6-digit birthdate is default)
- Click “Login”

### HOW TO FIND YOUR STUDENT NUMBER (ID)

- Login to “myNWSCC”
- Under the Student tab, click on Student Records
- Click on any of the items under Student Records
- Your Student Number (aka: Student ID) will be shown on the right-hand side just before your name and above the current date/time.

### HOW TO FIND YOUR E-MAIL ADDRESS:

- Under the Personal Information tab, select View E-Mail Address and Phones

### HOW TO REGISTER FOR CLASSES IF YOUR SCHEDULE IS ALREADY DETERMINED:

- Under the Student Tab, select REGISTRATION
- Select ADD or DROP CLASSES
- Select the TERM for registration (i.e. Spring 2016)
- Enter the selected CRNs (Section Numbers) in Worksheet
- Click SUBMIT CHANGES
- Your schedule will be displayed (ERRORS will be displayed below schedule if any exist)
- Utilize blue links at the bottom to select Account Detail and to move through the payment process

### HOW TO VIEW/PRINT CLASS SCHEDULE:

- Under the Student Tab, Select REGISTRATION
- Select the TERM for registration (if not previously selected)
- Select Student Detail Schedule Link
- Print using the Menu Print option, or click the letter “P” while holding down the CTRL key. A pop-up window will open; select your printer and click “OK”

**\*\*It is best to use either Firefox or Chrome browsers**

**\*\* CRNs (Section umbers) no longer indicate the location of the campus**

**\*\*Under the CMP (campus) heading of the course, the campus location is noted as follows:**

- 01 – Shoals Campus**
- 02 – Distance Education**
- 03 – Phil Campbell Campus**

### **HOW TO DROP A CLASS (DURING REGISTRATION):**

- Under the Student Tab select REGISTRATION
- Select the ADD or DROP CLASSES Link
- Select the desired TERM (if not already previously selected)
- Under the ACTION heading drop-down menu, select WEB DROP for the desired course(s) to drop
- Click SUBMIT CHANGES

### **HOW TO BUILD A SCHEDULE FOR REGISTRATION:**

- Under the Student Tab, select REGISTRATION
- Click LOOK UP CLASSES link
- Select the desired TERM; click SUBMIT
- Select Desired Subject (i.e. ENG, BIO, PSY)
- Click COURSE SEARCH
- Click VIEW SECTIONS
- Select the desired course by clicking under the SELECT heading (NOTE: a “C” indicates the class is closed)
- Click REGISTER to add the course to the schedule or Click ADD TO WORKSHEET if additional courses needs to be identified first.
- Repeat the process of selecting desired courses until schedule is complete
- Utilize blue links at the bottom to select Account Detail and to move through the payment process

**NOTE:** Adding a class to your schedule does not assure you will be able to take that class. When you click REGISTER, and the system accepts your registration (meaning the class is not full and you tentatively have a seat in that class).

**NOTE:** The system is purged on scheduled days. Purging removes students who have registered but not paid for their classes. If you haven't paid for your classes, you could lose your place in that class and if it fills up before you can register again, then you have lost your place in that class for the semester.

**NOTE:** Financial Aid (PELL Grant) should automatically apply to your account **IF** you don't have any holds. You can check on holds under the Student tab --> Student Records

**NOTE:** Students can apply for Federal Student Loan thru myNWSCC. Click on Financial Aid --> Award -->Award for Aid Year -->Accept Award Offer. Students should be able to view all available aid on this screen as well.

### **HOW TO VIEW/PRINT YOUR UNOFFICIAL TRANSCRIPT:**

- Under the Student Tab, select STUDENT RECORDS
- Click View Your academic Transcript link
- Under the Transcript Level drop-down menu, choose “Undergraduate”
- Under the Transcript Type drop-down menu, choose: “Unofficial Web Transcript”
- Click SUBMIT
- When your transcript displays, click the letter “P” while holding down the CTRL key.
- When the pop-up window appears, choose your printer and click “OK”