

STEPS TO APPLY AND REGISTER FOR NEW DISTANCE EDUCATION STUDENTS

STEP 1: COMPLETE AN APPLICATION FOR ADMISSION

- A. Online application is available on the NW-SCC website.
(Official transcripts and photo ID are required. Please read the information at the above web address carefully before beginning the online application.)
- B. If you are a transient student taking a course that will transfer to the university that you are currently attending, you must request that a Transient Letter be sent to our Admissions Office. Send to admissions@nwsc.edu or mail to one of the following addresses:

Admissions Office – Shoals campus P. O. Box 2545 Muscle Shoals, AL 35661	Admissions Office – Phil Campbell campus 2080 College Road Phil Campbell, AL 25581
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- C. Transfer students will need to forward all official transcripts of any college/university attended as well as an official high school transcript.
- D. All students are required to forward an official high school transcript / GED Certificate.

If you are a transient student with an approved transient letter on file at NW-SCC, you may not have to speak to an advisor in order to register for class. You may contact the Admissions office via phone at 256-331-5462 or 256-331-6219 to register.

(Transient students will not receive a NW-SCC ID card. (Student ID). However, non-transient students will receive a Student ID by mail.

STEP 2: APPLY FOR FINANCIAL AID

- A. Application for Federal Student Aid is online at <http://www.fafsa.ed.gov/>.
- B. Visit the NW-SCC Financial Aid Website for instructions on applying for aid.

STEP 3: ACCUPLACER / ACT SCORES

Students who take Math or English distance courses must meet required Accuplacer Score cutoff or have sufficient ACT scores. To schedule an appointment to take the Accuplacer test, please call The Testing Center at 256-331-5482. Non-local students may take the Accuplacer exam at any college or university offering the exam and have the scores transferred to the NW-SCC Admissions Office. *Contact our advising center for the latest information on current required ACT scores (advising@nwsc.edu or 256-331-5221).*

STEP 4: HIGH SCHOOL/GED

Forward your official high school or GED Certificate to the Admissions Office. You may choose to fax your transcript or GED Certificate to 256-331-6292 (Phil Campbell)/(256)331-5366 (Muscle Shoals) or bring it to the Admissions Office on either campus. Transcripts may also be submitted electronically in the form of a PDF from high school counselors to admissions@nwsc.edu.

STEP 5: TALK WITH AN ADVISOR

Talk with an advisor to register online. If you have a transient letter on file, you do not have to speak with an advisor at NW-SCC.

- New students should contact the Advising Center. E-mail our Advising Center for assistance at advising@nwsc.edu or call 256-331-5221. Virtual advising appointments may also be scheduled via the school website, www.nwsc.edu, on the Advising/Registration tab.
- Current students may contact their assigned advisor or the Advising Center.

STEP 6: REGISTER FOR CLASSES

Register for your courses either online or via phone. *Note: Personnel in the Student Success Center may also assist with registration.*

A. Online Registration link (myNW-SCC):

*B. Phone: 256-331-5264
256-331-6249 (Transient Only)*

STEP 7: PAY FOR YOUR COURSES

Students are encouraged to pay their semester balance online through their student myNW-SCC (Banner) portal. Application of financial aid (pell grant and loans) and any institutional (internal) scholarships are automatically applied to student accounts by the Student Financial Services Office. Students should contact the Cashier's Office for assistance applying any 3rd party scholarships. Although students are encouraged to pay their account balance online through their myNW-SCC (Banner) account, they may also pay on campus at the Cashier's Office during business hours by cash, check, debit card, or credit card, with the exception of American Express.

Cashier's Office

Muscle ShoalsCarol Cooney256-331-5226 carol.cooney@nwsc.edu
Phil Campbell..... Sharon Arnold256-331-6382 sharon.arnold@nwsc.edu

STEP 8: COMPLETE VIRTUAL LEARNING GUIDE IN MOODLE

(Your admissions application must be on file before you can complete the Virtual Learning Guide. You may complete the Virtual Learning Guide either at home or on campus at the library or testing center. Please allow at least 2 hours to complete the orientation.)

You may access the Virtual Learning Guide on our Moodle site at <http://nwsccmoodle.com/>. Login with the following credentials:

Your Moodle login is:
Username: NW-SCC "A" number
(Note: you can locate your "A" number in your myNW-SCC Account.)
Password: six-digit birthdate (mmddyy)

Scroll down on the page till you see "Virtual Learning Guide" on the right-hand side. Click there and you will be taken to a page where you can enroll yourself into the current semester's orientation.

STEP 9: PICK UP A PARKING DECAL

Pick up a parking decal at the Cashier's Office. *Note that if you are using remote proctoring and will not be coming to campus, you will not need a parking decal for your vehicle and may use your Driver's License as a photo ID for testing purposes. If you do need a parking decal, please bring proof of insurance, registration, and tag number with you to get your decal.*

You may also want to stop by the Student Success Center on either campus to have your photo made for your photo ID.

STEP 10: TEXTBOOKS

Contact the bookstore on either campus to purchase or order the books for your course(s).

- Visit the NW-SCC bookstore in person or visit the [bookstore website](#) to purchase books online.
- Students CAN charge books and supplies to financial aid during the first week of class at the campus bookstore.
- Students receiving a Pell Grant or Loans CAN order online and charge to financial aid during the first week of class. Students receiving other 3rd party scholarships, WIOA, or Vocational Rehab CANNOT charge online during the first week of class.
- You cannot charge to financial aid in the bookstore or online prior to the first day of class.

STEP 11: MINIMUM PREFERRED TECHNICAL REQUIREMENTS FOR DISTANCE EDUCATION STUDENTS:

- A computer running Windows 8 or higher.
- A web cam with microphone (web cams built into laptops or monitors are acceptable).
- Headphones or working speakers connected to the computer.
- A reliable high speed internet connection that will support a video connection.
- Both the Mozilla Firefox and Google Chrome browsers installed on your computer.

Note: Some courses have additional software requirements, and this information should be provided to you during the first week of class by your course instructor.

STEP 12: ACTIVATE YOUR STUDENT E-MAIL ACCOUNT

You will receive important communications about registration, financial aid, and your classes on your student e-mail. You should check it several times a week for updates. You can also install and use a free copy of Microsoft Office 365 using the install option within your student email account.



1. To find your NW-SCC email address, log into your myNW-SCC (Banner) account, and click the Personal Information tab > View Email Addresses link. If you are a new student, you will reset your password as part of the login process.
2. Once you have your email address, click the College Email link at the bottom of the NW-SCC website homepage.
3. Follow the instructions provided at the top of the screen to reset your password.
4. Then, click the Log into Student Email button.
5. Your Username will be your email address, and your Password will be the new password that you created.
 - a. If you have trouble with your email, call April Cookson at 256-331-5395 or Lindsay Bright at 256-331-5277.

STEP 13: BEGIN YOUR COURSEWORK!

Log into Moodle as soon as possible after classes begin. Pay close attention to the 'Start Here' or 'Getting Started' section where you should find information to help you get started with your class. It is important that you complete any initial assignments your instructor has posted to verify your attendance in the class (ASAP). Failure to follow your instructor's directions may result in you being removed from the course and cause a delay of your financial aid refund. If your class is not showing in Moodle, please email cookson@nwscce.edu or lindsay.bright@nwscce.edu.

You will find Moodle linked on the NW-SCC homepage at <http://nwscce.edu> or you can access it directly at <https://nwsccemoodle.com>

Moodle is a collection of online teaching tools designed to add interactivity to online courses. Distance courses and many traditional campus courses use this site to provide helpful resources.



TO LOG INTO MOODLE:

- Use your internet browser to go to the NW-SCC website at <http://nwsc.edu>
 - (or go directly to the website: <http://nwscmoodle.com/>)
- Click on the Moodle link
- Login to the Moodle site using the follow credentials:
 - Your User ID is your student ('A' number) assigned to you by NW-SCC
 - Your password is your six-digit birth date: mmddyy (without dashes or slashes)
- After logging in, you will see your classes listed. If any of your classes are missing, contact the Distance Education Office at 256-331-5395 or 256-331-5277 immediately.
- Once you click the link to a class, look for the "Start Here" section and begin by following the instructions provided by your instructor. Be sure to do this as soon as possible to meet attendance verification requirements and avoid being turned in as a "no show."