

## STEP ONE: Log into MyNCTC

For login assistance to MyNCTC contact the NCTC IT Help Desk at 940-668-4284

HOME ADMISSIONS FIND COURSES STUDENT SERVICES STUDENT LIFE ALUMNI & FOUNDATION NEED HELP MY PAGES

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Quick Links

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### MyNCTC Home

#### Announcements

Summer & Fall Registration

If you have a hold on your account preventing you from registering for classes through MyNCTC, please follow up with the office and instructions specified in your Hold Statement. **Returning students who have not taken classes at NCTC during the Fall 2016 or Spring 2017 semesters will need to re-apply for Admissions.**

Any other issues related to online registration, please e-mail [counseling@nctc.edu](mailto:counseling@nctc.edu) with the following information:

## STEP TWO: Select “Student Services” from the top menu bar Then select “Financial” from the light blue menu box on the left

HOME ADMISSIONS FIND COURSES **STUDENT SERVICES** STUDENT LIFE ALUMNI & FOUNDATION NEED HELP MY PAGES

You are here: Student Services > Registration

Student Services

- Registration
- Advising
- Financial**
- Add/Drop Courses
- Contact Us
- Direct Deposit Designation
- ADN Application
- Radiological Technology & Vocational Nursing (LVN)
- Library Services

Quick Links

- My Pages
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### Student Services

#### Welcome to Registration

Welcome to the Registration page! Here you will be able to do the following:

- Register for courses
- Check your course schedule
- View your current academic information on file (major, advisor)
- Access & print an unofficial transcript
- Access & print a grade report
- Complete student requests such as Change of Major, Request a Withdrawal & Apply to Graduate

If you have any questions or issues, please [contact us](#) for more information.

#### Technology Assessment Survey

Please take a few moments to complete the following survey.

The purpose of this survey is to gather information for the Technology Assessment Committee. MyNCTC Credentials will not be stored with the responses, so the information you share will be anonymous.

#### Technology Survey

Register Online for Summer & Fall Classes

**STEP THREE: Select “My Account Balance” until you complete this step your “balance due” will display as zero**

The screenshot shows the 'Financial' section of a student portal. The left sidebar contains 'Student Services' (with 'Financial' highlighted) and 'Quick Links'. The main content area includes a 'Welcome to Student Financial Page' section with a list of actions: view outstanding Financial Aid documents, view Financial Aid awards, view student account balance, and access 1098-T tax forms. Below this is a section for '2016-2017 Financial Aid Awards' with instructions and a list of tasks like checking FAFSA status and loan history. On the right, the 'Nelnet My Account Info' section shows a 'My Account Balances' link highlighted in yellow. Below it, a 'Pay Using Nelnet' section features a dropdown menu for selecting a year and term, and a message stating 'Your balance due is 300.00'. A red note at the bottom right asks to print the payment confirmation number before leaving the website.

**STEP FOUR: Wait for statement to generate**



**STEP FIVE: Select “Pay using Nelnet”**

This screenshot shows the 'My Account Balances' section of the student portal. The left sidebar is identical to the previous screenshot. The main content area now displays 'Nelnet My Account Info - My Account Balances' with a breadcrumb trail. A blue header bar reads 'My Account Balances'. Below it, the text 'Student Receivable \$300.00 Due Account includes pending transactions' is shown. A table lists 'Grand Total' as '\$300.00 Due'. The 'Pay Using Nelnet' section is highlighted in blue and contains a dropdown menu for selecting a year and term. A message states 'Your balance due is 300.00' and instructs the user to select the 'E Cashier' button to begin the enrollment process. A red note at the bottom right asks to print the payment confirmation number before leaving the website.

**STEP SIX:**

To Pay online - Create Nel Net Account – follow on screen instructions

For assistance with Net Net online payment process, or

to make payment arrangements over the phone, for assistance with this process **contact the Business Office at 940-668-4200**



## Create Account

### Contact Info

Welcome. Please take a few moments to review and complete your contact information.

**Name**

If I can be of further assistance, please drop me a line or give me a call - Karen

**Karen Roos**

Administrative Assistant

Strategic Partnerships & Dual Credit

1525 West California Street

Gainesville, TX 76240

940-668-3394

[kroos@nctc.edu](mailto:kroos@nctc.edu)

NCTC Dual Credit:

<http://www.nctc.edu/DualCreditHome.aspx>

Summer Four Day Work Week Begins – June 5

Summer 1 Semester – June 5 to July 6

Summer 2 Semester – June 5 to August 10

Summer 3 Semester – July 10 to August 10

Fall Semester begins – August 28

