Reference Guide

Tips for navigating through your student web account.

My NSCC ID Number is:

N00________________________

My Email is:

@students.northweststate.edu

Important Contact Information

Academic Advising
- Allied Health (A213) 419.267.1345
- Arts & Science (A229) 419.267.1247
- Business (B106) 419.267.1351
- Engineering (E128) 419.267.1394
- Nursing (A213) 419.267.1246
- Van Wert Campus 419.238.0779

General Information
- Admissions (H107) 419.267.1320
  admissions@northweststate.edu
- Business Office (H105) 419.267.1311
  businessoffice@northweststate.edu
- Financial Aid Office (H106) 419.267.1333
  finaid@northweststate.edu
- Technology Help Desk (A221) 419.267.1461
  helpdesk@northweststate.edu
- Registrar’s Office (A109) 419.267.1315
  registrar@northweststate.edu
- Student Resource Center 419.267.1242
  studentresources@northweststate.edu

Student Resource Center
- Accessibility Services (A105B) 419.267.1265
- Career Services (A105E) 419.267.1330
- Educational Planning (A105H) 419.267.1316
- Library Services (A101A) 419.267.1274
- Student Activities (A105E) 419.267.1330
- Transfer Information (A105J) 419.267.1353
- Tutoring Services (A105A) 419.267.1447

Billing

NSCC has gone paperless, which means that paper statements will no longer be mailed to students. You are responsible for accessing your billing and financial aid information via myNSCC.

Access Billing Information:
1. Log into myNSCC.
2. Click BILLING & FINANCIAL AID Tab.
3. Refer to MY ACCOUNT section.
4. Select the TERM to view - Account Summary by Term.
5. Select the applicable term in this option to view - Account Detail For Term.

View and Print Your Statement
1. Scroll to the bottom of the ACCOUNT SUMMARY page
2. and click on the STATEMENT & PAYMENT HISTORY link.
3. Click on VIEW STATEMENT to view and print your current billing

View/Change Current Address/Phone Number
1. Log into myNSCC.
2. Click the STUDENT SERVICES Tab.
3. Select VIEW CURRENT ADDRESS AND PHONE NUMBER.
4. Click CURRENT to change address and press SUBMIT.
5. Click PRIMARY to change phone number and press SUBMIT.

Enrollment Verification - No Charge
At the beginning of a semester, an Advanced Registration Certification is available to verify enrollment. Within four weeks after the beginning of the semester, the actual enrollment record will be updated and available.

To obtain an enrollment record:
1. Log into myNSCC.
2. Click the ACADEMICS Tab.
3. Refer to ENROLLMENT VERIFICATION Section.
4. Click on ENROLLMENT VERIFICATION link. You will be re-directed to the National Student Clearinghouse webpage.
5. Click OBTAIN ENROLLMENT CERTIFICATE.

The verification document will be available to print.

Revised 04/07/14
myNSCC is a campus web portal that provides students, faculty and administrative staff with centralized access to campus resources and services. Here you can check email, register for courses, access online/Sakai courses and more. Video tutorials on using myNSCC are available through the NSCC website at http://northweststate.edu/discover-our-new-website/#new4

Steps to access myNSCC:
2. Click the myNSCC icon in the lower left-hand corner.
3. Enter your NSCC ID Number. Example: N00123456
4. Enter Your PIN. (For your first login, your PIN is your birth date - MMDDYY.)

Email:
1. Log into myNSCC.
2. Click the email icon at the top right of the window.
3. Send, receive, and manage e-mail.

Campus and Personal Announcements:
1. Log into myNSCC.
2. On the HOME tab, go to Campus Announcements or Personal Announcements section for information and messages.

View Grades:
1. Log into myNSCC.
2. Click the ACADEMICS tab.
3. Refer to STUDENT GRADES section.
4. Select a TERM from the drop down menu.
5. Also can be viewed under Academic Transcripts.

Request an Academic Transcript:
1. Log into myNSCC.
2. Click the STUDENT SERVICES tab.
3. Refer to REGISTRATION TOOLS section.
4. Select REQUEST PRINTED TRANSCRIPT.
5. Complete the steps as noted.

Access Sakai for Online Courses:
1. Log into myNSCC.
2. Click on ACADEMICS Tab.
3. Refer to MY COURSES section.
4. Log in to Sakai using your NSCC ID number and pin.
5. Click on the individual tabs to access your course.

Register, Add, Drop or Withdraw

Registering for or Adding Courses:
1. Log into myNSCC.
2. Click STUDENT SERVICES tab.
3. Refer to REGISTRATION TOOLS section.
4. Select ADD OR DROP CLASSES.
5. Select a TERM and press SUBMIT.
6. Enter CRN or perform the CLASS SEARCH.
7. Select SUBMIT CHANGES or REGISTER.
   You are officially registered after clicking the ‘Register’ button.*

Dropping Courses:**
Refer to the Refund/Withdraw calendar at www.northweststate.edu for deadline information.
1. Log into myNSCC.
2. Click STUDENT SERVICES tab.
3. Refer to REGISTRATION TOOLS section.
4. Select ADD OR DROP CLASSES.
5. Under the Action column, select STUDENT WITHDRAW from the drop-down menu of the course to be withdrawn.
6. Select SUBMIT CHANGES.

Withdraw Courses:**
Refer to the Refund/Withdraw calendar at www.northweststate.edu for deadline information.
1. Log into myNSCC.
2. Click STUDENT SERVICES tab.
3. Refer to REGISTRATION TOOLS section.
4. Select ADD OR DROP CLASSES.
5. Under the Action column, select STUDENT WITHDRAW from the drop-down menu of the course to be withdrawn.
6. Select SUBMIT CHANGES.

Other links under Registration Tools:
Registration Status, Holds, Student Course Schedule, View Academic Transcript, and Request a Printed Transcript.

Tip: Become familiar with myNSCC and your NSCC email address. Electronic correspondence is the future at Northwest State. Get a jump start and become familiar with it by accessing it every day.
It’s easy! Just make mynscc.northweststate.edu your homepage.

For more information about Northwest State, check out the College Catalog at:
http://www.northweststate.edu/current_students/catalog.html

*Fees can be viewed at this time under ‘My Account’. **Must be processed through myNSCC or with the Registrar!