

CONGRATULATIONS!

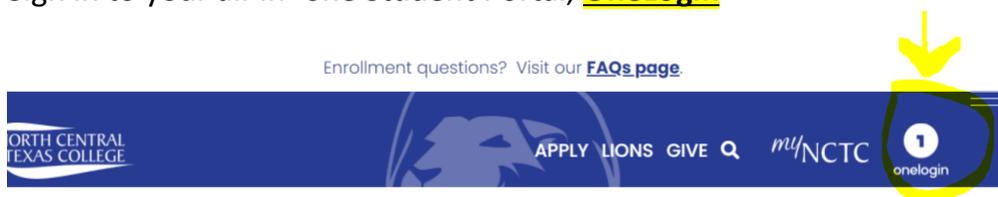
YOU'VE ENROLLED IN CLASSES.

Here's how to prepare for the semester.



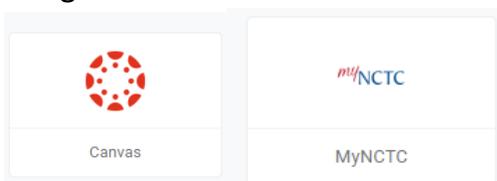
I AM ENROLLED WHAT IS NEXT??? – Please Read and FOLLOW instructions below

- 1) Sign in to your all-in -one Student Portal, **OneLogin**

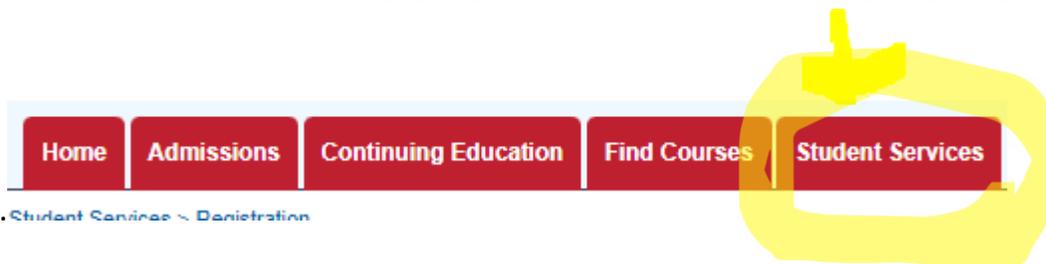


- 2)
 - a. If you are a new or newly reapplied student, your username and temporary password were sent in an email from admissions@nctc.edu. **THIS WAS SENT TO YOUR EMAIL YOU PUT ON YOUR APPLICATION AND WILL BE RESENT TO THAT SAME EMAIL!**
 - i. If you cannot find it, check your spam folder or email Dmannion@nctc.edu to get it res-sent.
 - ii. SETUP YOUR ONE LOGIN before the start of classes

- 3) If you are having trouble activating or accessing your OneLogin contact NCTC IT HELP Desk. <https://www.nctc.edu/onelogin>.
- 4) Once you are logged in to OneLogin you will be able to access CANVAS (NCTC's CANVAS), and MyNCTC. Your NCTC ID will be your temporary password minus the Az# and two zeros at the end. Ex: Az#**1234567**00 Your NCTC ID will be 1234567. Most will start with 169 or 170 or higher.



- 5)
 - a. Get familiar with CANVAS your classes will load the day classes start. DO NOT WAIT till classes start. If you have any issues there is a HELP button in Canvas  .
 - b. Get familiar with MYNCTC there is a lot of information under the Student Services



Tab. [Student Services > Registration](#)

you can access your account balances, your schedule, transcript, advising worksheet etc.

6) **Setup your NCTC Student Email Account.**

- a. Sign in to OneLogin. Select Office 365. This brings you to your NCTC LionPride student email.
 - i. The first time you open your email, you'll enter your time zone. Then click Mail to view your inbox.
 - ii. You can forward our student email to your personal email account under settings-then all your important NCTC emails can be forwarded to your personal inbox!

7) Be Prepared for Classes. Verify your schedule and if you need to make any changes do it before classes start. **100% REFUND ONLY BEFORE THE FIRST DAY OF CLASS. Once classes start limited refunds.**

8) Drops and Withdrawals are not the same. If you want out of your Dual Credit class you HAVE to either drop or withdrawal or potential to have a grade. Drops until the official date of record 6-12 days after the start of classes (depending on short term or longterm classes) no W will be on the transcript. Withdrawal after the official date of record and a W will be on the transcript.

9) Use NCTC Resources. Tutoring is available at the college campus or live online at any time. Not sure if your writing assignment is college level or struggling with math class Get Help:

- a. <https://www.nctc.edu/Academics/SupportServices/Tutoring.aspx>

10) **BOOKS** – Most books are charged to your tuition. Verify that your books were added to your tuition before purchasing any books. The book/s will automatically download the day classes start. Other books can be purchased from the NCTC Bookstore

<https://www.nctc.edu/bookstore> .

11) **Check your schedule and get familiar with CANVAS.**

- a. You can view your schedule on MyNCTC > Student Services tab > My Course Schedule on the top right. Make sure to select the correct semester from the drop-down menu!
- b. Both online and in-person classes will be viewable on Canvas (accessed through your OneLogin) on **the first day of class** as noted on your schedule.
- c. Get familiar with your **Canvas dashboard** to view your courses, and find class-specific and campus student support resources (Student Life / SGA, Library Tutorial).
- d. Learn more about how to navigate Canvas by checking out the Student [Canvas User Guide](#). If you need technical support with any NCTC eCampus system, please contact the [eCampus Help Desk](#).
- e. And before classes begin you will have access to the **Get Ready, Stay Ready!** group in Canvas which gives you all the information you need to start the semester off right!

12) Check out the Dual Credit website for any additional information.

<https://www.nctc.edu/dual-credit>