

www.northweststate.edu

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. Go to TOOLS on left side
3. Click STUDENT on left side
4. Select STUDENT ACCOUNT
5. Click ACCOUNT DETAIL for term
6. Select term and press Submit

View and Print Your Statement

1. Log into myNSCC
2. Go to TOOLS on left side
3. Click STUDENT on left side
4. Select STUDENT ACCOUNT
5. Select STATEMENT AND PAYMENT HISTORY

Change Address and Phone Number:

1. Log into your NSCC student email
2. Send email to Registrar@NorthwestState.edu
3. In Subject line, type your student ID and full name
4. In body of email, type your street, city, state, zip code and phone number

Change Major:

1. Log into your NSCC student email
2. Send email to Registrar@NorthwestState.edu
3. In Subject line, type your student ID and full name
4. In body of email, type "Please change my major to (type new major here)."

Access Sakai:

1. Log into myNSCC
2. Click Sakai link on left

ePortfolio:

1. Log into myNSCC
2. Select STUDENT
3. Select ACADEMICS
4. Click ADD for paper to upload
5. Follow steps to upload

Refund and Withdrawal Schedule:

1. Go to NorthwestState.edu
2. Click CALENDARS & SCHEDULES link
3. Click the semester under REFUND AND WITHDRAW CALENDARS

Important Contact Information

Academic Divisions

Allied Health/Business	(A213)	419.267.1345
Arts & Science	(A229)	419.267.1247
Engineering (STEM)	(E1102)	419.267.1394
Industrial Technologies	(E128)	419.267.1332
Nursing	(A213)	419.267.1246

General Information

Admissions	(C100)	419.267.1320
Admissions@NorthwestState.edu		
Business Office	(C130)	419.267.1311
Businessoffice@NorthwestState.edu		
Financial Aid Office	(C110)	419.267.1333
Finaid@NorthwestState.edu		
Technology Help Desk	(A223)	419.267.1461
Helpdesk@NorthwestState.edu		
Registrar's Office	(C120)	419.267.1395
Registrar@NorthwestState.edu		
Student Success	(A100)	419.267.1242
StudentResources@NorthwestState.edu		
Accessibility Services	(A105B)	419.267.1265
Advising Center	(C140)	419.267.1390
Advising@NorthwestState.edu		
Career Services	(A105J)	419.267.1330
Library Services	(A101A)	419.267.1274
Student Activities	(A105J)	419.267.1330
Success Center/Tutoring	(A105A)	419.267.1447

For transfer advising, please see your academic or faculty advisor.

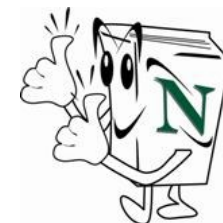
NSCC PROUD

Northwest State Community College
22600 State Route 34
Archbold, OH 43502
Ph: 419.267.5511

myNSCC

Reference

Guide



My NSCC ID Number is:

N00 _____

My Email is:

@students.NorthwestState.edu

NSCC is paperless, so check your email weekly for important notifications!

Northwest State
Community College

NorthwestState.edu



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.

Steps to access myNSCC

1. Go to NorthwestState.edu.
2. Click the myNSCC icon at the bottom of the screen
3. Enter your NSCC ID Number. Example: N00123456
4. Enter Your Password

(If you do not know it, click Activate and enter required data, then click Verify Account button. Select a source for reactivation code (text or email). Follow steps to enter reactivation code and create password.)

Email:

1. Go to NorthwestState.edu
2. Click the Student Email tab at the bottom of the screen
3. Follow steps to set up email.

View Midterm and Final Grades:

1. Log into myNSCC
2. Select STUDENT
3. Select ACADEMICS
4. In right margin, "My Classes" will display *Midterm and Final Grades*

Find Academic Advisor:

1. Log into myNSCC
2. Advisor name and contact information appears at the bottom of the screen

Request an Academic Transcript to be released:

1. Log into myNSCC
2. Select STUDENT
3. Select ACADEMICS
4. Click TRANSCRIPTS link on right
5. Click REQUEST PRINTED TRANSCRIPT option
6. Complete the steps as noted

View DegreeWorks Audit:

1. Log into myNSCC
2. Click DEGREEWORKS link on left
3. Login to view

Financial Aid:

1. Log into myNSCC
2. Select STUDENT
3. Select FINANCIAL AID

Register, Add, Drop or Withdraw

Registering for or Adding Courses:

1. Log into myNSCC
2. Select STUDENTS
3. Select ACADEMICS
4. Click ADD OR DROP CLASSES link on left
5. Select Term and press Submit
6. Enter CRN or perform the CLASS SEARCH

You are officially registered after clicking the 'Register' button.*

Dropping Courses:**

Refer to the Refund and Withdraw calendars in Calendars & Schedules at NorthwestState.edu for deadline information.

1. Log into myNSCC
2. Select STUDENTS
3. Select ACADEMICS
4. Click ADD OR DROP CLASSES link on left
5. Select Term and press Submit
6. Select "Web Drop" in Action Column for specific course
7. Press Submit

Withdrawing Classes:**

Refer to the Refund and Withdraw calendars in Calendars & Schedules at NorthwestState.edu for deadline information.

1. Log into myNSCC
2. Select STUDENTS
3. Select ACADEMICS
4. Click ADD OR DROP CLASSES link on left
5. Select Term and press Submit
6. Select "Web Withdrawal" in Action Column for specific course
7. Press Submit

For more information about Northwest State, check out the College Catalog at: NorthwestState.edu/catalog.

Graduation Pathways To Success

The NSCC Advising Center team, located at Suite C140, can help put you on the graduation pathway to success! If you need help with registration, education strategy, or if you just want to talk, they are ready to help you!

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

Enrollment Verification:

1. Log into myNSCC
2. On left, click RESOURCES
3. Select ENROLLMENT VERIFICATION
4. Select CURRENT ENROLLMENT
5. Click OBTAIN AN ENROLLMENT CERTIFICATE

View Your Class Schedule:

1. Log into myNSCC
2. Select STUDENT
3. Select ACADEMICS
4. Click MY SCHEDULE link on right
5. Select Term and press Submit

Waitlist Classes:

1. Log into myNSCC
2. Select STUDENT
3. Select ACADEMICS
4. Click ADD OR DROP CLASSES on left
5. Select Term and press Submit
6. Enter CRN in worksheet and press Submit
7. Select WAITLIST from drop-down arrow

View Books and Supplies List:

1. Log into myNSCC
2. Select STUDENT
3. Select BOOKSTORE