

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 Student on the left
3. Go to My Account at top
4. Click on Term to be viewed

Financial Aid:

1. Log into myNSCC
2. Select STUDENT
3. Select FINANCIAL AID on left menu

View and Print Your Statement

1. Log into myNSCC
2. Go to Student on left
3. Click Account Statements at the bottom of My Account

Refund and Withdrawal Schedule:

1. Go to NorthwestState.edu
2. Click CALENDAR link at top of screen
3. Go to REFUND AND WITHDRAW CALENDARS and click on the semester

Bank Mobile Refunds

1. Log into myNSCC
2. Go to Student on the left
3. On the right side of your student homepage you will see My Account, click on Refund Choices, click to Set Up Profile

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)." or "Please add a secondary major of (your selection)."

Important Contact Information

Academic Divisions

Arts & Sciences	(A229)	419.267.1247
Business & Public Services	(A213)	419.267.1345
Engineering (STEM) & Industrial Technologies	(E1102)	419.267.1394
Nursing & Allied Health	(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	(C140)	419.267.1390
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 information on Bachelor's Bound (transfer advising), please visit the Advising Center.

NSCC PROUD

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

Revised 11/07/2023



Reference Guide

My NSCC ID Number is:

N00 _____

My Email is:

_____ @students.NorthwestState.edu

NSCC email is the main mode of communication, so check your email weekly for important notifications!



NorthwestState.edu

Steps to access myNSCC:

1. Go to **NorthwestState.edu**.
2. Click the myNSCC icon at the top of the screen
3. Enter your NSCC email address: ex: XX@northweststate.edu
4. Enter Your Password

(If you do not know it, click Activate Account 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 on A Current Student icon
3. Click on Student Email icon
4. Follow steps to set up email.
(myNSCC account has to be activated first and this password will sync to NSCC email in 30 minutes.)

*NSCC email is the main mode of communication

Find Academic Advisor:

1. Log into myNSCC
2. Advisor will display on top right of student home page

View DegreeWorks Audit:

1. Log into myNSCC
2. Select STUDENT in left margin
3. Click Tools & Resources at top right
4. Select DegreeWorks

View Your Class Schedule:

1. Log into myNSCC
2. Click on Self-Service at top right
3. Click on Student below
4. Click Registration
5. Click on Concise Student Schedule
6. Select Term
7. Press Submit

View Books and Supplies List:

1. Log into myNSCC
2. Select STUDENT in left margin
3. My Booklist will appear on right of Student Home Page

Access Sakai:

1. Log into myNSCC
2. At top left click on Tools & Resources
3. Select Sakai

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.

Register, Add, Drop or Withdraw

Registering for or Adding Courses:

1. Log into myNSCC
2. Click Student in left margin
3. Go to My Classes
4. Click on the Tools drop-down arrow
5. Select Add/Drop Classes
6. Select Term and press Submit
7. 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 at **NorthwestState.edu** for deadline information.

1. Log into your myNSCC
2. Click Student in left margin
3. Go to My Classes
4. Click on the Tools drop-down arrow
5. Select Add/Drop Classes
6. Select Term and press Submit
7. Select "Web Drop" in the Action Column for specific course
8. Press Submit

Withdrawing Classes:**

Refer to the Refund and Withdraw calendars under the Calendars at **NorthwestState.edu** for deadline information.

1. Log into myNSCC
2. Click Tools & Resources at top right
3. Click ADD OR DROP CLASSES
4. Select Term and press Submit
5. Select "Web Withdrawal" in Action Column for specific course
6. Press Submit

For more information about Northwest State, check out the College Catalog at: **NorthwestState.edu/academic-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!*

Waitlist Classes:

1. Log into myNSCC
2. Click Tools & Resources at top right
3. Click ADD OR DROP CLASSES
4. Select Term and press Submit
5. Enter CRN in worksheet and press Submit
6. Select WAITLIST from drop-down arrow

View Midterm and Final Grades:

1. Log into myNSCC
2. Select STUDENT in left margin
3. My Classes will display Midterm and Final Grades

Enrollment Verification:

1. Log into myNSCC
2. Click Tools & Resources at top right
3. Click on Enrollment Verification under TOOL
4. Click OBTAIN ENROLLMENT CERTIFICATE

Request an Academic Transcript to be released:

1. Log into myNSCC
2. Click on Self-Service at top right
3. Click on Student at top left
4. Click Student Records
5. Click on Academic Transcript
6. Click on Request Printed Transcript
7. Complete steps as noted

Obtain Unofficial Transcript:

1. Follow steps 1-5
2. Click on Submit
3. Print as a PDF or hard copy