

Web Registration

To register for courses on-line you need to:

- Be a current student.
- Make a list of the courses that you would like to take. If you want to save time, you can write down the CRN #'s (course registration number) for the courses. (CRN #'s are the 5 digit numbers listed in the schedule book or on our online schedule.)
- Ask your advisor to check and approve the list of courses if you are enrolled in a degree program.

Log on to our web site (www.berlin.nhctc.edu)

- Click on the “Student Information System” line.
- Click on “Enter Secure Area”; enter your “User ID” and your “Pin” and click Login.
- Click on “Student and Financial Aid”.
- Click on “Registration”.
- Click “Select Term”, the current term will default in or you may use the drop down box to select another term, and then click “Submit”.

Choose courses for registration: Use step 1 or 2 below to select courses.

1. Select “Look up Classes”, to search for courses if you do not know the CRN #s, and follow the directions on the top of the screen.
****OR****
2. Select “Add/Drop Classes” to add/drop by CRN#; follow the directions on the screen and click “Submit”.
3. **You are now registered for your course(s);** click “Return to Menu” at the top of the screen and continue with steps 4 and 5 below.

Review Registration and Schedule:

4. At the main menu, choose either “Student Schedule by Day or Time” or “Student Detail Schedule” and review for accuracy. Should you wish to print your schedule, we recommend you print the “Student Detail Schedule”.
5. If you have errors on your schedule, select “Return to Menu”, go back to step 1 or 2 above and correct your registration by following the directions on the screen. Click “Submit changes”, then “Return to Menu” when corrections are complete. Go back and review your schedule again using step 4 above.

Complete Registration:

6. Click “Complete Registration” to guarantee your seat in the class. Tuition and Fees will be assessed immediately for the Spring 2004 term. You may review your charges online in immediately.

** Thank you for choosing to register online. We are excited to offer this new option to our students. Should you have any difficulties, please contact the Registrars Office, Monday – Friday, 8am – 4pm for assistance.