Online Registration Procedures through Student Portal

**Note:** The online course request system is compatible with Internet Explorer and Firefox. If you use Google Chrome, Safari, or another internet browser, you may not be able to submit your course requests.

1. Login to MyNCU, then the Student Portal (under Student Resources).

2. From the main screen in Student Portal, go to the Registration” menu and select “Enter Requests.”
3. Select “Edit Requests,” then “New” to add multiple course request lines. In each request line, select the binoculars picture to search for specific courses.

4. Use the search fields to find the course you want to add. Click on the course ID to add the course to your request list. Note: no days, times, or sections display with the course. You will submit your specific section requests when you meet with your advisor.
5. After you have selected all of your course requests, click “Submit.”

6. If you do not have the prerequisite requirements for one or more course, you will receive an Exception error. You will not be able to submit your registration request until all Exception requests are resolved or the courses deleted. (If you believe you have the prerequisite requirement met but receive the exception error, consult with your advisor at your advising
7. Your registration request is successfully submitted when your screen looks like: