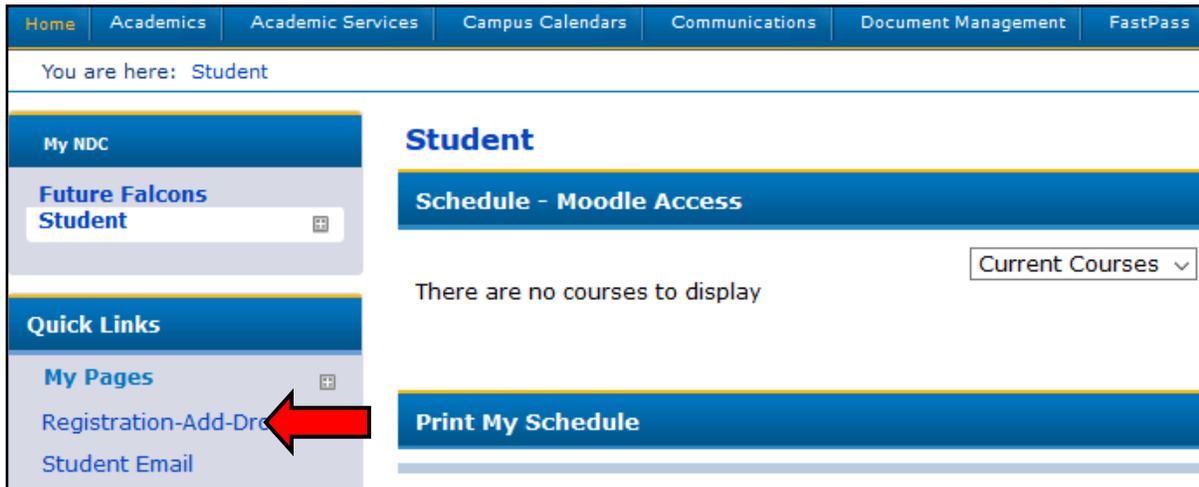
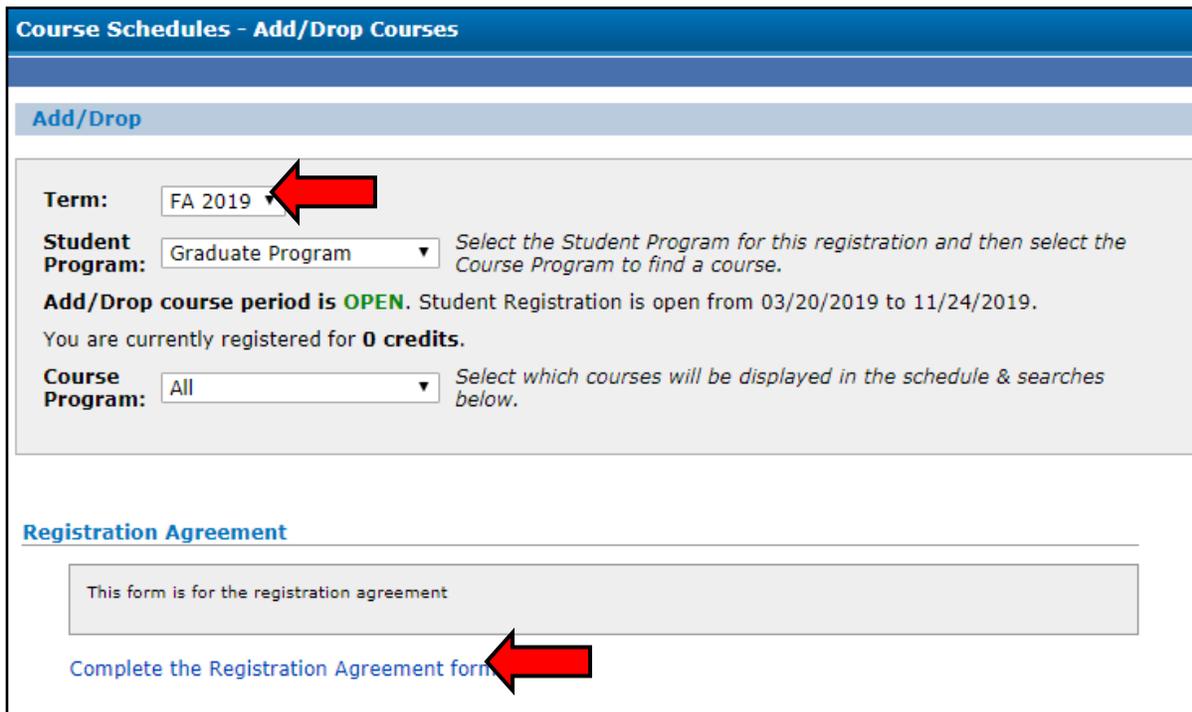


- 1) Log into My NDC.  
Select the Registration-Add-Drop link under the Quick Links menu.



The screenshot shows the My NDC Student page. At the top, there is a navigation bar with links: Home, Academics, Academic Services, Campus Calendars, Communications, Document Management, and FastPass. Below this, a breadcrumb trail reads "You are here: Student". On the left side, there is a "My NDC" section with "Future Falcons Student" and a "Quick Links" section. The "Quick Links" section includes "My Pages" with a sub-menu containing "Registration-Add-Drop" (highlighted with a red arrow), "Student Email", and "Print My Schedule". The main content area is titled "Student" and contains a "Schedule - Moodle Access" section with a "Current Courses" dropdown menu. Below this, it states "There are no courses to display".

- 2) Select the Term in which you would like to register for, the page will update.  
Click on Complete the Registration Agreement Form. This must be completed every semester.



The screenshot shows the "Course Schedules - Add/Drop Courses" page. At the top, there is a blue header with the text "Course Schedules - Add/Drop Courses". Below this, there is a section titled "Add/Drop" with several dropdown menus and text. The "Term:" dropdown menu is set to "FA 2019" (highlighted with a red arrow). The "Student Program:" dropdown menu is set to "Graduate Program". The "Course Program:" dropdown menu is set to "All". Below these, there is a message: "Add/Drop course period is OPEN. Student Registration is open from 03/20/2019 to 11/24/2019. You are currently registered for 0 credits." At the bottom of the page, there is a "Registration Agreement" section with a button labeled "Complete the Registration Agreement form" (highlighted with a red arrow).

- 3) By completing the Registration Agreement form, the student agrees to abide by all university policies and procedures as stated in the official University Catalog. You also agree that you take full responsibility for the courses you register for including payment of resulting charges.

**Registration Agreement**

**Introduction**

By proceeding to register via this portlet, you agree to abide by all university policies and procedures as stated in the official University Catalog. You also agree that you take full responsibility for the courses you register for including payment of resulting charges.

**Instructions**

Before you can register, make sure you have completed the following steps:

- Meet with your advisor for registration clearance
- Make sure that your bill is current
- Make sure that it is your time to register!

If you have questions, contact Student Services at 216-373-5213.

**Registration Agreement**

**Read Carefully, This Is a Legally Binding Agreement.**

In exchange for the opportunity to enroll in courses at Notre Dame College and to receive educational services, I understand and agree to the following terms and conditions:

I understand and agree

1. that I am responsible for my online registration, including academic consequences that result from the schedule;
2. that I have consulted the College catalog for the courses required for my program of study and discussed them with my advisor;
3. that I am aware of required course prerequisites, and I have discussed the prerequisites for the courses I want to take with my advisor;
4. that non-attendance does not constitute an official withdrawal from my courses.
5. to pay all tuition and fees when due to Notre Dame College (including, but not limited to, tuition, mandatory student fees, Residence Hall fees). I understand that my eligibility to register for the courses is expressly conditioned upon my agreement to pay all fees and tuition when due;
6. I am personally responsible for payment of all sums when due regardless of my eligibility for financial aid or other financial assistance;
7. that any balance carried forward represents an educational loan from Notre Dame College;
8. that failure to pay any sums when due to Notre Dame College will result in the placement of a hold on my student account until it has been paid in full or the payment plan is current. A hold on my student account will prevent me from registering for courses, receiving a diploma and obtaining official transcripts;
9. that my failure to pay any sums when due to Notre Dame College may result in late fees and may also result in the holding of my transcript or the submission of my account for collection-in which event I agree to pay all fees and collection costs;
10. that Notre Dame College will deliver all account statements online. That it is my responsibility to log on to my account and view my statement;
11. that Notre Dame College will deliver my IRS form 1098-T electronically every year I have reportable transactions, and that I may view and print my IRS Form 1098-T by logging into my.NDC.edu; and
12. that I am subject to and responsible for complying with all Notre Dame College policies and procedures.
13. that I am aware of the Notre Dame College financial policies as detailed in the following link: <http://notredamecollege.edu/admissions/financial-information/Financial-Policies>.

I further understand and agree that my authorization to enroll in courses at Notre Dame College is expressly conditioned upon acceptance of all terms and conditions set forth in this Agreement.

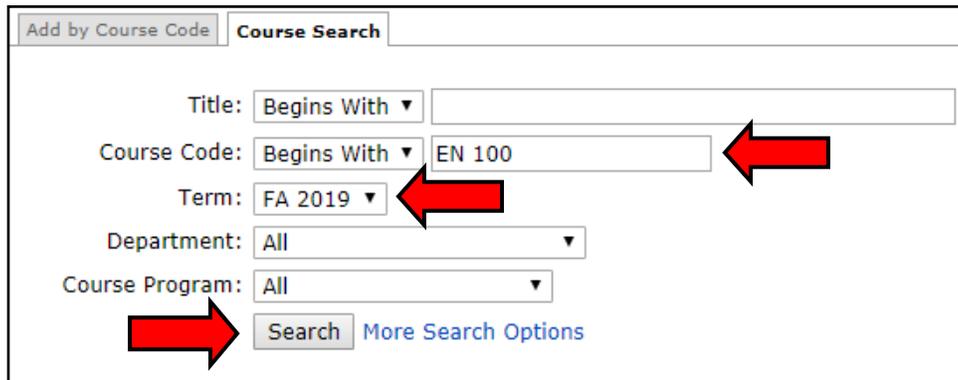
1. If you do not agree you will not be able to schedule classes until you contact the registrar. You may navigate away from this screen or close your browser.

I agree to these registration requirements.

\*Required



- 4) With the Registration Agreement form completed, you can now register for courses. Enter that course code of the course you want to register for into the Course Code box, verify the term shows the semester you wish to register in, and select Search.



The screenshot shows a 'Course Search' form with the following fields and values:

- Title: Begins With [ ]
- Course Code: Begins With **EN 100** (indicated by a red arrow)
- Term: **FA 2019** (indicated by a red arrow)
- Department: All
- Course Program: All
- Buttons: Search (indicated by a red arrow), More Search Options

- 5) Each course has a maximum number of open seats. If the course shows 19/20, this means that there is still 19 open seats in the course. Be sure to pay attention to the listed days and times when you are building your course schedule. If you are an athlete, please be sure to not register in a course during your scheduled practice hours. If the course shows a magnifying glass next to it's name in the Req column, that course has a prerequisite. A prerequisite is a course or requirement that you must first complete prior to taking the course. Check the box next to the course you wish to register in, and then click on Add Courses.

Courses									
Add	Course Code	Name	Req	Seats Open	Status	Faculty / Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>	EN 100-1A	College Composition I		19/20	Open	Not Assigned, Faculty / 00:00-00:00AM; OFF Campus, Online, Online	3.0	08/26/2019	10/20/2019
	EN 100-A	College Composition I		20/20	Open	Not Assigned, Faculty / MWF 09:00-09:50AM; MAIN Campus, Building	3.0	08/26/2019	12/12/2019
	EN 100-B	College Composition I		20/20	Open	Not Assigned, Faculty / MWF 10:00-10:50AM; MAIN Campus, Building	3.0	08/26/2019	12/12/2019
	EN 100-C	College Composition I		19/20	Open	Not Assigned, Faculty / MWF 11:00-11:50AM; MAIN Campus, Building	3.0	08/26/2019	12/12/2019
	EN 100-D	College Composition I		20/20	Open	Not Assigned, Faculty / MWF 12:30-01:20PM; MAIN Campus, Building	3.0	08/26/2019	12/12/2019
	EN 100-E	College Composition I		20/20	Open	Not Assigned, Faculty / MWF 01:50-02:40PM; MAIN Campus, Building	3.0	08/26/2019	12/12/2019

- 6) You will be redirected back to the Registration-Add-Drop screen, and if the course was successfully added to your schedule you will receive a message that the course was added. You can view your current schedule at the bottom of this page.

Your Schedule (Registered)							
Drop	Swap	Title	Title	Schedule	Location		Credits
<input type="checkbox"/>	<input checked="" type="radio"/>	BI 204-B	Human Anatomy & Physiology I	MW 02:45-04:00PM	MAIN Campus	Building	3.0
<input type="checkbox"/>	<input checked="" type="radio"/>	CH 106-A	Principle of Inorganic Chemistry	MW 11:00AM-12:15PM	MAIN Campus	Administration Building 302	3.0
<input type="checkbox"/>	<input checked="" type="radio"/>	CH 107-B	Principles of Inorganic Chemistry - Lab	F 09:00-11:45AM	MAIN Campus	Administration Building 316	1.0
<input type="checkbox"/>	<input checked="" type="radio"/>	PY 201-D	General Psychology	TR 03:00-04:15PM	MAIN Campus	Building	3.0
<input type="checkbox"/>	<input checked="" type="radio"/>	TH 150-E	Living the Ultimate Questions	MW 12:30-01:45PM	MAIN Campus	Building	3.0

Drop Selected Courses    Swap

- 7) If you receive a Courses Not Yet Registered error message, the course will not be added to your schedule and you will receive an error message explaining the error.

 **Courses Not Yet Registered**

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

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**PH 480-1A**

Course Info:

Error: **Section Requirement**

Resolution: You have not met the course requirements. Traditional students must complete a Traditional Student Online Course Registration Request which can be found by logging into My NDC, clicking the Academics tab then selecting Registrar Request Forms above Quick Links on the left side of the screen.

Please contact the Advising Center for additional questions.

Advising@ndc.edu