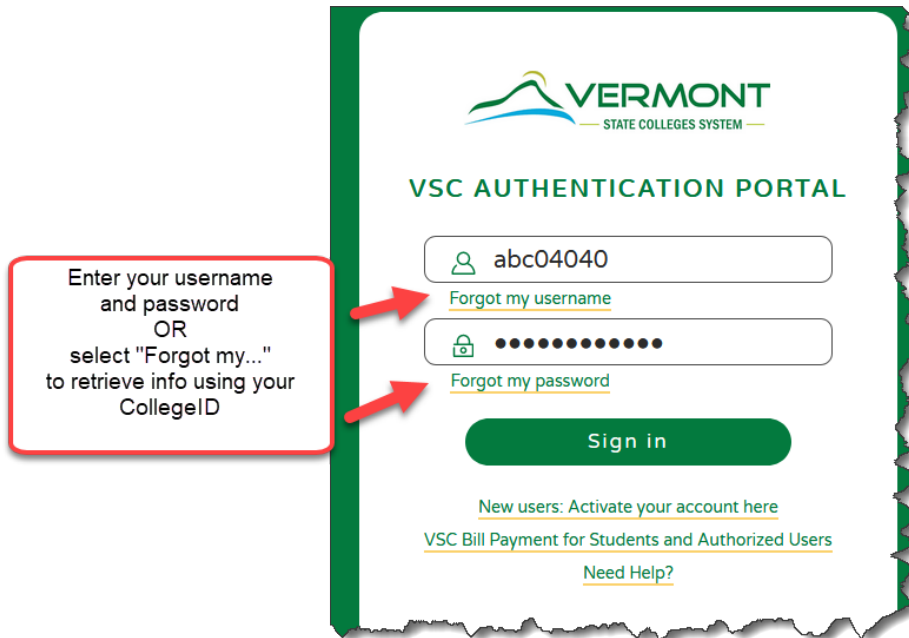
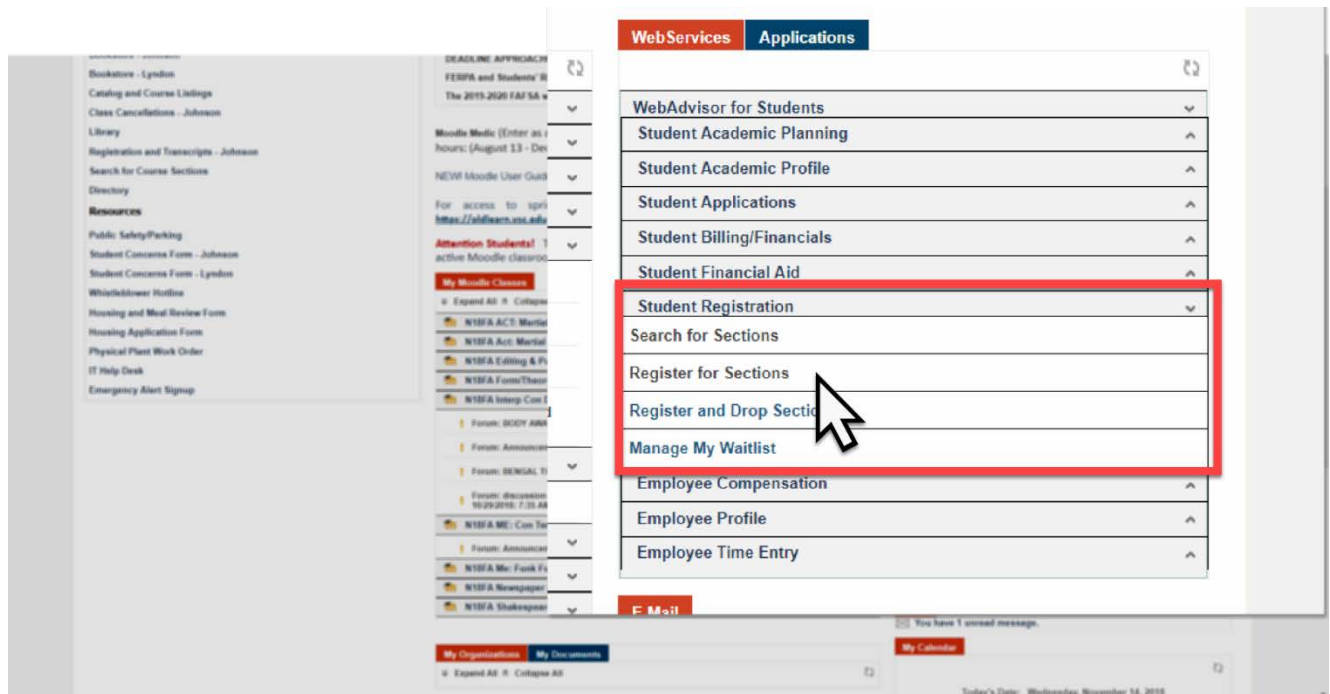


Registering for NVU Online Classes

1. Log in to the [NVU Portal](https://portal.vsc.edu/) (<https://portal.vsc.edu/>)



2. Once logged in, go to **Web Services => Student Registration => Register for Sections**



3. **Student Reg Verification:** confirm that your info is correct by checking the box then click **Submit**
4. **Term:** Choose the NVU Online term from the drop down menu and click **Submit**.
 Note: NVU Online has its own term apart from the NVU term, which is used by the Lyndon and Johnson campuses

Which term do you want to register for? (must be a NVU Term)

Term

- C19SP - CU Spring 2019
- C18FA - CU Fall 2018
- C18SU - CU Summer 2018
- N19SP - NVU Spring 2019
- N19SPO - NVU Online Spring 2019**
- N18FA - NVU Fall 2018
- N18FAO - NVU Online Fall 2018
- V18FA - CCV Fall 2018
- V19SP - CCV Spring 2019
- V19SU - CCV Summer 2019
- T19SP - VTC Spring 2019
- T18WI - VTC Winter 2018
- T18SP2 - VTC Spring2 2018
- T18SP - VTC Spring 2018
- T18SU - VTC Summer 2018
- T18FA - VTC Fall 2018
- T18WI - VTC Winter 2018
- C19SP - CU Spring 2019

5. **Northern Vermont University Web Registration Agreement:** read the agreement and select the box to agree then **Submit**.

6. Select the box next to your preferred **Registration Option** then click **Submit**.

A. Express Registration

- 1) Prior to beginning the registration process, identify the courses you want in the [course bulletin](#)
- 2) On the **Express Registration** screen, enter the subject, course number, and section for each class then click **Submit**.

Express Registration ×
?

Synonym	Subject	Course Number	Section Number	Term
<input type="text"/>	ACC - Accounting	2122	NO01	N19SPO NVU Online Spring 2019
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 3) Selected courses will populate the list of **Preferred Sections**, from which you can submit your registration.
- 4) **Preferred Sections:**
 - a. **Action for ALL Pref. Sections (or choose below):** to register for all sections listed select **“RG Register”** then click **Submit**. Leave this blank if you would prefer to register for courses individually.
 - b. **Action:** to register for courses individually, select **“RG Register”** from the drop-down next to the specific course then click **Submit**.

Action for ALL Pref. Sections (or choose below) **RG Register** **4.**

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information
5. <input type="text"/>	NVU Online Spring 2019	ACC-1010-NO01B (182293) Computerized Accounting	NVU NVU-Online Accelerated	03/25/2019-05/31 Announced NVU
RG - Register	NVU Online Spring 2019	ACC-2122-NO01 (179980) Managerial Accounting	NVU NVU-Online	01/28/2019-05/31 Online, Room N
<input type="text"/>	NVU Spring 2019	ART-2110-NJ01 (180081) Intro Digital Med	NVU Johnson Campus	01/23/2019-05/31 Library Learning
<input type="text"/>	NVU Spring 2019	DAN-1010-NJ01 (181613) Fund of Dance	NVU Johnson Campus	01/22/2019-05/31

- 5) You will know that you have successfully registered when you see a confirmation screen.

B. Search and Register for Sections

- 1) The Search and Register for Sections option begins with the Search for Sections screen. You can search for courses by entering the term than at least one other criteria and click **Submit** to search.
 - a. **Term** - Choose the NVU Online term from the drop down menu and remember, NVU Online has its own term
 - b. **Location** – to find NVU Online’s 7-week accelerated courses, use **“NNOA – NVU NVU-Online Accelerated”**
 - c. **Course Type** – to find courses that satisfy one of the gen ed categories

a. Term

Starting On/After Date Ending By Date

Subject **b.** Course Level **c.** Course Number **d.** Section **e.**

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

f. Location Academic Level Course Type

Instructor's Last Name

g.

SUBMIT

- 2) From the search list, check the box in front of the desired course and click **Submit** to add it to your list of **Preferred Sections**, from which you can submit your registration.
- 3) **Preferred Sections:**
 - a. **Action for ALL Pref. Sections (or choose below):** to register for all sections listed select **“RG Register”** then click **Submit**. Leave this blank if you would prefer to register for courses individually.
 - b. **Action:** to register for courses individually, select **“RG Register”** from the drop-down next to the specific course then click **Submit**.

Action for ALL Pref. Sections (or choose below) RG Register **4.**

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Inform
5. 	NVU Online Spring 2019	ACC-1010-NO01B (182293) Computerized Accounting	NVU NVU-Online Accelerated	03/25/2019-05/31 AnnouncedNVU
RG - Register	NVU Online Spring 2019	ACC-2122-NO01 (179980) Managerial Accounting	NVU NVU-Online	01/28/2019-05/31 Online, Room N
 	NVU Spring 2019	ART-2110-NJ01 (180081) Intro Digital Med	NVU Johnson Campus	01/23/2019-05/1 Library Learning
 	NVU Spring 2019	DAN-1010-NJ01 (181613) Fund of Dance	NVU Johnson Campus	01/22/2019-05/1

- 4) You will know that you have successfully registered when you see a confirmation screen.