How to Print Your Class Schedule

www.ntc.edu

Step 1

Step 2
Click “my>NTC.”

Step 3
Sign in.

User ID:
9 digit NTC student ID number

Password:
first two letters of first name, first two letters of last name, last four digits of social security number

System maintenance schedule: my>NTC is unavailable on Tuesday mornings between 5:30 a.m. and 7:00 a.m.
Step 4
Click “Enroll Online.”

If Prompted: Confirm address information. Then click “Enroll in a Class.”

If Not: Proceed to Step 6

Step 5
Click “View My Class Schedule.”

Current primary mailing address on file:
Address Line 1: 123 XYZ Street
Address Line 2: Wausau
City: Wausau
State: WI
Zip: 54401
Country: USA

Is this mailing address correct?
- Yes, this address is correct
- No, it needs to be updated

Address Verification
Save Confirmation
- The Save was successful.
Thank you for verifying your address!
Step 6
Select the appropriate term (aka semester).

Step 7
Determine “Career” based on course number

Post Secondary:
Refers to program courses that award credit and can be applied toward your degree. Course numbers (XX-XXX-XXX) start with 10, 20, 30, 31, 32, and 50.

Continuing Education:
Refers to non-program courses that focus on occupational skills or provide self-enrichment. Classes are usually shorter term and cost less than post secondary (credit) classes. Course numbers (XX-XXX-XXX) start with 42 or 47.

Step 8
Click “Continue.”
Step 9
Click “Print Schedule.”

Step 10
Click “File” and then “Print.”

Tip: Classroom numbers can change between the time you enroll and your first day of class. Check your schedule closer to your class start date for the most up-to-date listing of classroom location.