

Student Checklist

Use this checklist as you prepare for classes at NTC:

- _____ Make a note of your NTC Student ID# (see your acceptance letter). Your student ID is your logon username.
- _____ Sign into MyNTC. From (www.ntc.edu) click Student Portal in upper right; click Access MyNTC (my.ntc.edu) and “Sign In”. Enter your Student ID for username and password. The default password is the first 2 letters of your first name; first 2 letters of your last name; and last 4 digits of your Social Security number.
- _____ Complete the mandatory online New Student Orientation housed in Canvas (canvas.ntc.edu). If the course is not in Canvas, contact your academic advisor.
- _____ Download the free NTC app from App Store or Play Store. Search “Northcentral Technical College”.
- _____ Your NTC Office 365 email account will be created automatically. Sign into your email account (www.ntc.edu/email) and verify that it is working. If it is not, submit an NTC Help Desk Ticket (www.ntc.edu/helpdesk). This is also where you access Office 365 apps like Word, Excel, and Powerpoint.

NTC e-mail is the primary form of communication. To link NTC email to your personal email follow these steps:

- Log into your NTC email
- Click the gear in upper right
- Enter search term: Forwarding
- Select Start Forwarding button and enter your preferred email
- Click “Save”

- _____ If you are a student with a disability, visit the Disability Services web site (www.ntc.edu/disability-services) and read the “Apply for Accommodations” section to complete the accommodations application form to get started.
- _____ Complete FAFSA as soon as possible; follow the steps on the FAFSA web site (www.fafsa.gov) using the NTC School Code 005387. For additional financial aid information, refer to the Financial Aid web site (www.ntc.edu/students/financial-aid). If you’re using loans for the first time, complete the Master Promissory Note and Entrance Loan Counseling at studentloans.gov.

Consider enrolling in the College Success class “Financial Aid Essentials for College Students” through *Continuing Education*. In MyNTC, use the “Class Search” option and enter 77862788.

BankMobile Disbursements delivers financial aid refunds and other credit balances to students. You must make A refund preference selection. If no selection is made, it will cause a significant delay. For this reason, it is VERY important to set up a refund preference selection in MyNTC.

- Sign into MyNTC from NTC.EDU Student Portal: my.ntc.edu
- Click “Student Center”
- Click “BankMobile Sign-On”
- Click “Make Your Initial Refund Selection”

- _____ Set up your free financial literacy account with GradReady (gradready.com/gradready/sponsor/ntc).

- _____ Register for courses through MyNTC or work with your academic advisor.
 - Sign into MyNTC from NTC.EDU Student Portal: my.ntc.edu
 - Click “Student Center”
 - Click “Pre-Registration” to update your Annual State Reporting Information and accept terms of NTC’s Credit Agreement.
 - Click “Enroll” and check the “Add” link is selected
 - Select the term you are enrolling for and continue - *Post Secondary* are courses in your degree program; *Continuing Education* courses do not count toward program completion (College Success classes, and industry specified courses)
 - Enter the 5 digit class number if known, or do a “Class Search” to find classes. You can also do a class search based on “My Requirements”.
 - Continue to add classes to MyNTC Shopping Cart; click “Proceed to Step 2 of 3” and “Finish Enrolling”.

Important class dates and withdraw deadlines are found in MyNTC Student Center – Click on Calendar icon for each course for academic calendar deadline.

Walk-In Registration is open to help students enroll into classes Monday from 9 am to 6 pm and Tuesday-Friday from 9 am to 3 pm in C132 on the Wausau Campus.

- _____ Check the Payment Information (www.ntc.edu/students/payment-information) to learn how to check account balances, payment options – including a payment plan, and payment due dates.

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- _____ Textbooks – You can find out through the NTC Campus Store site what the textbook and required materials are for each class (campusstore.ntc.edu).
 - Students with pending Financial Aid may request a Book Voucher prior to ordering books; this allows you to purchase books against your financial aid. See details on the Campus Store Announcements for vouchers (campusstore.ntc.edu/site_FA_info.asp).
 - Keep your receipt.

- _____ Get Student ID card from Student Life located in the Student Leadership Center with following items (www.ntc.edu/studentlifelog/student-id-cards):
 - Class Schedule
 - Current Photo ID

- _____ Learn about interactive programming and leadership opportunities organized through Student Life (www.ntc.edu/studentlifelog/about-studentlife/)

- _____ NTC has a partnership for student housing that allows students the opportunity to live in a privately owned student apartment community called Timberwolf Suites. If you're interested in living in Timberwolf Suites, apply online (www.ntc.edu/housing). For questions about applying, amenities, or options available to you, please contact Max Brink at 715.575.1407 or max@timberwolfsuites.com.

- _____ Review campus and classroom locations (www.ntc.edu/about/locations-facilities). Take a virtual tour (www.youvisit.com/ntc) or schedule a personal tour of campus (ntcforms.formstack.com/forms/campus_tour_request_form).

- _____ Your classes may use the online learning management system, Canvas. Students can view class materials through Canvas 2 days before the start date. For basic information about how to use Canvas, log into your account (canvas.ntc.edu) with your student ID and password; click "Help" and "Student Canvas Tutorials".
 - If you cannot access your class 2 days prior to the start date, submit a Help Desk Ticket (myhelpdesk.ntc.edu/helpdesk/WebObjects/Helpdesk) **immediately** to resolve the problem.
 - Notify your instructor that you are having problems so they are aware of the issue. Keep them updated on the status of the issue.

- _____ A Basic Computers Skills course (www.wisc-online.com/courses/computerskills) is available through Wisc-Online, free of charge. You can also contact the NTC College Prep Center by calling 715.803.1152.

- _____ Create a list of contacts of various NTC offices
 - Admissions – 715.675.3331 x 5860; admissions@ntc.edu
 - Academic Advising – 715.803.1797
 - Academic Resource Center – 715.803.1403; arc@ntc.edu
 - Campus Store – 715.803.1154; campusstore@ntc.edu
 - Cashiers Office – 715.803.1443; cashiers@ntc.edu
 - College Prep Center – 715.803.1152; cpc@ntc.edu
 - Disability Services – 715.803.1469; ds@ntc.edu
 - Financial Aid – 715.675.3331 x 5862; financialaid@ntc.edu
 - IT Help Desk – 715.803.1160; myhelpdesk.ntc.edu
 - Job Placement – 715.803.1688; placement@ntc.edu
 - Registration – 715.675.3331 x 5861; registration@ntc.edu
 - Student Life – 715.803.1294
 - Timberwolf Suites – 715.575.1407; max@timberwolfsuites.com
 - Transfer to a Four Year College – 715.803.1688; transfer@ntc.edu
 - Virtual College – 715.803.1373; virtualcollege@ntc.edu
 - Use the NTC All Staff Directory to search for contact information for specific people or departments or call 715.675.3331 (www.ntc.edu/faculty-staff/all-staff-directory)