

Guide to PowerCAMPUS Self Service

INTRODUCTION

PowerCAMPUS Self Service (PCSS) is an online resource for you to access important information. You will be able to register for classes, view student account (tuition, fees, and summarized financial aid), access present schedules, and obtain unofficial transcripts.

To access PowerCAMPUS Self Service, visit <https://my.necmusic.edu>.

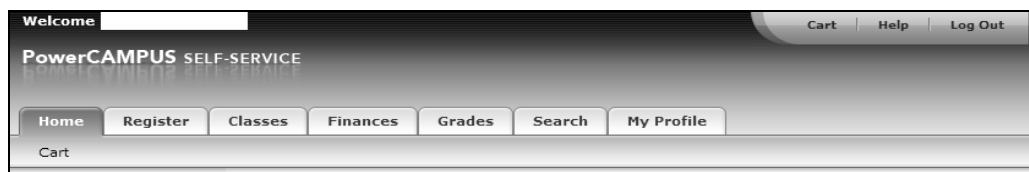
Login using the same username and password you use to access your NEC email. Username example: john.smith

Click on “College Registration via PowerCAMPUS Self Service” under “College Student and Faculty Resources” on the right side of the page. This will direct you to the PCSS home page; log in again, using the same information as your username and password for your NEC email.

If you have forgotten your login information or have issues logging in, please visit ITS in St. Botolph 228 or contact them via email at itshelp@necmusic.edu. For questions with PCSS, please see your Academic Advisor in the Office of Student Services.

NAVIGATING

There are a series of tabs and links that you may use to navigate this tool.



REGISTRATION

- Click on the Register tab
- Click on “College Courses”
 - Be sure that your status says “Ok to Register”
If it does not say “OK” there may be one of several issues. Either your registration time has not opened, you have not advised, or there is a hold on your account. You will not be “ok to register” until all three components are satisfied.

REGISTRATION begins OCT. 24th and ends on Nov 22nd

Please Note: Any Courses requiring Special Permission MUST be done in person, in the Office of Student Services

If “Ok”, select Section Search to begin selecting courses.

Period	Status
2010/Fall Term	OK to register.

SEARCHING and CART

- You can tell if a course is open or not by looking to the left of the course title. If the book icon is green, that particular course and section is open. If it is red, the course is full.
 - To be waitlisted for the course, please visit the Office of Student Services. As space opens up, students on the waitlist will be notified **via their NEC e-mail** that a space is available in the class. As a rule, students will have 24 hours from the time the notification is sent out to add the course to their schedules.
 - This does not replace in-over-the limit permissions. If a class remains closed but an instructor will sign you in, this must be done in person with the Special Permission to Enroll form in the Office of Student Services at the end of the add/drop period in January 2012.

SEARCHING AND CART CONTINUED

- Once you select “Add” on a course, you will have two options.
 - You may fill your cart with selected courses and complete registration after reviewing your entire schedule.
 - You may register for a class one at a time by selecting “Proceed to Registration”
- Courses will remain in your cart until you either “Remove” or “Proceed to Registration”
- The courses placed into your cart will appear on the top of the screen while you search for additional courses.
- The right hand side of the page will show you the list of courses you are registered for along with their schedule times as you continue adding courses.
- You must be in your Cart in order to Drop courses.
- At the Registration screen, you must review your schedule for any conflicts or classes requiring pre-requisites.
 - If everything appears acceptable, click “Next” at the bottom right of the screen.
 - You are only enrolled in the class when you see status as “Registered”
 - If there are issues, the system will report error messages and it is recommended that you remove the class from your Cart.
 - You can only completely remove a course from the Cart, through the Cart link at the top of the screen.

College Courses - 2010/Fall Term

➤ Select Period ➤ Review Schedule ➤ Finalize ➤ Complete

Courses to Add

+	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status	
<input checked="" type="checkbox"/>	Instrument/Orchestra - CMP 543T / Lecture / 01	9/9/2010 - 12/23/2010	Main College Session	2.00	GradCourse	Wednesday, 4:00 PM - 5:50 PM;	New England Conservatory of Music, St. Botolph Building, Room 313	Ms. Kati Agócs	In Cart	<input type="button" value="Remove"/>

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
<input type="checkbox"/>	Jazz Styles: Improvi - JS 579T / Lecture / 01	9/9/2010 - 12/23/2010	Main College Session	2.00	GradCourse	Monday, 4:00 PM - 5:50 PM;	New England Conservatory of Music, St. Botolph Building, Room 318	Mr. Allan S. Chase	Registered
<input type="checkbox"/>	Trads Mus Drama Asia - MHST 545 / Lecture / 01	9/9/2010 - 12/23/2010	Main College Session	2.00	GradCourse	Monday, 12:00 PM - 1:50 PM;	New England Conservatory of Music, St. Botolph Building, Room 320	Mr. Peter Row	Registered

SPECIAL PERMISSION CLASSES

- You will automatically be registered for studio and ensemble.
- Classes requiring instructor permission as a pre-requisite will be available for online registration by selecting “Request Permission” when adding the course to Cart.
- You will not be able to register for special permission classes online; including courses over the limit, independent study, cross registration, chamber music, waivers of pre-requisites, and audits. These classes must be registered in person at the Office of Student Services.
- Please note that all other classes are available for online registration and you should complete your schedule online prior to visiting the Office of Student Services for special permission classes.

VIEW SCHEDULE

Be sure to check your schedule and make sure everything is correct.

- Go to “Classes” tab and select “Schedule”
 - You will be able to see your schedule in text or grid (calendar) form.

Please see your Academic Advisor in the Office of Student Services if you have any questions.