

Fall Registration for Current Tigerville Students

IMPORTANT: READ and FOLLOW ALL INSTRUCTIONS CAREFULLY!

1. Schedule a meeting with your faculty advisor.
 - DO NOT WAIT until registration opens.
2. Meet with your faculty advisor and get cleared to register.
 - Lack of advisor clearance will prevent registration.
3. Clear any Student Account Holds prior to registration window open date (see below for dates).
 - Account related holds will prevent registration.
 - Contact Student Accounts (located in Neves) to resolve any account related holds or call 864-977-7900.
 - There are two Student Life forms that will prevent registration: the *Registration Agreement* and the *Emergency Contact Form*. These are available on your Student Life portal.
4. Register for classes via your student portal at my.ngu.edu when your registration window opens.
 - **Courses which do not apply to your degree requirements can negatively impact financial aid.**
 - Register as soon as your window opens – classes do fill up.
 - To access portal registration: (Detailed instructions attached)
 - Log into my.ngu.edu
 - Select the 'Students' tab
 - Select 'Advising and Registration' from left navigation
 - Select the 'Add/Drop' courses or 'Search' link in the body of the page
 - Search for courses to add under appropriate term
 - Check the Add box by desired course(s) and then select 'Add' underneath the list of courses

Registration will open at 6:00 a.m. **based on hours completed prior to the Spring 2021 term.**

- Seniors, Honors, Accessibility - Wednesday, March 17
- Juniors - Monday, March 22
- Sophomores – Wednesday, March 24
- Freshmen - Friday, March 26

If you experience problems entering your courses on or after your registration opening date:

1. Ensure you have FULLY completed steps 1-3 above.
2. **If you are still unable to register during normal business hours, please call 864-663-0186 or visit NGU Central in Neves for assistance.**
3. **FOR QUICK RESPONSE on each opening day, between 6-8:30am, EMAIL claplaca@ngu.edu. Please include your NGU Student ID number in your message!**

CURRENT DUAL ENROLLMENT STUDENTS – No on-line registration available; registration begins on Monday, March 29. You may contact Academic Records at 864.663-0007 to register.