Customize Your Timetable

This document contains help for students in **General Arts and Science (0820, 0825, 0801 & 0805)** where you build your own timetable.

**Navigation to Customizing Your Timetable:** Log into MyNC Student Portal > Dashboard > Manage Registration > Select/Manage Timetable (NICOLE) and go directly to Customized Your Timetable.

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The notes at the bottom of your screen will tell you your required course(s). This may change from term to term and may differ from what is shown on the example below.
Initially, before you have enrolled in any courses, this screen will be blank (other than the message below). To begin enrolling, click on Enroll in a Course.

You will now be able to begin building your term schedule. Remember to make a schedule that works for you. Planning your own schedule gives you the control to arrange your classes to suit your own preferences, to meet non-academic obligations, and correspond with your lifestyle. Below are some helpful hints to keep in mind when planning your schedule:

- Schedule one course at a time. Make a list of courses you would like to take and prioritize them.
- Feel free to schedule classes back to back, as you have 10 minutes between classes for travel time but if you choose to take courses from 2 different campuses, you will need to ensure you have left yourself adequate travel time (at least 1 hour) depending on your transportation situation.
- You may select up to 18 credits. Any additional credits can be added in person at the Registrar’s Office at your respective campus.

The system will notify you of any scheduling conflicts. You may find it easier to plan your timetable on paper first. Please find a Blank Timetable on the MyNC Student Portal Homepage (www.niagaracollege.ca/mync) > Help & Guides > General Help.

Make sure you scroll to display all the courses available. The default list of courses are scheduled during the day and at your home campus. To view/select evening or on-line courses, refer to the section below titled “Taking On-line courses or evening Courses from another Campus”.

In this example, COMP1973 has 2 classes (sections 01 and 02) available. Please note that one section of a class may be held over more than one day (you must attend all days) or perhaps at another Campus. Select Enroll in this Class if you wish to enroll, or Back to previous page to select a different course.
If you opted to enroll in this class, you will be asked to confirm your choice. Do not close your browser until after you receive the following confirmation page.

You may now go Back to course list to repeat the process. You may select View Timetable at anytime. When you are done, please refer to the Printing Your Timetable document on the MyNC Student Portal Homepage (www.niagaracollege.ca/mync) > Help & Guides > Timetable Help. Your course list will now display any courses you have enrolled in.

Click Enroll in a Course to continue selecting.

Taking On-line courses or evening Courses from another Campus

You may be able to take an evening course from a different campus or on-line courses. To select an on-line course, choose Off Campus or Online from the campus drop down menu. If you are taking an in-class course from another campus, please allow yourself adequate travel time between campuses.

Once you select the desired course, the class details will display. In this example, the course is delivered on-line. This course will display on your list of courses, but will not display on your timetable as there is no assigned time for on-line courses. For evening and on-line courses, you will receive a confirmation in the mail. HIST1104, HIST1185 and HIST1398 are Niagara College on-line courses and there is no additional course fee. For Distance Learn courses, you will be responsible for an additional on-line fee that is assessed (see niagaracollege.ca/fees). For Distance Learn courses, please go to niagaracollege.ca/distance for additional instructions. Some courses have
additional material fees and will display here as well (if applicable). You are responsible for these additional material fees.

When you are done, please refer to the Printing Your Timetable document on the MyNC Student Portal Student Portal Homepage (www.niagaracollege.ca/mync) > Help & Guides > Timetable Help.

If you require assistance, please go to the above help link for useful help documentation or contact us at nicolesos@niagaracollege.ca.