Navigation to Customize Your Timetable: Log into the MyNC Student Portal > Dashboard > Manage Registration > Select/Manage Timetable (NICOLE)

The General Business program, in the second year, is a combination of required courses, general education electives and business options. To accommodate this flexible program, you will first select a timetable with your required courses and will then make selections for your option courses. **The ***Note*** at the bottom of your screen will tell you your required course(s). This may change from year to year and may differ from what is shown on the example below.

STEP 1 – Click on **Select Your Timetable Block**

Welcome to NICOLE, Niagara College’s Online Enrollment System. To begin the process, please select your timetable block before attempting to add, change, or drop courses.

**General Arts & Science Students (all levels):** Go directly to the Customize Your Timetable option.

Please note that enrolment begins at 7:00am on the program-specific open date, as posted here: [niagaracollege.ca/mync announcements](https://www.niagaracollege.ca/mync/announcements).

Need Help?
Help and Contact Us links are located top right. Please include your student number, phone number, and a detailed explanation of the problem. We will respond within 24 hours, Monday to Friday 8:30am-4:30pm.

**Select Your Timetable Block**

For programs that select a full timetable block, this will enrol you in all of your core courses for your current semester and then prompt you to choose program-specific Electives/Option(s), if applicable.

If you are unable to click on the **Select Your Timetable Block** link, please contact us for assistance.

Programs with more than seven (7) timetable blocks may not display correctly in the Timetable Overlay view.
STEP 2 – From the drop down menu select a block that is not full.

REGISTRATION INSTRUCTIONS
1. Go to ‘Select your Timetable Block’ to select your timetable.
2. Next, you must select a Business Elective from the options listed.
3. Next, you must select a General Elective from the options listed.
4. Next, you must select one additional course from either the Business Elective list OR the General Elective list.

NOTE: NICOLE will allow you to enrol in 4 elective courses, however you only need to enrol in a total 3 elective courses.

ADDITIONAL NOTES
MGMT1141 (Organizational Behaviour) is equivalent to CEHR1700 (Introduction to Business Management & Organizational Behaviour)

In order to enrol in the online class, you must first drop the ‘day’ class and then:
“Customize Your Timetable” to “Enroll in a Course”

You are not currently enrolled in a timetable block. Please select one from the list below and click the Enroll in this Timetable Block link associated with the block in which you wish to enrol.

Note: You are required to select a timetable block even if there is only one block to select. Your timetable block registration is not complete until you confirm your selection.

STEP 3 – After enrolling in a block you will choose your Elective courses from the lists provided.

Please select a course from your program specific course list below.

<table>
<thead>
<tr>
<th>Electives</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Elective List</td>
<td>0 of 2</td>
<td>selected</td>
</tr>
<tr>
<td>General Elective List</td>
<td>0 of 2</td>
<td>selected</td>
</tr>
</tbody>
</table>

STEP 4 – Pick your option courses from this lists provided (example BUSN1247). Click on the Course Code.
STEP 5 – Click on **Enroll in this Class**. You may or may not have a choice of more than one class. This example below shows two choices of BUSN1247.

STEP 6 – Make sure you confirm **YES** to actually be enrolled.

Go back to ‘Choose Your Electives Now!’ until you have made all of your selections.

FINAL - Once you have completed your program choices, make sure the total credits you have enrolled in match the **Credit Requirement**.