Register now through SIS to get the best spring schedule

➢ Not sure what courses you need to complete your degree?
➢ Wondering how to choose and then register yourself for classes?

*Just follow these 5 easy steps...*

1. **Print a copy of the academic plan for your major** (also called the ‘curriculum’ plan).
   Go to [www.nhti.edu](http://www.nhti.edu) under Academics to ‘Browse Our Programs’ and find yours. Within your program, click on ‘Curriculum’ to print a copy of your plan (use the minimum margins setting).

2. **Access your NHTI Degree Audit to see your check list to graduation.**
   Log into SIS and click on Student>Student Records>NHTI Degree Audit to view your Degree Audit.

3. **Use your Degree Audit to update your academic plan.**
   Check off courses that are complete and those that are ‘in progress’ on your plan.

4. **Determine what courses you’ll take next:**
   - *Use your academic plan and decide on how many courses you will take for the semester*
   - *Decide on your preferred course format* (100% online, remote through Zoom, hybrid – partly in person and partly online/remote)
   - *Click on course codes in your Degree Audit* (ENGL 101C, BIOL 120C, HIST 121C, etc.) to read course descriptions and see if the course will be offered in upcoming semester/s.

5. **Register for your courses through SIS.**
   - Log into SIS and click on Student>Registration>Look Up Classes.
   - Choose the term, then choose NHTI (College) and the subject to look up courses of interest.
   - Look at the **Date** column for class start and end dates – there are 16-week classes, 8-week classes, etc.
   - Look at the **Location** column for course format (you’ll see three formats):
     - online,
     - online remote (Zoom),
     - hybrid – in person plus online or online remote
   - Register for chosen classes. This 2 ½ minute video will review how to register: [https://www.nhti.edu/current-students/](https://www.nhti.edu/current-students/)
   - To view your final course schedule, click on Student>Registration>Concise Student Schedule.

*After you’ve gone through these steps, reach out to your Program Advisor or the Advising Center if you have questions:* [nhtiadvising@ccsnh.edu](mailto:nhtiadvising@ccsnh.edu)