Welcome to NCCC's Online/Flexible Registration for Credit-Free Courses


* IMPORTANT*

- Do not use your internet browser's BACK button while in Flexible Registration.
- Press OK to any security popups during the registration and payment process.
- MasterCard, Visa and Discover Cards are acceptable forms of payment.
- DO NOT log out until a final invoice and payment confirmation has been generated.

Step 1

If you are a returning student and know your NCCC Net ID (@01234567) please sign in using your ID and password, otherwise go to *Step 2*.
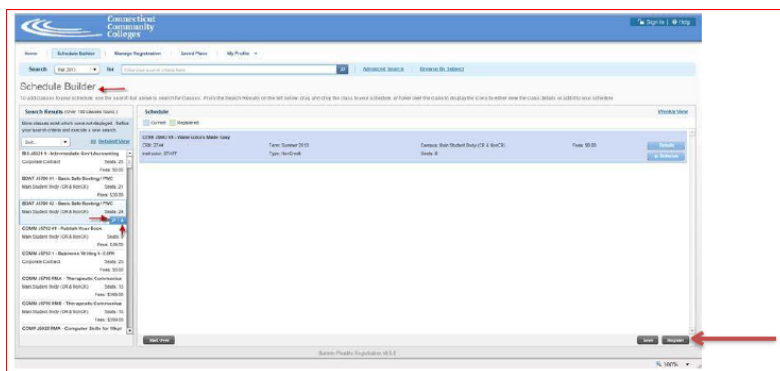
Step 2

Begin your search by choosing a **Term** and clicking the magnifying glass.
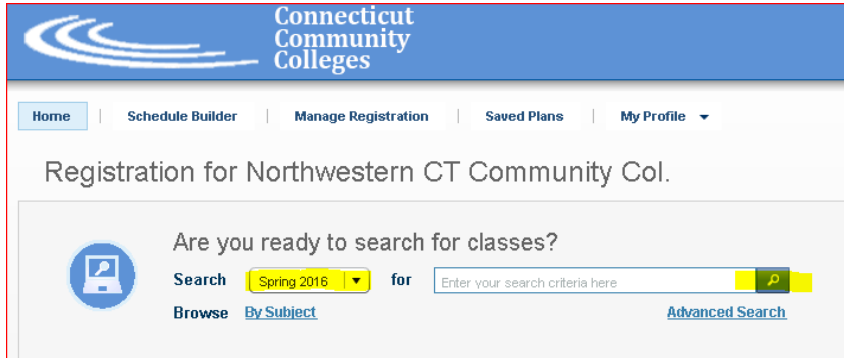
Step 3

Choose your class(es) from the available courses on the Schedule Builder. Drag or click on the "**+**" symbol to add a course to your Schedule/Cart. NOTE: Course CRNs are visible in the "Detailed View."
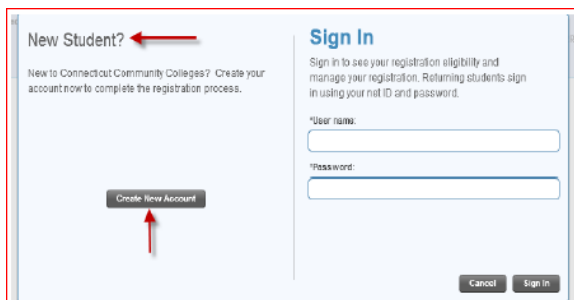

Step 4

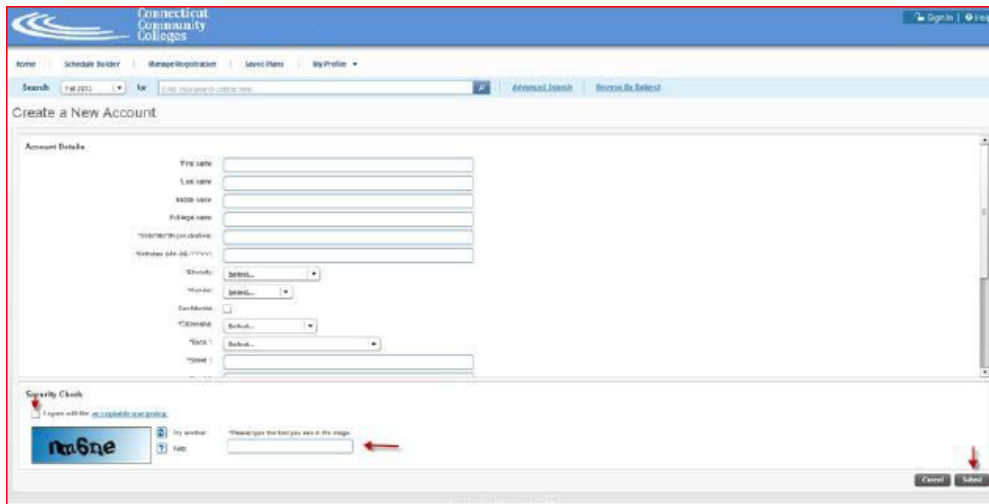Click "Register" when completed with course section.

Step 5

If you are a new student to the Connecticut Community College System, do not have a Net ID and have not signed in, please create a new account by clicking on "**Create New Account**".
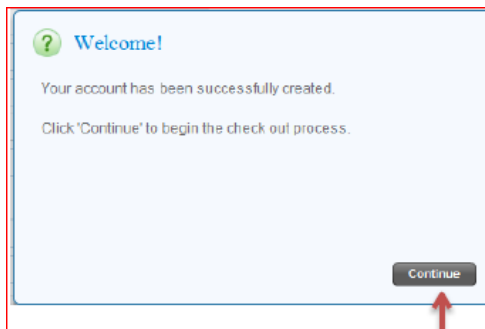
Step 6

To create a new student account, enter the required information and click "**Submit**".

Once your account is successfully created, you will see the "Welcome!" popup:

Step 7

Click **Continue** to complete the registration process.

If you do not receive the "Welcome!" page, it may be due to someone else having the same name as you do or some other exception or commonality.

If you know your Net ID and password, select Login to sign in. If you need to check further, select **Cancel.** You will be re-directed to the biographical page where you can re-check what you have entered.
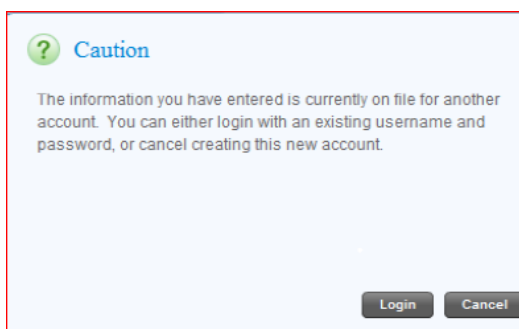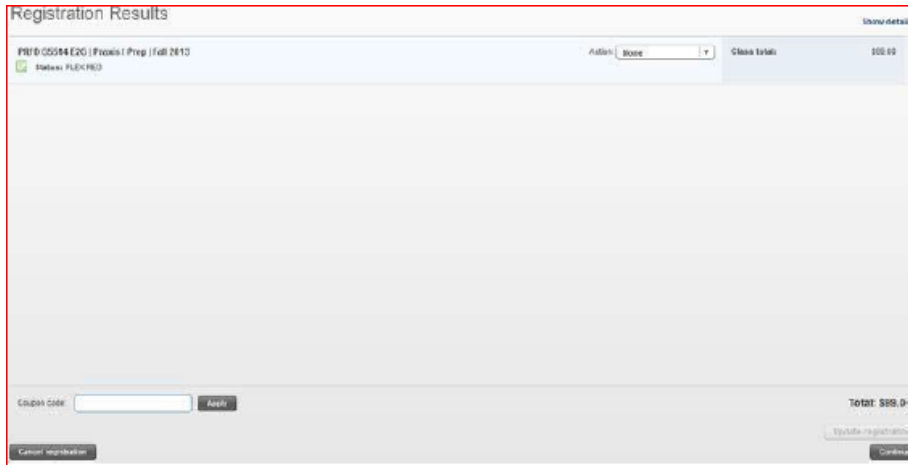
Step 8

Now you will be taken to the **Registration Results** screen. You can still drop a class from your shopping cart at this point. To complete your registration, click on **Proceed to Payment**.
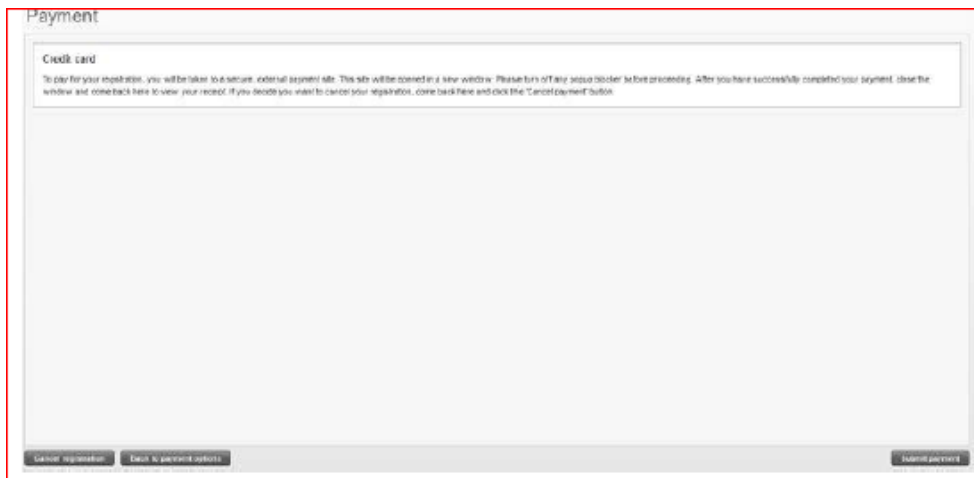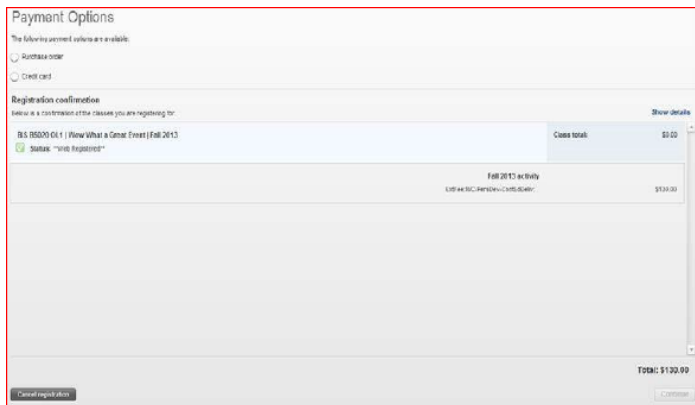
At this point, you need to click through a series of screens indicating that you wish to go ahead, pay, and register for your course(s). After clicking, "**Yes**" on the **External Payment Confirmation** popup screen, you will be redirected to NCCC's TouchNet Payment gateway.

The Connecticut Community Colleges accept Master Card, Vis or Discover Card for credit card payment. On the first screen, enter the credit card information and click "**Continue**" to move on to the next payment screen.

Please enter the payment and billing information for the credit card you are using. Required information is indicated by an **"*".** Please note that the email entered in the billing information section is where the payment receipt is sent. To submit your transaction details, click the "Continue" button at the bottom of your screen.

Details about the Connecticut Community College cancellation and refund policies can be found at:

http://bor.ct.edu/finance/ccpayment/contacts/refundpolicy.asp

To complete payment, click the "**Submit Payment**" button at the bottom of your screen. You must complete the payment process to reserve your seat in the course or you will not be registered.

Please print your Payment Receipt for your records.

A confirmation email will be sent to the email address you entered in the billing information section.

You have successfully registered for a non-credit class. Your final invoice will display. You have the option to print it or navigate back to the home page.