Online Registration Instructions
1. Open Internet Explorer and browse to my.nyack.edu
2. Click on Check Email icon and login to the MyNyackSSO page shown below using the login information you were assigned by Nyack College

3. Click on the Student Portal icon as shown below to access the Student Portal
Before starting Online Registration, review your Degree Progress Audit by clicking on the ‘Degree Audit’ link under My Academics or at the top of your homepage.

When you scroll down you will see an Academic **Progress Bar** that displays the number of credits you have completed (earned) towards your degree.
IMPORTANT: Pay close attention to the summary section, (shown below) which tells you how many credits are remaining for you to take in each Course Category. Pay special attention to the number of Credits Remaining listed in the Miscellaneous Electives category so that you know exactly how many electives you still need to satisfy your degree requirement. The system will NOT prevent you from over-registering for electives, even if you have already satisfied the requirement, because miscellaneous electives are your choice. Be careful not to register for more electives than you need to satisfy the required credits in that category.

<table>
<thead>
<tr>
<th>Course Category Summary</th>
<th>Credits Required</th>
<th>Credits Added</th>
<th>Credits Waived</th>
<th>Credits Completed</th>
<th>Credits Currently Scheduled</th>
<th>Credits Remaining</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art in Psychology Core Requirements</td>
<td>35.00</td>
<td>0.00</td>
<td>0.00</td>
<td>21.00</td>
<td>0.00</td>
<td>16.00</td>
<td>3.20</td>
</tr>
<tr>
<td>Art in Psychology Program Language</td>
<td>6.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6.00</td>
<td>0.00</td>
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<tr>
<td>Art in Psychology: Arts and Cultural Diversity Minor</td>
<td>15.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2.00</td>
<td>0.00</td>
<td>13.00</td>
<td>3.00</td>
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<tr>
<td>Art in Psychology: Remanufacture Education</td>
<td>10.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6.00</td>
<td>6.00</td>
<td>7.00</td>
<td>3.65</td>
</tr>
<tr>
<td>Art in Psychology: Major Requirements</td>
<td>45.00</td>
<td>0.00</td>
<td>0.00</td>
<td>30.00</td>
<td>3.00</td>
<td>46.00</td>
<td>3.00</td>
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<tr>
<td>All Total</td>
<td>120.00</td>
<td>0.00</td>
<td>0.00</td>
<td>61.00</td>
<td>10.00</td>
<td>76.00</td>
<td></td>
</tr>
</tbody>
</table>
To view the Miscellaneous Electives you have completed or that have been added to your degree plan by the registrar’s office, click on the link named “Miscellaneous Electives”. The courses will be displayed as shown below:

Courses that have been added to your required electives by registrar will be listed first. Courses that are part of the standard Miscellaneous Elective Pool for all students are listed next. Some majors have no miscellaneous elective requirements, so this may not apply to all students.
To View ALL of the required courses for your degree program, scroll down towards the bottom of the page to find your Course List. Check the “Show all Courses” box to see all the required courses in your degree plan.

Once you have reviewed your Degree Progress Audit, you can proceed to Online Registration and begin selecting your courses for the upcoming term. See instructions on the next page.
From your home page, click on the ‘Online Registration’ link under the Academics menu group or the Quick Link at the top of the Home Page.
First make sure that you do not have any registration holds that are blocking your ability to register. You can check this easily by seeing if there is a number next to “Holds” on the notification bar. If you see one or more holds listed, click on the link for details on how to resolve the hold.

If you do not see the ‘Begin Online Registration’ link or see a message indicating that ‘Online Registration is not available,’ please contact the Registrar.
If your registration period is open, you will see the ‘Begin Online Registration’ link. Click the link to launch Online Registration. Please note: if multiple terms are available, you must first select the term you want to register for.
Once you click on the ‘Begin Online Registration’ link, a new window will open.

PLEASE TURN OFF ANY POPUP BLOCKERS OR ALLOW POPUPS FROM THE PORTAL.NYACK.EDU WEBSITE OR THIS PAGE MAY BE BLOCKED

Once the available required courses for that term load, you will be able to click on the plus sign next to a class. That will list the available sections for that course.
In order to see the available elective courses for the term, change the Display drop-down box under Course Search from ‘**Required**’ to ‘**Elective**’ and click on the ‘**Search**’ button.
Click on the grey plus button to see all available sections for the selected course. Select the section of the class you want by clicking on the Green plus icon under ‘Add’. Please note: Graduate students may have the option of Waitlisting for certain courses, but this option is not available for Undergraduate students.
The course will move from the **Search Results** section at the top of the screen, to the **Selected Courses** section at the bottom of the screen.

Repeat this course selection process until you have added all your desired classes.

To see how your course selections look on a calendar grid, click the ‘**View Courses**’ button.
Here is how your course will appear on the calendar view:

Once you have added all your classes, click on the ‘Proceed to Final Step’ button.
Once you have clicked on the ‘**Proceed to Final Step**’ button, your student information and the courses you have selected will appear. Click on the ‘**Register/Drop**’ button to submit your selections and complete Online Registration:

**NOTE:** YOU ARE NOT REGISTERED for your courses until you click the **Register/Drop** button to submit your schedule.
You registration is now complete.

Please read the Attendance and Withdrawal Policy carefully. You will be held to all terms and conditions as specified in the Nyack College catalog.
To confirm your registration: Click on the ‘My Class Schedule’ link under the Academics menu group. Your classes will now appear on the calendar grid. You can also click on the ‘Schedule Report’ link to download or print a PDF version of your class schedule.

This confirms that your registration is now complete.