How to Register for Classes

with MyNorthwoodTech Search

Follow the steps to access and utilize the Enrollment Shopping Cart.

Step 1 Visit witc.edu, and go to **MyNorthwoodTech** located at the top of the screen.



Step 2

If you are a first-time user, select the **Sign On Assistance** tile, fill out the information and create a password. If you have already created a password, please proceed to the **Sign In** tile.





Step 3

Using your student ID and the password you have created, sign into your Student Center.



Step 4 Select the Student Center tile.



Step 5 Select the **Search**

* Academics				Search by Classes
Search	Doodinee	💭 URL	Credebook	
Plan My Academics	This Week	's Schedule		Continuing Ed ClassFinder
other academic	* >>	C.0355	MoTrAVeTHEr	▼ Holds
	LAD (05906	F 10103146-V102	7.00AM - 7.30AM ONLINE	Do Not Send Bill
			Weekly Schedulic p Enrollment Shopping Cerl p	Details p
• Finances				To Do List
My Account			Neke a Payment p	No to Do's
ccount Ingury Account Management				The Enrolmont Dates
Inancial Aid				Open Errolmant Dates
ev Financial Ald				
cceperDecline Awards				* Advisor
ew Student Permitsions				Program Advisor
				None Assigned
other financial	• ⁽⁰⁾			The start Deservation
				· Student Resources
Personal Information				UW Transfer Information System

Step 6

Make sure to change the term to the upcoming term you are registering for The second arrow indicates where you can put the catalog number to search for the class

The third arrow indicates where you can put the name of the

class to use in a search

Search Plan Enroll My Acader	nics	
Search for Classes Browse Course Cata	log	
Search for Classes		
Enter Search Criteria		
earch for Classes		
Institution	WI Indianhead Tech College	
Term	Fall 2019	•
Select at least 2 search criteria. Select Sea	arch to view your search results.	
⇔Class Search		
Catalon Nhr	contains	
Course Career	Undergraduate	, — —
	Show Open Classes Only	
VAdditional Search Criteria		
Meeting Start Time	greater than or equal to	*
Meeting End Time	less than or equal to	¥
Days of Week	include only these days	*
	Mon Tues Wed	🗌 Thurs 🔛 Fri 🔲 Sat 📃 Sun
Instructor Last Name	begins with	
Class Nbr (5 digits)	2	
Course Keyword		· · · · · · · · · · · · · · · · · · ·
Session		7
Mode of Instruction		*
Campus		T
Location		¥

NorthwoodTech.edu • 800.243.9482

How to Register for Classes

with MyNorthwoodTech Search

Step 7

All available classes will show. Make sure you select the right campus and type of class that will best fit your schedule.

A=Ashland Campus, N=New Richmond Campus, R=Rice Lake Campus, S=Superior Campus, V=Online

ITV courses can indicate the class be at one campus, but the room might show at multiple campuses.

The first section on the left shows which campus the course is at, the second section shows which room number on which campus the course is taking place. Remember, if it's ITV the two highlighted spots might not reflect the campus

				0	Open	Closed	🔥 Wait List
			New Se	arch	Modify Searc	h	
0 cla	as section()	s) found					
- 50	DOSCIEN 10	809198 - Introduct	ion to Psycholo	gy			
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
22961	A501-LEC Regular	Fr 0.30AM - 11:20AM	203 Classroom Ashland	Connie Mohawk	01/24/2020 - 05/15/2020 -		
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
22958	N501-LEC Regular	We 12:30PM - 3:20PM	1201 General Classroom New Ric	Julie Buckman	01/22/2020 - 05/13/2020	•	
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
22956	N502-LEC Regular	Fr 8:30AM - 11:20AM	1210 Classroon New Rich	Julie Buckman	01/24/2020 - 05/15/2020	•	
lass	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2953	R504-LEC Regular	MoWe 3:30PM - 4.50PM	156 Classroom Rice Lake	Sally Dittloff	01/20/2020 - 05/13/2020	•	
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
22954	R505-LEC Regular	MoWe 10:00AM 11:20AM	212 Classroom Rice Lake	Katrice Shuler	01/20/2020 - 05/13/2020	•	
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2955	S502-LEC Regular	We 8:30AM - 11:20AM	301 Computer Lab Superior	Mark Langenfeld	01/22/2020 - 05/13/2020	۲	
lass	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
22952	V501-LEC Regular	MoTuV/eThFr 7:00AM - 7:30AM	ONLINE	Sally Dittloff	01/20/2020 - 05/15/2020	٠	
lass	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2959	V502-LEC Regular	MoTuWeThFr 7:00AM - 7:30AM	ONLINE	Sally Dittloff	01/20/2020 - 05/15/2020	٠	
lass	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2960	V504-LEC Regular	MoTuWeThFr 7:00AM - 7:30AM	ONLINE	Vladimir Kozubovsky	01/20/2020 - 05/15/2020	•	
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2957	V505-LEC Regular	MoTuWeThFr 7:00AM - 7:30AM	ONLINE	Sally Dittloff	01/20/2020 - 05/15/2020	•	

For questions, please contact your local Student Services office. Dial 800.243.9482 with the corresponding extension.

Step 8

Follow the prompts to select the class and add it to your shopping cart

Step 9

In the middle of the screen, click on the Shopping Cart Link. This will take you to your shopping cart and will allow you to finish enrolling in your classes

Shopping Cart	Show All
SOCSCIEN	We 5:30PM - 8:20PM
10809198	122 ITV Lab Rice Lake

Step 10

Select the class by **clicking on the box next to the class, then click the green Enroll button**. Follow the prompts to finish enrolling.



Ashland: 3188 New Richmond: 4145 Rice Lake: 5046 Superior: 6282

Step 11 Click the Finish Enrolling button to complete your enrollment.

anophing conv			1 2 3			
2. Confirm classes						
Select Finish Entr adding these class	alling to process your requipes, select Cancel.	est for the classes listed. To ex	of without			
Fall 2018 / Undergrad	uate (W1 Indianhead Tech	I College				
		paq0	Closed	A Wait List		
Class	Description	Days/Times	Room	Instructor	Unita	Status
Class SOCSCIEN 10809198-R101 (51742)	Description Intro to Psychology (Lecture)	Days/Times We 5:30PM - 8:20PM	Room 122 ITV Lab Rice Lake	Instructor S. Shuler	Unita 3.00	Status

Step 12 Classes with a green checkmark have been successfully enrolled.

Classes with a yellow diamond are still in progress and have not been completed.

Classes with a red "X" have not been enrolled and an error has occurred. Review the potential problems by reading the error message listed on the screen. Go back to the shopping cart to make any adjustments.

Search Plan t	nroll My Academics			
Shopping Cart Court	se History			
ly Course History				
	Select Display Option	Sort resu	its by	۲
Show	courses from My Planner	Th	en by Sort	
🧭 Taken	coTransferred	 In Progress 		
Course	Description	Term	Grade	Units Status
-Vui ee				