NOBTS Registration Procedures

1. Go To Selfserve.nobts.edu
2. At the Login page – use your current username and password to login.
3. After Logging in - left click on the “Register” tab.
4. Left click on the “Registration” Menu item.

5. Please take a minute to update your “Personal Information”, “Address Information”, and “Phone Numbers” using the links on the left hand menu by left click on the links. (You may also go to the “My Profile” tab to access these same screens.)

6. Choose the Year/Term listed on the “Registration” window that you would like to register for. (Only the Year & Terms that are open for registration will appear.) Note the Status column to determine if you are eligible to register for that Year/Term.

7. If you are eligible to register for that Year/Term you will be taken to the registration cart for that Year/Term.
8. Use the “Section Search” to locate sections being offered in that Year/Term.
9. Type in the Search criteria you would like to use to filter the courses available. (The “Advanced Search” tab will offer more detailed fields for you to use. – Remember the more fields you use the fewer the courses will be located.)

Note: If you are an extension center student you may want to use the “Advanced Search” field College” to narrow down the sections to only those that are offered at your center.
10. When you have located a course you would like to register for use the “Add” button on the right hand side of the screen to “Add” the course to your registration cart.

11. You should receive a Course Added pop-up window which will allow you to “View Cart” or “Proceed to Registration”
12. If you would like to continue to add courses to your cart you may do so by looking through the additional courses that met your search criteria. You may move from page to page by left clicking the navigation buttons located at the bottom of the page.

13. If you would like to change your criteria left click on the “Refine Search” button located on the left hand menu and change your search preferences.
14. When you have completed your selections left click on the “Proceed to Registration” where you will be taken to your cart for one final review of your course selections. If you need to remove a course left click on the “Remove” button on the right hand of the screen.

15. If you are ready to complete your registration left click on the “Next” button in the bottom right hand of the window.
16. Your courses will be assessed and you will be given the opportunity to pay for your classes at this time. If you choose not to pay now **Please be aware that there is a payment deadline for each term.** Please check the academic catalog/academic calendar for appropriate date.