



# Student Helpdesk

## Class Registration on VIC

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### Step 1: Login to VIC

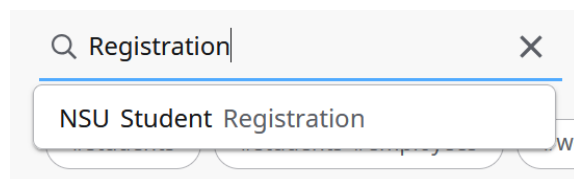
Log in to your NSULA student account at [vic.nsula.edu](http://vic.nsula.edu). Once logged in, click the **View All Cards** icon located in the upper-right corner of the screen to display all available cards.

[Home](#) [Productivity](#) [Services](#) [Students](#)

 [VIEW ALL CARDS](#)

### Step 2: Find Registration Card

On the left side of the page, click the  **Find Cards** search bar and type **Registration**. From the results list, select **NSU Student Registration**.



### Step 3: Select Register for Classes

Within the **NSU Student Registration** card, click the **Register for Classes** button to begin the registration process.

## NSU Student Registration



### Registration Quicklinks

Planning, Add/Drop, Course Search

- Prepare for Registration 
- Register for Classes 
- Search for Courses 
- View your Schedule 
- Registration Landing Page 



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## Step 4: Select Academic Term

Select the appropriate academic term from the dropdown menu and click **Continue**. If your academic status requires an Alternate PIN, you will be prompted to enter it before proceeding.

Terms Open for Registration

Summer 2026 ▼

Continue

## Step 5: Find Classes or Enter CRNS

On the left side of the page, select either **Find Classes** or **Enter CRNs** to add courses to your schedule.

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer 2026

**Using Find Classes:** Use the **Subject**, **Course Number**, or **Keyword** fields to search for courses that match your criteria, then click **Search**.

Enter Your Search Criteria ⓘ

Term: Summer 2026

Subject

Course Number

Keyword

Search Clear ▶ [Advanced Search](#)

On the right side of the page, click the **Add** button next to the course you would like to register for.

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Instructor	Meeting Times	Campi	Status	Schedule	Attribute	Linked Sections	Add
<a href="#">Brunson, Mi...</a>	S M T W T F S - Type: Cla	In...	16 of 20...	Lecture			Add
<a href="#">Giddens, April Brunson, Mi...</a>	S M T W T F S - Type: Cla	In...	18 of 20...	Lecture			Add
<a href="#">Gentry, Kath...</a>	S M T W T F S - Type: Cla	In...	26 of 30...	Lecture			Add

All selected courses will appear in the **Summary** panel located in the bottom-right corner of the page. Once all desired courses have been added, click **Submit** to complete your registration.

Summary
[Tuition and Fees](#)

Title	Details	Hour	CRN	Schedule	Status	Action
<a href="#">EARLY CHILD/PRI...</a>	RDG 5020,...	3	30073	Lecture	Pending	**Registered** (NS...

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

**Using CRNs:** Enter the Course Reference Number (CRN) in the **CRN** field. To add additional courses, click **+ Add Another CRN**.

### Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2026

CRN  EARLY CHILD/PRIMARY READING IN RDG 5020, 01I

CRN

CRN

+ Add Another CRN
Add to Summary

After entering all CRNs, click **Add to Summary**. Your selected courses will appear in the **Summary** panel located in the bottom-right corner of the page.

Once all courses have been added, click **Submit** to complete your registration.



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## Step 6: Drop a Course

To drop a course, locate the course within the **Summary** panel and click the dropdown menu to the right of the course. Select **Remove**.

The screenshot shows a 'Summary' panel with a table of courses. A dropdown menu is open over the 'Remove' option. The table has the following data:

Title	Details	Hour	CRN	Schedule	Status
<u>EARLY CHILD/PRI...</u>	RDG 5020,...	3	30073	Lecture	<i>Pending</i>

Below the table, there is a summary bar: Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Click **Submit** to finalize the change and remove the course from your registration schedule.

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