

## New to NTC Student Checklist

### Use this checklist as you prepare for classes at NTC:

- Make a note of your NTC Student Email and ID# (see your acceptance letter). Your Student Email is your logon username.
- Activate your account by setting your password in MyNTC. Visit [my.ntc.edu](http://my.ntc.edu); click “Set My Password”; follow steps on screen.
- Your NTC Office 365 account will be created automatically. This is where you access NTC Email and Office 365 apps like Word, Excel, and Powerpoint. Download Office 365 apps from App Store or Play Store and login with your NTC information Sign into your email account ([www.ntc.edu/email](http://www.ntc.edu/email)) and verify that it is working. If it is not, submit an NTC Help Desk Ticket ([www.ntc.edu/helpdesk](http://www.ntc.edu/helpdesk)).

NTC e-mail is the primary form of communication. To link NTC email to your personal email follow these steps:

- Log into your NTC email
  - Click the gear in upper right
  - Enter search term: Forwarding
  - Select Start Forwarding button and enter your preferred email
  - Click “Save”
- Your classes may use the online learning management system, Canvas. Students can view class materials through Canvas 2 days before the start date. If you cannot access your class 2 days prior to the start date, submit a Help Desk Ticket ([myhelpdesk.ntc.edu/helpdesk/WebObjects/Helpdesk](http://myhelpdesk.ntc.edu/helpdesk/WebObjects/Helpdesk)) immediately to resolve the problem. Also notify your instructor that you are having problems, so they are aware of the issue.

For basic information about how to use Canvas, log into your account ([canvas.ntc.edu](http://canvas.ntc.edu)) with your student ID and password; click “Help”, “Timberwolf Learning Commons”, and “Student Canvas Guides”.

- Complete the mandatory online New Student Orientation housed in Canvas ([canvas.ntc.edu](http://canvas.ntc.edu)). If the course is not in Canvas at that time, contact your Academic Advisor.
- Complete FAFSA as soon as possible. Go to [fsaid.ed.gov](http://fsaid.ed.gov) to create an FSA ID; go to [studentaid.ed.gov/sa/fafsa](http://studentaid.ed.gov/sa/fafsa) to apply for financial aid using the NTC School Code 005387. For additional financial aid information, refer to the Financial Aid web site ([www.ntc.edu/students/financial-aid](http://www.ntc.edu/students/financial-aid)). If you’re using loans for the first time, complete the Master Promissory Note and Entrance Loan Counseling at [studentaid.gov/h/complete-aid-process](http://studentaid.gov/h/complete-aid-process).

Consider enrolling in the College Success class “Financial Aid Essentials for College Students” through *Continuing Education*. In MyNTC, use the “Course Number” option and enter 77862788 to search for sections.

After you’ve been accepted to a financial aid eligible program and have enrolled in classes, you will receive a Refund Selection Kit in the mail from BankMobile. BankMobile delivers financial aid refunds and other credit balances to students. You must make a refund preference selection. If no selection is made, it will cause a significant delay. For this reason, it is VERY important to set up a refund preference selection in MyNTC. To learn more about BankMobile refund choices visit [bankmobiledisbursements.com/refundchoicesso](http://bankmobiledisbursements.com/refundchoicesso).

- Sign into MyNTC from NTC.EDU Student Portal: [my.ntc.edu](http://my.ntc.edu)
  - Click “Billing & Financial Aid”
  - Click “BankMobile Sign-On”
  - Click “Make Your Initial Refund Selection”
- Apply for NTC Foundation Scholarships ([www.ntc.edu/students/financial-aid/grants-scholarships/foundation-scholarships](http://www.ntc.edu/students/financial-aid/grants-scholarships/foundation-scholarships)), and explore external scholarship sources ([www.ntc.edu/students/financial-aid/grants-scholarships/external-scholarships](http://www.ntc.edu/students/financial-aid/grants-scholarships/external-scholarships)) as well.
  - Check the Payment Information ([www.ntc.edu/students/payment-information](http://www.ntc.edu/students/payment-information)) to learn how to check account balances, payment options – including a payment plan, and payment due dates.
  - Get credit for what you already know through Transfer Credit, Military Service Credit, National Exams Credit, and/or Work/Life Experience Credit ([www.ntc.edu/admissions/credit-prior-learning](http://www.ntc.edu/admissions/credit-prior-learning)).
  - Develop your academic plan and enroll into classes with your Student Success Advisor. Log into your Starfish Success Network ([ntc.starfishsolutions.com/starfish-ops/](http://ntc.starfishsolutions.com/starfish-ops/)) to make an appointment with your Advisor or call 715.803.1797.
  - If unsure about your program choice, talk with a Career Coach ([www.ntc.edu/admissions/career-coaches](http://www.ntc.edu/admissions/career-coaches)) or complete the course Career Decisions to discover/assess skills, values, talents, strengths and weaknesses; your own personal learning style; and explore academic, career, and personal interests to become a more successful student ([www.ntc.edu/academics-training/courses/career-education/career-decisions](http://www.ntc.edu/academics-training/courses/career-education/career-decisions)).
  - If you are a student with a disability, visit the Disability Services web site ([www.ntc.edu/disability-services](http://www.ntc.edu/disability-services)) and review the “Apply for Accommodations” section to complete the accommodations application form to get started.
  - Get Student ID card from Student Life located in the Student Leadership Center with your class schedule and current photo ID ([studentlife.ntc.edu/student-id-cards](http://studentlife.ntc.edu/student-id-cards)).

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- Textbooks – You can find textbooks and required materials for each class at the online NTC Campus Store ([campusstore.ntc.edu](https://campusstore.ntc.edu)). View the tutorials ([campusstore.ntc.edu/tutorials.asp?#tutorials](https://campusstore.ntc.edu/tutorials.asp?#tutorials)) for help locating, selecting, and purchasing course materials.
  - Courses with Inclusive Access ([campusstore.ntc.edu/site\\_inclusive\\_access.asp](https://campusstore.ntc.edu/site_inclusive_access.asp)) means required material is included in your tuition statement and you do not need to purchase through the Campus Store; materials will be located in Canvas.
  - Students with pending Financial Aid may request a Book Voucher through MyNTC prior to ordering books; this allows you to purchase books against your financial aid. See details on the Campus Store Announcements for vouchers ([campusstore.ntc.edu/site\\_FA\\_info.asp](https://campusstore.ntc.edu/site_FA_info.asp)).
  - Keep your receipt.
- NTC has student housing that allows students the opportunity to live in Timberwolf Suites. If you're interested in living in Timberwolf Suites, apply online ([www.ntc.edu/students/housing](http://www.ntc.edu/students/housing)). For questions about applying, amenities, or options available to you, please contact Timberwolf Suites at [leasing@timberwolfsuites.com](mailto:leasing@timberwolfsuites.com).
- Review campus and classroom locations ([www.ntc.edu/about/locations-facilities](http://www.ntc.edu/about/locations-facilities)). Take a virtual tour ([www.youvisit.com/ntc](http://www.youvisit.com/ntc)) or schedule a personal tour of campus ([ntcforms.formstack.com/forms/campus\\_tour\\_request\\_form](https://ntcforms.formstack.com/forms/campus_tour_request_form)).
- A Basic Computers Skills course ([www.wisc-online.com/courses/computerskills](http://www.wisc-online.com/courses/computerskills)) is available through Wisc-Online, free of charge. You can also contact the NTC College Prep Center by calling 715.803.1152.
- Create a list of contacts of various NTC offices or call NTC at 715.675.3331 or toll free 888.682.7144.
  - Academic Advising – 715.803.1797
  - Academic Resource Center – 715.803.1403; [arc@ntc.edu](mailto:arc@ntc.edu)
  - Admissions – 715.803.1646; [admissions@ntc.edu](mailto:admissions@ntc.edu)
  - Campus Store – 715.803.1154; [campusstore@ntc.edu](mailto:campusstore@ntc.edu)
  - Career Coach – 715.803.1645; [careercoaches@ntc.edu](mailto:careercoaches@ntc.edu)
  - Career Services – 715.803.1190; [careerservices@ntc.edu](mailto:careerservices@ntc.edu)
  - College Prep Center – 715.803.1152; [cpc@ntc.edu](mailto:cpc@ntc.edu)
  - Disability Services – 715.803.1469; [ds@ntc.edu](mailto:ds@ntc.edu)
  - Financial Aid – 715.803.1647; [financialaid@ntc.edu](mailto:financialaid@ntc.edu)
  - IT Help Desk – 715.803.1160; [myhelpdesk.ntc.edu](http://myhelpdesk.ntc.edu)
  - Library – 715.803.1115; [library@ntc.edu](mailto:library@ntc.edu)
  - Registration – 715.803.1646; [registration@ntc.edu](mailto:registration@ntc.edu)
  - Student Finance – 715.803.1443; [studentfinance@ntc.edu](mailto:studentfinance@ntc.edu)
  - Student Life – 715.803.1294
  - Timberwolf Suites – 715.803.1636; [leasing@timberwolfsuites.com](mailto:leasing@timberwolfsuites.com)
  - Transfer to a Four Year College – 715.803.1618; [transfer@ntc.edu](mailto:transfer@ntc.edu)
  - Virtual College – 715.803.1373; [virtualcollege@ntc.edu](mailto:virtualcollege@ntc.edu)