

Enrolling in the Training and Development for Industry Concentration at A&T

To get started, here is what you need to do.

1) Go to the graduate school and get admitted to our Training and Development for Industry concentration Code 0279 by downloading the application forms. If you have a 2.6 GPA in your undergraduate degree, then for unconditional admission. You also need GRE scores. That link is:

<http://www.ncat.edu/%7Egradsch/>

2) If it is applicable, you may transfer in up to six semester hours of graduate level work to the program of study. Learn more about the master's for Industrial Training and Development and see the typical program of study at:

<http://www.ncat.edu/%7Echildres/gc01014.html>

This degree is great for community college professors and trainers and managers in industry.

3) Check out the University Calendar for enrollment deadlines and for the Early Advisement and Registration period. If your grad school PBS application is accepted in time, then you can enroll during this early period. The calendar is located at:

<http://www.ncat.edu/%7eregistra/acadcal.htm>

4) Go to our Future Courses page and see what is being offered that is also listed on your program of study above. The Future Courses page is posted at:

<http://www.ncat.edu/%7Echildres/gc01015.html>

Dr. Childress suggests no more than six semester hours per fall or spring term and no more than three hours per summer term for students who are working.

To learn what other online courses are being offered outside of our program The Center for Distance Learning is located at:

<http://fac.ncat.edu/dist/default.htm>

or go to the Class Schedule link at:

https://horus.ncat.edu:9096/pls/PROD/twbkwbis.P_GenMenu?name=homepage

5) You will establish two Personal Identification Numbers (PINs). When you first get admitted to the University, your first PIN will be your birth date in the following numerical format: MMDDYY. Once you go to Aggie Access to enroll in courses, you'll have to enter that PIN, and you'll be immediately asked to change it to something permanent. You'll also need your student number to log in to Aggie Access. This "Banner" ID number is used on campus in lieu of your social security number.

The second PIN is for returning students. After advising you on what courses to take, Dr. Childress will issue you an Alternative Personal Identification Number (Alt PIN) that you use to access Aggie Access online (your student account web site). To enter Aggie Access and the Web for Students you need the regular PIN and your Banner ID Number. Aggie Access is located at:

<http://www.ncat.edu/~registra/webfor.html>

6) To actually enroll in an online course when it is time, go to Aggie Access and Register. When you click on Register for Classes, you'll be asked for your Alt PIN.

7) Be sure that your bill is validated. Meaning that you have paid your tuition bill and the University acknowledges this payment in full. The phone number for the Cashier is 336 334 7721 and the number for the Registrar is 336 334 7595.

8) Once your bill has been validated, you must apply for an email address at:

http://www.ncat.edu/%7ecit/registration/acct_req.html

The email application immediately returns an email address and email password.

9) Once you apply for an email address, you must check your email account. This will automatically make your email username and password become your Blackboard username and password. For example in the email address childres@ncat.edu, "childres" is the username.

Check your email account at:

<https://webmail.ncat.edu/>

10) Log on to Blackboard and access your web courses. To log on, your email user name is the Bb user name. Your email password is your Bb password. Be sure to read the syllabi. These courses are not self-paced. Blackboard is located at:

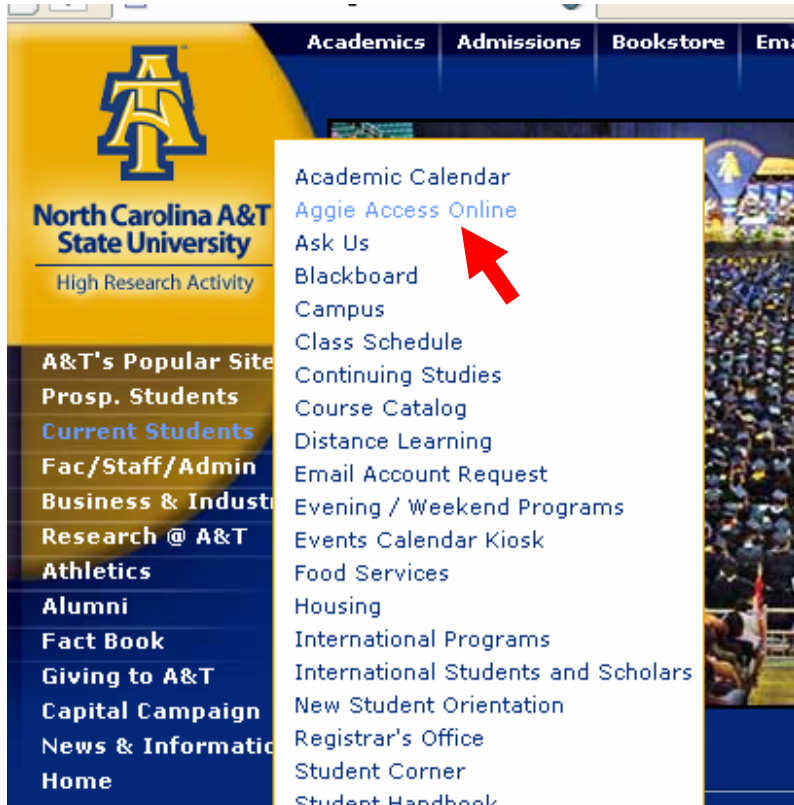
<http://blackboard.ncat.edu>

Dr. Vincent Childress will be your advisor. *His fax number is 336 334 7577. Be sure to fax a copy of your teaching license, and the letter that came with it, so he knows, in fact, that you are a provisionally licensed teacher.* His work number is 336 334 7190 ext. 2230 and his home number is 336 643 7158 call any time. His email address at work is childres@ncat.edu and his email at home is vchildress@triad.rr.com. Let him know whenever he can be of help.

How to Enroll in Courses

Go to <http://www.ncat.edu/>

Go to Current Students and click on Aggie Access. Click on Web for Students.



Click on Enter Secure Area and use your Banner ID and regular PIN to log on.

[Enter Secure Area](#)
[General Financial Aid](#)
[Campus Directory](#)
[Class Schedule](#)
[Course Catalog](#)
[Alumni and Friends](#)

RELEASE: 7.4

Security Agreement: The User ID an system, I agree to abide by the Unive illegal or unauthorized activity(s) that or in printed format information that I'

User ID:

PIN:

Login

Forgot PIN?

RELEASE: 7.4



Once in to the system, click on Student & Financial Aid
Then click on Registration.

Personal Information Alumni and Friends S

Search Go

Registration

[Check Your Registration Status](#)

[Select Term](#)

[Add/Drop Classes](#)

[Look-up Classes to Add](#)

[Change Class Options](#)


Choose Select Term to make sure you are searching the correct term.

Then click on Drop/Add Classes.

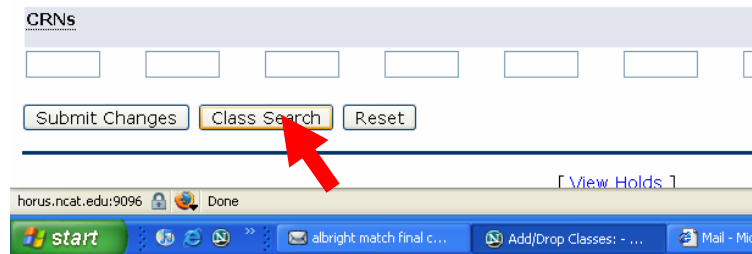
At this point, you may need to enter an Alternate PIN. See your advisor for this additional password that is good only for enrolling in the upcoming terms. If it is currently spring semester and you wish to enroll in summer and/or fall, then use the Alternate PIN issued that spring. If it is currently the fall semester and you want to register for spring classes then you need the Alternate PIN issued in that fall.

Then choose Class Search.

Add/Drop Classes:

 Use this interface to add or drop classes for the selected term. If you have already registered for a class, you will see a Class Registered Successfully section. Additional classes may be added in the Add Class Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field then the class may not be dropped. When add/drops are complete click the Add/Drop Classes button. If you are unsure of which classes to add, click Class Search to review the class schedule.

Add Classes Worksheet



CRNs


[View Holds]

horus.ncat.edu:9096 Done

start albright match final c... Add/Drop Classes: - ... Mail - Micro

Enter the Subject and Course Number for which you are searching.

Look-Up Classes to Add:

 Use the selection options below to search the class schedule for the term. You can narrow your search, but you must select at least one Subject. When you are ready to search, click the Search button.

Subject:


Course Number:

Title:

Schedule Type:

Place a check in the small box to the left of the course you want. Then click on Add to Worksheet.

Look-Up Classes to Add:

 To register for classes, check the box in front of the CRN

Sections Found

Technology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Da
<input checked="" type="checkbox"/>	40140	TECH	662	05A	DL	3.000	Tech Ed Course Construction	

Register

Add to Worksheet

Class Search

[[Student Schedule by Day & Tir](#)

Finally, choose Submit Changes.

Add Classes Worksheet

CRNs

40140

Submit Changes

Class Search

Reset

