

New Student Advisement and Registration (NSAR) For Non-Matriculated/Non-Degree Seeking and Visiting Students To-Do List

- ☐ Make note of your username (last name.first name, i.e. titan.titus) and password (ccm + your Student ID number, i.e. ccm1234567). Your username may contain numbers or may be shortened (if you have a common name or if you have many characters in your first and/or last name).
- ☐ Set up, monitor and begin using your [CCM Student Email](#) as your primary email.
- ☐ If you are **PLANNING TO TAKE COURSES THAT REQUIRE MATH, ENGLISH and/or ANY OTHER COLLEGE-LEVEL COURSE PREREQUISITES**, you must show proof of completing the prerequisite by one or more of the following ways:
 - Meeting the minimum scores through standardized testing (SATs or ACTs),
 - Passing through CCM's placement Math and/or English Accuplacer test/s.
 - Providing a high school transcript for evaluation that meets the minimum Math and/or English requirements for the class (recent high school graduates only).
 - Providing a college transcript or grade report with proof of a passing grade in the prerequisite course required. Click here for [Placement Information \(Math/English\)](#)
 - A note from your home college/university advisor (if you are visiting from another college/university) - [Click here for more information](#).
- ☐ If you would like to consider enrolling in a CCM degree or certificate, you can check out course requirements by accessing a [Curriculum Checksheet](#) and [General Education Course List](#).
- ☐ To help you plan and register for your courses, watch the [Titans Direct Video for Non-Degree-Seeking Students](#) and/or review other [Titans Direct/Student Planning Videos for New Students](#).
- ☐ To search for courses, log on to your [Titans Direct](#) account – and click on the 'Course Catalog' tile. When selecting your courses, click on '**VIEW AVAILABLE SECTIONS**' to select a specific section for each course you choose (which will indicate the day, time, and location). Click on the 'Student Planning' tile to secure the courses and register.