First Time Use and Basic Tips Guide for the Prospective Student Center (PSC)

Preferred browser: The PSC functions best in Google Chrome. Safari is the next preferred option. Internet Explorer is a browser in which the PSC functions with unavoidable glitches.

URL: psc.nwciowa.edu (do not www.) or find link in myNWC under “Links”

FACULTY VIEW IN myNWC

Faculty Resources

- Links
- Report Server
- Registrar’s Office
- Faculty Development
- Forms
- Prospective Student Center
- Survey Software
- A.D.A.M instructor

EMPLOYEE VIEW in myNWC

Links

- Forms
- Budget Reports
- Faculty Development
- Room Schedules
- Microsoft Software Purchases
- Audio Visual Request Form
- Survey Software
- Prospective Student Center

Use main campus login for username and password:
When logging in the first time, you’ll be asked to identify the group of students you wish to see in your “dashboard”. You may elect to select none or many of these student characteristics. To select multiple values within one category, hold down the <Cntrl> key and select the multiple items.

PSC Basics:

1. **Looking up a specific student**: Start typing last name or student ID for student in this search box
   
   a. Select the student to get to see general information about the student

2. **View comments from others relating to the student**
   
   a. Once an individual student is selected, click the “comments” tab to see all comments

3. **To add a comment for others to see about a student**

4. **To share your comment (by email) with another PSC user**
To assign yourself as a temporary academic contact: This allows you to assign yourself as one of potentially multiple faculty who intend to follow up with this student. At the point of advisor assignment, this information is considered by the Registrar. Prior to advisor assignments, which happen at course registration in “spring, this is the best way for ongoing academic department follow-up. In the general information screen, under “Admissions” information, click “Add me” to become a temporary academic contact. You are also invited to send the names and ID’s of students with corresponding names of the temporary academic contacts you wish to have assigned to each student. Send this list to the Admissions office. We will be pleased to make this process easier if we can help.

View list of all students for whom you are assigned as a temporary academic contact:

See new incoming students who are assigned to be your advisees: This assignment process is completed by the Registrar at the point of course registration for new incoming students.