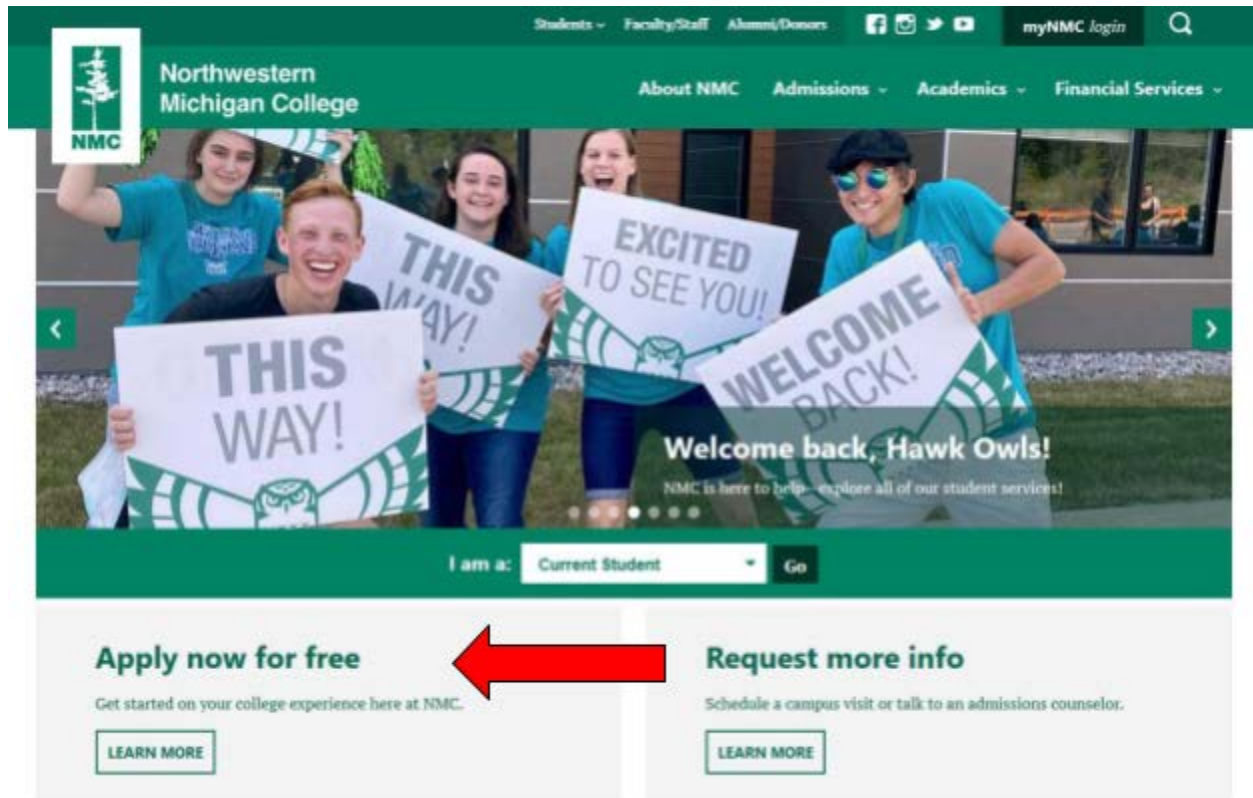


## Step-by-step instructions on applying to NMC

**Step 1.** Go to [nmc.edu](http://nmc.edu) and click on “Apply now for free”



**Step 2.** If you have *not applied to NMC before*, select “Create Account.” On the next screen enter your information, select a password and click “Create Account.”

The “Anticipated Entry Term” will be the semester you are applying for and the “Academic Program” should be “Not pursuing a degree at NMC,” if you are applying for dual enrollment. If you are applying for Early College, you will want to select a program from the list.

\*\*\*If you are a *returning dual-enrolled* student, enter the email address and password you created with your first application, if you do not remember your password, use the “Forgot your password?” link to get an email to reset it.

Academic Information

Anticipated Entry Term \*

Academic Program

Account Information

Your password must be at least 8 characters in length

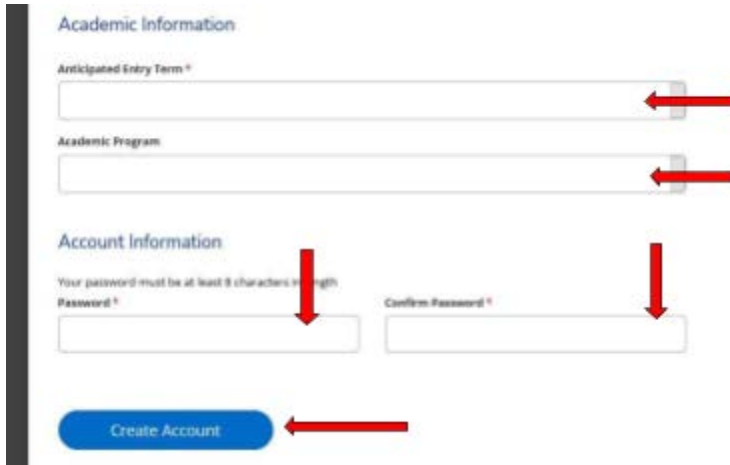
Password \*

Confirm Password \*

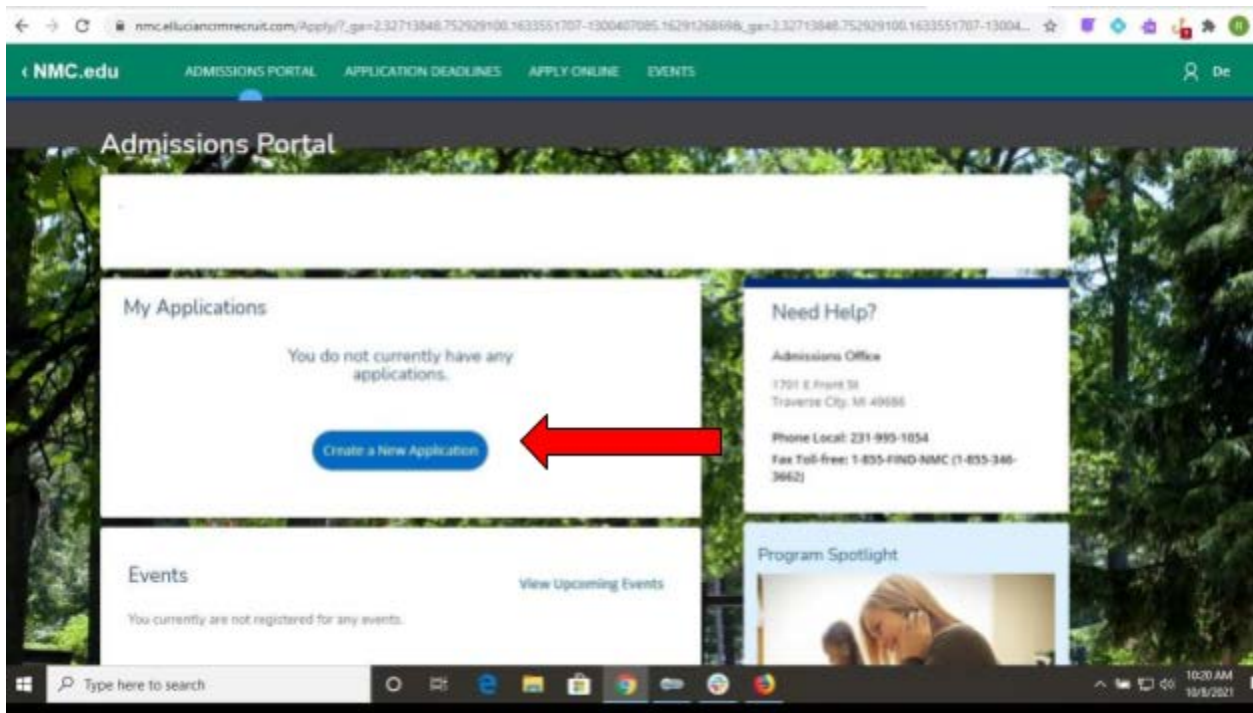
  

Create Account



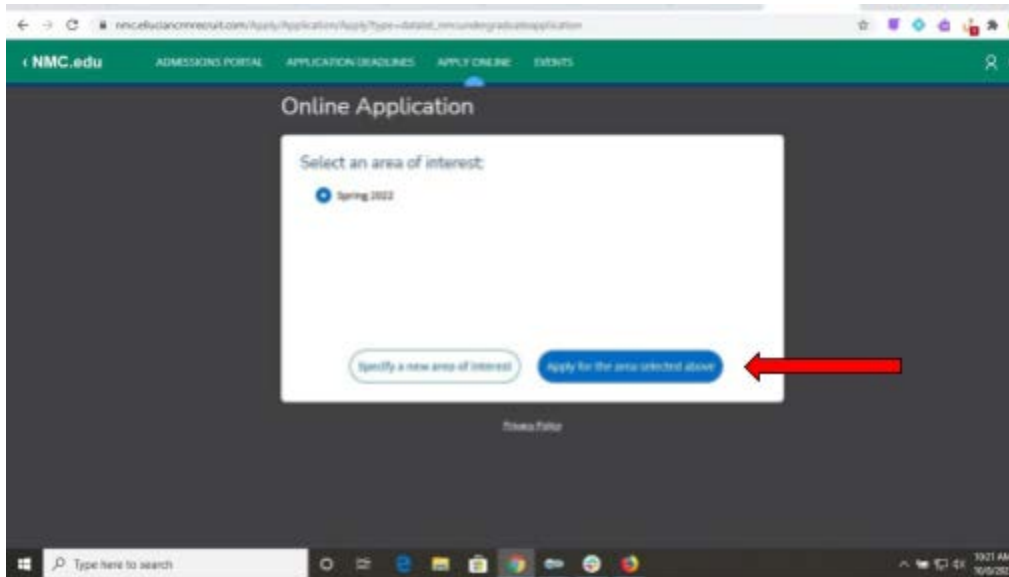
**Step 3.** After you have created your account, click on the “Create a New Application” button.

\*\*\*Returning students will see their other applications listed, with the option to “Create a New Application” on the top right of your other applications.

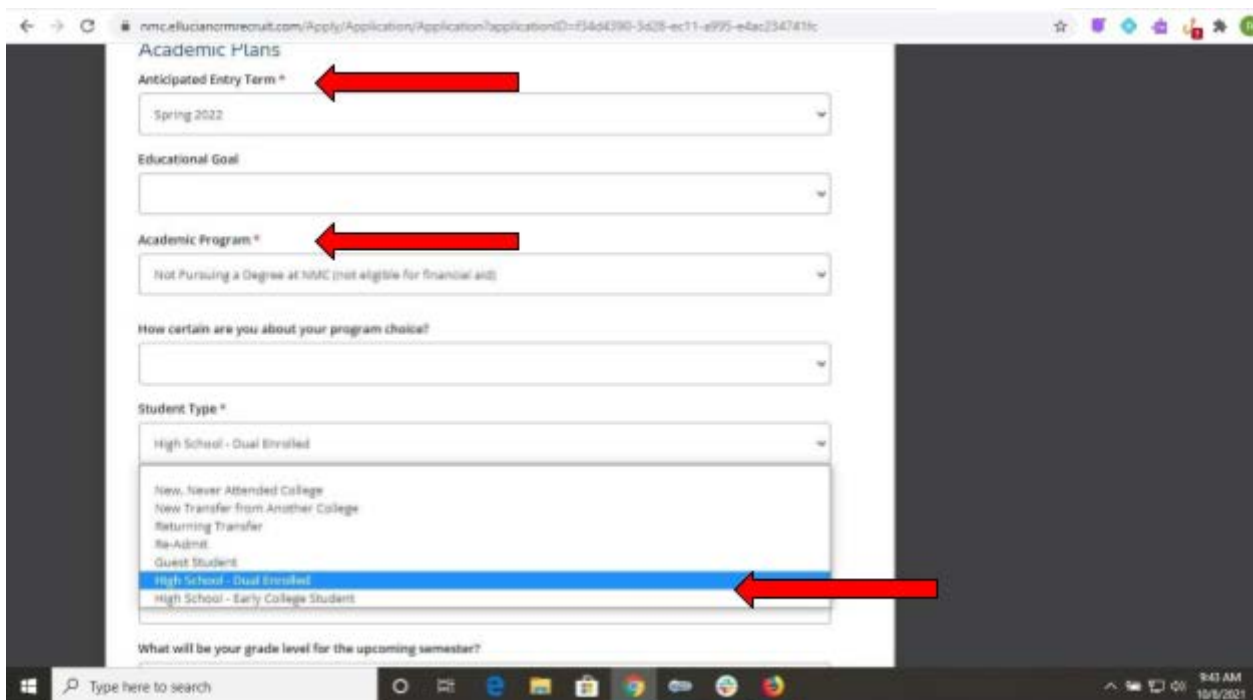


The screenshot shows the NMC.edu Admissions Portal. The navigation bar includes 'NMC.edu', 'ADMISSIONS PORTAL', 'APPLICATION DEADLINES', 'APPLY ONLINE', and 'EVENTS'. The main content area is titled 'Admissions Portal' and features a 'My Applications' section with the message 'You do not currently have any applications.' and a prominent blue 'Create a New Application' button. To the right is a 'Need Help?' section with contact information for the Admissions Office. Below are 'Events' and 'Program Spotlight' sections. A red arrow points to the 'Create a New Application' button. The Windows taskbar at the bottom shows the time as 10:20 AM on 10/5/2021.

**Step 4.** The system will automatically select the Academic Entry Term you entered when you created your account. If this is the correct semester you are applying for, click the “Apply for the area selected above.” If it is not the correct semester, select the “Specify a new area of interest,” and follow the prompts.



**Step 5.** You will begin your application. You only need to complete the fields with red asterisks. Again, if you are applying for dual enrollment you will select the Academic Program “Not Pursuing a Degree at NMC (not eligible for financial aid).” Select your Student Type from the list.



**Step 6.** Select your residency status and enter a date, if prompted. The date is approximate, it is okay to select a generic date, if you only know the approximate month and year. Once done click “Save & Continue.”

Student Type \*

High School - Dual Enrolled

Residency Status \*

Grand Traverse County

I have lived in Grand Traverse County since (mm/dd/yyyy) \*

It is **important** for this date to be entered, even if it is only an approximate date.

10/1/2021

Have you ever taken a Dual Enrollment course?

No

If you select something other than "Grand Traverse County" for your residency status, you will not be prompted for a date.

What will be your grade level for the upcoming semester?

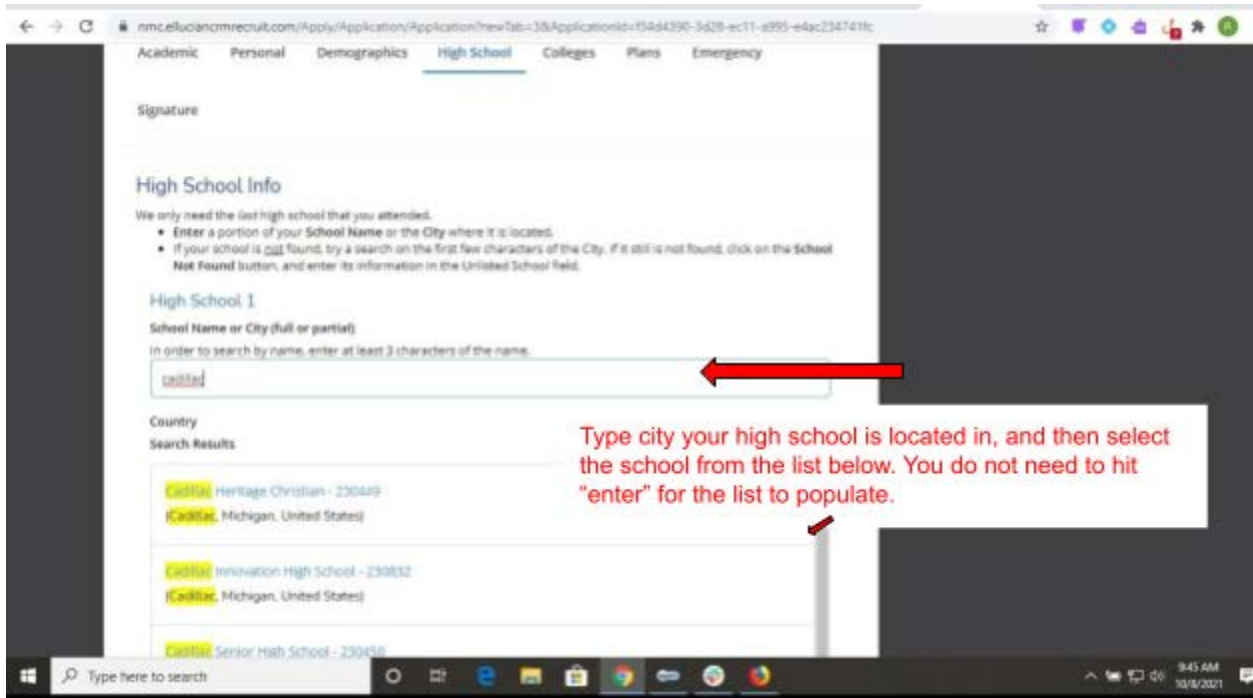
Have you been inducted into the Commitment program?

The Commitment Program identifies students in 9th grade in high school and they are selected based on recommendation from the high school and NMC Committee. Selected students are notified in 10th grade. If you have not been selected you can disregard this question.

Save Application Save & Continue

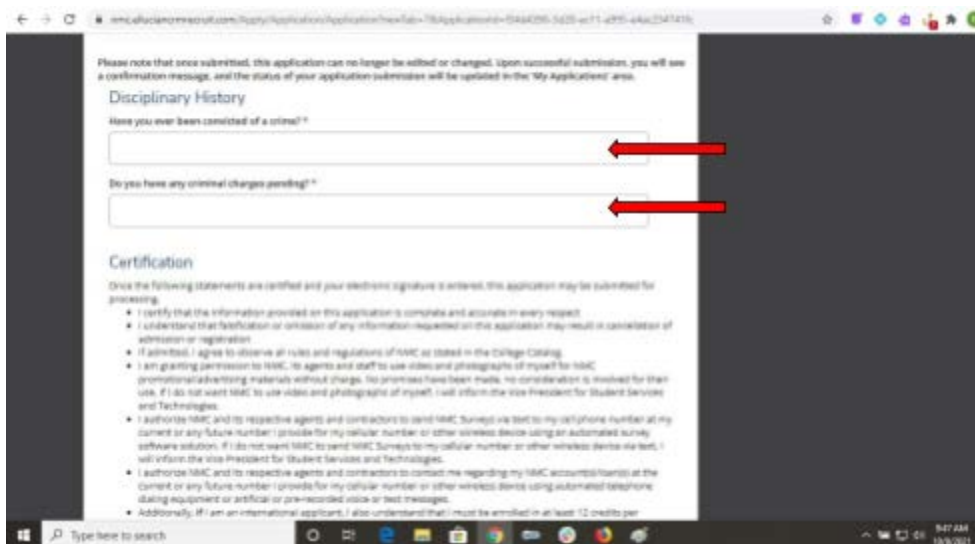
**Step 7.** The next screen is “Personal,” again, you only need to complete fields with a red asterisk. Click “Save & Continue” to move to the next section, “Demographics.” Once you have completed this section click “Save & Continue” to move on.

**Step 8.** Enter High School Information. In the field “School Name or City” begin typing the name of the city your high school is located in, a list will begin populating below of schools. Select your school from the list. Then enter “Graduation Month” and “Graduation Year.” Select “Save & Continue” to move on in the application.



**Step 9.** The next three steps are either not applicable as a high school enrolled student, or not required. Those sections are “Colleges,” “Plans,” and “Emergency.” Enter as much or as little on these sections as you want. Use the “Save & Continue” button at the bottom of each page to continue. Please note, if you have taken classes at NMC before, you *do not* need to enter it in the “Colleges” section.

**Step 10.** The “Signature” section of the application. You are required to answer the two “Disciplinary History” questions.



Next, is the “Certification” section. You will see a bulleted list of statements, these are what you are certifying, when asked “Do you certify the statements above?”

The screenshot shows a web browser window with the URL [nmc.eluciancmrecruit.com/Apply/Application/Application-NewTab-78?ApplicationId=5444295-3d25-ec11-a995-4ac234741b](https://nmc.eluciancmrecruit.com/Apply/Application/Application-NewTab-78?ApplicationId=5444295-3d25-ec11-a995-4ac234741b). The page title is "Do you have any criminal charges pending?". Below this is a dropdown menu. The main section is titled "Certification" and contains the following text: "Once the following statements are certified and your electronic signature is entered, this application may be submitted for processing." This is followed by a bulleted list of statements. At the bottom of the list, there is a question "Do you certify the statements above?\*" with radio buttons for "Yes" and "No". A red arrow points from a white box labeled "Statements" to the bulleted list. Another red arrow points from the "No" radio button to the right.

**Certification**

Once the following statements are certified and your electronic signature is entered, this application may be submitted for processing.

- I certify that the information provided on this application is complete and accurate in every respect
- I understand that falsification or omission of any information requested on this application may result in cancellation of admission or registration
- If admitted, I agree to observe all rules and regulations of NMC as stated in the College Catalog.
- I am granting permission to NMC, its agents and staff to use video and photographs of myself for NMC promotional/advertising materials without charge. No promises have been made, no consideration is involved for their use. If I do not want NMC to use video and photographs of myself, I will inform the Vice President for Student Services and Technologies.
- I authorize NMC and its respective agents and contractors to send NMC Surveys via text to my cell phone number at my current or any future number I provide for my cellular number or other wireless device using an automated survey software solution. If I do not want NMC to send NMC Surveys to my cellular number or other wireless device via text, I will inform the Vice President for Student Services and Technologies.
- I authorize NMC and its respective agents and contractors to contact me regarding my NMC account(s)/loan(s) at the current or any future number I provide for my cellular number or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.
- Additionally, if I am an international applicant, I also understand that I must be enrolled in at least 12 credits per semester and carry health insurance while studying at Northwestern Michigan College to maintain my F-1 Status.

Do you certify the statements above?\*

Yes  No

**Nondiscrimination Policy**  
Northwestern Michigan College is committed to a policy of equal opportunity for all persons and does not unlawfully discriminate on the basis of race, color, national origin, religion, disability, genetic information, height, weight, marital status, or veteran status in employment, educational programs and activities and admissions. In addition, although not mandated by law, it is the policy of Northwestern Michigan College to prohibit discrimination in employment, educational programs and activities on the basis of sexual orientation, gender identity and gender expression. Michigan Law requires that a person with a disability or handicap requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

Last, you will type your name in the “Signature” box and can then choose to “Review Before Submission” or “Submit Application.” Once you have submitted your application, you will receive a prompt that it was successfully submitted. You will also receive a “Thank You for Applying” email to the address you provided.

The screenshot shows the "Signature" section of the application form. It includes the question "Do you certify the statements above?\*" with "Yes" and "No" radio buttons. Below this is the "Nondiscrimination Policy" text. The "Signature" section contains the text: "The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filed out is your own work and the information is factually true." There are two input fields: "Signature \*" and "Signature Date \*". The "Signature Date \*" field contains the date "10/8/2021". At the bottom, there are four buttons: "Previous Page", "Save Application", "Review Before Submission", and "Submit Application". A red arrow points from a white box to the "Signature \*" input field. Another red arrow points from the "Submit Application" button to the right.

Do you certify the statements above?\*

Yes  No

**Nondiscrimination Policy**  
Northwestern Michigan College is committed to a policy of equal opportunity for all persons and does not unlawfully discriminate on the basis of race, color, national origin, religion, disability, genetic information, height, weight, marital status, or veteran status in employment, educational programs and activities and admissions. In addition, although not mandated by law, it is the policy of Northwestern Michigan College to prohibit discrimination in employment, educational programs and activities and admissions on the basis of sexual orientation, gender identity and gender expression. Michigan Law requires that a person with a disability or handicap requiring accommodation for employment must notify the employer in writing within 182 days after the need is known.

**Signature**  
The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filed out is your own work and the information is factually true.

Signature \*

Signature Date \*

10/8/2021