

Online Student Registration Instructions

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Registering for Classes

Visit my.nmc.edu and select the “Register / Add / Drop Classes” Self-Service Link to get started.

Applications

 Moodle	 Gmail	 Google Drive	 Zoom
 Q - Drive	 Library	 My Academic Plan	 My Success

Self-Service
Min. screen size: larger phone or tablet (1024x768)

Self-Service Main Menu	Register / Add / Drop Classes
Check My Billing Information	View My Grades

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1. From the Registration tab you will see three steps in the registration process and one option for those who have completed steps 1-3 and are already registered for classes.



2. Registration Step 1 – Create a Plan (in MAP) with your advisor
To create a Plan (in MAP), contact your academic advisor.
3. Registration Step 2 – Complete Semester Agreements
You will be able to access the registration site, search and select classes, but will NOT be able to register for classes until the semester agreements are completed.



From the drop down box, select the Semester in which you are going to register for classes and click the "submit" button.

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First (1) you will see the Payment Agreement information and below that (2) you will see the Title IX & Campus SaVE Act, and the Alcohol and Illicit Drug Awareness Guide.

1 Payment Agreement

Home > Registration - New > **Registration Step 2- Complete Semester Agreements**

In order to register for **Summer 2017** classes, you must agree to the following statements:

"I have read the terms of enrollment in the **NMC Catalog** and understand my obligations as a result of this and all future transactions

By registering for this semester, I agree that:

- I understand that I am responsible for all charges on my student account in exchange for educational services provided by NMC.
- I understand that I have to pay the \$25.80 NON-REFUNDABLE Registration Fee that is charged upon registration each semester even if I drop all
- I understand that it is MY RESPONSIBILITY to officially drop any classes which I do not plan to attend by the 100% refund date listed on my stud date.
- I understand that dropping or non-attendance of classes may cause a reduction in financial aid and result in a balance that I owe to NMC.
- I understand that if I default on my obligation to NMC, then my account(s)/loan(s) may be placed with a collection agency and that I am responsit 33.33% of my outstanding obligation to the school. In addition, I may be responsible for the cost of litigation.

2 I have also read, understand, and agree to the following:

- **Title IX & The Campus SaVE Act**

and the:

- **Alcohol and Illicit Drug Awareness Guide**

"

Agree

Disagree

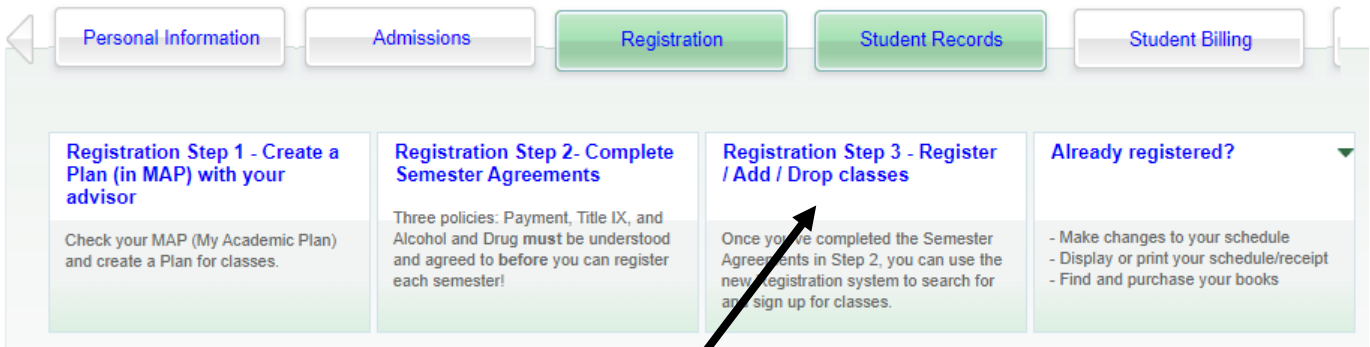
If you agree to all terms/policies click "Agree."

If you have questions or do not agree, click "Disagree" and you will be directed to the Records and Registration Office.

4. Registration Step 3 – Register for Classes

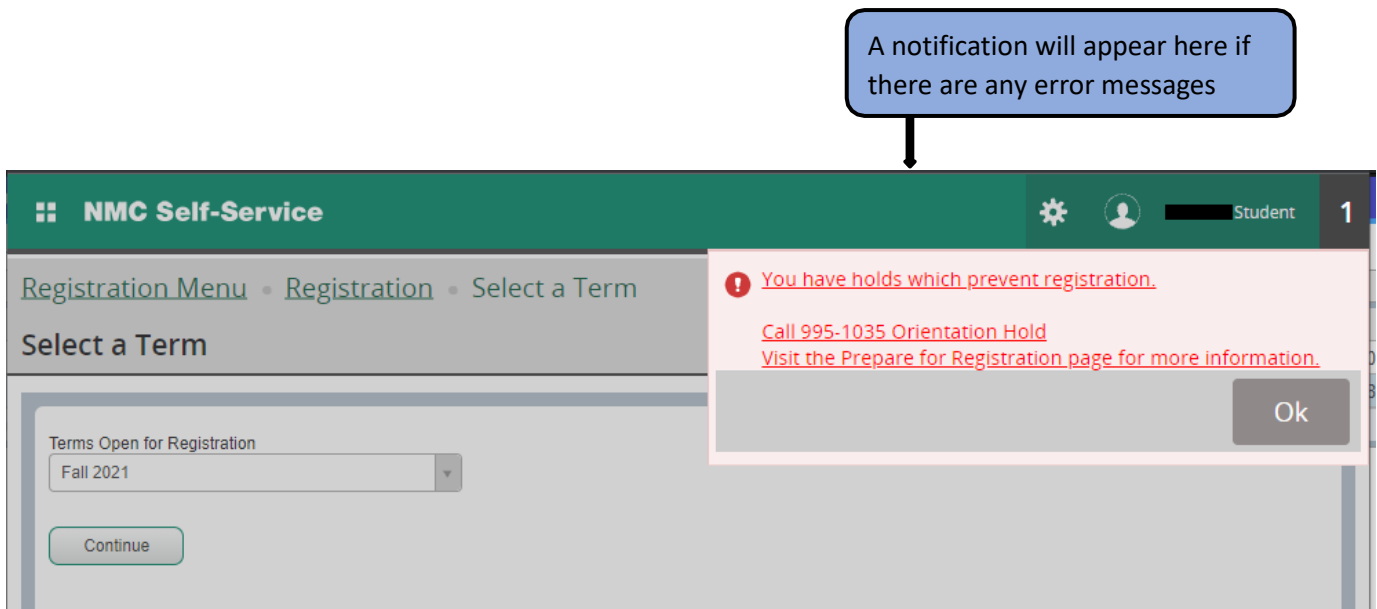
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Home > Registration



Select the “Registration Step 3” link to begin registration.

5. The Registration app will load and you will be prompted to select the Term for which you plan to register for classes. Once a semester is selected from the dropdown box, click “Continue.”



6. You will be taken to the “Enter Your Search Criteria” page”

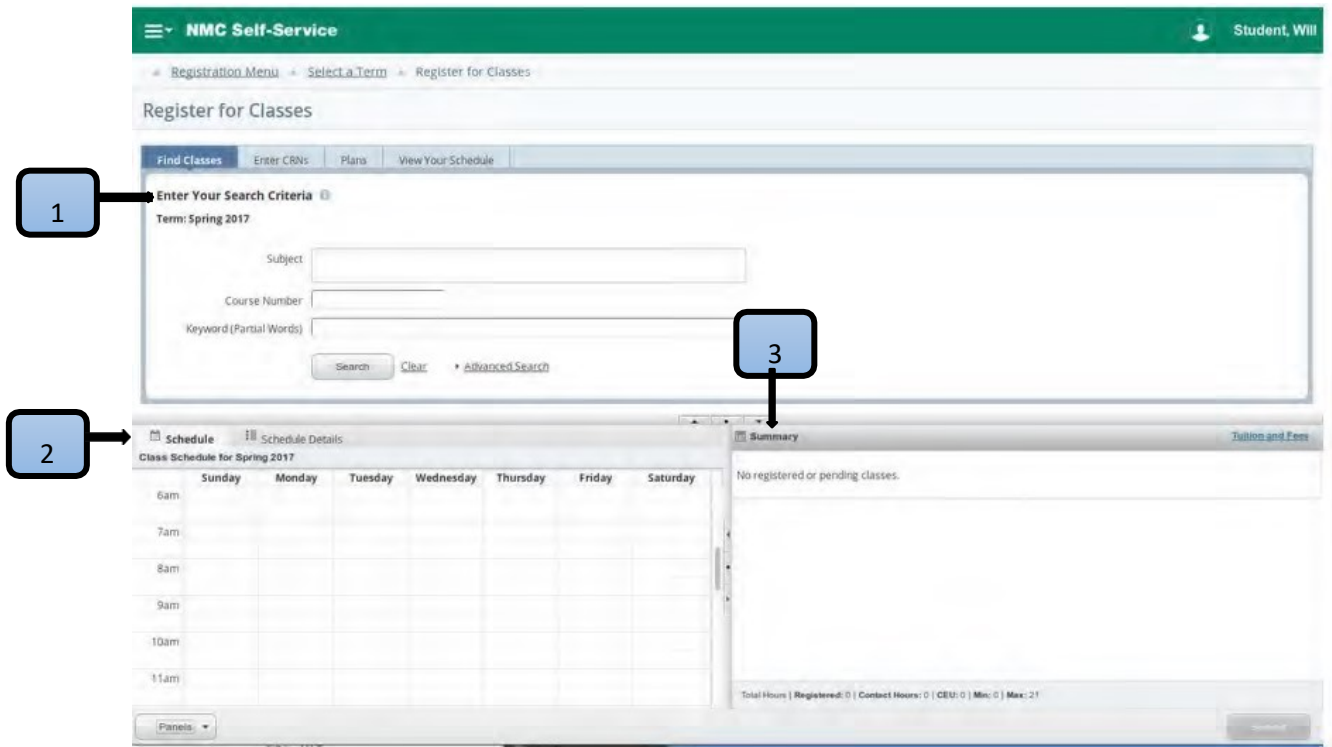
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The screenshot shows the 'NMC Self-Service' interface. At the top, there is a green header with the college name and a user profile labeled 'Student'. Below the header is a breadcrumb trail: 'Registration Menu • Registration • Select a Term • Register for Classes'. The main heading is 'Register / Add / Drop Classes'. A sub-menu is visible with options: 'Find Classes' (highlighted), 'Enter CRNs', 'Plans', and 'View Your Schedule'. The 'Find Classes' section contains the following text: 'Enter Your Search Criteria - hint: click on or hover over a field below for tips' and a link 'More tips for searching for classes (new window)'. Below this, the term is set to 'Fall 2021'. There are three input fields: 'Subject', 'Course Number', and 'Keyword (With Any Words)'. At the bottom of the search area are buttons for 'Search for Classes', 'Clear', and a link 'Expand / Contract Search Options'. At the very bottom of the page, there is a small navigation bar with a down arrow icon.

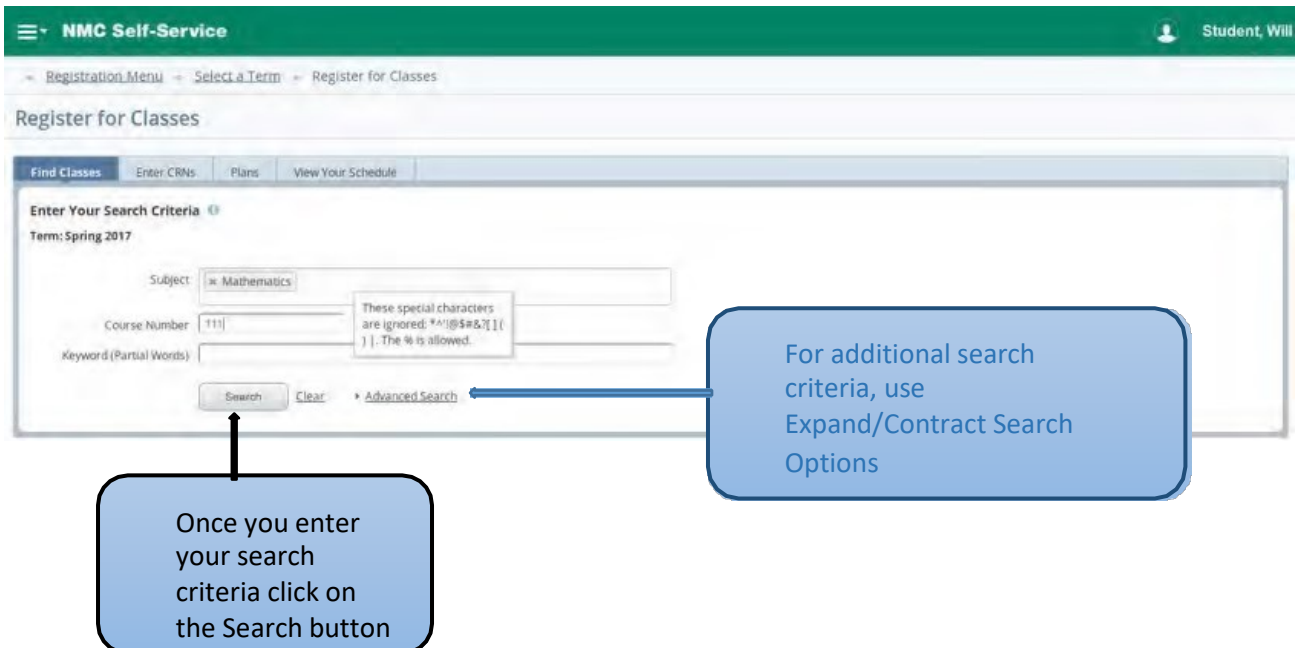
Click on the down arrow to display the Schedule and Summary panels (below)

7. You will now see the following three panels:

- 1) Enter Your Search Criteria – to search for classes
- 2) Schedule – to view current schedule
- 3) Summary – to view a summary of registered and pending classes



8. The "Enter Your Search Criteria" panel (below) is where you can search for classes.



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9. Below is a display of the course options from your search criteria.

Click on the Course Title for detailed information on the course/section and special registration instructions (i.e. co-requisite courses and their CRNs)

When hovering over the status column you will see which courses are full, have a time conflict or other status warning

Select the course you want to register for by clicking the Add button

NMC Self-Service
Registration Menu > Select a Term > Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | View Your Schedule

Search Results — 14 Classes
Term: Spring 2017 Subject: Mathematics Course Number: 111

Course Title	Subject	Section	CRN	CRN	CRN	CRN	Days	Time	Room	Instructor	Status	Buttons
Intermediate Algebra Lecture	Mathemat...	MTH 111	27A	1099	4	4	Spr...	08:00 AM - 10:00 AM	Main	Galeff, Michael (Pri...	FULL 0 of 30	Add
Intermediate Algebra Lecture	Mathemat...	MTH 111	28	1814	4	4	Spr...	10:15 AM - 11:35 AM	Main	Pflughoeft, John (Pr...	19 of 30 seats	Add
Intermediate Algebra Lecture	Mathemat...	MTH 111	29	1101	4	4	Spr...	10:15 AM - 12:15 PM	Main	East, Ernest (Prima...	FULL 0 of 30	Add
Intermediate Algebra Lecture	Mathemat...	MTH 111	29A	1098	4	4	Spr...	10:15 AM - 12:15 PM	Main	Nelson, James (Pri...	4 of 30 seats	Add
Intermediate Algebra Lecture	Mathemat...	MTH 111	30	1793	4	4	Spr...	01:00 PM - 03:00 PM	Main	Burget, Mary (Prim...	2 of 30 seats	Add
Intermediate Algebra Lecture	Mathemat...	MTH 111	30B	1791	4	4	Spr...	01:00 PM - 03:00 PM	Main	East, Ernest (Prima...	1 of 30 seats	Add

10. Once you have “Added” the courses you want, the Schedule panel will display the schedule with different shading and colors for pending vs registered classes.

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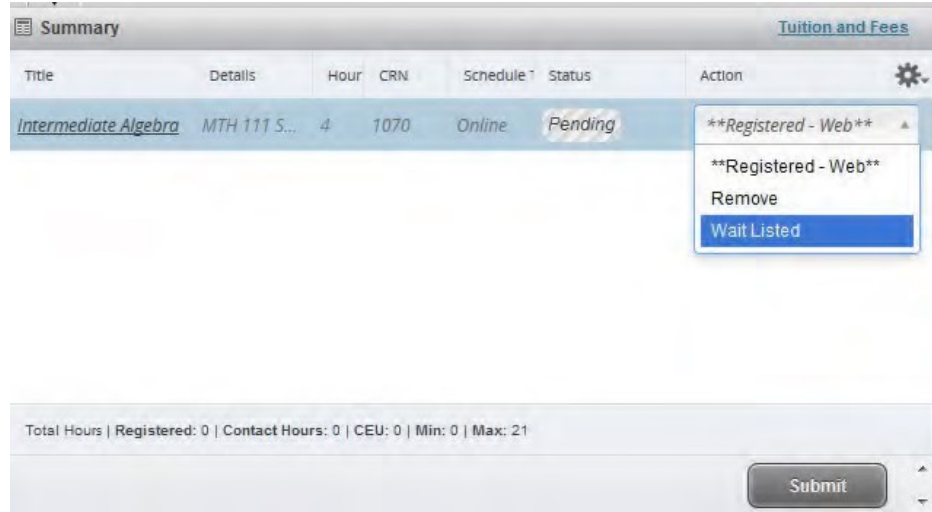
11. The Summary panel will show the current “Status” of pending and registered classes and the “Action” options for adding/dropping sections from the schedule. To initiate the pending action click on the Submit button.

The dropdown box will display your options to change an action

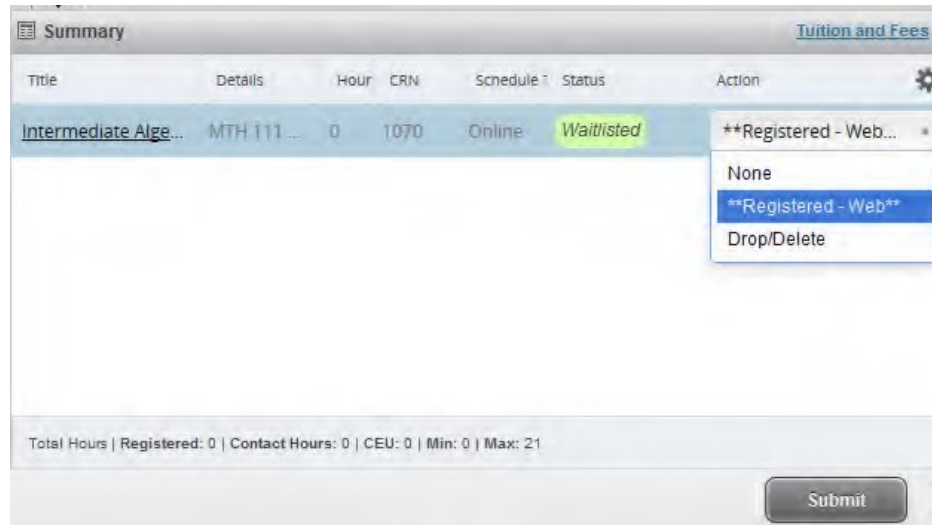
Click the [Submit] button to process the Action

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12. To waitlist a closed course you will select “Wait Listed” in the Action dropdown box and click the [Submit] button.



Once a seat opens up -- go back into Registration and switch from “wait Listed” to “Registered-Web” and click the [Submit] button. (NOTE: *If you are registered in a section as a backup plan – be sure to “Drop/Delete” that section before registering for the waitlisted section.*)



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13. View Your Schedule (with print and email options)

FIRST: Click the "View Your Schedule" Tab.

Email your schedule to yourself/others. Once emailed, you can also add your schedule to your Google calendar!

You can print your schedule using the print icon.

Summary
Term: Summer 2017

Title	Details	Credit Hrs	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
Critical Reading Strategies	ENG 108 Section...	3	2184	Lecture	Normal	Academic	04/04/2017	Registered	**Registered...
History of Western Art II	ART 112 Section...	4	1268	Online	Normal	Academic	04/04/2017	Registered	**Registered...
Intermediate Algebra	MTH 111 Section...	4	1046	Lecture	Normal	Academic	04/04/2017	Registered	**Registered...
Intro to College Writing	ENG 99 Section# 0	3	2177	Lecture	Remedial	Academic	04/04/2017	Registered	**Registered...

Records: 4

Total Hours: Registered: 14 | Contact Hours: 14 | CEH: 0 | Min: 0 | Max: 21

Schedule
Class Schedule for Summer 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		Intro to College Writing	Intro to College Writing	Intro to College Writing	Intro to College Writing		
9am							
10am		Critical Reading Strategies	Critical Reading Strategies	Critical Reading Strategies	Critical Reading Strategies		
11am							
12pm							

Submit

14. You can view tuition and fees from the "Summary" panel by clicking on the Tuition and Fees link on the Summary Tab:

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Summary							Tuition and Fees
Title	Details	Hour	CRN	Course Fc	Status	Action	
Introduction to Psycho...	PSY 101 Se...	3	1050	Online	Registered	None	
Underwater Acoustics...	WSI 210 Se...	3	1846	Livestr...	Registered	None	

Total Hours | Registered: 6 | Contact Hours: 7 | CEU: 0 | Min: 0 | Max: 21

17. After clicking on the Tuition and Fees link the box below will display a summary of your semester tuition and fees.

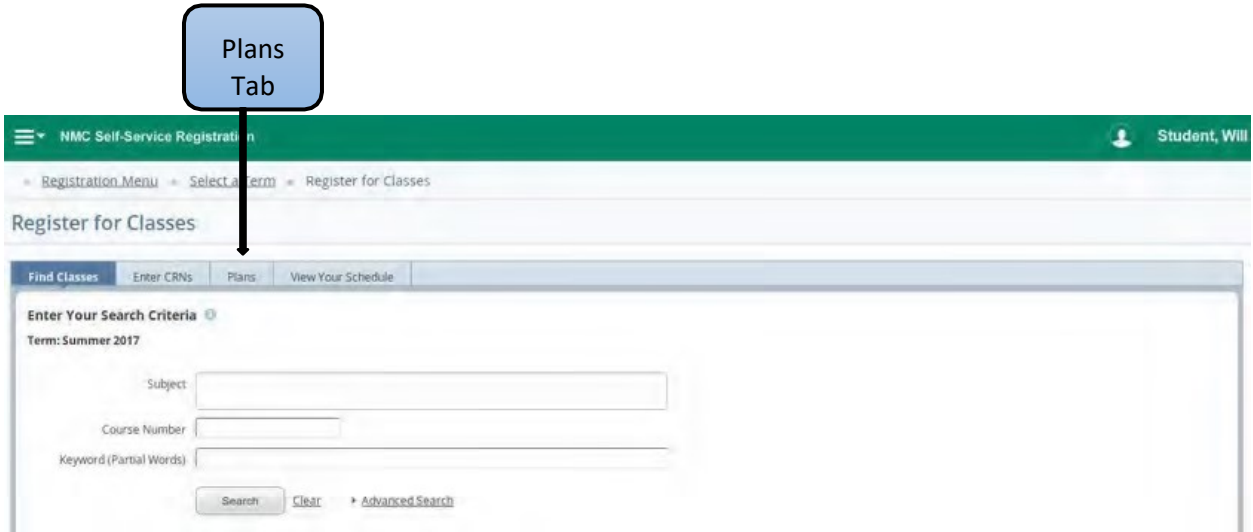
Use the link to return to NMC Self-Service to review your detailed schedule and pay for your classes.

Tuition and Fees for Fall 2021			
This lists tuition and fees for the classes currently on your schedule. Review Your Schedule and Pay Your Bill .			
Code	Description	Amount	(USD)
1AST	ASTRONOMY MAT FEE		\$0.00
1AUD	AUDIO TECH COURSE FEE		\$0.00
1ENG	ENGLISH MAT FEE		\$0.00
1MUS	MUSIC MAT FEE		\$0.00
1TUL	TUITION-LOCAL - FALL		\$784.00
COFL	COMMUNICATION-F.L.O.C...		\$0.00
GEN1	GENERAL FEE		\$213.50
HFEE	HEALTH SERVICES FEE		\$40.00
HUFL	HUMANITIES-F.L.O. COUR...		\$0.00
Total:			\$1,037.50
Total Credit Hours: 6			

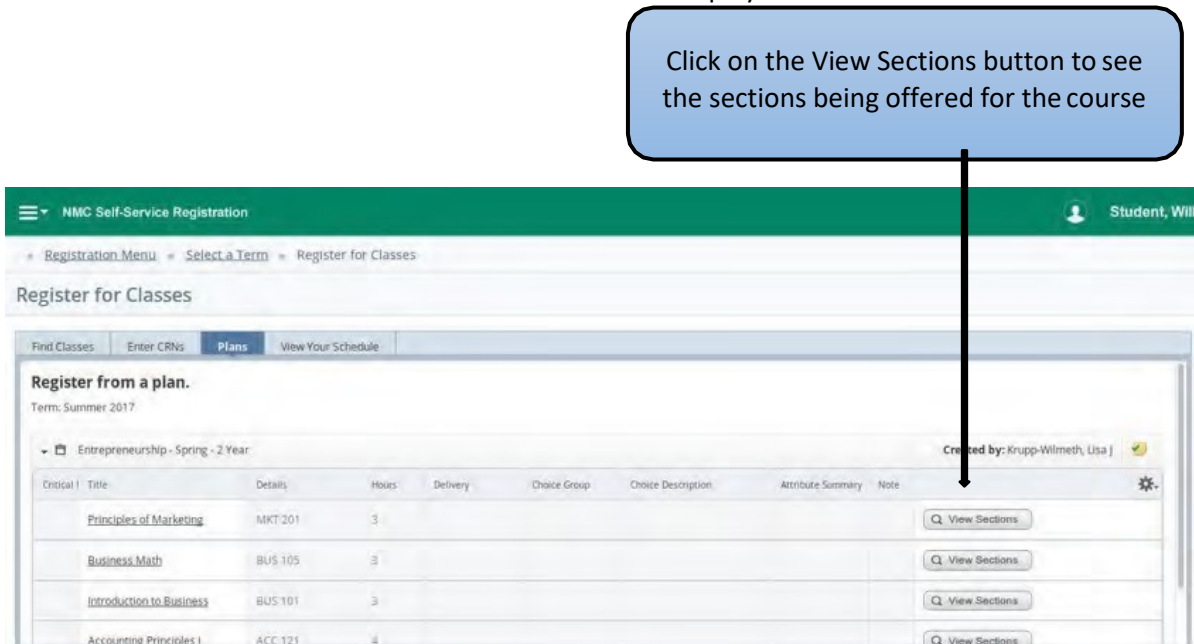
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Registering from Plans

1. To register from Plans click on the Plans tab from the Search Criteria page.

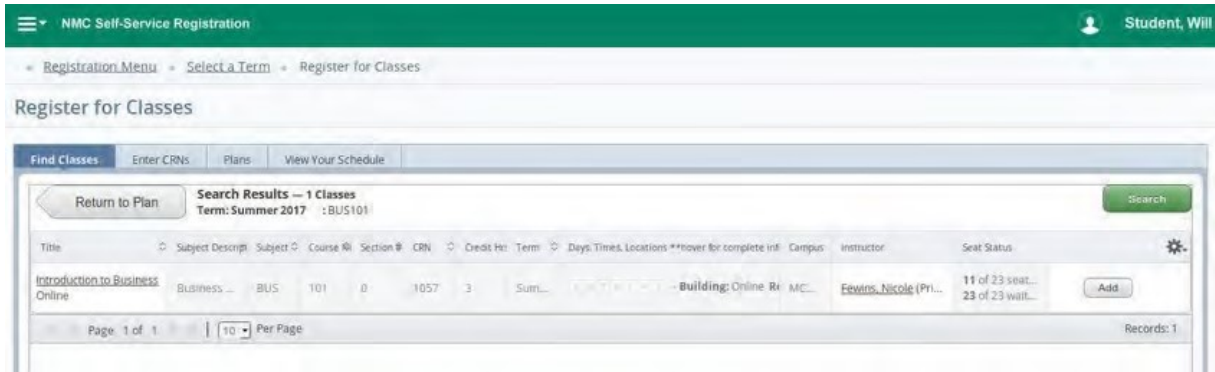


2. The Plans tab will bring up the screen below which will display the classes in the student's Plan. NOTE: A Plan has to have been created for classes to display here.



3. View Sections displays the sections for the class selected from the Plan.

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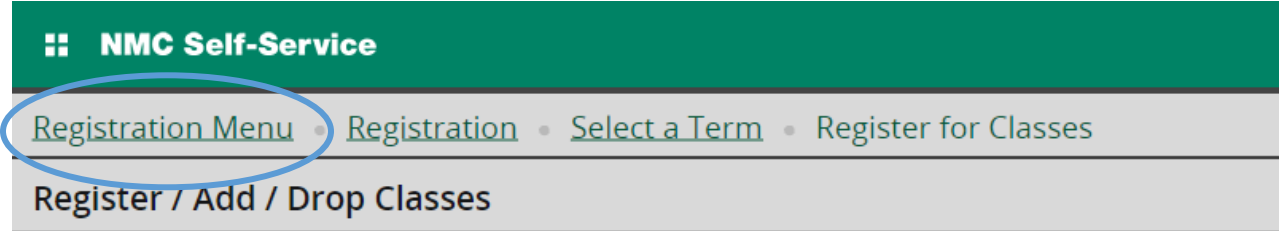
From here you will Add the desired sections as described above to complete your schedule.

More information on using Registration is on following pages.

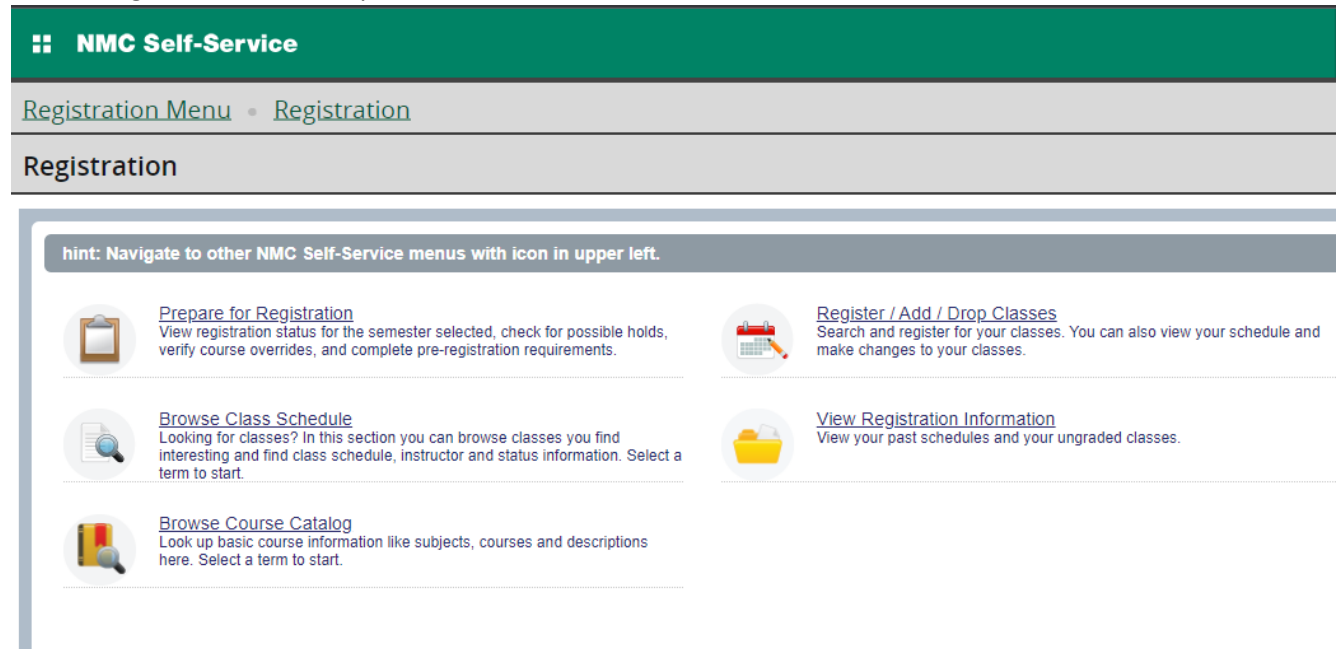
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Navigation and Registration Menu

The Registration App has a menu that can be accessed by selecting 'Registration Menu'



Several registration-related options can be accessed from this menu:



Tips:

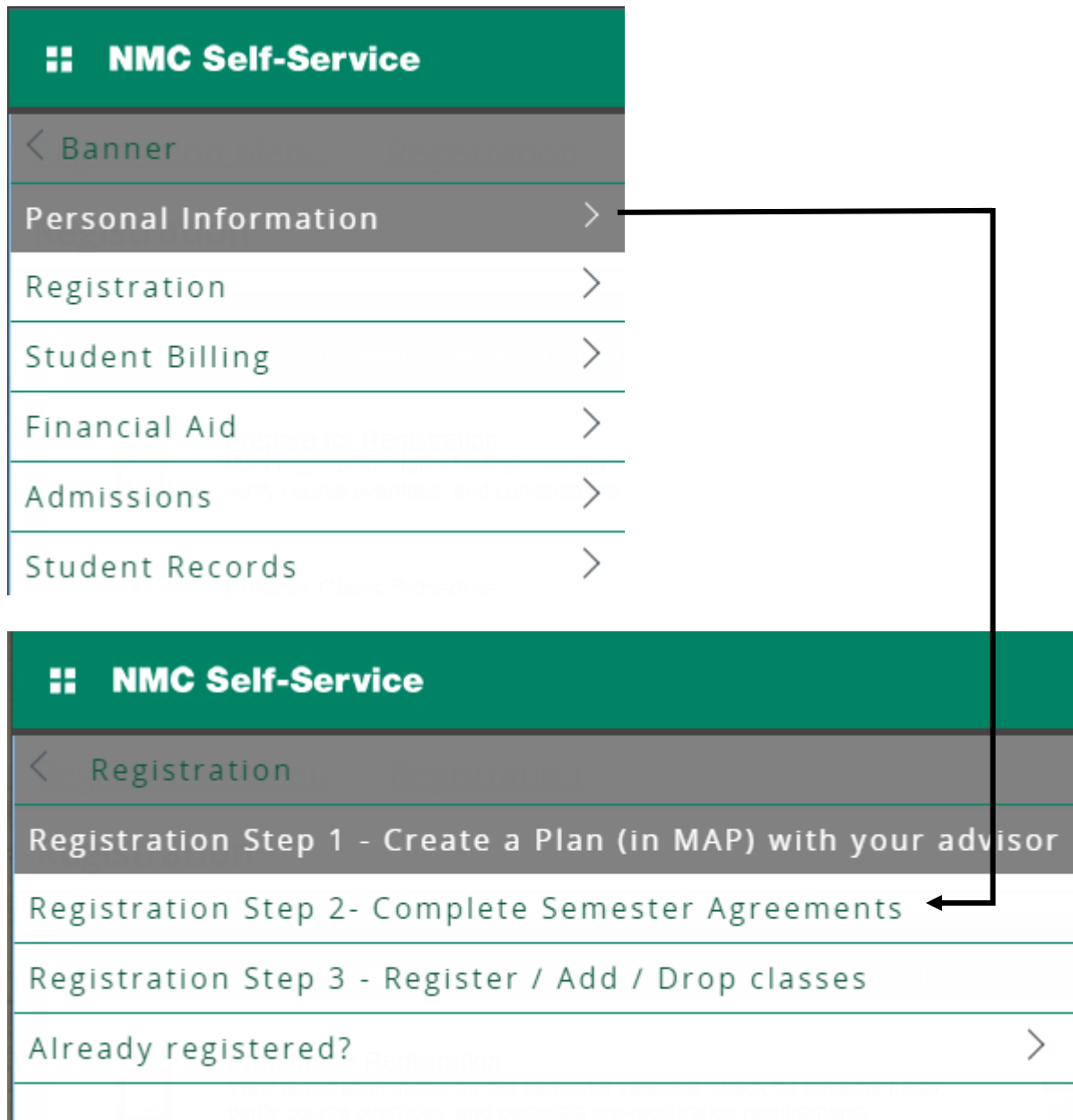
Use **Browse Class Schedule** to check out classes for an upcoming semester that is not yet available for Registration.
Use **Prepare for Registration** to make sure you have no holds or other issues that will prevent registration.

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To return to **other NMC Self-Service menus**, click on the four white squares to the left of NMC Self-Service:



Then click on **Banner** and you will be able to navigate to the Self-Service menu item of your choice.
Hint: This is how you would navigate back to the Registration Step 2 – Complete Semester Agreements if you forget to complete before attempting to register.



Browsing the Class Schedule

Need some guidance searching for classes?

Not finding a particular class?

Try these [Class Search Tips](#)