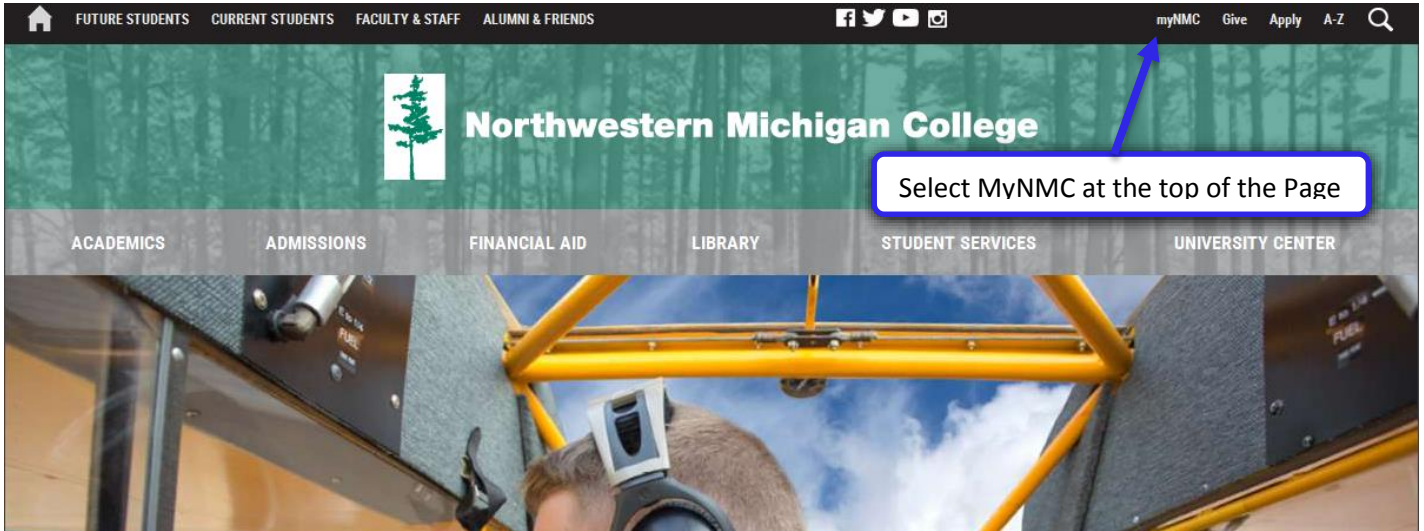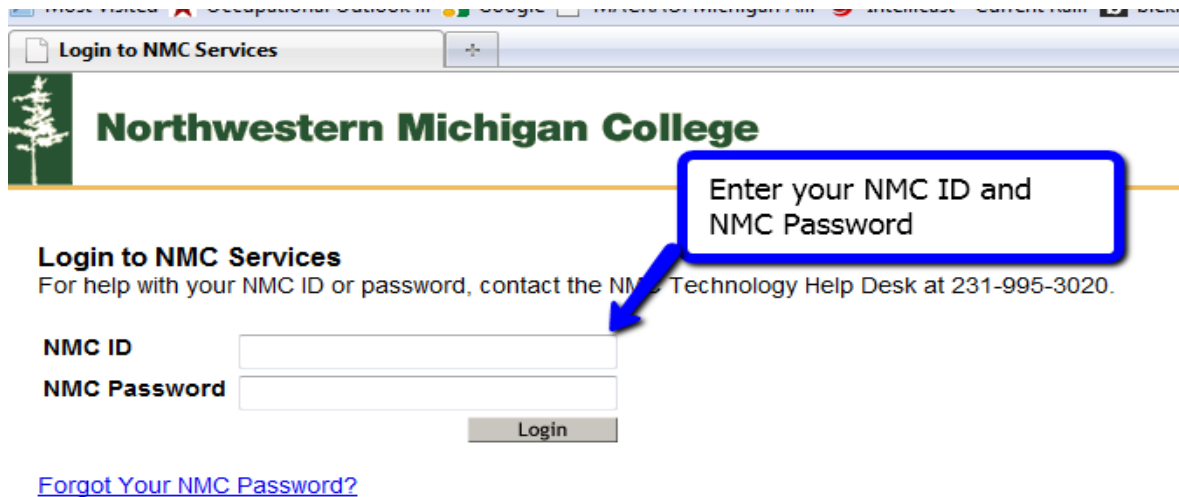# Northwestern Michigan College Online Student Registration Process

1. Go to www.nmc.edu
2. Click on Login/myNMC on the home page

3. Enter your NMC ID and NMC Password

4. This is your myNMC area specialized to you as a student, from here select "Self- Service" Student Portal (Register for classes & more)

5. Select Registration

6. Select Academic Registration

7. Select the semester you are registering for

| Home > Registration > **Select A Semester**

NOTE: The maximum number of class entries for registration/drop/adds is 100 per semester. If you ex[ceed]
times and check for availability before you register online.

Note: In order to support learner success, students must enroll in the class **before** the first day of the c[lass]

There is a $25.80 non-refundable registration fee for each semester.

Select a Semester: Fall 2015 ▼

Select the semester and click submit

Submit

8. The Payment Agreement page appears the first time a student attempts to register for each semester. Read the Payment Agreement statement and then click agree when you have read and understood the statement

Payment Agreement

Home > **Payment Agreement**

In order to register for **Fall 2014** classes, you **must** agree to the following statement:

"I have read the terms of enrollment in the **NMC Catalog** and Schedule of Classes for the approp[riate]
registering for this semester I agree to:

- My financial responsibility for all charges on my student account in exchange for educa[tion]
- I understand that I have to pay the $25.80 NON-REFUNDABLE Registration Fee that is cl[...]
- I understand that it is MY RESPONSIBILITY to officially drop any classes which I do not [...]
  don't attend.
- I understand that dropp[...]   [...]ction in finan[cial]

Select Agree after reading the Payment Agreement

- I agree to pay any and [...]   agency, in
  attorney fees.
- I understand that it is my responsibility to monitor the status of my account balance, fina[...]
- I also understand that most NMC communications will be provided through my NMC Self-[...]
  1098-T tax form. It is my responsibility to check this email account before, during, and fo[...]
  "

Agree   **Disagree**

9. Confirm your Program of Study. This page will allow you to update your program information. Select to keep your current program if this is accurate, or change your program to what you are planning on pursuing.

Current Program: Office Applications Specialist, Certificate Program

I wish to keep my current Program

> To keep your current program select this option

- OR -

Select a new Program (Major)...then confirm below
Accounting, AAS
Accounting, ASA
Administrative Support Specialist, Certificate Program
Agricultural Operations, AAS
Art, ASA
Audio Technology - AAS
Audio Technology I, Certificate Program
Audio Technology II, Certificate Program
Automotive Electrical & Drivability Specialist, Certificate
Automotive Hybrid Tech Spec, Certificate
Automotive Master Technician, Certificate Program
Automotive Service Technology, AAS
Automotive Under Car Specialists, Certificate Program
Aviation, AAS
Biology, ASA
Business Administration - General, AAS
Business Administration, ASA
Chemistry, ASA
Child Development, ASA

> To change your program of study select a new program here

I wish to change my Program to my selection above

> Confirm program change by selecting this option

⚠ **Program changes may affect your Financial Aid and the Catalog semester for Degree Evaluations.**
If you need more information, see the HELP in top right or contact an advisor

10. To begin the class search process select Class Search

To add a class, enter the CRN (Course Reference Number) in the box. To drop a class, use the

Be sure to Submit Changes at the bottom.

Using a mobile device (tablet or phone)? Very important to scroll down and Submit Change

Need Help? Use the HELP link at top right or call: 995-1049 or 1053, 8am-5pm Mon-Fri.

Add Classes Worksheet

CRNs

Submit Changes   Class Search   Reset

> Select Class Search to begin building a schedule

11. In the Searchable Schedule option you can search by 8 different criteria. Most frequently used criteria are Subject area, Schedule Type (Delivery Method), start time, and/or days of the week.

Subject:
- All
- Accounting (ACC)
- Allied Health (HAH)
- American Sign Language (ASL)
- Anthropology (ANT)
- Art (ART)
- Astronomy (AST)
- Audio Technology (AUD)
- Automotive Technology (AT)
- Aviation Flight (AVF)

Search by Subject by selecting a subject and then selecting Section Search at the bottom of the page

Course Number:

Title:

Academic Area/Division:
- All
- Aviation
- Bridge Program
- Business
- Communications

Search by Schedule Type by selecting the delivery method you are looking for and select Section Search at the bottom of the page

Schedule Type:
- All
- Counseling Center Service
- Hybrid

Credit Range: ____ hours to ____ hours

Campus:
- All
- Aero Park
- Great Lakes

Select Start Time and End Time and/or Days of the week and select Section Search at the bottom of the page

Attribute Type:
- All
- Group One Course
- Group Two Course

Start Time: Hour 00 ▼ Minute 00 ▼ am/pm am ▼

End Time: Hour 00 ▼ Minute 00 ▼ am/pm am ▼

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Section Search   **Reset**

Select Section Search to search for classes

12. To register for the course, select the boxes associated with the course. Linked courses, such as MTH 23A and MTH 23B, must have both boxes selected. If there are no boxes to check, then the class is full.

MTH 23A & MTH 23B are the same class and both boxes must be selected to register for the course.

Closed	25 Max 0 Rem	3445	MTH	23B	Beginning Algebra Part Two								(P)	10/26-12/19	HS 116 Main Campus

Section #3445 is the second of two parts, each ... ...nts registering for this section must also register for section #3444 - MTH 23A. This course requires completion of online homework.

☑	25 Max 3 Rem	3442	MTH	23A	Beginning Algebra Part One	N	N	$3	2.0	2.0	M,W,F	08:00 am-09:20 am	Richardson, R. (P)	08/29-10/24	O 204 Main Campus

Section #3442 is the first of two parts, each a half semester in length. Students must also register for section #3443 - MTH 23B. This course requires completion of online homework.

☑	25 Max 3 Rem	3443	MTH	23B	Beginning Algebra Part Two	Y	N	$3	2.0	2.0	M,W,F	08:00 am-09:20 am	Richardson, R. (P)	10/26-12/19	O 204 Main Campus

Section #3443 is the second of two parts, each a half semester in length. This course is a continuation of MTH 23A. Students registering for this section must also register for section #3442 - MTH 23A. This course requires completion of online homework.

Closed	25 Max 0 Rem	3385	MTH	23A	Beginning Algebra Part One	N	N	$3	2.0	2.0	T,R,F	08:00 am-09:20 am	Szczechowski, J. (P)	08/29-10/24	HS 216 Main Campus

Section #3385 is the first of two parts, each a half semester in length. Students must also register for section #3386 - MTH 23B. This course requires completion of online homework.

Closed	25 Max 0 Rem	3386	MTH	23B	Beginning Algebra Part Two	Y	N	$3	2.0	2.0	T,R,F	08:00 am-09:20 am	Szczechowski, J. (P)	10/26-12/19	HS 216 Main Campus

13. Scroll down to the bottom of the page and select Register

☐	8 Max 7 Rem	1961	WPT	160C	Weld. Qualification Prep-FCAW	Y	N	$90	2.0	3.0	TBA
☐	6 Max 5 Rem	2686	WPT	210	Welding Fabrication and Repair	Y	N	$90	3.0	5.0	TBA

[Register] [Add to WorkSheet] [New Search]

Select Register at the bottom of the page to register for the course

14. Registration for a course will be complete when the course is listed

Current Classes - Use Adjustments to make changes (Adjustment options are based on what is available at this time)

Status	Adjustments	CRN	Subj	Crse	Level	Cred	Title
Registered - Web - Aug 19, 2015	Select from list, then Submit ▾	1024	MTH	131	Academic	3.000	Intro to Prob & Stats

Total Credit Hours: 3.000
Contact Hours: 3.000
Date: Aug 19, 2015 04:13 pm

Registration is now complete

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

15. After registration is complete select Confirm Your Schedule

Status	Adjustments	CRN	Subj	Crse	Level	Cred	Title
Registered - Web - Aug 19, 2015	Select from list, then Submit ▾	1024	MTH	131	Academic	3.000	Intro to Prob &

Total Credit Hours: 3.000
Contact Hours: 3.000
Date: Aug 19, 2015 04:13 pm

Print a copy of your schedule by selecting Confirm Your Schedule

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

View Your Holds ■ Select Another Semester ■ View Your Registration Charges ■ Confirm Your Schedule ■ Your Schedule by [
Info on Tuition and Fees

16. Then print the schedule

17. Items to Review

Items to Review:
-Payment date for semester
-Total number of credit hours registered
-Course with location, dates, times
-Important semester dates
-Semester start date

18. Select "Review and pay your Bill" to print the bill

**Courses dropped during the 100% refund period will not show on your schedule.

Outstanding Charges	-	Anticipated Aid	=	Outstanding Balance
$681.45		$0.00		$681.45

Review and pay your Bill

Select Review and pay your Bill to print the bill for the semester

- **Payment due date** for Fall 2015 is **04-AUG-2015.**
- If registering after 04-AUG-2015, payment is due at time of registration.
- For Financial Aid students: all tuition and fees in excess of anticipated aid, loans and third party amounts are also due
- **Students:** It is YOUR responsibility to officially drop any classes you do not plan on attending or you will be responsi
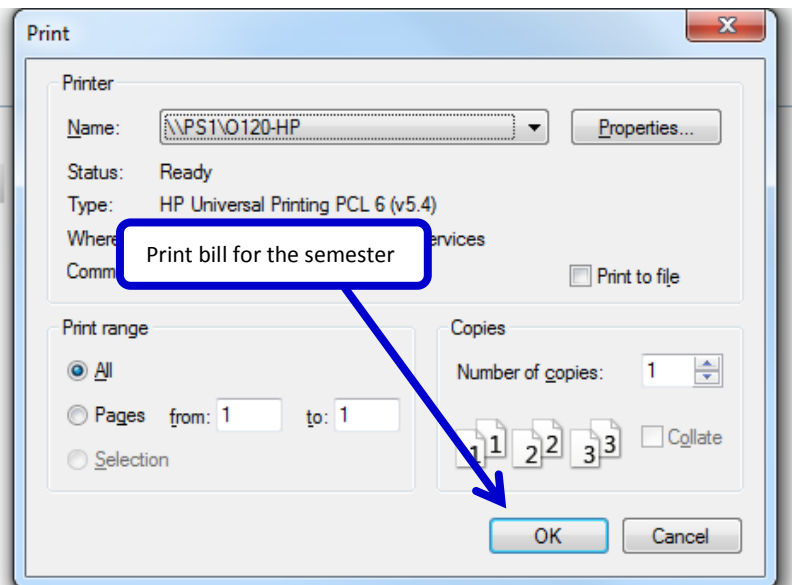
Current Address		**Phone**

Traverse City MI 49684-9556
Total Credit Hours: 3.000

19. Then print the bill

Summary for Fall 2015

Item Date	Description	Charges	Credits	Balance
Fall 2015	MATH LAB COURSE FEE	$6.00		$6.00
Fall 2015	TUITION-STATE-FALL	$572.40		$578.40
Fall 2015	FACILITY FEE	$18.60		$597.00
Fall 2015	GENERAL FEE - MAIN	$33.90		$630.90
Fall 2015	REGISTRATION FEE	$25.80		$656.70
Fall 2015	TECHNOLOGY FEE	$24.75		$681.45
Current Due:				$681.45

Print

Printer
Name: \\PS1\O120-HP   Properties...
Status: Ready
Type: HP Universal Printing PCL 6 (v5.4)
Where: ervices
Comm   ☐ Print to file

Print bill for the semester

Print range
◉ All
○ Pages from: 1   to: 1
○ Selection

Copies
Number of copies: 1
☐ Collate

OK   Cancel

20. To drop a course, select Drop/Delete from the drop down menu and select Submit Changes. Important drop deadlines are listed under Add or Drop Classes.

Current Classes - Use Adjustments to make changes (Adjustment options are based on what is available at this time)

Status	Adjustments	CRN	Subj	Crse	Level	Cred	Title
Registered - Web - Aug 19, 2015	Drop/Delete ▼	1024	MTH	131	Academic	3.000	Intro to Prob & St:

Total Credit Hours: 3.000
Contact Hours: 3.000
Date: Aug 19, 2015 05:03 pm

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

To drop a class select Drop/Delete from the drop-down menu and select Submit Changes. Important drop deadlines are listed under Confirm your Schedule

21. To be added to the waitlist for a class for the following semester, Click on the link and follow the instructions.

Fall Semester 2016--Waitlisting is now available!
You must use the Register for Academic Classes (Add or Drop Classes) feature to put yourself on the waitlist for a class. Complete waitlist instructions

- To **add** a class, enter the CRN (Course Reference Number) in the box or do a Class Search
- To **drop** a class, use the options available in the Adjustments pull-down list.
- **Submit Changes** at the bottom after adding or adjusting classes.
- **Confirm Your Schedule** at the bottom to make sure your changes are complete.

Using a mobile device (tablet or phone)? Very important to scroll down and Submit Changes.
Need Help? Use the HELP link at top right or call: 995-1049 or 1053, 8am-5pm Mon-Fri.

Clink on Complete waitlist instructions and follow the directions