



Northwestern
Michigan
College

Northwestern Michigan College Dual Enrollment Withdrawal Procedures

Dropping Courses

If plans change for any reason, it is the student's responsibility to drop courses through the NMC Self-Service Registration Menu as soon as possible (before the 100% Refund Date listed on the student schedule). Dates to drop with refund vary by course and are listed on the student schedule in Self-Service.

Contact NMC Records and Registration (231-995-1049) if the student needs a HOLD removed in order to drop. Drops can also be handled in person at Records and Registration, Tanis Building, Main Campus.

The high school will be billed according to NMC's refund policy. The student (or responsible party if the student is under 18) is responsible to pay the high school district back for classes dropped after 100% Refund Date.

Northwestern Michigan College Student Financial Services

1701 E. Front Street, Traverse City, MI 49686

231-995-1035 ▪ 800-748-0566 ▪ fax 231-995-2132

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