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 exceed this limit, please contact the Office of Student Services. In order to support learner success, students must enroll in the class before the first day of the class.

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

Select a Semester: Fall 2015

Submit

Select the semester and click 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

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 appropriate semester. I agree to:

- My financial responsibility for all charges on my student account in exchange for education.
- I understand that I have to pay the $25.80 NON-REFUNDABLE Registration Fee that is charged.
- I understand that it is MY RESPONSIBILITY to officially drop any classes which I do not attend.
- I understand that dropping a class results in an appearance in the NMC SIS, which may affect my academic standing.
- I agree to pay any and all fees associated with the drop, which may include attorney fees.
- I understand that it is my responsibility to monitor the status of my account balance, fines, and other charges.
- I also understand that most NMC communications will be provided through my NMC Self-1098-T form. It is my responsibility to check this email account before, during, and after the semester.

Agree Disagree

Select Agree after reading the Payment Agreement
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.

- OR -

<table>
<thead>
<tr>
<th>Current Program: Office Applications Specialist, Certificate Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>I wish to keep my current Program</td>
</tr>
</tbody>
</table>

- OR -

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

I wish to change my Program to my selection above

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

10. To begin the class search process select Class Search

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
</table>

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 Changes.

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

Select Class Search to begin building a schedule

Submit Changes  Class Search  Reset
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.

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

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

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

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.

13. Scroll down to the bottom of the page and select Register.
14. Registration for a course will be complete when the course is listed

![Image of registration process]

Registration is now complete.

15. After registration is complete select Confirm Your Schedule

![Image of registration process]

Print a copy of your schedule by selecting Confirm Your Schedule.
16. Then print the schedule

- Print a copy of the schedule

Total Credit Hours: 3.000

Registration (check Status):

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse Title</th>
<th>Status</th>
<th>Credit Hrs</th>
<th>Contact Hrs</th>
<th>100% Refund Deadline</th>
<th>Drop with Record Deadline</th>
<th>Session Dates (MM/DD)</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor (click on name for Office Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1024</td>
<td>MTH 131 Intro to Prob &amp; Stats</td>
<td><strong>Registered - Web</strong> - Aug 19, 2015</td>
<td>3.000</td>
<td>3.0</td>
<td></td>
<td>Sep 08, 2015</td>
<td>Nov 20, 2015</td>
<td>08/29-12/19</td>
<td>TR</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17. Items to Review

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

Items to Review:
- Payment due date
- 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.**

<table>
<thead>
<tr>
<th>Outstanding Charges</th>
<th>-</th>
<th>Anticipated Aid</th>
<th>=</th>
<th>Outstanding Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$681.45</td>
<td></td>
<td>$0.00</td>
<td></td>
<td>$681.45</td>
</tr>
</tbody>
</table>

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

Traverse City MI 49684-9556

**Total Credit Hours:** 3.000

19. Then print the bill
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.

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.

Clink on Complete waitlist instructions and follow the directions.