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

![Select a Semester: Fall 2015](select semester)

NOTE: The maximum number of class entries for registration/drop/adds is 100 per semester. If you exceed this limit, you will need to return to the registration page and select a different semester.

Note: In order to support learner success, students must enroll in the class before the first day of the course.

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

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](payment agreement)

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 -

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

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, 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 Chang

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

Add Classes Worksheet

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.

- 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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Adjustments</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Level</th>
<th>Cred</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered - Web</strong></td>
<td>Aug 19, 2015</td>
<td>1024</td>
<td>MTH</td>
<td>131</td>
<td>Academic</td>
<td>3.00</td>
<td>Intro to Prob &amp; Stats</td>
</tr>
</tbody>
</table>

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

Registration is now complete.

15. After registration is complete select Confirm Your Schedule.

<table>
<thead>
<tr>
<th>Status</th>
<th>Adjustments</th>
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Print a copy of your schedule by selecting Confirm Your Schedule.

Add Classes Worksheet

<table>
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<tr>
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</tr>
</thead>
</table>

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

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>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1024</td>
<td>MTH</td>
<td>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>Sep 08, 2015</td>
<td>Nov 20, 2015</td>
<td>08/29-12/19</td>
<td>TR</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

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

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 responsible.

Current Address:  
Traverse City MI 49684-9556

Total Credit Hours: 3.000

19. Then print the bill

Print bill for the semester
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)](image)

<table>
<thead>
<tr>
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<td>131</td>
<td>Academic</td>
<td>3.000</td>
<td>Intro to Prob &amp; St:</td>
</tr>
</tbody>
</table>

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

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.

![Add Classes Worksheet](image)

**Add Classes Worksheet**

<table>
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<th></th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit Changes  
Class Search  
Reset

Clink on Complete waitlist instructions and follow the directions.