

Northwestern Michigan College

Class Search Tips

General tips

You can use either Basic or Expanded search criteria when searching NMC's class schedule.

Basic Search

Basic Search has just a few options.

Notice the Term for which you are searching is displayed near the top (circled below):

Term: Spring 2022

Subject

Course Number

Keyword (With Any Words)

[Expand / Contract Search Options](#)

You can add another criteria. Note: the search will return results matching ANY one of the search criteria.

Enter the criteria for which you are interested and then use the **Search for Classes** button and the classes matching your criteria will be displayed. The above search will result in a listing of all Mathematics classes offered for the Spring 2022 semester.

Hint The Subject field is a list. You can either click in the box and select from the list, or just start typing in the field. Once you have typed two characters, the list of subjects that potentially match those characters will be listed, Click on the subject to add search box. You can repeat this and add several Subjects.

Hint Use the Keyword field if you want to search course descriptions, titles, etc... for a word or more.

Hint You can click on or hover over Course Number and Keyword box to get more information.

Hint If you ever get results you weren't expecting, use Clear to start creating a brand new search.

Hint Click on the Class Title in the search results to get more information on an individual class.

If the Basic search does not get specific enough for what you're looking for, select [Expand / Contract Search Options](#) and you will have many more criteria options. Select it again to return to the Basic search options.

Expanded Search

The Basic search options with additional options show in the Expanded search. Use the scroll bar on the right to view the entire list of options available.

NMC Self-Service

[Registration Menu](#) • [Registration](#) • [Select a Term](#) • [Browse Class Schedule](#)

Browse Class Schedule

Enter Your Search Criteria - hint: click on or hover over a field below for tips
[More tips for searching for classes \(new window\)](#)

Term: Spring 2022

Subject

Course Number

Keyword (With Any Words)

Keyword (Partial Words)

Keyword (Exact Phrase)

Available to Add or Waitlist

Subject and Course Number

Course Number Range to

Credit Hour Range to hours

Title

Special Search Criteria

Specific tips for searching

[Searching a Specific Science Class w/Lab](#)

[Searching for ENG111 or ENG111 + 11](#)

[Searching for MTH 08 or MTH 23](#)

[Finding classes that are still available for registration](#)

[Group 1 Humanities with ENG Lit Search](#)

Searching a Specific Science Class w/Lab

If you are searching for a specific science class and enter the department and the number, you only get the lecture, not the lab. In order to get both the lecture and lab, you can enter % after the course number; e.g., Subject: Biology Course Number: **106%**

The screenshot shows the 'Enter Your Search Criteria' section of the NMC Self-Service Registration system. The term is set to 'Fall 2020'. The subject field contains 'Biology' and the course number field contains '227%'. There are buttons for 'Search', 'Clear', and 'Advanced Search'.

Once Search button is selected, the results show the lecture followed by the lab connected to it.

The screenshot shows the search results for 'Biology' with course number '106%'. It lists three classes:

Class Name	Department	Course Number	Section Number	Time	Location	Staff	Seats	Notes
Human Biology Lecture	BIO	106	1663	4	09:40 AM - 11:10 AM	Main - Staff (Primary)	7 of 24 seats remain	This class is comprised of a lecture and a lab. You must also enroll in lab section #1664. This course is intended to prepare students seeking a career in a health profession field. This course does not meet the requirements for the Nursing Program.
Human Biology Lab	BIO	106L	1664	0	01:00 PM - 03:00 PM	Main - Staff (Primary)	7 of 24 seats remain	
Human Biology Online	BIO	106	1967	4	Online	M... Staff (Primary)	FULL: 0 of 23 seats remain	Course format for section #1967 includes: online. This course is comprised of a lecture and a lab. You must also enroll in lab section #1968. This course is intended to prepare students seeking a career in a health profession field. This course does not meet the requirements for the Nursing Program. For more information go to www.nmc.edu/online.

Searching for ENG111 of ENG111 + 11

Enter English in the Subject field.

Enter **%11** in the Course Number field and click Search.

The screenshot shows the 'Enter Your Search Criteria' section of the NMC Self-Service Registration system. The term is set to 'Fall 2020'. The subject field contains 'English' and the course number field contains '%11'. There are buttons for 'Search', 'Clear', and 'Advanced Search'.

You will see all the ENG 111s and ENG 111s paired appropriately. They will be followed by the ENG 111s not paired with ENG 111s. (see below)

The screenshot shows the 'NMC Self-Service Registration' interface. The breadcrumb trail is 'Registration Menu > Select a Term > Browse Class Schedule'. The page title is 'Browse Class Schedule'. The search results are for 'Term: Fall 2020', 'Subject: English', and 'Course Number: %11'. There are 40 classes listed. The visible results are:

English Composition Lecture	ENG	111	1822	4	PM Building: West Hall Room: 105 Start Date: 08/22/2020 End Date: 12/12/2020	Main	Deirdre Mahoney (Primary)	seats remain. 20 of 20 waitlist seats remain.	Students must register for BOTH sections: #1822 and #1821 at the same time.
English/Writing Methods Lecture	ENG	111	1821	2	S M T W T F 02:30 PM - 03:10 PM Building: West Hall Room: 105 Start Date: 08/22/2020 End Date: 12/12/2020	Main	Deirdre Mahoney (Primary)	12 of 18 seats remain. 20 of 20 waitlist seats remain.	Students must register for BOTH sections: #1821 and #1822 at the same time.
English Composition Lecture	ENG	111	1818	4	S M T W T F 05:30 PM - 06:50 PM Building: Scholars Hall (SH) Room: 103 Start Date: 08/22/2020 End Date: 12/12/2020	Main	Staff (Primary)	10 of 18 seats remain. 18 of 18 waitlist seats remain.	Students must register for BOTH sections: #1818 and #1817 at the same time.
English/Writing Methods Lecture	ENG	111	1817	2	S M T W T F 07:00 PM - 08:00 PM Building: Scholars Hall (SH) Room: 103 Start Date: 08/22/2020 End Date: 12/12/2020	Main	Staff (Primary)	10 of 18 seats remain. 18 of 18 waitlist seats remain.	Students must register for BOTH sections: #1817 and #1818 at the same time.
English Composition Lecture	ENG	111	1809	4	S M T W T F 08:00 AM - 10:00 AM Building: Scholars Hall (SH) Room: 205 Start Date: 08/22/2020 End Date: 12/12/2020	Main	Nancy Parrshall (Primary)	3 of 22 seats remain. 22 of 22 waitlist seats remain.	

Searching for MTH 08 or MTH 23

Are you struggling with getting no classes when you search for MTH 08 or 23 in Self Service? If you enter a space in front of the 08 or the 23, you will locate these classes.

The screenshot shows the 'NMC Self-Service Registration' interface. The breadcrumb trail is 'Registration Menu > Select a Term > Browse Class Schedule'. The page title is 'Browse Class Schedule'. The search criteria are:

Term: Fall 2020

Subject:

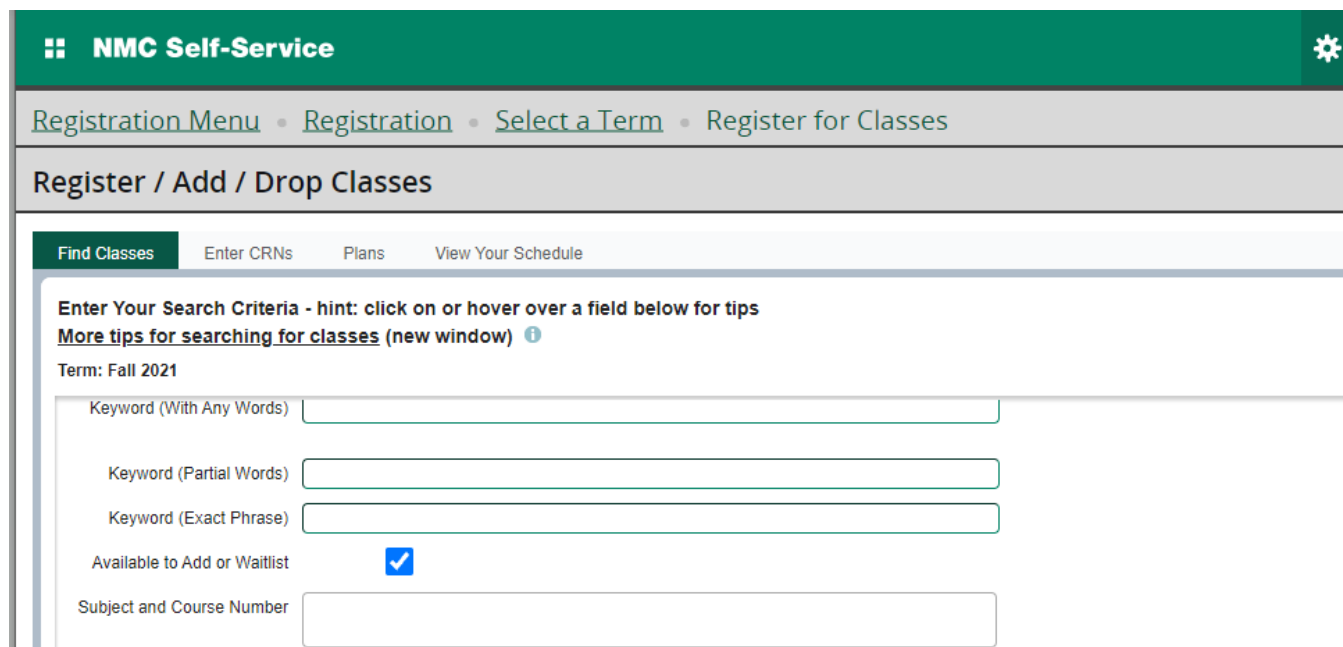
Course Number:

Keyword (With Any Words):

Buttons: Search, Clear, Advanced Search

Finding classes that are still available for registration

Has the semester started and you trying to find classes that are still available to add to your schedule? Use the **Available to Add or Waitlist** option on the Expanded Search Options:



The screenshot shows the NMC Self-Service registration interface. At the top, there is a green header with the text "NMC Self-Service" and a gear icon. Below the header is a breadcrumb trail: "Registration Menu • Registration • Select a Term • Register for Classes". The main heading is "Register / Add / Drop Classes". Underneath, there are four tabs: "Find Classes" (which is selected), "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, it says "Term: Fall 2021". There are five input fields: "Keyword (With Any Words)", "Keyword (Partial Words)", "Keyword (Exact Phrase)", "Available to Add or Waitlist" (with a checked checkbox), and "Subject and Course Number".

Group 1 Humanities with ENG Lit Search

You can search for **ALL Humanities group 1, including ENG Literature** classes by selecting the following information in the Expanded Search Options (also see Screen Shot below).

In the Special Search Criteria field, select: Gr1 Humanities with ENG Lit and then Search for Classes
(see next page)

Browse Class Schedule

Enter Your Search Criteria - hint: click on or hover over a field below for tips
[More tips for searching for classes \(new window\)](#)

Term: Fall 2021

Credit Hour Range	<input type="text"/>	to	<input type="text"/>	hours
Special Search Criteria	<input type="text" value="Gr 1 Humanities with ENG Lit"/>			
Campus	<input type="text"/>			
Title	<input type="text"/>			
Course Formats	<input type="text"/>			
Meeting Days				
Sunday	<input type="checkbox"/>			
	<input type="checkbox"/>			

Registration Instructions

For more information on how to register / add / drop classes, see the [Online Registration Instructions](#).