Online Student Registration Instructions

Registering for Classes

Visit my.nmc.edu and select the “Register / Add / Drop Classes” Self-Service Link to get started.
1. From the Registration tab you will see three steps in the registration process and one option for those who have completed steps 1-3 and are already registered for classes.

2. Registration Step 1 – Create a Plan (in MAP) with your advisor
   To create a Plan (in MAP), contact your academic advisor.

3. Registration Step 2 – Complete Semester Agreements
   You will be able to access the registration site, search and select classes, but will NOT be able to register for classes until the semester agreements are completed.
First (1) you will see the Payment Agreement information and below that (2) you will see the Title IX & Campus SaVE Act, and the Alcohol and Illicit Drug Awareness Guide.

4. Registration Step 3 – Register for Classes

If you have questions or do not agree, click “Disagree” and you will be directed to the Records and Registration Office.

If you agree to all terms/policies click “Agree.”
Select the “Registration Step 3” link to begin registration.

5. The Registration app will load and you will be prompted to select the Term for which you plan to register for classes. Once a semester is selected from the dropdown box, click “Continue.”

6. You will be taken to the “Enter Your Search Criteria” page”
Click on the down arrow to display the Schedule and Summary panels (below)

Northwestern Michigan College
7. You will now see the following three panels:

1) Enter Your Search Criteria – to search for classes
2) Schedule – to view current schedule
3) Summary – to view a summary of registered and pending classes

8. The “Enter Your Search Criteria” panel (below) is where you can search for classes.

For additional search criteria, use Expand/Contract Search Options

Once you enter your search criteria click on the Search button
9. Below is a display of the course options from your search criteria.

   Click on the Course Title for detailed information on the course/section and special registration instructions (i.e. co-requisite courses and their CRNs)

   When hovering over the status column you will see which courses are full, have a time conflict or other status warning

   Select the course you want to register for by clicking the Add button

10. Once you have “Added” the courses you want, the Schedule panel will display the schedule with different shading and colors for pending vs registered classes.
11. The Summary panel will show the current “Status” of pending and registered classes and the “Action” options for adding/dropping sections from the schedule. To initiate the pending action click on the Submit button.
12. To waitlist a closed course you will select “Wait Listed” in the Action dropdown box and click the [Submit] button.

Once a seat opens up -- go back into Registration and switch from “wait Listed” to “Registered-Web” and click the [Submit] button. (NOTE: If you are registered in a section as a backup plan – be sure to “Drop/Delete” that section before registering for the waitlisted section.)
13. View Your Schedule (with print and email options)

FIRST: Click the “View Your Schedule” Tab.

Email your schedule to yourself/others. Once emailed, you can also add your schedule to your Google calendar!

You can print your schedule using the print icon.

14. You can view tuition and fees from the “Summary” panel by clicking on the Tuition and Fees link on the Summary Tab:
17. After clicking on the Tuition and Fees link the box below will display a summary of your semester tuition and fees.

Use the link to return to NMC Self-Service to review your detailed schedule and pay for your classes.
Registering from Plans

1. To register from Plans click on the Plans tab from the Search Criteria page.

2. The Plans tab will bring up the screen below which will display the classes in the student’s Plan. NOTE: A Plan has to have been created for classes to display here.

3. View Sections displays the sections for the class selected from the Plan.
From here you will Add the desired sections as described above to complete your schedule.

More information on using Registration is on following pages.
Navigation and Registration Menu

The Registration App has a menu that can be accessed by selecting ‘Registration Menu’

Several registration-related options can be accessed from this menu:

Tips:
Use **Browse Class Schedule** to check out classes for an upcoming semester that is not yet available for Registration.

Use **Prepare for Registration** to make sure you have no holds or other issues that will prevent registration.
To return to other NMC Self-Service menus, click on the four white squares to the left of NMC Self-Service:

Then click on Banner and you will be able to navigate to the Self-Service menu item of your choice. Hint: This is how you would navigate back to the Registration Step 2 – Complete Semester Agreements if you forget to complete before attempting to register.
Browsing the Class Schedule

Need some guidance searching for classes?
Not finding a particular class?

Try these Class Search Tips