Northwestern Michigan College
Online Student Registration Instructions

1. Go to my.nmc.edu and select the “Register / Add / Drop Classes” Self-Service Link.
2. 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.

3. Registration Step 1 – Create a Plan (in MAP) with your advisor

   To create a Plan (in MAP), contact your academic advisor.

4. 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.

   From the drop down box, select the Semester in which you are going to register for classes and click the “submit” button.
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.

1. Payment Agreement

2. I have also read, understand, and agree to the following:

   • Title IX & The Campus SaVE Act
   
   and the:

   • Alcohol and Illicit Drug Awareness Guide

   "

   If you agree to all terms/policies click “Agree.”

   If you have questions or do not agree, click “Disagree” and you will be directed to the Records and Registration Office.
5. Registration Step 3 – Register for Classes

Select the “Register for Classes” link to begin registration.

6. The following screen will appear. Click on the “Register for Classes” link.

- Click on the Registration Menu link at any time to return to this page
7. Next, you will be asked to select a term in which you plan to register for classes. Once a semester is selected from the dropdown box, click “Continue.”

8. You will be taken to the “Enter Your Search Criteria” page below.
9. 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

10. The “Enter Your Search Criteria” panel (below) is where you can search for classes.
11. 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
12. 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.
13. 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.

14. 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.)
15. 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!

Your can print your schedule using the print icon.
16. You can view tuition and fees from the “Summary” panel by clicking on the Tuition and Fees link.

![Summary Table]

17. After clicking on the Tuition and Fees link the box below will display a summary of your semester tuition and fees.

![Tuition and Fees for Summer 2017]

Click on this link to be taken to your self-service page where you can view your Account Summary and Schedule by semester.
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.

   Click on the View Sections button to see the sections being offered for the course.
3. The screen below will display the sections for the class selected from the Plan.

![Image of registration screen]

4. From here you will Add the desired sections (see steps 9-16) to complete your schedule.