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

In order to register for Summer 2017 classes, you must agree to the following statements:

I have read the terms of enrollment in the NMC Catalog and understand my obligations as a result of this and all future transactions.

By registering for this semester, I agree that:

- I understand that I am responsible for all charges on my student account in exchange for educational services provided by NMC.
- I understand that I have to pay the $25.00 NON-REFUNDABLE Registration Fee that is charged upon registration each semester even if I drop all courses.
- I understand that it is MY RESPONSIBILITY to officially drop any classes which I do not plan to attend by the 100% refund date listed on my student record.
- I understand that dropping or non-attendance of classes may cause a reduction in financial aid and result in a balance that I owe to NMC.
- I understand that if I default on my obligation to NMC, then my account(s)/loan(s) may be placed with a collection agency and that I am responsible for 33.33% of my outstanding obligation to the school. In addition, I may be responsible for the cost of litigation.

2. Title IX & The Campus SaVE Act

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.

The dropdown box will display your options to change an action

Click the [Submit] button to process the Action

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!

You 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.

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

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

![Plans Tab](image)

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](image)
3. The screen below will display the sections for the class selected from the Plan.

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

**Tips & Tricks for Registration**

**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%
Once Search is commenced, the result is the lecture followed by the lab connected to it.

**Group 1 Humanities with ENG Lit Search in Self-Service**

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

Select in this field:
Division/Group 1 or 2 - Humanities Gr1 with ENG Lit
Searching for ENG111 of ENG111 + 11

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

You will see all the ENG 111s and ENG 11s paired appropriately. They will be followed by the ENG 111s not paired with ENG 11s. (see below)
Registering 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 bring up the classes.

P.S. This works when entering MTH 08 and MTH 23 in Plans as well.