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):

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.

Specific tips for searching

- Searching a Specific Science Class w/Lab
- Searching for ENG111 of ENG111 + 11
- Searching for MTH 19
- 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%

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

**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)

**Searching for MTH 19**

Are you struggling with getting no classes when you search for MTH 19 in Self Service? If you enter a space in front of the 19, you will locate these classes.

P.S. This works when entering MTH 19 in Plans as well.
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:

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