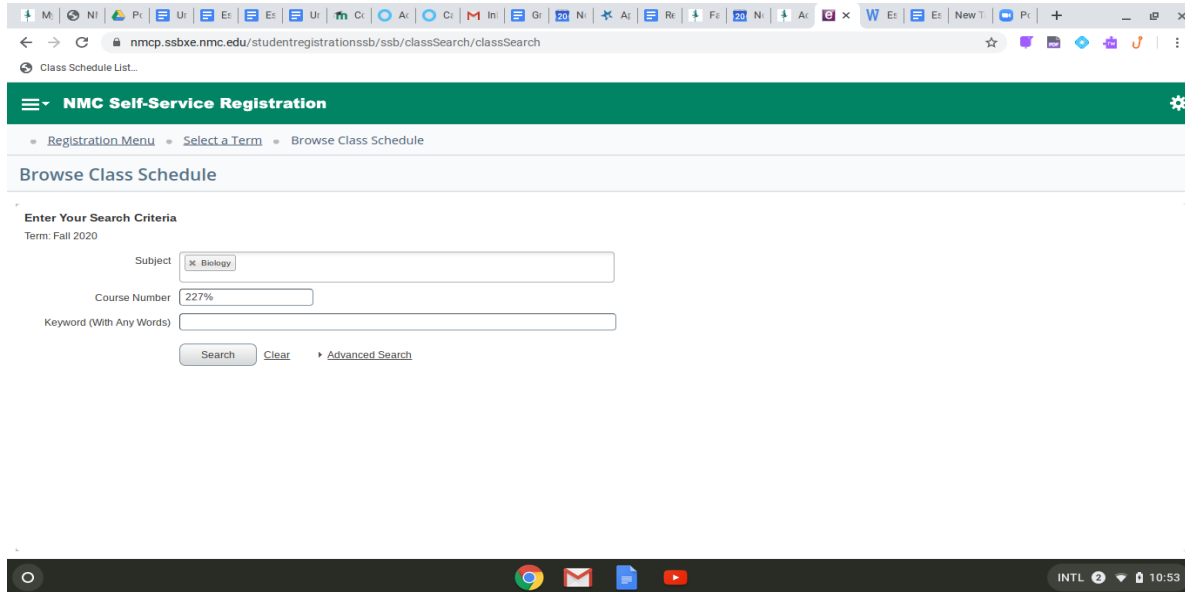


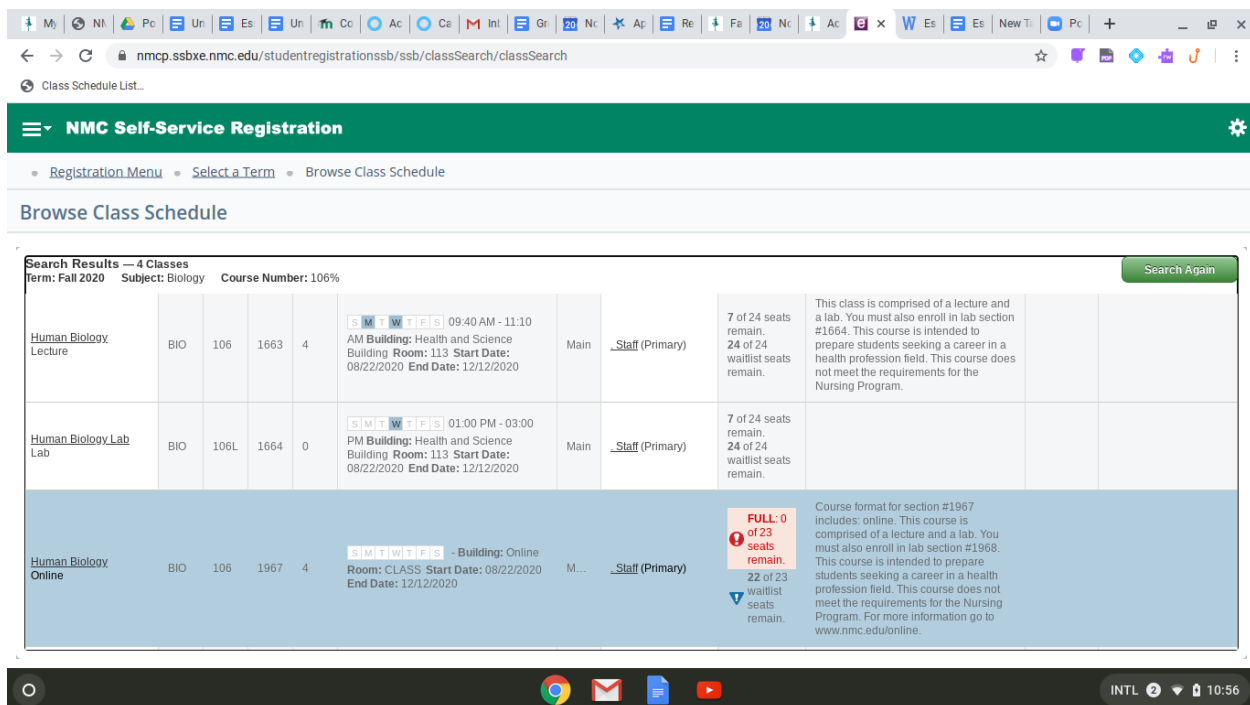
Tips & Tricks for Registration

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

NMC Self-Service Registration

Registration Menu | Select a Term | Browse Class Schedule

Browse Class Schedule

Enter Your Search Criteria
Term: Summer 2020

Keyword (Partial Words)

Keyword (Exact Phrase)

Sections with seats or waitlist available

Subject and Course Number

Course Number Range to

Credit Hour Range to hours

Title

Div / Group 1 or 2 (returns ANY class matching a choice) You can add another

Campos

Search for classes by course title, subject, course number, CRN, etc. Special characters will be ignored.

Searching for ENG111 of ENG111 + 11

Enter English in the Subject field.

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

NMC Self-Service Registration

Registration Menu | Select a Term | Browse Class Schedule

Browse Class Schedule

Enter Your Search Criteria
Term: Fall 2020

Subject

Course Number

Keyword (With Any Words)

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 search criteria are Term: Fall 2020, Subject: English, and Course Number: %11. The results table lists several English classes:

Class Name	Section #	CRN	Seats	Room	Start Date	End Date	Instructor	Seats Remain	Notes
English Composition Lecture	111	1822	4	PM Building: West Hall Room: 105	08/22/2020	12/12/2020	Deirdre Mahoney (Primary)	20 of 20 waitlist seats remain.	Students must register for BOTH sections: #1822 and #1821 at the same time.
English/Writing Methods Lecture	11	1821	2	PM Building: West Hall Room: 105	08/22/2020	12/12/2020	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	111	1818	4	PM Building: Scholars Hall (SH) Room: 103	08/22/2020	12/12/2020	_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	11	1817	2	PM Building: Scholars Hall (SH) Room: 103	08/22/2020	12/12/2020	_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	111	1809	4	AM Building: Scholars Hall (SH) Room: 205	08/22/2020	12/12/2020	Nancy Parrshall (Primary)	3 of 22 seats remain. 22 of 22 waitlist seats remain.	

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.

The screenshot shows the search criteria form in the NMC Self-Service Registration system. The search criteria are:

- Term: Fall 2020
- Subject: Mathematics
- Course Number: 23
- Keyword (With Any Words):

Buttons for Search, Clear, and Advanced Search are visible at the bottom of the form.

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