

Self-Service

Self-Service is an online resource tool for academics and student services that gives students the ability to make many different changes to their account, such as changing their address and phone number in Personal Information, creating a plan and signing up for classes in registration, and managing payment plans and making payments in student billing.

Self-Service has many different menus and links, so let's go through something that you may use right away.

If you've lost your printed schedule or didn't get one, you can view it again through the Registration tab.

The first three options in Registration walk you through signing up for classes with your advisor. Step One shows you all the courses needed for your degree, and what your future semesters may look like. Step Two is an agreement to the Terms of Enrollment, and step three is the tool used to browse and sign up for classes. You can always go back to Step Three to make changes to your schedule.

After you've done all those, select Already Registered.

This is also where you can find the books you need, and add or drop more classes. Click on "View your detailed schedule".

It will first ask you to select a term to view from past, current, or open future semesters. Select the current semester and hit submit.

This page will first show your Outstanding Charges, your Anticipated Aid, and your Outstanding Balance for the selected semester.

Below that is your full schedule with all the information needed for each class, such as Course number and CRN, class times and locations, and important drop dates. When viewing this on a desktop, you can print your full schedule using the Ctrl+P shortcut.

To return to main page, you can click Home, or any of the other tabs above.

Let's look at what some of the other tabs can do for you. Click into Personal Information and it will give you some more options.

NMC offers a text message-based emergency alert system with two levels that students can opt-in to. Once opted-in to, the system will send you a text for any time there is a threat to your safety on campus. You can also choose to receive texts about dangerous weather conditions, campus-wide closings, and other disruptions.

Click on "Text Message Opt-in/Opt-out" and it will bring you to a form to sign up for the service.

Over in Student Billing, there are two important tabs that you should know about. This is also where you will be able to access your 1098-T Tuition Statement.

Click into "View Account Summary for the Semester" and it may ask you to select a semester again.

This page is a receipt of every service you are paying for at NMC. It includes a breakdown of tuition fees, general fees, housing fees, and more. It also keeps track of all payments and payment plans, as well as federal aid, grants, scholarships, and other funding.

The other important tab in Student Billing is the Student Account Center, or TouchNet. Clicking into Student Account Center will open up a new tab in your web browser and bring you to our secure payment system. You will be prompted to login using your same NMC Login.

Once logged in, you will be able to view your total balance due, and you can now: make a payment, make a deposit for flight or housing, set-up direct deposit under refunds, and authorize other users such as family members to do the same for your account. Authorized users will receive their own, unique login.

The other tabs; Admissions, Student Records, and Financial Aid, also have very important resources for you. You can explore these tabs later as you will need them in the future.

Self-Service is a powerful tool that is available to all students, and there are many different functions it provides. Getting familiar with the system now will help you jump into all the online student services NMC has to offer.