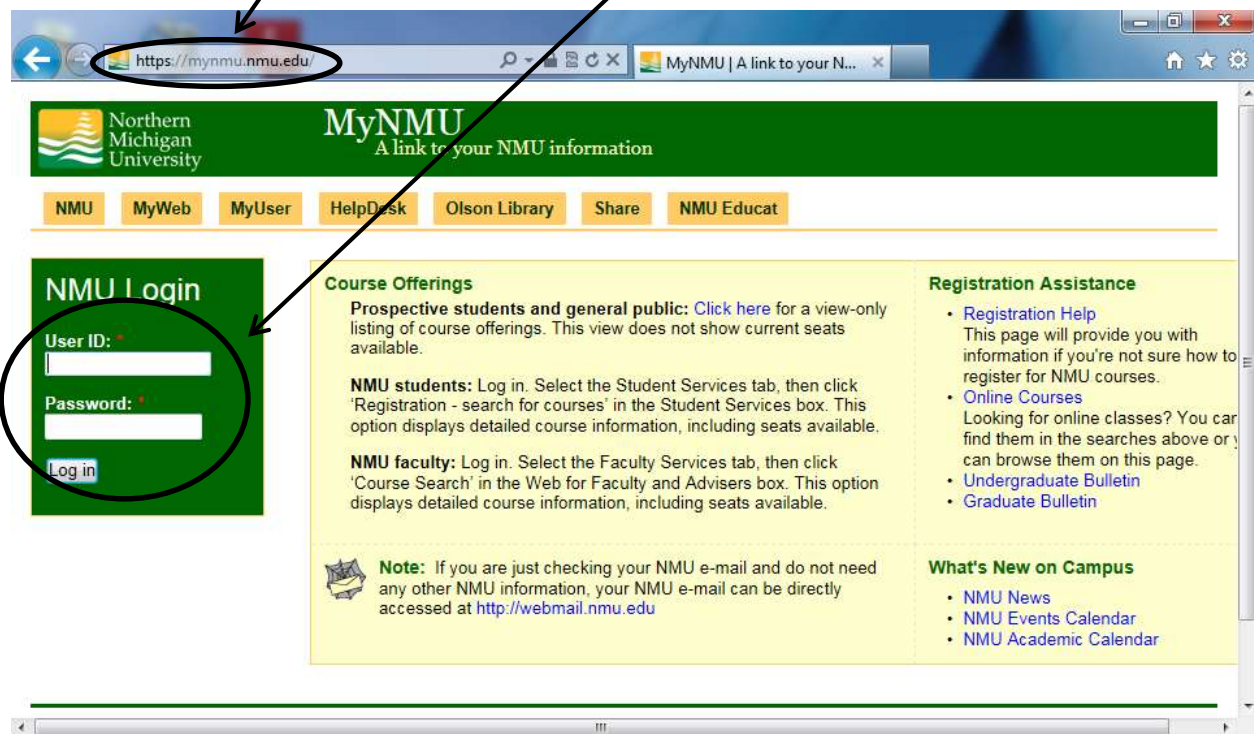
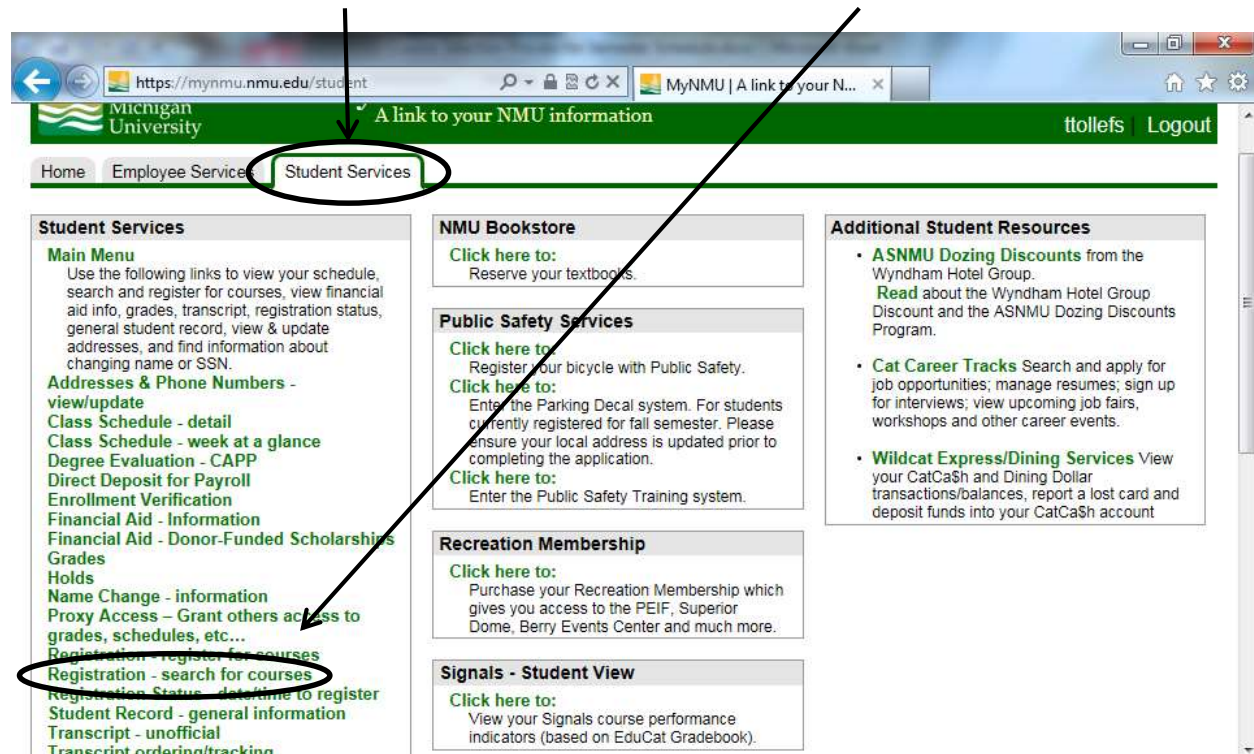


Process for finding courses for completing a semester schedule.

1) Log into MyNMU with your user ID and password. Then click on “Student Services.”



2) From the “Student Services” tab, Select “Registration - search for courses”



- 3) Under “Search by Term” select the semester you would like classes for a schedule. Then click submit.

Select Term or Date Range - Windows Internet Explorer

https://ssb.nmu.edu:4099/pls/PROD/bwskfcls.p_sel_crse_search

NIMU SELF SER

Personal Information Student Services & Financial Aid Employee Proxy Access

Search Go RETURN TO MENU SITE MAP HELP EXIT

Select Term or Date Range May 18, 2015 02:06 pm

Search by Term:

Fall 2015

OR

Search by Date Range (MM/DD/YYYY):

From: To:

Submit Reset

RELEASE: 8.5.2.1

In the “Search for Classes” page, highlight a subject and click on course search.

Search for Classes - Windows Internet Explorer

https://ssb.nmu.edu:4099/pls/PROD/bwckgens.p_proc_term_date

Search for Classes Fall 2015 May 18, 2015 02:12 pm

Use any combination of selection options to narrow your search for courses. You must choose at least one Subject. When your selection is complete, click Class Search to perform the search.

*** NOTE ***

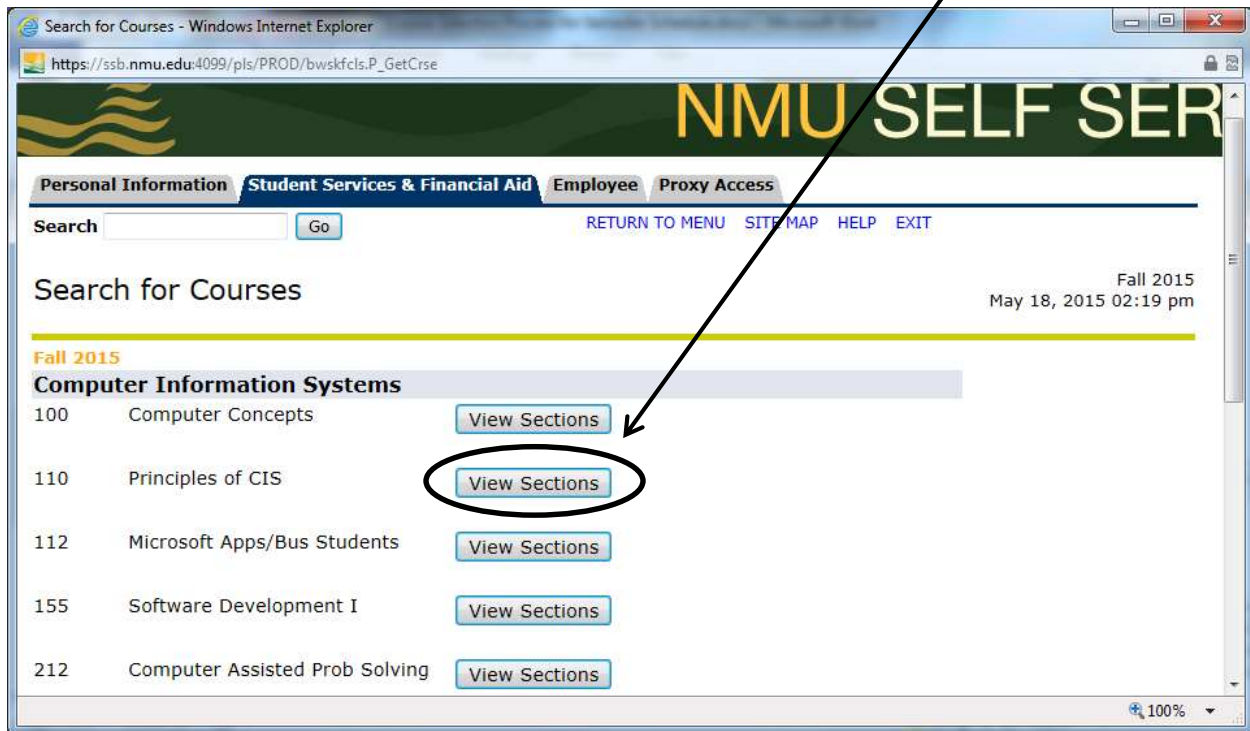
To select all subjects: Click on the first subject, scroll to the end of the subjects, and then hold down SHIFT and click.

To select certain subjects: Select the first subject you want, hold down CTRL, select additional subjects while continuing to hold CTRL.

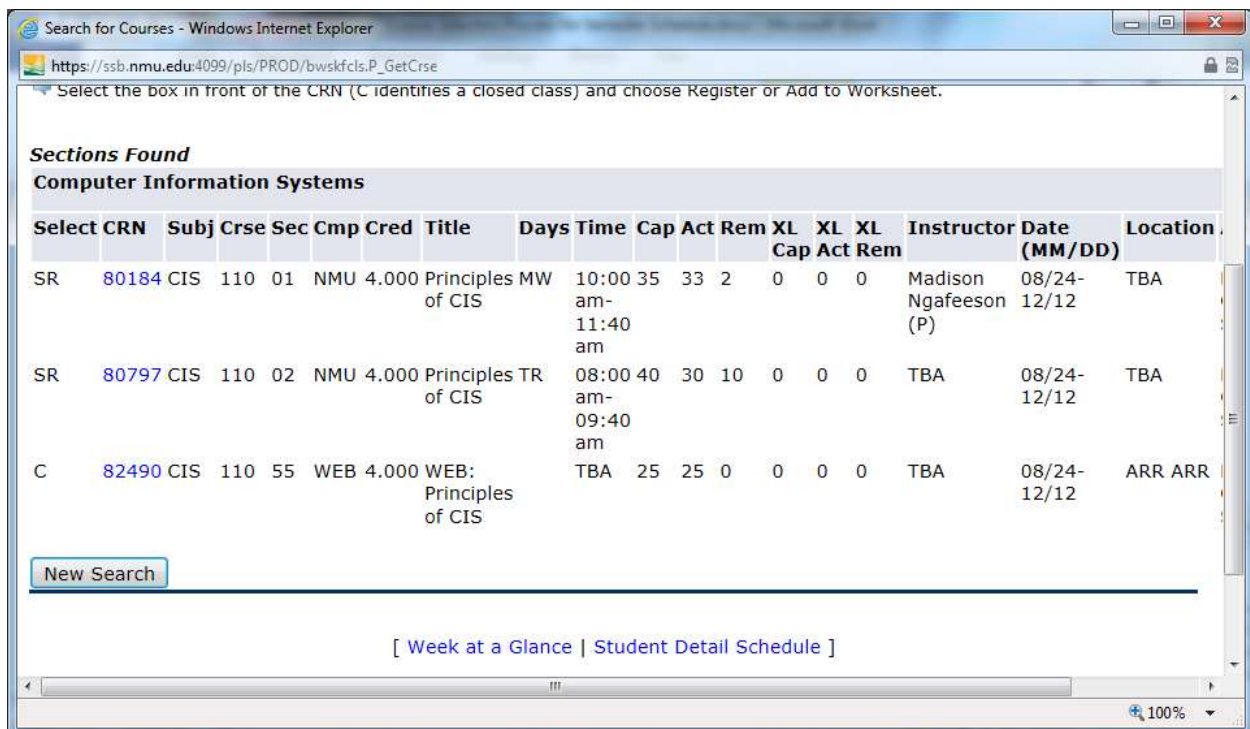
Subject: Business
Chemistry
Chinese
Clinical Laboratory Science
Computer Information Systems
Computer Science
Construction Systems
Continuing Master's Project
Cosmetology
Cosmetology

Course Search Advanced Search

You will then find the course you are interested in taking, select the “View Sections” option for that particular course.



For example, below are the options after clicking on “View Sections” of CIS-110 Principles of CIS you will get the following:



You will select courses using the CRN heading (ex.-80797). That particular choice meets Tuesday and Thursday (TR) under the Days column. That class meets from 8 – 9:40 a.m. under

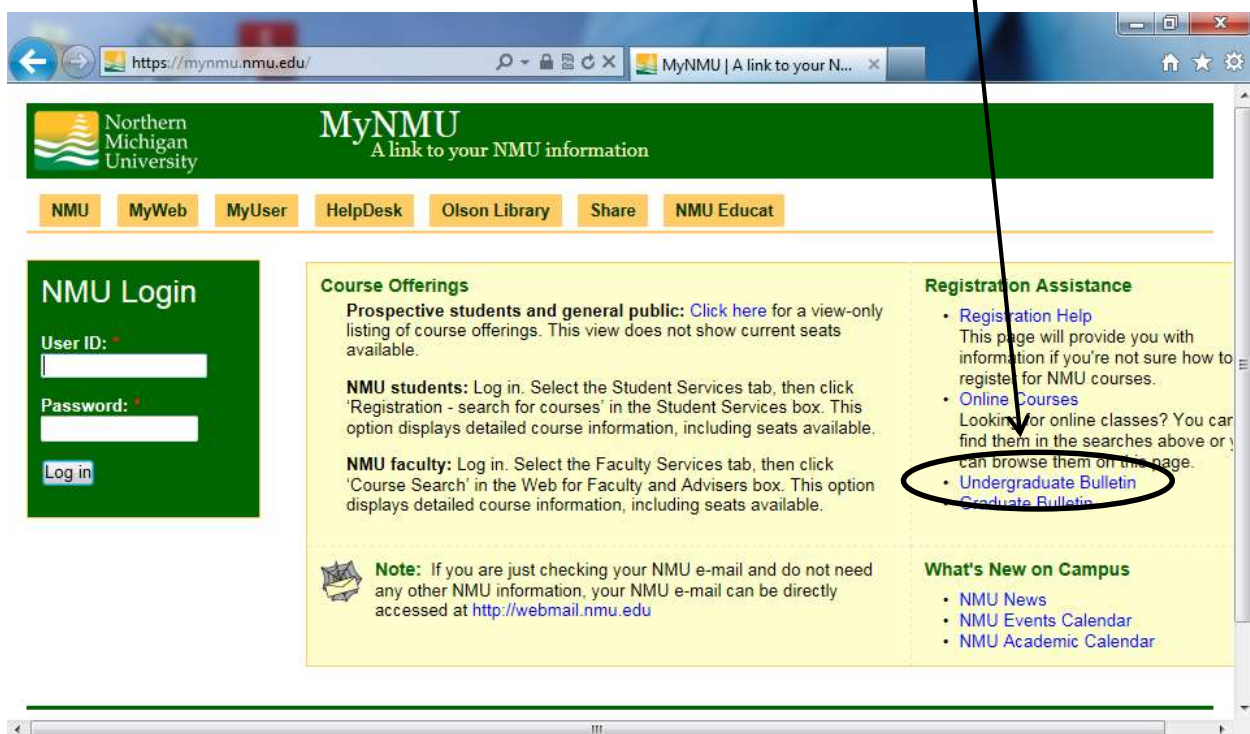
the Time column. The Act and Rem columns note actual number of seats available and number of seats remaining. Under the Select heading there is a SR and a C. The C means that particular class option is closed. SR means students can still register.

So when you compiling a schedule for the fall, you will want to keep track of days and the time a class meets as to not have conflicts in your course schedule.

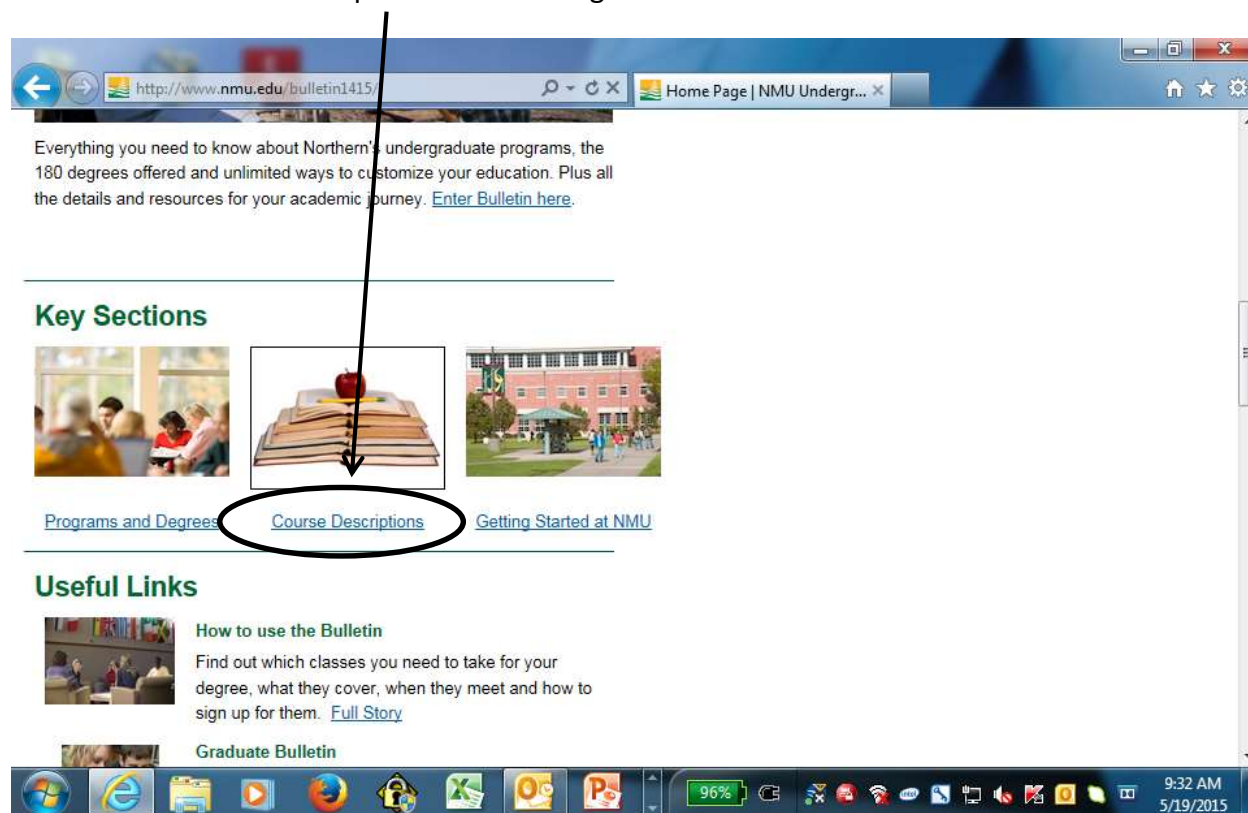
The credit column lets you know how many credits the class is worth. You will need between 12-18 credits for a completed course schedule.

So when providing me with the courses you want, you will be providing the following (example): Principles of CIS CIS-110 80797

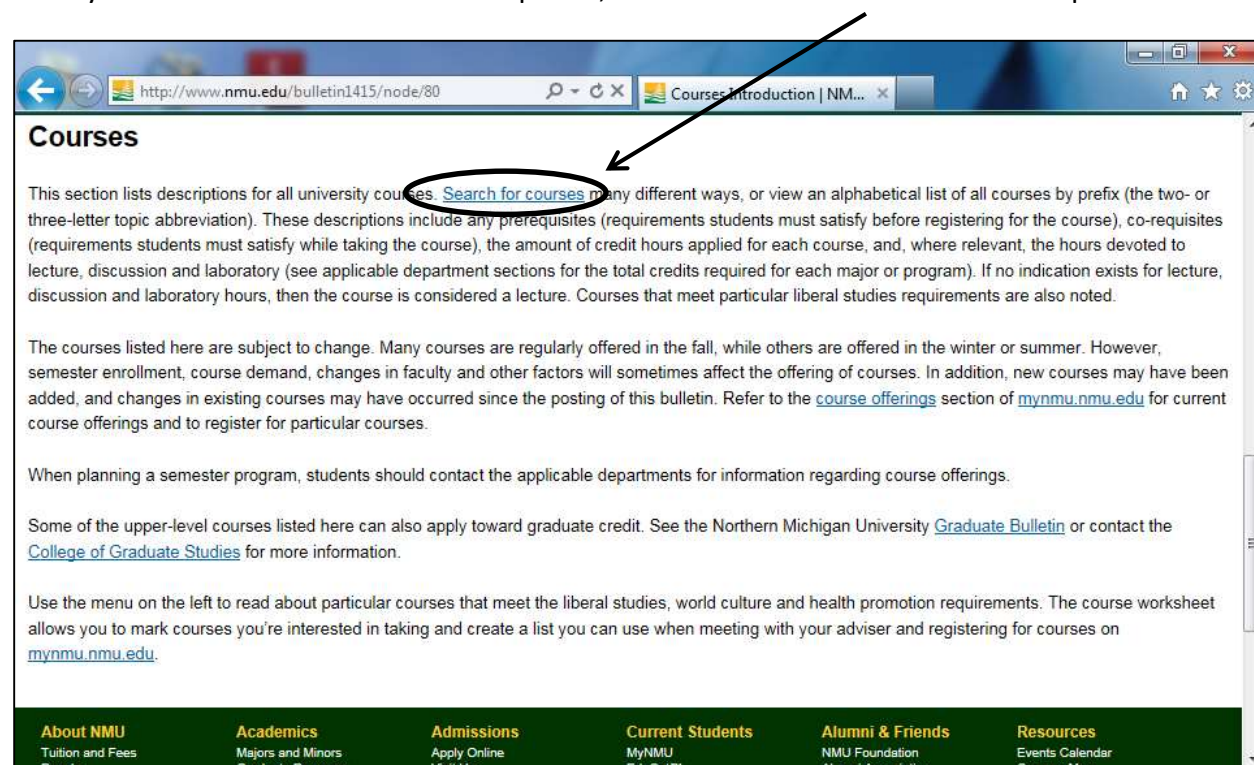
One other concern may be whether you have the required prerequisites to be eligible to take a desired course. Prerequisites mean you have taken the needed preparatory classes to advance to the class you want to take. On your MyNMU page, select “Undergraduate Bulletin” located on right side of page.



Next select “Course Descriptions” listed along the lower left side.



Once you have selected “Course Descriptions,” click on the “search for courses” option.



You will then have the ability to select what subject area of courses you want to search and review.

The screenshot shows a web browser window with the URL <http://www.nmu.edu/bulletin1415/node/78?page=&action>. The page title is "Course Search". Below the title, there is a paragraph of instructions: "Search for courses listed in the 2014 - 2015 Undergraduate Bulletin. For a list of all courses, leave fields blank and hit search. To find a current semester course schedule (including instructors, meeting times and locations), go to my.nmu.edu." Below this, there are several search criteria fields: "Department:" (a dropdown menu), "Prefix:" (a dropdown menu), "Course Level:" (a dropdown menu) or "Course Number:" (a text input), "Course Title:" (a text input), "Credits:" (a dropdown menu), "Offered:" (a dropdown menu), and "Phrase:" (a text input). Below these fields, there is a note: "(we will search titles, descriptions, prerequisites and notes looking for this phrase)". There is a checkbox labeled "Find only classes with labs". Below that, there is a section "Meets the Following Liberal Studies Requirement:" with a dropdown menu.

An example would be for Department would be English, and/or Prefix select EN and then submit search at bottom. You don't have to complete every box before clicking search.

The screenshot shows a web browser window with the URL <http://www.nmu.edu/bulletin1415/node/78?processtype=>. The page title is "Course Descriptions". Below the title, there are two course entries. The first entry is "EN 080 Reading and Writing" with "4 cr." to its right. Below the course name, it says "Offered: Contact department for information". There is a paragraph of text: "Does not meet requirements for associate or bachelor's degrees, but may meet requirements for vocational diplomas and certificates. Course is not calculated in the NMU GPA and is not counted as earned credit hours toward an associate or bachelor's degree." Below this, there is another paragraph: "This course offers an intensive, integrated review of reading and writing skills, study strategies and vocabulary development. During the semester, each student will generate a minimum of 3000 words of college-level writing." Below that, there is a note: "Note: A grade of 'C' or better is required to enroll in EN 090." To the right of the note, there is a link: "Add to My Worksheet". The second entry is "EN 090 Developmental Composition" with "4 cr." to its right. Below the course name, it says "Offered: Fall, Winter". Below that, it says "Prerequisite: Appropriate standardized scores or referral of instructor and director of composition." There is a paragraph of text: "Does not meet requirements for associate or bachelor's degrees, but may meet requirements for vocational diplomas and certificates. Course is not calculated in the NMU GPA and is not counted as earned credit hours toward an associate or bachelor's degree." Below this, there is another paragraph: "This course develops students' abilities to write sentences, paragraphs, and brief essays with increased fluency and greater accuracy. During the semester

Here is another sample further down in the search.

EN 282 Introduction to Literature 4 cr.

Offered: Fall, Winter

Prerequisite: EN 111 with a grade of "C" or better, HON 101, or EN 109 with a grade of "B" or better.

The practice of analysis and interpretation of literature. This first course for English majors introduces students to important terms and concepts relevant to literary study and improves students' abilities to read and interpret works of fiction, poetry and drama.

[Add to My Worksheet](#)

EN 283 Survey of British Literature I 4 cr.

Offered: Fall

- Applies toward the division II liberal studies requirement.

Prerequisite: EN 111 with a grade of "C" or better, HON 101, or EN 109 with a grade of "B" or better.

British literature from before the Middle Ages to the 18th century, concentrating on major figures and works and on the development of modern issues in literature.

[Add to My Worksheet](#)

EN 284 Survey of British Literature II

Please note Prerequisite, which may require certain previous courses be completed before being allowed to take a class. Sometimes this can be waived by the instructor in the specific class seeking to be admitted in.

Here is a key to the course listing.

Course Key

Course identification letters and number

Course title

Hours of lecture, discussion and lab per week (where applicable)

Credit hours

BI 101 World Environmental Science 4 cr. (3-0-2)

Offered: Fall, Winter.

Prerequisite: Sophomore standing.

- Satisfies the foundations of natural science/mathematics requirement.
- Satisfies the world cultures requirement.

A nontechnical course in ecological principles. Lectures, discussions and field trips deal with the interrelationships of plants, animals and their environments, with particular reference to current human environmental problems.

Note: May not be applied toward a secondary teaching minor in biology.

Approved as world cultures course (where applicable)

Approved as liberal studies course (where applicable)

Prerequisite and co-requisites (where applicable)

Semester(s) the course is offered

Any other applicable notes

Hopefully this will make your selection process clearer and easier to complete.