

Summer I and Summer II 2018 Registration Plan

SUMMER I

MONDAY, MAY 21 – WEDNESDAY, MAY 23 at 7 p.m.

Electronic Registration Completion

All pre-registered students will be able to complete their registration electronically via the Northwest Web using a credit card (VISA, MasterCard, American Express or Discover) or completed financial aid. Students will not be able to make partial payments. Students will be able to make changes to their schedule online before completing their registration if necessary.

Student Registration Online

Registration online for students enrolled in spring 2018 who did not pre-register will be available through myNWCC.

THURSDAY, MAY 24

Pre-registered Student Completion (8 – 3:30)

The completion process begins for students in the Haraway Center (Room 102A) at 8:00 a.m. Students who are satisfied with their schedule may proceed directly to the Business Office to pay their fees. If they would like to make schedule changes, they may see an adviser in their adviser's office.

All fees must be paid in full and may be paid by cash, check or credit card. There will be **no** payment plans for summer. Upon completion the student will be given a white receipt indicating their charges and how they paid. This receipt will **NOT** include a copy of their schedule.

The **residual ACT** is administered in the Library Lab located in Room 106 of the Tate Building. For dates and information please visit the website at www.northwestms.edu/index.php/?page_id=611.

Financial Aid will be located in the Yalobusha Building

IDs, ID validation and parking decals, will be available in the Campus Police Office in the McLendon Student Center.

eLearning - Students with virtual courses should be directed to the NWCC website to complete the Online Student Information Form to update their contact information. Additionally, they

should be given an online calendar which will be available at registration desks.

The **Bookstore** in the McLendon Student Center will be open for students to purchase books until 7 p.m.

Housing, located on the 1st floor of Tate Hall, will be open from 8:00 a.m. to 4:30 p.m.

DeSoto Hall will be open for check in on May 29 from 8-12 and 1-5. All students must show proof of completed registration or be on the completed registration list before being allowed to check-in.

NOTE – The schedules of students who have pre-registered, but have not completed their registration will be deleted after 7 p.m. on Thursday, May 24.

Evening Registration (4:30-7:00)

Evening school registration begins at 4:30 p.m. Students will begin by going to the Haraway Center (Room 102A). Advisors will be available in Room 102B of the Haraway Center. Any student who is pre-registered may come in the evening and complete.

After any needed advising in Room 102B, students will proceed to the Registration Room on the 2nd floor of the Administration Building to complete. All fees must be paid in full and may be paid by cash, check or credit card. There is no payment plan option for summer. Upon completion the student will be given a white registration form that will list the charges.

Placement testing – Board Dining Room

eLearning Staff - will be available to process forms in 102B.

IDs, ID validation and parking decals will be available at Campus Police (McLendon Center).

The Bookstore located in the McLendon Center is open until 7:00 p.m.

All incomplete schedules will be dropped at 7:00

FRIDAY, MAY 25

Open Registration (8 – 3:30)

The registration process begins for students in the Haraway Center (Room 102A) at 8 a.m.

1. Students who are not complete in the Registrar's Office will meet with the Registrar or staff in Room 102A.

2. Students must report to a faculty advisor in Haraway 102B to input a schedule. If a student is enrolled in virtual classes, that student should report to the eLearning desk in Haraway 102B.

3. After advising in Room 102B, students will proceed to the Registration Room on the 2nd floor of the Administration Building to complete. All fees must be paid in full when completing registration by cash, check or credit card. There is no payment plan option for summer. Upon completion the student will be given a receipt that lists their charges. If a student is not able to pay when completing on this date, they may pay online by credit card through the 'Complete My Registration' option in myNWCC until 7:00pm on Monday, May 27.

IDs, ID validation and parking decals will be available at Campus Police (McClendon Center). Students must have completed registration in order to get an ID or have one validated.

The Bookstore located in the McClendon Center is open until 4:30 p.m.

Financial Aid will be located in the McClendon Center 2nd floor computer lab from 8:00 a.m. to 3:30 p.m.

Placement Testing – Student Development Center in Tate Hall

Housing, located on the 1st floor of Tate Hall, will be open from 8:00 a.m. to 4:30 p.m.

DeSoto Hall will be open for check in on May 29 from 8-12 and 1-5. All students must show proof of completed registration or be on the completed registration list before being allowed to check-in.

NOTES:

1. After a student has completed registration, schedule changes may be made by the adviser until 4:30 on Wednesday, May 30. For online classes, students enrolled in Northwest courses may drop or add a class on May 29 and 30.

TUESDAY, MAY 29 and WEDNESDAY, MAY 30

Late Registration (8 – 3:30)

Students will begin by going to the Haraway Center (Room 102A). Advisors will be available in Room 102B of the Haraway Center. After advising in Room 102B, students will proceed to the Administration Building to complete. All fees must be paid in full on the day the schedule is input or the schedule will be dropped at 7:00 p.m. Fees may be paid by cash, check or credit card. There is no payment plan option in the summer. Upon completion the student will be given a white registration form that will list the charges.

Placement testing – Student Development Center in Tate Hall

eLearning Staff - will be available to process forms in Tate Hall.

IDs, ID validation and parking decals will be available at Campus Police (McLendon Center).

The Bookstore located in the McLendon Center is open until 4:30

Housing – Tate Hall open until 4:30

DeSoto Hall will be open for check in on May 29 from 8-12 and 1-5. All students must show proof of completed registration or be on the completed registration list before being allowed to check-in.

Students may drop or add a class until 4 pm on Wednesday, May 30. Starting on May 31, students must utilize the withdrawal process through the Student Development Center.

All incomplete schedules will be dropped every evening.

SUMMER II

MONDAY, JUNE 25 – FRIDAY, JUNE 29

Pre-registered students may complete online through the Northwest website.

Student Registration Online

Registration online for students enrolled in spring 2018 who did not pre-register will be available through myNWCC.

MONDAY, JULY 2

Completion (8-12) and Open Registration (1-3:30)

Advising – Haraway 102B

Registrar – Haraway 102B

Financial Aid will be located in Yalobusha

Housing – Tate Hall

DeSoto and Gainey Halls will be open for check in 8-12 and 1-5.

Note – The schedules of students who have pre-registered, but not completed registration will be deleted after noon on Monday, July 2.

TUESDAY, JULY 3 and THURSDAY, JULY 5

Late Registration

The late registration schedule will mirror that of the Summer I plan