



NORTHWESTERN STATE UNIVERSITY

REGISTRATION INFORMATION

FALL 2018

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ADVISEMENT

NSU highly encourages all students to seek advisement through their major department. Go to the NSUConnect or Degree Works system via myNSU to see the name of your assigned academic advisor. Report to the department of your major if you need to change your advisor.

Alternate PIN: The following groups of students must meet with their academic advisor (in person or via telephone or email) to obtain an alternate PIN before they will be permitted to register by **NSUConnect** for the fall 2018 semester:

- All undergraduate students with less than 30 earned and currently registered hours;
- All students with 30 or more earned and currently registered hours with a cumulative GPA below 2.25;
- All Scholars' College students;
- All student athletes;
- Social Work (274) majors with fewer than 60 hours; and
- Biology (618), Computer Information Systems (102), Physical Sciences (637), and Veterinary Technology (725) majors.

DEGREE WORKS

What is Degree Works?

Degree Works is a degree audit system that is available to NSU undergraduate students. The Degree Works audit is an advising tool that shows a student's progress towards his/her degree. Students can access the Degree Works system through myNSU at <https://my.nsula.edu> for the degree program(s) in which they are enrolled or perform a "What If" for degree programs in which they are interested. Degree Works takes the guesswork out of selecting courses for future enrollment.

How to use the Degree Works system:

Go to the following link at <https://www.nsula.edu/registrar> for instructions on how to use the Degree Works for students.

What does Degree Works show?

The Degree Works system provides a degree evaluation that is personalized for each undergraduate student. Your Degree Works evaluation is a guide to help you create your educational plan and allows you to keep track of all the degree requirements for graduation. On your degree evaluation, you will see every requirement for your major(s), concentration(s), and minor(s) that you must complete in order to graduate from NSU. In addition, you will see which requirements you have already successfully completed, requirements that are in progress, and any requirements that are still outstanding. Students should use their Degree Works degree evaluation every semester when selecting courses for the upcoming term, as well as when making long-term, semester-by-semester graduation plan. Students can print a copy of their degree audit evaluation and take it with them when they go to see their academic advisors.

A degree audit is an academic advising tool and is not an official degree certification. A degree audit should be used in conjunction with the University Catalog and regular meetings with your academic advisor. If you have questions concerning your degree audit, contact your academic advisor or your academic dean.

ALTERNATE PIN

The alternate PIN allows students to access the registration drop/add services on the **NSUConnect** system. Once a student accesses **NSUConnect** via **myNSU** and selects the Registration Drop/Add Class option, he/she is required to enter the alternate PIN before the system will allow registration functions.

The alternate PIN is a randomly generated six-digit number that is unique to the student. Additionally, the alternate PIN is term specific. For example, a student's alternate PIN for fall will be different from the alternate PIN for spring.

DEPARTMENTAL OFFICE HOURS

Monday - Thursday: 8:00 a.m. - 4:30 p.m.
Friday: 8:00 a.m. - 12:00 noon

REMINDER

All currently admitted students must access the NSUConnect system through myNSU at <https://my.nsula.edu>. The registration system is designed so that only students can use the system to register, add, and/or drop their classes. Faculty members no longer have the capability to register students for classes.

HOW TO REGISTER BY NSUConnect

All currently admitted students may access the NSUConnect registration system through myNSU at <https://my.nsula.edu>. Enter your user name and password to enter myNSU.

The NSUConnect system is available 7 days a week, 24 hours a day, except for emergency maintenance.

- Go to the NSU Home Page at www.nsula.edu.
- Click on the **myNSU** icon if you are a currently admitted student.
- If this is your first time to use myNSU, click on **First Time Users** under LOGIN and follow the directions.
- **Login:** Enter your Username.
NOTE: If you forgot your Username, click on **Forgot Username** and follow the directions.
- **Password:** Enter your password.
NOTE: If you forgot your Password, click on **Forgot Password** and follow the directions.
- After you log in to your account, click on the **Connect** icon.
- If you need assistance, call the Help Desk at 318-357-6696.
- Click on the **Student** tab and then select **Registration**.
- Select **Registration Status** to see when you can register and to see if you have any holds.
- Next, select **Add or Drop Classes** at the bottom of page.
- Enter the alternate PIN (if required) and click **Submit**. Note: You can get the alternate PIN from your advisor.

If you have the CRNs (Course Reference Numbers)

- To register for classes or add classes, enter the CRNs of the classes at the bottom of the page and click **Submit Changes**. If registration is successfully completed, it will read ****Registered** (NSUConnect)** on the left side of each course. If you receive any error messages (Examples: time conflicts, closed classes, duplicate course, etc.), click on "Common Online Registration Errors" at <https://www.nsula.edu/registrar> for a solution.
- To drop a class, select **Web Drop** (under Action) next to the class to drop and click **Submit Changes**.
- Click **View Your Schedule** at the bottom of the registration page after completing registration.
- Print your schedule.

If you do not have the CRNs (Course Reference Numbers)

- Return to Menu and then select **Registration**.
- Go to **Look Up Classes**.
- Select **Term** desired and then click **Submit**.
- Click on **Advance Search** and go to **Subject**. Scroll down to select at least one desired subject.
- Enter **Course Number** (if known) in next box.
- Go to **Campus**. Select the campus where you want to take your classes. Select **Internet** if looking for online classes.
- Go to **Class Search** at bottom of page.
- Click in **box** under **Select** for desired class.
- Click on **Register** at bottom of page.
- Do this for each class desired.
- When finished, go to **Registration** and select **Concise Student Schedule**.
- BE SURE** that your classes are on the campus that you wish to take your classes.
- Print your schedule.

Please call the University Registrar's Office at (318) 357-6171 if you have any questions or need assistance. You may also email the Registrar's Office at registrar@nsula.edu.

ADDING OR DROPPING CLASSES

PLEASE NOTE: If you want to change a course section or add a different course after 12:00 noon on August 18, 2018, add the desired course and then drop the course that you do not want. If you want to resign from the University, please go to the Appeal/Request Forms section of the Registrar's Web page at <https://www.nsula.edu/registrar/> to download a copy of the Resignation/Cancellation Request Form. Print, complete, sign, date, and fax the completed form to the Office of the Registrar at (318) 357-5823 or scan the completed form and email it to registrar@nsula.edu.

ACCUPLACER TESTING

ACCUPLACER is a college placement test that assists NSU in evaluating incoming students in writing (English) and math skills for course placement decisions.

Who needs ACCUPLACER?

- Any student who needs 4 or more hours of developmental courses.
- Students who may be required to take at least one developmental course in English or math.

When and where is ACCUPLACER given on NSU Campuses?

Campus/Location	Testing Days/Time
Natchitoches NSU Testing Center Kyser Hall Room 401G	Monday - Thursday 8:30 a.m. - 3:30 p.m. (By appointment only)
Leesville/Fort Polk	By appointment only Call - (337)392-3100
Shreveport	By appointment only Call - (318)677-3015
Marksville	By appointment only Call- (318)253-8707
Alexandria	By appointment only Call - (318)484-2184

Is There a Fee to Take The ACCUPLACER Test?

- The cost is **\$25 for both tests or \$15 for individual exams** (acceptable forms of payment are exact cash, check, money order, or credit/debit card), and students **MUST have a current photo ID & Social Security Number.**

For additional information, please contact the Testing Office at 318-357-5246.

NEW STUDENT ORIENTATION FOR ALL FIRST-TIME STUDENTS

Thursday, August 16, 2018
Student Services Center - Room 147

New Student Orientation is designed for all new degree-seeking students, including both incoming first-year and transfer students, enrolling in the fall 2018 semester. New students will learn about campus services and resources, academic support, financial aid, and the best ways to get involved on campus. While New Student Orientation is not required, students are strongly encouraged to attend.

New Student Orientation will be held Thursday, August 16, 2018, in the Student Services Center - Room 147. Check-in will begin at 8:00 a.m. and the general session will begin at 9:00 a.m.

For more information about New Student Orientation, contact the Office of First Year Experience and Leadership Development at 318-357-5559. To learn more about admissions criteria visit <http://admissions.nsula.edu> or contact the University Admissions Office at 318-357-4078.

REGISTRATION SCHEDULE

REGISTRATION SCHEDULE BY CLASSIFICATION & THE FOLLOWING LISTING

REGISTRATION BY NSUConnect

March 19, 2018 - August 19, 2018

Late Registration: August 20 - 28, 2018

The **NSUConnect** system is available 7 days a week, 24 hours a day, except for emergency maintenance.

REGISTRATION SCHEDULE BY CLASSIFICATION & THE FOLLOWING LISTING

Monday, March 19, 2018

Graduate Students
Authorized ADA Students with Permit
Active Military, Veterans, & ROTC Cadets
All Student Athletes
Honor Students with a 3.5 Cumulative GPA and
12 or More Hours

Tuesday, March 20, 2018

Seniors (90+ Hours)

Wednesday, March 21, 2018

Juniors (60-89 Hours)

Thursday, March 22, 2018

Sophomores (30-59 Hours)

Friday, March 23, 2018

Freshmen (0-29 Hours) and
Non-traditional Students with
Fewer than 30 Hours (Adults Aged 25 and Over)

Priority for registration by **NSUConnect** is based on the above classifications and listing. Students may register, drop, and add any time after their scheduled time through August 28, 2018.

Eligible students who have already registered may drop and add by **NSUConnect** according to the directions.

REGISTRATION THROUGH myNSU

All currently admitted students may access the **NSUConnect** registration system through myNSU at <https://my.nsula.edu>. Enter your user name and password to enter myNSU.

THE LAST DAY TO RESIGN WITH 100% REFUND IS SUNDAY, AUGUST 19, 2018

Students unable to come to campus and without Internet access may fax a letter of resignation to the University Registrar's Office at 318-357-5823. Failure to terminate your enrollment properly may cause you to be held accountable for the return of Title IV funds once a resignation date is established.

LATE REGISTRATION BY NSUCONNECT

August 20 - 28, 2018

(\$60.00 Late Registration Fee Applies)

The **NSUConnect** system is available 7 days a week, 24 hours a day, except for emergency maintenance.

DEPARTMENTAL OFFICE HOURS

Monday - Thursday: 8:00 a.m. - 4:30 p.m.

Friday: 8:00 a.m. - 12:00 noon

LATE REGISTRATION: Late registration by **NSUConnect** will be held August 20 - 28, 2018. Students registering during late registration will be charged a non-refundable late registration fee of \$60.00. The last day to register is Tuesday, August 28, 2018.

NOTE: Students who have not registered for any classes prior to the first day of class will be assessed a \$60.00 NON-REFUNDABLE late registration fee.

Students who have registered for at least one class prior to the first day of classes will not be assessed the late registration fee for registering for classes during the first seven days of classes.

REGISTRATION INSTRUCTIONS

The **NSUConnect** system is available 7 days a week, 24 hours a day, except for emergency maintenance.

CURRENTLY ENROLLED, RE-ENTRY, AND TRANSFER STUDENTS WITH FEWER THAN 30 HOURS: Currently enrolled, re-entry, and transfer students with fewer than 30 hours must first go to their academic department and meet with their academic advisor (in person or via telephone or email) to obtain an alternate PIN before they will be permitted to register by **NSUConnect**.

ALL STUDENTS WITH 30 OR MORE HOURS AND LESS THAN A 2.25 CUMULATIVE GRADE POINT AVERAGE: Students who have earned 30 or more credit hours and who have a cumulative GPA below 2.25 **MUST** meet with their academic advisor (in person, via telephone, or via email) to obtain an alternate PIN before they will be permitted to register by **NSUConnect**.

CURRENTLY ENROLLED, RE-ENTRY, AND TRANSFER STUDENTS WITH 30 OR MORE HOURS: Currently enrolled, returning, and transfer students with 30 or more hours and a cumulative GPA of 2.25 or higher may register by **NSUConnect**.

INTERNET ONLY AND NONTRADITIONAL STUDENTS: Internet only and nontraditional students (aged 25 and older) may register by **NSUConnect**.

WARNING

If you decide not to attend the fall 2018 semester, you must resign from the university. Please go to the Appeal/Request Forms section of the Registrar's Web page at <https://www.nsula.edu/registrar/> to download a copy of the Resignation/Cancellation Request Form. Print, complete, sign, date, and fax the completed form to the Office of the Registrar at (318) 357-5823, or scan the completed form and email it to registrar@nsula.edu, by 11:55 p.m. on August 19, 2018, to receive a 100 percent refund of refundable fees.

If you decide not to attend NSU for the fall semester beginning August 20, 2018, you will be refunded in accordance with the current refund policy. Students may resign **from all 16-week courses** with a grade of "W" through October 22, 2018.

Students unable to come to campus and without Internet access may fax a signed letter of resignation to the University Registrar's Office at 318-357-5823. Failure to terminate your enrollment properly may cause you to be held accountable for the return of Title IV funds once a resignation date is established.

STUDENT FINANCIAL RESPONSIBILITY

- A student is fully responsible for any tuition and fees, room and board (if applicable), miscellaneous charges and/or fines that the student or the university adds to the student's account after he/she has completed the registration process.
- A student is responsible for cancelling his/her registration by dropping all courses before the first day of classes of the term registered if proper financial arrangements have not been made.
- A student who fails to cancel his/her registration before the first day of classes will be obligated to pay for those classes in accordance with the current refund policy.
- Classes will **NOT** be dropped automatically due to non-payment of tuition and fees or non-attendance of classes.
- While Northwestern State University does not directly assess any amount for verification of student identity, students taking courses that require proctored assignments may incur separate out-of-pocket expenses for proctoring services.

CTEP

Students should contact the University Registrar's Office at registrar@nsula.edu to obtain the application form and regulations for CTEP. The application form and regulations are also available on the Web at <https://www.nsula.edu/registrar/> under "Appeal/Request Forms." Teachers who qualify for CTEP **MUST NOT** register for CTEP courses during any registration period. Contact the University Registrar's Office, Room 308, Student Services Center, for regulations and procedures for registration.

TEACHER TUITION EXEMPTION INFORMATION

Teachers are required to contact their employing school board office for instructions on obtaining tuition exemption. Procedures for filing and approval are determined independently by each school board office.

Northwestern State University may accept applications for Teacher Exemption **ONLY** if the applications have received prior approval from the school board office. Completed forms must be submitted to NSU by the appropriate authority at each school board office. NSU cannot accept completed forms from teachers.

In compliance with policies of the Louisiana State Department of Education, each school system has received explicit instructions regarding procedures for the processing of Teacher Tuition Exemption forms.

CONTINUING EDUCATION NSU-COMES-TO-YOU ADVISING & REGISTRATION

Continuing Education students may **register or drop/add classes and pay fees by NSUConnect**. You may also call Electronic and Continuing Education at 1-800-376-2422 or 318-357-6355, or email that office at ece@nsula.edu for assistance.

NSU @ BARSDALE: Please contact the NSU @ Barksdale Air Force Base Office at 1-318-741-2801, 1-800-376-2422, or Barksdale@nsula.edu for help with registration.

NSU @ MARKSVILLE: Please contact the NSU @ Marksville Office at 1-318-253-8707 or grantsa@nsula.edu for help with registration.

CENLA-ALEXANDRIA

NSUConnect Registration: All students who are attending classes at CENLA-Alexandria may register or drop/add classes and pay fees by **NSUConnect**.

FORT POLK/LEESVILLE

NSUConnect Registration: Students are urged to make an appointment with their advisor to ensure registration in applicable degree course work.

All students attending classes at NSU Fort Polk may register or drop/add classes and pay fees by **NSUConnect** at <https://my.nsula.edu>.

BLENDED CLASSES - FORT POLK/LEESVILLE

Blended courses combine traditional face-to-face classroom methods with online activities. These courses are integrated and meet a portion of the class time in the regular on-campus classroom and the remaining time on line. Students enrolling in blended courses must have access to a compatible computer and the Internet in order to participate.

**SHREVEPORT CAMPUS
ALLIED HEALTH, NURSING, &
RADIOLOGIC SCIENCES**

NSUConnect Registration: Majors in the College of Nursing and School of Allied Health attending classes on the Shreveport campus may register or drop/add classes and pay fees on NSUConnect at <https://my.nsula.edu>.

REGISTRATION

**By NSUConnect - According to Directions &
Published Schedule**
March 19, 2018 - August 19, 2018

DEPARTMENTAL OFFICE HOURS
Monday - Thursday: 8:00 a.m. - 4:30 p.m.
Friday: 8:00 a.m. - 12:00 noon

STUDENTS IN THE COLLEGE OF NURSING AND SCHOOL OF ALLIED HEALTH WHO NEED AN APPOINTMENT FOR ADVISEMENT OR INFORMATION ABOUT ACCUPLACER TESTING SHOULD CALL STUDENT SERVICES AT (318) 677-3015.

REGULAR ADVISING & REGISTRATION

IF YOU NEED TO SEE AN ADVISOR:
August 15, 2018
**Advising for College of Nursing and
School of Allied Health
Shreveport Campus**

DEPARTMENTAL OFFICE HOURS
Monday - Thursday: 8:00 a.m. - 4:30 p.m.
Friday: 8:00 a.m. - 12:00 noon

Internet Registration: Students may register and make schedule changes by following the Internet Registration Schedule.

LATE REGISTRATION

By NSUConnect
August 20 - 28, 2018
(\$60.00 Late Registration Fee Applies)

DEPARTMENTAL OFFICE HOURS
Monday - Thursday: 8:00 a.m. - 4:30 p.m.
Friday: 8:00 a.m. - 12:00 noon

**NATCHITOCHE CAMPUS
ALLIED HEALTH, NURSING, &
RADIOLOGIC SCIENCES**

REGISTRATION

**By NSUConnect - According to Directions &
Published Schedule**
March 19, 2018 - August 19, 2018

DEPARTMENTAL OFFICE HOURS
Monday - Thursday: 8:00 a.m. - 4:30 p.m.
Friday: 8:00 a.m. - 12:00 noon

REGULAR ADVISING & REGISTRATION

IF YOU NEED TO SEE AN ADVISOR:
August 16, 2018, 9:00 a.m. - 3:30 p.m.
August 17, 2018, 9:00 a.m. - 12:00 noon

Internet Registration: Students may register and make schedule changes by following the Internet Registration Schedule.

LATE REGISTRATION

By NSUConnect
August 20 - 28, 2018
(\$60.00 Late Registration Fee Applies)

DEPARTMENTAL OFFICE HOURS
Monday - Thursday: 8:00 a.m. - 4:30 p.m.
Friday: 8:00 a.m. - 12:00 noon

ELIGIBILITY STUDENT RESPONSIBILITY

The University holds it to be the responsibility of the student to ascertain whether he/she is scholastically eligible to enroll before he/she registers. Any student uncertain of his/her eligibility should login to **NSUConnect** and check their student status. The registration of an ineligible student will be cancelled or the student will be resigned from classes without refund of fees.

FEE PAYMENT INFORMATION FALL 2018

Tuition and fees for the semester are located at <http://businessaffairs.nsula.edu/tuition-and-fees/>. Please see our website for specific information on starting the semester at <http://businessaffairs.nsula.edu/student-accounting-cashiering/>.

- To pay fees - see the Cashier's Office on the 3rd floor of the Student Services Building. Please see the fee payment deadline and instructions below.
- Financial Aid/Scholarships - see the Financial Aid Office on the 2nd floor of the Student Services Building.
- Student IDs - see the One Card Office on the 3rd floor of the Student Services Building.
- Meal Plan Changes - see the One Card Office on the 3rd floor of the Student Services Building.
- Parking Permits - see University Police.

FEE PAYMENT DEADLINE AND INSTRUCTIONS

All fees and charges assessed by the University in connection with registration are due in full by 11:00 a.m. on Friday, August 24, 2018. Students who have been billed and do not pay in full their cost of attending the University by 11:00 a.m. on August 25, 2018, will automatically be assigned the Installment Plan and be assessed the \$85 per semester/session non-refundable Installment Plan Charge. Students assigned the Installment Plan may pay certain fees, room charges, meal charges, etc., in installments as allowed by the current Installment Plan Policy.

BY MAIL: Mail-in payments may be made by check or money order payable to Northwestern State University, or by Visa, MasterCard, American Express, or Discover. Refer to page 9 for "Online Payment/Mail-In Instructions."

ONLINE: E-Check, Visa, MasterCard, American Express, or Discover payments may also be made by accessing NSUConnect through **myNSU** at <https://my.nsula.edu>. Refer to page 9 for "Online Payment/Mail-In Instructions."

IN PERSON: Students may also pay in person at the cashier's window on the third floor of the Student Services Building, Room 336. The cashier's window hours of operation are Monday through Thursday, 8:00 a.m. to 3:00 p.m., and Friday, 8:00 a.m. to 11:00 a.m.

HEALTH SERVICES

PLEASE NOTE: Refer to your fee sheet to verify Health Services.

HEALTH SERVICES FEE (\$96.00 per semester*):

1. Assessed to students taking any class on the Natchitoches campus (one hour or more) or students who live in the residence halls. Internet classes, those with Senior Citizen Exemption, and VA Chapter 31 are not included.
2. Students may request to add Health Services at the clinic.
3. Health Services is a mandatory fee; no exemptions.

*Fees are subject to change.

ONLINE PAYMENT/MAIL-IN INSTRUCTIONS

Students are encouraged to pay by credit card or E-Check on the Web by accessing **NSUConnect** through **myNSU** at <https://my.nsula.edu>. Payments may also be mailed to:

NORTHWESTERN STATE UNIVERSITY
Student Accounts
P. O. Box 5669
Natchitoches, LA 71497

Student accounts are billed monthly during the semester with the exception of the summer term, which is billed in approximately three (3) week intervals.

NSUConnect through **myNSU** at <https://my.nsula.edu> provides the account balance if enrollment is complete and the rate tables for the current term are active. On-line E-Check or credit card payments with Visa, MasterCard, American Express, or Discover can be made at this website.

Your total account balance is available on the Web, or to estimate your cost, please refer to Tuition and Fees at <https://www.nsula.edu/registrar/>. First, determine your "Home Campus."

HOME CAMPUS = Campus where the majority of the hours you are enrolled in are being taught. If you are enrolled in the same number of hours on different campuses, the order of campus dominance is as follows:

N = Natchitoches Campus
S = Shreveport Campus
L = Leesville Campus
A = Alexandria Campus
X = Other Campus Sites

Note: Use the chart for Other Campus Sites when your home campus is (L) Leesville, (A) Alexandria, or (X) Other.

Tuition/Registration Fees:

Refer to the applicable campus chart for your specific classification (Graduate/Undergraduate). Go to the line indicating the total number of hours for which you are enrolled; that will be the amount of "General Registration Fees" charged.

Student Association Fees:

Student Association Fees are assessed based on home campus site designation and the total number of hours for which you are enrolled. Refer to the applicable campus chart.

Health Services:

Assessed to all students who are enrolled in one (1) hour or more on the Natchitoches campus or students who reside in the residence halls.

Out-of-State Fees:

Non-resident undergraduate students enrolled in seven (7) or more hours must add to their calculated General Registration Fees the amount indicated in the Out-of-State Fee Chart for the number of hours they are enrolled. Non-resident graduate students enrolled in four (4) or more hours must add to their calculated General Registration Fees the amount indicated in the Out-of-State Fee Chart for the number of hours they are enrolled. Any non-resident student enrolled in Internet courses only will not be charged Out-of-State Fees.

Housing/Meal Plans/Post Office Box Rent/Other Optional Fees:

Add to tuition and fees the amount indicated in the Meal Plan Chart as well as the Other Fees Chart for those items as they apply to you.

Lab Fees:

Lab fees must be included in the cost of tuition and fees. Lab fees range from \$5 to \$300 per course depending on the course. You may contact the department affiliated with the course or contact the Business Affairs-Student Accounting Section for courses that will have a lab fee assessed.

Installment Plan:

Students who have been billed and do not pay the "Account Balance" in full by 11:00 a.m. on Friday, August 24, 2018, will automatically be assigned the installment plan. See the Installment Plan Policy in this schedule for details and obligations.

Method of Payment:

Payment on your account may be made by cash, check, money order, or credit card (Visa/MasterCard/American Express/Discover). Credit card or E-Check payments can be made on-line by accessing **NSUConnect** through **myNSU** at <https://my.nsula.edu> and logging into Student Services-Account Summary. Payments may also be mailed using the Credit Card Mail-In Authorization Form available in this schedule.

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

CREDIT CARD MAIL-IN AUTHORIZATION FORM

To authorize a payment by mail:

- 1. Complete the student/customer section.
- 2. Sign and date the authorization form.
- 3. Return the authorization form to the following address:

Northwestern State University
Student Accounts
P. O. Box 5669
Natchitoches LA 71497

STUDENT/CUSTOMER INFORMATION:

Name: _____ CWID ID#: _____

Telephone #: (____) _____

Amount of Payment: \$ _____

Type of Credit Card: ___ Visa ___ MasterCard ___ American Express ___ Discover Card

Credit Card Number: _____ CVV2# _____
(Last 3 digits of # on back of MasterCard, Visa, Discover)
 (4 digit number on front of American Express)

Expiration Date: _____

Cardholder's Name (if different from student): _____

Billing Address: _____
 (Street)

(City) (State) (Zip)

I authorize NSU to charge the above payment to my account.

Signature: _____ Date: _____

Note: Payment will not be posted to the above student's NSU account until the VISA/MASTERCARD/AMERICAN EXPRESS/DISCOVER transaction is authorized by VISA/MASTERCARD/AMERICAN EXPRESS/DISCOVER Authorization Center. A receipt will be mailed to the cardholder's address upon request.

For NSU Use Only:

Authorization Processed By: _____
(NSU Employee)

Date: _____

INSTALLMENT PLAN POLICY

Any student who has been billed and does not pay the "Account Balance" in full by 11:00 a.m. on Friday, August 24, 2018, will automatically be assigned the Installment Plan and assessed the \$85 per semester/session **NON-REFUNDABLE** Installment Plan Charge according to the Installment Plan Policy. Students assigned the Installment Plan may pay certain fees, room charges, meal charges, etc., in installments as allowed by the Installment Plan Policy.

Students who pay their full balance by 11:00 a.m. on Friday, August 24, 2018, but later increase registration fees, room charges, meal charges, etc., or whose financial aid is reduced and do not pay the increase in full by the **BILL DUE DATE** will automatically be assigned the Installment Plan and be assessed the \$85 per semester/session **NON-REFUNDABLE** Installment Plan Charge.

Any student assigned the Installment Plan will be charged the \$85 per semester/session **NON-REFUNDABLE** Installment Plan Charge including university student workers, graduate assistants, part-time, and full-time employees, etc.

INSTALLMENT PLAN PAYMENT SCHEDULE

Any student automatically assigned the Installment Plan, per the Installment Plan Policy, may pay certain deferrable charges in installments as follows:

Fall and Spring Semesters**Three (3) Installments:**

- 1/3 Due - Approximately one (1) month after the first day of classes.
- 1/3 Due - Approximately two (2) months after the first day of classes.
- 1/3 Due - Approximately three (3) months after the first day of classes.

Summer Semester**Three (3) Installments:**

- 1/3 Due - Approximately three (3) weeks after the first day of classes.
- 1/3 Due - Approximately six (6) weeks after the first day of classes.
- 1/3 Due - Approximately nine (9) weeks after the first day of classes.

LATE PAYMENT CHARGES

Any student assigned the Installment Plan who does not pay the "Current Amount Due" or "Installment Amount" by each **BILL CYCLE DUE DATE** will be assessed a \$45 per bill cycle **NON-REFUNDABLE** Late Payment Charge within the semester/session that the charges occur.

Financial aid students who have ESTIMATED AID (anticipated financial aid) that covers their full account balance will not be assigned the Installment Plan or Late Payment Charges.

Payments may be made by cash, check, or money order made payable to Northwestern State University or by MasterCard, Visa, American Express, or Discover. Student accounts/balances can be viewed and credit card or E-Check payments made through **NSUConnect** at <https://my.nsula.edu>. For mail-in payment instructions, consult the previous page.

All accounts must be paid in full by the last day of the semester or summer session. Accounts not paid by the last day of the semester or summer session will be referred to the University's contracted collection agency and a major credit bureau. Any debt owed to Northwestern State University as a result of a student's failure to make required payments or failure to comply with the terms of the University's Installment Plan Policy or Resignation Policy will result in a violation of the terms and conditions of this contract. Failure to respond to demands for payment made by the University may result in such debts being transferred to the State of Louisiana Attorney General's Office for collection. Upon transmittal for collection, the student is responsible for collection/attorney fees in the amount of thirty-three and one-third percent (33 1/3%) of the unpaid debt and court and other related costs. In addition, these debts may be reported to credit bureau agencies.

WARNING

If you decide not to attend the fall 2018 semester, you must resign from the university. Please go to the Appeal/Request Forms section of the Registrar's web page at <https://www.nsula.edu/registrar/> to download a copy of the Resignation/Cancellation Request Form. Print, complete, sign, date, and fax the completed form to the Office of the Registrar at (318) 357-5823, or scan the completed form and email it to registrar@nsula.edu, by 11:55 p.m. on August 19, 2018, to receive a 100 percent refund of refundable fees.

If you decide not to attend NSU for the fall semester beginning August 20, 2018, you will be refunded in accordance with the current refund policy. Students may resign **from all 16-week courses** with a grade of "W" through October 22, 2018.

Students unable to come to campus and without Internet access may fax a signed letter of resignation to the University Registrar's Office at 318-357-5823. Failure to terminate your enrollment properly may cause you to be held accountable for the return of Title IV funds once a resignation date is established.

STUDENT FINANCIAL RESPONSIBILITY

- A student is fully responsible for any tuition and fees, room and board (if applicable), miscellaneous charges and/or fines that the student or the university adds to the student's account after he/she has completed the registration process.
- A student is responsible for cancelling his/her registration by dropping all courses before the first day of classes of the term registered if proper financial arrangements have not been made.
- A student who fails to cancel his/her registration before the first day of classes will be obligated to pay for those classes in accordance with the current refund policy.
- Classes will **NOT** be dropped automatically due to non-payment of tuition and fees or non-attendance of classes.
- While Northwestern State University does not directly assess any amount for verification of student identity, students taking courses that require proctored assignments may incur separate out-of-pocket expenses for proctoring services.

NORTHWESTERN STATE UNIVERSITY REFUND POLICY FALL 2018

STANDARD UNIVERSITY RESIGNATION REFUND POLICY

The Standard University Resignation Refund Policy applies to all students.

- A 100 percent refund of registration, out-of-state, laboratory, and student association fees will be made when a student officially resigns on or before the last day of regular registration.
- A 75 percent refund of registration, out-of-state, laboratory, and student association fees will be made when a student officially resigns on the first through the seventh day of classes. (Not applicable in summer.)
- A 50 percent refund of registration, out-of-state, and laboratory fees and student association fees will be made when a student officially resigns on the eighth through the twelfth day of classes. (Third through fourth day in summer.)

Students who fail to cancel or resign from classes according to the above schedule will be charged for all fees associated with their registration. Once students enroll for classes, they must resign in accordance to the above schedule in order not to be assessed registration fees.

The following charges are non-refundable: Health Services Fee, Parking Permit Fee, Installment Plan Charge, Late Payment Charges, Late Registration Fee, University Fines, Bookstore Charges, ID Replacement Charges, Credit Exam Fees, and the Application Fee.

Housing charges are reduced by the Housing Office based on the student's check-in and check-out dates. Meal Plan charges are reduced by Auxiliary Services based on the unused portion of the meal plan.

ADDING OR DROPPING CLASSES:

PLEASE NOTE: If you want to change a course section or add a different course after 12:00 noon on August 18, 2018, add the desired course and then drop the course that you do not want. If you want to resign from the University, please go to the Appeal/Request Forms section of the Registrar's web page at <https://www.nsula.edu/registrar/> to download a copy of the Resignation/Cancellation Request Form. Print, complete, sign, date, and fax the completed form to the Office of the Registrar at (318) 357-5823 or scan the completed form and email it to registrar@nsula.edu.

University Standard Refund Policy Dates Fall 2018

Last day to resign from all classes with 100% refund:

By 11:55 p.m., August 19, 2018

Last day to resign from all classes with 75% refund:

By 11:55 p.m., August 28, 2018

Last day to resign from all classes with 50% refund:

By 11:55 p.m., September 5, 2018

ADD/DROP FEE ADJUSTMENT POLICY

Students who apply for and are permitted a reduction in hours scheduled during the first seven class days (first two days of classes in summer and four-week sessions), will be issued a full refund of the per credit hour fee for the number of hours dropped and applicable student self-assessed fees. No refunds will be issued for a reduction in credit hours after the seventh day (after the second day in summer and four-week sessions). Students who add classes during the schedule adjustment period are required to pay the additional fee assessments in accordance with the fee schedule.

CLASS SCHEDULE LISTINGS

LOUISIANA SCHOLARS' COLLEGE

NSUConnect Class Schedule Listing provides the following information: Associated Term, Registration Dates, Levels, Instructors, Campus Site, Lecture Schedule Type, Instructional Method (Face-to-face or Internet), and Credit Hours.

CRN# COURSE Reference Number - Needed for Internet registration
 NO Course Number
 SEC Section Number
 DESCRIPTION ... Description of Course/Title
 CR Credit Hour Value
 DAYS Days course is offered
 Abbreviations are as follows:
 M - Monday T - Tuesday
 W - Wednesday R - Thursday
 F - Friday S - Saturday
 U - Sunday
 MWF - Monday, Wednesday, Friday
 TR - Tuesday, Thursday
 TIME Time course is offered
 TBA - To be announced/check with Department offering course
 BLDG Building number where class is taught
 RM Room number where class is taught
 INSTRUCTOR Full name of course instructor

For additional courses in a variety of disciplines, students may wish to consult the honors offerings of the Louisiana Scholars' College. Fields of study include: Art History (SART), Biology (SBIO), Business (SEBUS), Chemistry (SCHM), Ecology (SECL), Economics (SECO), English and American Literature (SENG), French (SFRE), German (SGER), German Literature (SGLT), Greek (SGRK), History (SHIS), Humanities (SHUM), Internship (SINT), Latin (SLTN), Liberal Arts (SCLA), Mathematics (SMAT), Musicology (SMUS), Philosophy (SPHI), Reading and Text (SCRT), Russian (SRUS), Science (SSCI), Service Learning (SERV), Spanish (SSPN), Statistics (SSTA), and Text & Traditions (SCTT). Such courses are open to all students, with permission of the instructor, and yield degree credit in the appropriate discipline. Interdisciplinary offerings in the College appear under the codes SHPS (History and Philosophy of Science), SHST (Historical Studies), SFPA (Fine and Performing Arts), and SLSC (Interdisciplinary).

NSUCONNECT SERVICES

Enter **NSUConnect** at <https://my.nsula.edu> to register for classes; apply online for graduation; review your financial aid, personal, and graduation information; view your schedule, grades, and account information; and make credit card payments.

Personal Information:

- Addresses including Emergency Contacts and Next-of-Kin
- Personal Phone Numbers
- Phone Number Preferences
- Email Addresses and Personal Web Page
- Change PIN
- PIN Question and Answer
- View Marital Status
- View Ethnicity and Race
- Update Ethnicity and Race
- Change Name Information
- Change Social Security Number Information

Student Records:

- Apply Online for Graduation
- Grades
- Account Summary and Pay by Credit Card
- Optional Fees - Parking
- Degree Evaluation
- Holds
- Unofficial Transcript
- Institutional Coursework
- Transfer Credit
- IRS Form 1098-T Information
- Bank Account Information
- Advisor
- Graduation Information
- Official Transcript Request

Registration:

- Drop and Add Classes
- Conditional Drop and Add
- Change Class Options
- Student Schedule
- Detailed Schedule
- Registration Status

Financial Aid:

- Financial Aid Summary
- Accept Awards
- Award Information by Year
- Award History
- Student Requirements
- Cost of Attendance
- Academic Progress
- Application and Information Links
- Institution Financial Aid Opportunities
- Email to Financial Aid Office
- Select Award Year

Courses:

- Course Section Search
- Course Sections
- Course Catalog

Call the University Registrar's Office at 318-357-6171 or send an email to registrar@nsula.edu if you have any problems or comments.

GRADES

Grades are available at <https://my.nsula.edu>. If you have a question concerning your grades, please contact the instructor of the course.

The NSUConnect system is available 7 days a week, 24 hours a day, except for emergency maintenance.

FORGOT USERNAME OR PASSWORD

If you have forgotten your username or password, follow the steps below:

- Go to NSU Home Page at <http://www.nsula.edu/>.
- Click on the **myNSU** icon if you are a currently admitted student.
- Click on Forgot Username or Forgot Password and follow directions.

If you need additional assistance, please call the Helpdesk at (318) 357-6696 or e-mail the Helpdesk at sos@nsula.edu.

ADDING OR DROPPING CLASSES

PLEASE NOTE: If you want to change a course section or add a different course after 12:00 noon on August 17, 2018, add the desired course and then drop the course that you do not want. If you want to resign from the University, please go to the Appeal/Request Forms section of the Registrar's web page at <https://www.nsula.edu/registrar/> to download a copy of the Resignation/Cancellation Request Form. Print, complete, sign, date, and fax the completed form to the Office of the Registrar at (318) 357-5823 or scan the completed form and email it to registrar@nsula.edu.

DEPARTMENT	PHONE	EMAIL	LOCATION/BUILDING NUMBER
Academic Advising Services	357-6980	ace@nsula.edu	Family & Consumer Sci. Bldg. (#44)
Academic Affairs	357-5361	vpaa@nsula.edu	Caspari Hall (#17)
Addiction Studies	357-4643	psychology@nsula.edu	Bienvenu Hall (#90)
Admissions Office	357-4078	applications@nsula.edu	Student Services Center (#55)
	1-800- 767-8115		
Barksdale	1-318- 741-2801	barksdale@nsula.edu	Barksdale Air Force Base
	1-800- 376-2422		
Biological/Physical Sciences	357-5323	bio_sci@nsula.edu	Bienvenu Hall (#90)
Bookstore	357-4473	bookstore@nsula.edu	Student Union (#77)
BBPC at NSU	357-5362	mconathyc@nsula.edu	John S. Kyser Hall (#81)
Cashier's Office	357-5447	studentaccounting@nsula.edu	Student Services Center (#55)
CENLA-Alexandria Center	484-2184		Alexandria, LA (#R1901)
Chemistry/Physics	357-4308	bio_sci@nsula.edu	Bienvenu Hall (#90)
College of Arts & Sciences	357-4330	stantons@nsula.edu	Caspari Hall (#17)
College of Business & Technology	357-6699	business@nsula.edu	Russell Hall (#15)
College of Education & Human Development	357-6288	education@nsula.edu	Teacher Education Center (#88)
College of Nursing & School of Allied Health		nursing@nsula.edu	
Shreveport	677-3100		Shreveport, LA (#300)
CENLA-Alexandria	449-7991		Rapides Regional Medical Arts Bldg.
Natchitoches	357-6776		Fournet Hall (#43)
Computer Information Systems	357-5161	business@nsula.edu	Russell Hall (#15)
Counseling & Career Services	357-5621	cacs@nsula.edu	Student Union (#77)
Creative & Performing Arts	357-6560	capa@nsula.edu	A. A. Fredericks Fine Arts (25 & 25A)
Criminal Justice, History, & Social Sciences	357-6967	crim_justice@nsula.edu	John S. Kyser Hall (#81)
Dean of Students	357-5286		Student Union (#77)
Disability Services	357-4460		Student Union (#77)
Electronic & Continuing Educ	357-6355	ece@nsula.edu	South Hall (#30)
	1-800- 376-2422		
Engineering Technology	357-5298	iet@nsula.edu	Williamson Hall (#54)
English, Foreign Languages, & Cultural Studies	357-6272	languages@nsula.edu	John S. Kyser Hall (#81)
Financial Aid Office	357-5961	nsufinaid@nsula.edu	Student Services Center (#55)
	1-800- 823-3008		
First Year Experience & Leadership Development	357-5559		Student Services Center (#55)
Food Service	357-4385	steven.kauf@sodexo.com	Student Union (#77)
Fort Polk Center/Leesville	392-3100	ftpolkcampus@nsula.edu	Fort Polk, LA (#550)
Graduate School	357-5851	grad_school@nsula.edu	Caspari Hall (#17)
Health & Human Performance	357-5126	health@nsula.edu	Health & Human Performance (#89)
Health Services/Infirmary	357-5351	campbells@nsula.edu	Infirmary (#5)
Hospitality Management and Tourism	357-5587	hmt@nsula.edu	Family & Consumer Sci. Bldg. (#44)
Housing	214-5400	info@universityplaceNSU.com	University Place I (B)
Information (Telephone)	357-6011		
Information Systems	357-5594	comp_center@nsula.edu	Roy Hall (#71)
LA ATCC @ NSU	357-4643	bscoej@nsula.edu	Bienvenu Hall (#90)
Louisiana Scholars' College	357-4577	lscrecruits@nsula.edu	Morrison Hall (#42)
Marksville	1-318-253-8707	grants@nsula.edu	Marksville, LA
Mathematics	357-4308	mathematics@nsula.edu	John S. Kyser Hall (#81)
Military Science	357-5157	nsurotc@nsula.edu	Military Science Bldg. (#31)
New Media, Journalism, & Communication	357-5360	newmedia@nsula.edu	A. A. Fredericks Fine Arts (25 & 25A)
Police-University	357-5431	univpolice@nsula.edu	University Police Office (#5A)
Post Office-University	357-5696	postoffice@nsula.edu	Post Office (#86)
President's Office	357-6441		Caspari Hall (#17)
Psychology	357-6594	psychology@nsula.edu	Bienvenu Hall (#90)
Social Work	357-5493	socialwork@nsula.edu	John S. Kyser Hall (#81)
Student Activities & Organizations	357-5438	studentactivities@nsula.edu	Student Union (#77)
Student Affairs	357-5286		Student Union (#77)
Student Employment	357-5961	baumand@nsula.edu	Student Services Center (#55)
Student Support Services	357-5901	stu_support@nsula.edu	John S. Kyser Hall (#81)
Testing Services	357-5246		Kyser Hall (#81)
University Recruiting	357-4503	admissions@nsula.edu	Student Services Center (#55)
	1-800- 327-1903		
University Registrar	357-6171	registrar@nsula.edu	Student Services Center (#55)
	1-800- 807-8849		
Veterans Affairs	1-800- 844-8908	vetaffairs@nsula.edu	Student Services Center (#55)
	357-6171		
Watson Memorial Library	357-4477	library@nsula.edu	Watson Library (#92)

CAMPUS MAP



- 005 Infirmary/Health Services and University Police
- 008 National Center for Preservation Technology and Training
- 010 Warren Easton Hall
- 011 Alumni Center
- 015 Russell Hall
- 017 Caspari Hall
- 018 Harry "Rags" Turpin Stadium
- 019 Trisler Power Plant
- 025 A.A. Fredericks Fine Arts Center
- 025A Creative and Performing Arts (CAPA) Annex
- 026 Wellness, Recreation and Activity Center (WRAC)
- 028 Nesom Natatorium
- 030 South Hall
- 031 James A. Noe Military Science Building

- 042 Morrison Hall (Scholars' College)
- 043 Fournet Hall
- 044 Family and Consumer Science Building
- 046 Warehouse
- 050 Print Shop
- 051 Prudhomme Hall
- 052 Dodd Hall
- 053 St. Denis Hall
- 054 Williamson Hall
- 055 Student Services Center
- 058 Caddo Hall
- 067 Prather Coliseum
- 071 Roy Hall
- 074 Iberville Cafeteria
- 077 Friedman Student Union Building
- 079 Culinary Arts Annex
- 081 John S. Kyser Hall

- 086 Post Office
- 088 Teacher Education Center
- 089 Health and Human Performance Building
- 090 Bienvenu Hall
- 091 Arnold J. Kilpatrick President's Residence
- 092 Eugene P. Watson Memorial Library
- 106 Recreation Complex Pavilion
- 108 Walter Ledet Track Complex
- 111 Jack Fisher Tennis Complex
- 114 Athletic Fieldhouse
- 115 Brown-Stroud Baseball Field
- 120 Collins Pavilion
- 130 Equine Center
- 140 Lady Demon Softball Field
- 145 Lady Demon Soccer Complex

On-Campus Student Housing

- A University Columns
- B University Place I
- C University Place II
- D Varnado Hall

On-Campus Student Organization Bldgs.

- E Baptist Collegiate Ministry (BCM)
- F Kappa Sigma House
- G Phi Mu House
- H Sigma Sigma Sigma House (opening this year)
- I Sigma Sigma Sigma House (current)
- J Tau Kappa Epsilon House
- K Alpha Omicron Pi House