



## THE GRADUATE SCHOOL REGISTRATION INSTRUCTIONS SPRING 2020



**ALL GRADUATE STUDENTS** must complete an Application for Admission to the Graduate School prior to registration. The application is available online at <https://www.nsula.edu/apply-now/>.

Students may register by Internet or in their major department according to the directions listed in the Registration Schedule. To register via Internet, go to <https://my.nsula.edu>. Please refer to the calendar at [www.nsula.edu/registrar](http://www.nsula.edu/registrar) for the campus you attend for registration dates and instructions. Students who have already registered may change their schedule by Internet at <https://my.nsula.edu>. Fees should be paid according to the Fee Payment Instructions at <http://businessaffairs.nsula.edu/payment-options/>.

1. **NEW STUDENTS** who have not completed an Application to Graduate School must complete this online at <https://www.nsula.edu/apply-now/>. **RE-ENTRY STUDENTS** who have not been enrolled for one calendar year (three semesters including fall) must also complete an application.
2. Students pursuing a graduate degree should consult with their advisors who are assigned by the respective department. Students who do not have an advisor should contact the department of the major they wish to pursue, and an advisor will be assigned.
3. **NON-DEGREE STUDENTS** (certification, plus-30, or undecided) registering who do not need to see an advisor and students in special programs should register online at <https://my.nsula.edu>. Non-degree students who **do** need to see an advisor should contact the applicable department where an advisor will be assigned.
4. **APPLICATION FOR GRADUATION:** Graduate students who are completing all requirements for graduation in the spring 2020 semester are required to complete the online application following meeting with their major professor to confirm that they are indeed qualified to apply for graduation.

The application for graduation is now being submitted online via the Web for Students at <https://my.nsula.edu>. The online application will prompt you and require that you complete all sections before finalizing. If you need assistance completing the online graduation application, please contact the Registrar's Office at [registrar@nsula.edu](mailto:registrar@nsula.edu) or (318) 357-6171.

The final day to apply for spring 2020 graduation is **March 1, 2020**. The deadline for completion of paper defenses for spring 2020 is **Friday, April 17, 2020**. All documents (papers, theses, COMPS, etc.) must be received in the Graduate School by **12:00 p.m., Friday, April 24, 2020**.

5. Graduate students in some degree programs may be granted one semester of provisional admission to Graduate School. Students should contact the Graduate School about enrolling on provisional status. By the completion of the first term of enrollment, all documents must be received in the Graduate School for the student to continue the next semester. Documentation includes transcripts, letters of recommendation, immunization form, and satisfactory GRE scores for degree **AND NON-DEGREE** students. Please follow up with the Graduate School to see if there are additional special requirements that must be met for specific programs.

6. If all documentation for admission is not received by the end of the student's first semester (under the provisional admission requirement), a **registration hold** will be placed on the student's file and the student **MAY NOT** enroll in any additional coursework until all documents are on file in the Graduate School. If all documents are not received by early registration, the student will not be allowed to early register until the record is complete.

### CENLA-ALEXANDRIA REGISTRATION

Students attending classes at CENLA-Alexandria may register according to the directions listed in the Registration Schedule. Students who have already registered may change their schedule by Internet at <https://my.nsula.edu>.

Refer to the CENLA-Alexandria calendar for additional information. Students may also register and pay fees at <https://my.nsula.edu>.

### FORT POLK/LEESVILLE REGISTRATION

Students attending classes at NSU Fort Polk may register according to the directions listed in the Registration Schedule. Students who have already registered may change their schedule by Internet at <https://my.nsula.edu>. Students are urged to make an appointment with their advisor to ensure registration in applicable degree course work.

Any questions regarding registration at the Fort Polk Center may be directed to (337) 392-3100. Refer to the Ft. Polk calendar for additional information. Students may also register and pay fees at <https://my.nsula.edu>.

### SHREVEPORT REGISTRATION

Refer to the Registration Instructions listed for the Shreveport campus for the registration and fee payment schedule, or contact the College of Nursing and School of Allied Health at 318-677-3100. Nursing majors attending classes on the Shreveport campus may register or drop/add by Internet at <https://my.nsula.edu> or in the College of Nursing and School of Allied Health according to the directions listed in the schedule of classes.

### 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.