# NORTHWESTERN STATE UNIVERSITY
## REGISTRATION INFORMATION
### SPRING 2020

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**ADVICE**

NSU highly encourages all students to seek advisement through their major department. Go to the NSUCity 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.

**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 their degree. Students can access the Degree Works system through myNSU at [https://my.nsula.edu](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](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 audit 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.

Degree audits are an academic advising tool and are not an official degree certification. Degree audits 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 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 NSUCity for the spring 2020 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.

The alternate PIN allows students to access the registration drop/add services on the NSUCity system. Once a student accesses NSUCity 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 spring will be different from the alternate PIN for fall.

**DEPARTMENTAL OFFICE HOURS**

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<th>Day</th>
<th>Time</th>
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<tr>
<td>Monday-Thursday</td>
<td>8:00 a.m.-4:30 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:00 a.m.-12:00 noon</td>
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**REMINDER**

All currently admitted students must access the NSUCity system through myNSU at [https://my.nsula.edu](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 NSUCity**

All currently admitted students may access the NSUCity registration system through myNSU at [https://my.nsula.edu](https://my.nsula.edu). Enter your username and password to enter myNSU.

The NSUCity 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](http://www.nsula.edu).
- Click on myNSU if you are a currently admitted student.
- If this is your first time to use myNSU, the initial password will be Demons + your six-digit date of birth. Example: Demons120184.
- Login: Enter your Username. NOTE: If you forgot your Username, click Help and select Don’t know Username?
- Password: Enter your password. NOTE: If you forgot your Password, click on Password Management and select Forgotten Password.
- After you log in to your account, navigate to NSUCity from the Quicklinks Menu. 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.

### ADD OR DROP CLASSES

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.

### 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?

<table>
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<th>Campus/Location</th>
<th>Testing Days/Time</th>
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<tr>
<td>Natchitoches</td>
<td>Monday - Thursday 8:30 - 3:30 p.m. (By appointment only)</td>
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<td>NSU Testing Center</td>
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<tr>
<td>Watson Memorial Library</td>
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<tr>
<td>Room 115</td>
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<td>Natchitoches, LA 71497</td>
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<tr>
<td>Leesville/Fort Polk</td>
<td>By appointment only Call - (337) 392-3100</td>
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<tr>
<td>Shreveport</td>
<td>By appointment only Call - (318) 677-3015</td>
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<tr>
<td>Marksville</td>
<td>By appointment only Call - (318) 253-8707</td>
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<tr>
<td>Alexandria</td>
<td>By appointment only Call - (318) 484-2184</td>
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Is There a Fee to take the ACCUPLACER Test?
- The cost is $25 for both 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, January 9, 2020
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 spring 2020 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, January 9, 2020, in the Student Services Center - Room 147. Check-in will begin at 8:00 AM and the general session will begin at 9:00 AM.

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 NSUCredit

November 4, 2019 - January 12, 2020
Late Registration: January 13 - 22, 2020
The NSUCredit system is available 7 days a week,
24 hours a day, except for emergency maintenance.

REGISTRATION SCHEDULE BY
CLASSIFICATION & THE FOLLOWING LISTING

Monday, November 4, 2019
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, November 5, 2019
Seniors (90+ Hours)

Wednesday, November 6, 2019
Juniors (60-89 Hours)

Thursday, November 7, 2019
Sophomores (30-59 Hours)

Friday, November 8, 2019
Freshmen (0-29 Hours) and
Non-traditional Students with
Fewer than 30 Hours (Adults Aged 25 and Over)

Priority for registration by NSUCredit is based on the
above classifications and listing. Students may
register, drop, and add any time after their scheduled
time through January 22, 2020.

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

REGISTRATION THROUGH myNSU

All currently admitted students may access the NSUCredit 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, JANUARY 12, 2020

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 NSUCredit

January 13 - 22, 2020
($60.00 Late Registration Fee Applies)
The NSUCredit 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 NSUCredit will
be held January 13 - 22, 2020. Students registering
during late registration will be charged a non-refundable
late registration fee of $60.00. The last day to
register is Wednesday, January 22, 2020.

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 NSUCredit 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 NSUCredit.

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 NSUCredit.

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 NSUCredit.

INTERNET ONLY AND NONTRADITIONAL STUDENTS: Internet only
and nontraditional students (aged 25 and older) may
register by NSUCredit.
If you decide not to attend the spring 2020 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 January 12, 2020, to receive a 100 percent refund of refundable fees.

If you decide not to attend NSU for the spring semester beginning January 13, 2020, 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 March 16, 2020.

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, or scan the completed form and email it to registrar@nsula.edu, by 11:55 p.m. on January 12, 2020, to receive a 100 percent refund of refundable fees.

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.

**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.

**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 @ BARKSDALE**

Please contact the NSU @ Barksdale Air Force Base Office at 1-318-741-2801, 1-800-376-2422, or whatleyt@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 at https://my.nsula.edu.

**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 online. 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
November 4, 2019 – January 12, 2020

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:
January 8, 2020
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 Instructions.

LATE REGISTRATION
By NSUConnect
January 13 - 22, 2020
($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

NATCHITOCHES CAMPUS
ALLIED HEALTH, NURSING, & RADIOLOGIC SCIENCES

REGISTRATION
By NSUConnect - According to Directions & Published Schedule
November 4, 2019 – January 12, 2020

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:
January 9, 2020, 9:00 a.m.-3:30 p.m.
January 10, 2020, 9:00 a.m.-12:00 noon

Internet Registration: Students may register and make schedule changes by following the Internet Registration Instructions listed in the Schedule of Classes.

LATE REGISTRATION
By NSUConnect
January 13 - 22, 2020
($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
NSUConnect Registration Worksheet

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.

Log into NSUConnect through myNSU at https://my.nsula.edu to check your appointment times for registration, student status to make sure you are eligible to register, and to see if you have any registration holds that will prevent you from registering for classes.

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

Alternate PIN: ________________________________

Go to NSUConnect through myNSU at https://my.nsula.edu. Go to Look Up Classes. Select Term desired; click Submit. Click on Advance Search and go to Subject. Scroll to select at least one desired subject. Record the course reference numbers (CRN) of the courses being added or dropped in the table below. Alternate courses should also be listed in case a course is closed or cancelled.

<table>
<thead>
<tr>
<th>5-DIGIT CRN</th>
<th>SUBJECT ABBR. &amp; NO.</th>
<th>SECTION CREDIT HRS.</th>
<th>DAYS &amp; TIME</th>
<th>BLDG. &amp; ROOM</th>
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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 NSUCnect 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
SPRING 2020

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, January 17, 2020. Students who have been billed and do not pay in full their cost of attending the University by 11:00 a.m. on January 17, 2020, 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 “On-Line Payment/Mail-In Instructions.”

ON LINE: E-Check, Visa, MasterCard, American Express, or Discover payments may also be made by accessing NSUCnect through myNSU at https://my.nsula.edu. Refer to page 9 for “On-Line 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.
ON-LINE 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 Fee:
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, January 17, 2020, 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: ______________________ (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, January 17, 2020, 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, January 17, 2020, 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:

**Spring Semester**

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 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 spring 2020 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 January 12, 2020, to receive a 100 percent refund of refundable fees.

If you decide not to attend NSU for the spring semester beginning January 13, 2020, 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 March 16, 2020.

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 SPRING 2020

STANDARD UNIVERSITY RESIGNATION REFUND POLICY

The Standard University Resignation Refund Policy applies to all students.

- **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.
- **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.)
- **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.

ADD OR DROP CLASSES:

**PLEASE NOTE:** The final day to register, add a course, or make a section change for Spring 2020 is January 22, 2020. If you want to change a course section or add a different course, add the desired course and then drop the course that you do not want. If you want to resign from the University (drop all courses), 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.

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<tr>
<th>University Standard Refund Policy Dates</th>
<th>SPRING 2020</th>
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<tr>
<td>Last day to resign from all classes with 100% refund:</td>
<td>By 11:55 p.m., January 12, 2020</td>
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<tr>
<td>Last day to resign from all classes with 75% refund:</td>
<td>By 11:55 p.m., January 22, 2020</td>
</tr>
<tr>
<td>Last day to resign from all classes with 50% refund:</td>
<td>By 11:55 p.m., January 29, 2020</td>
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</table>

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.
## 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

## LOUISIANA SCHOLARS' COLLEGE

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 (SBUS), 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).
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

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 myNSU 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.

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.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>LOCATION/BUILDING NUMBER</th>
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<tbody>
<tr>
<td>Academic Advising Services</td>
<td>357-6980</td>
<td><a href="mailto:ace@nsula.edu">ace@nsula.edu</a></td>
<td>Family &amp; Consumer Sci. Bldg. (#44)</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>357-5361</td>
<td><a href="mailto:vpaa@nsula.edu">vpaa@nsula.edu</a></td>
<td>Caspari Hall (#17)</td>
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<tr>
<td>Addiction Studies</td>
<td>357-4643</td>
<td><a href="mailto:psychology@nsula.edu">psychology@nsula.edu</a></td>
<td>Bienvenu Hall (#90)</td>
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<tr>
<td>Admissions Office</td>
<td>357-4078</td>
<td><a href="mailto:applications@nsula.edu">applications@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
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<tr>
<td>1-800- 767-8115</td>
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<tr>
<td>Biological/Physical Sciences</td>
<td>357-5323</td>
<td><a href="mailto:bio_sci@nsula.edu">bio_sci@nsula.edu</a></td>
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<tr>
<td>Bookstore</td>
<td>357-4473</td>
<td><a href="mailto:bookstore@nsula.edu">bookstore@nsula.edu</a></td>
<td>Student Union (#77)</td>
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<td>BBPC at NSU</td>
<td>357-5362</td>
<td><a href="mailto:mcoonathyc@nsula.edu">mcoonathyc@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
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<td>Cashier's Office</td>
<td>357-5447</td>
<td><a href="mailto:studentaccounting@nsula.edu">studentaccounting@nsula.edu</a></td>
<td>Alexandria, LA (#R1901)</td>
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<tr>
<td>CENLA-Alexandria Center</td>
<td>484-2184</td>
<td><a href="mailto:bio_sci@nsula.edu">bio_sci@nsula.edu</a></td>
<td>Bienvenu Hall (#90)</td>
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<tr>
<td>Chemistry/Physics</td>
<td>357-4308</td>
<td><a href="mailto:stantons@nsula.edu">stantons@nsula.edu</a></td>
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<tr>
<td>College of Arts &amp; Sciences</td>
<td>357-4330</td>
<td><a href="mailto:grad_school@nsula.edu">grad_school@nsula.edu</a></td>
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<tr>
<td>College of Business &amp; Technology</td>
<td>357-6699</td>
<td><a href="mailto:business@nsula.edu">business@nsula.edu</a></td>
<td>Russell Hall (#15)</td>
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<tr>
<td>College of Education &amp; Human Development</td>
<td>357-6288</td>
<td><a href="mailto:education@nsula.edu">education@nsula.edu</a></td>
<td>Teacher Education Center (#88)</td>
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<tr>
<td>College of Nursing &amp; School of Allied Health</td>
<td>677-3100</td>
<td><a href="mailto:nsufinaid@nsula.edu">nsufinaid@nsula.edu</a></td>
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<td>Shreveport</td>
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<td>Natchitoches</td>
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<td>Computer Information Systems</td>
<td>357-5161</td>
<td><a href="mailto:business@nsula.edu">business@nsula.edu</a></td>
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<tr>
<td>Counseling &amp; Career Services</td>
<td>357-5621</td>
<td><a href="mailto:cacs@nsula.edu">cacs@nsula.edu</a></td>
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<td>Creative &amp; Performing Arts</td>
<td>357-6560</td>
<td><a href="mailto:capa@nsula.edu">capa@nsula.edu</a></td>
<td>A. A. Frederick Fine Arts (25 &amp; 25A)</td>
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<td>Criminal Justice, History, &amp; Social Sciences</td>
<td>357-6967</td>
<td><a href="mailto:crim_justice@nsula.edu">crim_justice@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
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<td>Dean of Students</td>
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<td>Engineering Technology</td>
<td>357-5298</td>
<td><a href="mailto:ece@nsula.edu">ece@nsula.edu</a></td>
<td>South Hall (#30)</td>
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<td>English, Foreign Languages, &amp; Cultural Studies</td>
<td>357-6272</td>
<td><a href="mailto:languages@nsula.edu">languages@nsula.edu</a></td>
<td>Williamson Hall (#54)</td>
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<td>Financial Aid Office</td>
<td>357-5961</td>
<td><a href="mailto:nsufinaid@nsula.edu">nsufinaid@nsula.edu</a></td>
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<td>1-800- 823-3008</td>
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<td>First Year Experience &amp; Leadership Development</td>
<td>357-5559</td>
<td><a href="mailto:steven.kauf@sodexo.com">steven.kauf@sodexo.com</a></td>
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<td>392-3100</td>
<td><a href="mailto:ftpolcampus@nsula.edu">ftpolcampus@nsula.edu</a></td>
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<td>Health &amp; Human Performance</td>
<td>357-5126</td>
<td><a href="mailto:health@nsula.edu">health@nsula.edu</a></td>
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