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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 2016 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
- 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 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 guess work out of selecting courses for future enrollment.

**How to use the Degree Works system:**


**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.

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.

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**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

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**How to register by NSUConnect**

All currently admitted students may access the NSUConnect registration system through myNSU at [https://my.nsula.edu](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 NU Home Page at [www.nsula.edu](http://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 the “Common Online Registration Errors” link at http://registrar.nsula.edu/common-online-registration-errors/ 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 on-line 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 e-mail the Registrar’s Office at registrar@nsula.edu.

**ADD OR DROP CLASSES**

You cannot drop your last class via NSUConnect. 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, 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.

**COMPASS® TESTING**

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

Who needs COMPASS®?

- 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 COMPASS® given on NSU Campuses?

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>Testing Days/Time</th>
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<tbody>
<tr>
<td>Natchitoches</td>
<td>Monday - Thursday 8:30 - 3:30 p.m.*</td>
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<td></td>
<td>(Appointments are recommended but not required.)</td>
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<tr>
<td>NSU Testing Center</td>
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<tr>
<td>Kyser Hall Room 401G</td>
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<tr>
<td>Leesville/Fort Polk</td>
<td>By appointment only Call – (337) 392-3100</td>
</tr>
<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>
</tr>
<tr>
<td>Alexandria</td>
<td>By appointment only Call – (318) 484-2184</td>
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</tbody>
</table>

*Students can show up during those designated hours without an appointment.

Is There A Fee To Take The COMPASS® Test?

- The cost is $25 (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.
**ADVISING & REGISTRATION FIRST-TIME FRESHMEN**

Incoming first-time freshmen must attend a session of Freshman Connection during the summer to register early for fall 2016. Incoming first-time freshmen who do not attend Freshman Connection must attend the Freshman Connection Program on Thursday, August 18, 2016, in Room 147 of the Student Services Center. Advising for new students will be held August 18-30, 2016, during regular and late registration. Information about Freshman Connection is available at https://www.nsula.edu/fye/freshmanconnection/.

**FRESHMAN CONNECTION FOR ALL FIRST-TIME FRESHMEN**

Student Services Center, Room 147
Thursday, August 18, 2016

A great start is the first step to a successful college experience. Freshman Connection gives first-time student a quick overview of campus life at Northwestern State University. Incoming first-time student must attend a session of Freshman Connection during the summer in order to register early for fall 2016 classes.

Unregistered students (not enrolled in classes) will attend Fall Freshman Connection on Thursday, August 18, 2016, in Room 147 of the Student Services Center. Check-in for Fall Freshman Connection will begin at 8:00 AM with the general assembly beginning at 9:00 AM.

For more information about Fall Freshman Connection, for unregistered students, contact the Office of First Year Experience & Leadership Development at 318-357-5559. Students can also learn more information at https://www.nsula.edu/fye/freshmanconnection/.

All new students are responsible for knowing the admissions criteria for Northwestern State University effective for the fall 2016 semester. To learn more about admissions criteria, go to 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 14, 2016 - August 21, 2016
Late Registration: August 22 - 30, 2016
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 14, 2016**
Graduate Students, Authorized ADA Students with Permit, Honor Students with a 3.5 Cumulative GPA & 12 or More Hours, Active Military & Veterans, and All Student Athletes

**Tuesday, March 15, 2016**
Seniors (90+ Hours)

**Wednesday, March 16, 2016**
Juniors (60-89 Hours)

**Thursday, March 17, 2016**
Sophomores (30-59 Hours)

**Friday, March 18, 2016**
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 early register, drop, and add any time after their scheduled time through August 30, 2016.

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.
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 22 - 30, 2016
($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 22-30, 2016. 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 30, 2016.

**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.

**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.

**WARNING**

If you decide not to attend the fall 2016 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/](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 21, 2016, to receive a 100 percent refund of refundable fees.

If you decide not to attend NSU for the fall semester beginning August 22, 2016, 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 31, 2016.

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.

**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.
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.

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 johnsond@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.

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](https://my.nsula.edu).

**REGISTRATION**

By NSUConnect - According to Directions & Published Schedule  
March 14, 2016 – August 21, 2016

**DEPARTMENTAL OFFICE HOURS**

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

**NURSING AND RADIOLOGIC STUDENTS CALL (318) 677-3015 FOR COMPASS TESTING INFORMATION**

**REGULAR ADVISING & REGISTRATION**

**IF YOU NEED TO SEE AN ADVISOR:**

August 17, 2016  
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.

### NATCHITOCHES CAMPUS

#### COLLEGE OF NURSING & SCHOOL OF ALLIED HEALTH

**REGISTRATION**

By NSUConnect - According to Directions & Published Schedule  
March 14, 2016 – August 21, 2016

**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 18, 2016, 9:00 a.m.-3:30 p.m.  
August 19, 2016, 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

**LATE REGISTRATION**

By NSUConnect  
August 22 - 30, 2016  
($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 which 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 early 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 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 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 2016


- 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.

**HEALTH SERVICES**

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

**HEALTH SERVICES FEE ($65.00 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.

**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 26, 2016. Students who have been billed and do not pay in full their cost of attending the University by 11:00 a.m. on August 26, 2016, 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 NSUConnect through myNSU at [https://my.nsula.edu](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.
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 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 26, 2016, 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 26, 2016, 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 26, 2016, 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 2016 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) 357-5023, or scan the completed form and email it to registrar@nsula.edu, by 11:55 p.m. on August 21, 2016, to receive a 100 percent refund of refundable fees.

If you decide not to attend NSU for the fall semester beginning August 22, 2016, 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 31, 2016.

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.
The Standard University Resignation Refund Policy applies to all students.

A. 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.

B. 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.)

C. 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.

ADD OR DROP CLASSES: You cannot drop your last class via NSUConnect. 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, please go to [https://www.nsula.edu/registrar/](https://www.nsula.edu/registrar/) to download a copy of the Resignation/Cancellation 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.

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.

**University Standard Refund Policy Dates Fall 2016**

| Last day to resign from all classes with 100% refund: | By 11:55 p.m., August 21, 2016 |
| Last day to resign from all classes with 75% refund: | By 11:55 p.m., August 30, 2016 |
| Last day to resign from all classes with 50% refund: | By 11:55 p.m., September 7, 2016 |

**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

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 (SECU), 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), SFFA (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.

**I FORGOT MY PIN**

If you have forgotten your PIN, 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 “Enter Secure Area.”
- Enter your User ID (social security number or your student ID).
- Click on “Forgot PIN?”
- You will see your security question.
- Type in the “Security Answer.”
- Click on “Submit Answer.”
- Your PIN will be “Reset” to your six digit DEFAULT PIN (your date of birth MMDDYY).
- Follow instruction on how to change your PIN.

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

**ADD OR DROP CLASSES**

You cannot drop your last class via NSUConnect. 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, please go to https://www.nsula.edu/registrar/ to download a copy of the Resignation/Cancellation 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.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>LOCATION/BUILDING NUMBER</th>
</tr>
</thead>
<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>
</tr>
<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>
</tr>
<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>
<td>Bienvenu Hall (#90)</td>
</tr>
<tr>
<td>Bookstore</td>
<td>357-4473</td>
<td><a href="mailto:bookstore@nsula.edu">bookstore@nsula.edu</a></td>
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</tr>
<tr>
<td>BBPC at NSU</td>
<td>357-5362</td>
<td><a href="mailto:mcconathyc@nsula.edu">mcconathyc@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
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<tr>
<td>Cashier's Office</td>
<td>357-5447</td>
<td><a href="mailto:studentaccounting@nsula.edu">studentaccounting@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
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<tr>
<td>CENLA-Alexandria Center</td>
<td>484-2184</td>
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<tr>
<td>Chemistry/Physics</td>
<td>357-4308</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>College of Arts &amp; Sciences</td>
<td>357-4330</td>
<td><a href="mailto:dobson@nsula.edu">dobson@nsula.edu</a></td>
<td>Caspari Hall (#17)</td>
</tr>
<tr>
<td>College of Business &amp; Technology</td>
<td>357-6699</td>
<td><a href="mailto:business@nsula.edu">business@nsula.edu</a></td>
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</tr>
<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>
</tr>
<tr>
<td>College of Nursing &amp; School of Allied Health</td>
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<tr>
<td>Shreveport</td>
<td>677-3100</td>
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<td>Shreveport, LA (#300)</td>
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<td>CENLA-Alexandria</td>
<td>449-7991</td>
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<td>Rapides Regional Medical Arts Bldg. Fournet Hall (#43)</td>
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<td>Natchitoches</td>
<td>357-6776</td>
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<td>A. A. Fredericks Fine Arts (25 &amp; 25A)</td>
</tr>
<tr>
<td>Communication</td>
<td>357-5360</td>
<td><a href="mailto:furrp@nsula.edu">furrp@nsula.edu</a></td>
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</tr>
<tr>
<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>
<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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</tr>
<tr>
<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. Fredericks Fine Arts (25 &amp; 25A)</td>
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<tr>
<td>Criminal Justice, History, &amp; Social Sciences</td>
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<td>Dean of Students</td>
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<td>Disability Services</td>
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<td>Electronic &amp; Continuing Educ</td>
<td>357-6355</td>
<td><a href="mailto:ece@nsula.edu">ece@nsula.edu</a></td>
<td>South Hall (#30)</td>
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<td>1-800- 376-2422</td>
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<td>Engineering Technology</td>
<td>357-5298</td>
<td><a href="mailto:iet@nsula.edu">iet@nsula.edu</a></td>
<td>Williamson Hall (#54)</td>
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<tr>
<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>John S. Kyser Hall (#81)</td>
</tr>
<tr>
<td>Family &amp; Consumer Sciences</td>
<td>357-5587</td>
<td><a href="mailto:family_sci@nsula.edu">family_sci@nsula.edu</a></td>
<td>Family &amp; Consumer Sci. Bldg. (#44)</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>357-5961</td>
<td><a href="mailto:nsufinaid@nsula.edu">nsufinaid@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
</tr>
<tr>
<td>1-800- 823-3008</td>
<td></td>
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<tr>
<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>
<td>Student Services Center (#55)</td>
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<tr>
<td>Food Service</td>
<td>357-4385</td>
<td><a href="mailto:ftpolkcampus@nsula.edu">ftpolkcampus@nsula.edu</a></td>
<td>Student Union (#77)</td>
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<td>Fort Polk Center/Leesville</td>
<td>392-3100</td>
<td><a href="mailto:health@nsula.edu">health@nsula.edu</a></td>
<td>Fort Polk, LA (#550)</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>
<td>Health &amp; Human Performance (#89)</td>
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<td>Health Services/Infirmary</td>
<td>357-5351</td>
<td><a href="mailto:campbella@nsula.edu">campbella@nsula.edu</a></td>
<td>Infirmary (#5)</td>
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<td>Housing</td>
<td>214-5400</td>
<td><a href="mailto:info@universityplaceNSU.com">info@universityplaceNSU.com</a></td>
<td>University Place I (B)</td>
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<tr>
<td>Information (Telephone)</td>
<td>357-6011</td>
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<td>Information Systems</td>
<td>357-5594</td>
<td><a href="mailto:comp_center@nsula.edu">comp_center@nsula.edu</a></td>
<td>Roy Hall (#71)</td>
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<tr>
<td>LA ATCC @ NSU</td>
<td>357-4643</td>
<td><a href="mailto:biscoej@nsula.edu">biscoej@nsula.edu</a></td>
<td>Bienvenu Hall (#90)</td>
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<tr>
<td>Louisiana Scholars' College</td>
<td>357-4577</td>
<td><a href="mailto:lscrecruits@nsula.edu">lscrecruits@nsula.edu</a></td>
<td>Morrison Hall (#42)</td>
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<tr>
<td>Mathematics</td>
<td>357-4308</td>
<td><a href="mailto:mathematics@nsula.edu">mathematics@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
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<tr>
<td>Military Science</td>
<td>357-5157</td>
<td><a href="mailto:nsurotc@nsula.edu">nsurotc@nsula.edu</a></td>
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<tr>
<td>Police-University</td>
<td>357-5431</td>
<td><a href="mailto:univpolice@nsula.edu">univpolice@nsula.edu</a></td>
<td>University Police Office (#5A)</td>
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<tr>
<td>Post Office-University</td>
<td>357-5696</td>
<td><a href="mailto:postoffice@nsula.edu">postoffice@nsula.edu</a></td>
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<td>President's Office</td>
<td>357-6441</td>
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<td>Psychology</td>
<td>357-6594</td>
<td><a href="mailto:psychology@nsula.edu">psychology@nsula.edu</a></td>
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<td>Social Work</td>
<td>357-5493</td>
<td><a href="mailto:socialwork@nsula.edu">socialwork@nsula.edu</a></td>
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<tr>
<td>Student Activities &amp; Organizations</td>
<td>357-5438</td>
<td><a href="mailto:studentactivities@nsula.edu">studentactivities@nsula.edu</a></td>
<td>Student Union (#77)</td>
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<td>Student Affairs</td>
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<td>Student Employment</td>
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<td><a href="mailto:baumand@nsula.edu">baumand@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
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<td>Student Support Services</td>
<td>357-5901</td>
<td><a href="mailto:stu_support@nsula.edu">stu_support@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
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<td>Testing Services</td>
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<td><a href="mailto:admissions@nsula.edu">admissions@nsula.edu</a></td>
<td>Kyser Hall (#81)</td>
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<td>University Recruiting</td>
<td>357-4503</td>
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<td>Student Services Center (#55)</td>
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<tr>
<td>1-800- 327-1903</td>
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<tr>
<td>University Registrar</td>
<td>357-6171</td>
<td><a href="mailto:registrar@nsula.edu">registrar@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
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<tr>
<td>1-800- 807-8849</td>
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<td>Veterans Affairs</td>
<td>1-800- 844-8908</td>
<td><a href="mailto:vetaffairs@nsula.edu">vetaffairs@nsula.edu</a></td>
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<td>Watson Library</td>
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<td><a href="mailto:library@nsula.edu">library@nsula.edu</a></td>
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