# Northwestern State University

## Registration Instructions

### Summer 2016

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REGISTRATION INSTRUCTIONS

ADVISEMENT

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

DEPARTMENTAL OFFICE HOURS

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

REGISTRATION BY NSUCConnect

March 14, 2016 - Through
The Last Day to Register for Each Session

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

REGISTRATION SCHEDULE
BY CLASSIFICATION &
THE FOLLOWING LISTING

Monday, March 23, 2016
   Graduate Students,
   Authorized ADA Students with Permit,
   Honor Students with a 3.5 Cumulative GPA &
   12 or More Hours, and all
   Student Athletes

Tuesday, March 24, 2016
   Seniors (90+ Hours)

Wednesday, March 25, 2016
   Juniors (60-89 Hours)

Thursday, March 26, 2016
   Sophomores (30-59 Hours)

Friday, March 27, 2016
   Freshmen (0-29 Hours) and
   Non-traditional Students with
   Fewer than 30 Hours (Adults Aged 25 and Over)

Priority for registration by NSUCConnect is based on the above classifications and listing.

Students may early register, drop, and add any time after their scheduled time through the date listed for each session.

REGISTRATION BY NSUCConnect
SUMMER 2016

12-Week Session: March 23 – May 17, 2016
8-Week Session: March 23 – June 7, 2016
1st 4-Week Session: March 23 – June 7, 2016
2nd 4-Week Session: March 23 – July 6, 2016

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

THE LAST DAY TO REGISTER
FOR EACH SESSION

12-Week Session: May 17, 2016
8-Week Session: June 7, 2016
1st 4-Week Session: June 7, 2016
2nd 4-Week Session: July 6, 2016

THE LAST DAY TO RESIGN
FROM ALL CLASSES WITH 100% REFUND
IS THE SECOND DAY OF CLASSES
FOR EACH SESSION

12-Week Session
Last day to resign from all classes with 100% refund: May 17, Tuesday

Last day to resign from all classes with 50% refund: May 19, Thursday

8-Week and 1st 4-Week Sessions
Last day to resign from all classes with 100% refund: June 7, Tuesday

Last day to resign from all classes with 50% refund: June 9, Thursday

2nd 4-Week Session
Last day to resign from all classes with 100% refund: July 6, Wednesday

Last day to resign from all classes with 50% refund: July 8, Friday

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.
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 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.

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.

### HOW TO REGISTER BY NSUConnect

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

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

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

#### If you have the CRNs (Course Reference Numbers)
- To register for classes or add classes, enter the CRNs of the classes at the bottom of the page and click Submit Changes. If registration is successfully completed, it will read **Registered** (NSUConnect) on the left side of each course. If you receive any error messages (Examples: time conflicts, closed classes, duplicate course, etc.), click on 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 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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</thead>
<tbody>
<tr>
<td>Natchitoches</td>
<td>Monday - Thursday 8:30 - 3:30 p.m.</td>
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<tr>
<td>Kyser Hall</td>
<td>(Appointments are recommended but not required.)</td>
</tr>
<tr>
<td>Room 401G</td>
<td></td>
</tr>
<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>
</tr>
<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>
</tr>
</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.

### 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.

### WARNING

If you decide not to attend the summer 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) 357-5823 or scan the completed form and email it to registrar@nsula.edu. You may also fax a signed written request to the University Registrar’s Office by the dates listed for each session.

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.
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 www.nsula.edu/registrar under “Student Information.” 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 TECHNOLOGY

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 or https://nsuconnect.nsula.edu:4445.

REGISTRATION

By NSUConnect - According to Directions and dates listed in this schedule for the session of attendance

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:

May 12-13, 2016

Advising for Nursing and 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

NURSING & RADIOLOGIC TECHNOLOGY

EARLY REGISTRATION

By NSUConnect - According to Directions and dates listed in this schedule for the session of attendance

DEPARTMENTAL OFFICE HOURS

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

REGULAR ADVISING & REGISTRATION

By NSUConnect - According to Directions and dates listed in this schedule for the session of attendance

IF YOU NEED TO SEE AN ADVISOR:

May 12, 2016, 9:00 a.m.-3:30 p.m.
May 13, 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.
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 or at https://nsuconnect.nsula.edu:4445 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.

Go to NSUConnect through myNSU at https://my.nsula.edu or at https://nsuconnect.nsula.edu:4445. 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>DAY &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

SUMMER 2016

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, June 10, 2016. Students who have been billed and do not pay in full their cost of attending the University by 11:00 a.m. on June 10, 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. 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 fees.

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.
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, June 10, 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)

Expiry 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, June 10, 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, June 10, 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

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3 Due</td>
<td>Approximately one (1) month after the first day of classes.</td>
<td></td>
</tr>
<tr>
<td>1/3 Due</td>
<td>Approximately two (2) months after the first day of classes.</td>
<td></td>
</tr>
<tr>
<td>1/3 Due</td>
<td>Approximately three (3) months after the first day of classes.</td>
<td></td>
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</tbody>
</table>

### Summer Semester

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3 Due</td>
<td>Approximately three (3) weeks after the first day of classes.</td>
<td></td>
</tr>
<tr>
<td>1/3 Due</td>
<td>Approximately six (6) weeks after the first day of classes.</td>
<td></td>
</tr>
<tr>
<td>1/3 Due</td>
<td>Approximately nine (9) weeks after the first day of classes.</td>
<td></td>
</tr>
</tbody>
</table>

## 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 or https://nsuconnect.nsula.edu:4445. 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

### 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.

If you decide not to attend the summer 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) 357-5823 or scan the completed form and email it to registrar@nsula.edu. You may also fax a signed written request to the University Registrar’s Office by the dates listed for each session.

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.
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 second day of classes (summer only—not applicable for fall/spring).

B. A 50 percent refund of registration, out-of-state, and laboratory fees only will be made when a student officially resigns on the third through the fourth day of classes (summer only—not applicable for fall/spring).

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 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.

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 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 (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), SFFA (Fine and Performing Arts), and SLSC (Interdisciplinary).
NSUCONNECT SERVICES

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

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

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

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

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

Courses:
- Course Section Search
- Course Sections
- Course Catalog

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

GRADES

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

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

I FORGOT MY PIN

If you have forgotten your PIN, follow the steps below:
- 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.

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.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>LOCATION/BUILDING NUMBER</th>
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</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>357-5561</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>Bio/Psychological 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>
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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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<tr>
<td>BBPC at NSU</td>
<td>357-5562</td>
<td><a href="mailto:mncm@nsula.edu">mncm@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>
</tr>
<tr>
<td>CENLA-Alexandria Center</td>
<td>484-2184</td>
<td></td>
<td>Alexandria, LA (#R1901)</td>
</tr>
<tr>
<td>Chemistry/Physics</td>
<td>357-4308</td>
<td><a href="mailto:biscoej@nsula.edu">biscoej@nsula.edu</a></td>
<td>Bienvenu Hall (#90)</td>
</tr>
<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>
<td>Russell Hall (#15)</td>
</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>
<td>677-3100</td>
<td><a href="mailto:nursing@nsula.edu">nursing@nsula.edu</a></td>
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<tr>
<td>CENLA-Alexandria</td>
<td>449-7091</td>
<td></td>
<td>Shreveport, LA (#300)</td>
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<td>Shreveport</td>
<td>677-3100</td>
<td></td>
<td>Rapid Regional Medical Arts Bldg.</td>
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<tr>
<td>Natchitoches</td>
<td>357-6776</td>
<td></td>
<td>Fournet Hall (#43)</td>
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<tr>
<td>Communication</td>
<td>357-5360</td>
<td><a href="mailto:furrp@nsula.edu">furrp@nsula.edu</a></td>
<td>A. A. Fredericks Fine Arts (25 &amp; 25A)</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>357-5161</td>
<td><a href="mailto:business@nsula.edu">business@nsula.edu</a></td>
<td>Russell Hall (#15)</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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<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>
</tr>
<tr>
<td>Criminal Justice, History, &amp; Social Sciences</td>
<td>357-6967</td>
<td><a href="mailto:criminaljustice@nsula.edu">criminaljustice@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>357-5286</td>
<td></td>
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<tr>
<td>Disability Services</td>
<td>357-4460</td>
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<tr>
<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>
</tr>
<tr>
<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>
</tr>
<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>Student Services Center (#55)</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></td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<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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<tr>
<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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<tr>
<td>Health Services/Infirmary</td>
<td>357-5351</td>
<td><a href="mailto:campbells@nsula.edu">campbells@nsula.edu</a></td>
<td>Infirmary (#5)</td>
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<tr>
<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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<tr>
<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>
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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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<td>Mathematics</td>
<td>357-4308</td>
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<td>John S. Kyser Hall (#81)</td>
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<tr>
<td>Mathematics</td>
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<td><a href="mailto:mathematics@nsula.edu">mathematics@nsula.edu</a></td>
<td>Military Science Bldg. (#31)</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>
<td>Military Science Bldg. (#31)</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>
<td>Post Office (#86)</td>
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<td>President's Office</td>
<td>357-6441</td>
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<td>Caspari Hall (#17)</td>
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<td>Psychology</td>
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<td>Bienvenu Hall (#90)</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>
<td>John S. Kyser Hall (#81)</td>
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<td>Student Activities &amp; Organizations</td>
<td>357-5438</td>
<td><a href="mailto:studentactivities@nsula.edu">studentactivities@nsula.edu</a></td>
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<tr>
<td>Student Affairs</td>
<td>357-5286</td>
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<tr>
<td>Student Employment</td>
<td>357-5961</td>
<td><a href="mailto:baumand@nsula.edu">baumand@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
</tr>
<tr>
<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>
<td>357-5246</td>
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<td>Kyser Hall (#81)</td>
</tr>
<tr>
<td>University Recruiting</td>
<td>357-4503</td>
<td><a href="mailto:admissions@nsula.edu">admissions@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
</tr>
<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>Veterans Affairs</td>
<td>1-800-844-8908</td>
<td><a href="mailto:vetaffairs@nsula.edu">vetaffairs@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
</tr>
<tr>
<td>Watson Library</td>
<td>357-4477</td>
<td><a href="mailto:library@nsula.edu">library@nsula.edu</a></td>
<td>Watson Library (#92)</td>
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