

Welcome Packet

Northwestern State University of Louisiana



University Recruiting
318-357-4503
recruiting@nsula.edu

Admissions
318-357-4078
applications@nsula.edu

Financial Aid
318-357-5961
finaid@nsula.edu

Student Accounting
318-357-6902
studentaccounting@nsula.edu

Student Help Desk
318-357-6696
sos@nsula.edu

University Registrar
318-357-6171
registrar@nsula.edu

Veteran Affairs
318-357-6171
vetaffairs@nsula.edu

Welcome to NSU!

We are so excited to welcome you to our Demon Family and cannot wait to have you here at NSU!

In this packet, you will find information regarding MyNSU, Class Registration, Housing, and more!

We look forward to your time at Northwestern State University! If you have questions about the information outlined in this packet, please feel free to contact your recruiter, Payton Romero (romerop@nsula.edu).

Not yet admitted? Contact the University Recruiting Office at 318-357-4503 or recruiting@nsula.edu for more information!



Campus Wide ID Number

Your Campus Wide ID number (CWID) will be used for various things, such as registering for classes, paying your myNSU bill, using your meal plan, etc.

To locate your CWID, please use this link: <https://webapps.nsula.edu/getid>

You may also find this number in the top corner of your Admissions letter, but if not, please use the above link.

If you need additional assistance with this, please email romerop@nsula.edu.

MyNSU

MyNSU is the system you can use to register for classes, accept financial aid, pay your bill, and more! To access myNSU, please follow the steps below:

- Go to the NSU home page, nsula.edu, and click on the myNSU icon at the top of the page
- Once in the portal, choose sign in. For first time users, please use the below instructions.
 - o First time user: Your login is: first initial + up to 13 characters of last name + last 6 digits of Campus Wide ID followed by “@nsula.edu”
 - Example: vdemon456789@nsula.edu - Victor Demon with CWID 123456789
Your initial password: Demons + six digit date of birth - Example: Demons120184
 - o If you need additional assistance, please contact the student help desk at 318-357-6696 or sos@nsula.edu.

Class Registration

To register for classes, you will first need to contact an academic advisor. A list of department heads and advisors can be found at the end of this packet.

After contacting an academic advisor, you can begin registering for your courses through MyNSU using the instruction below

- Click on “QuickLinks Menu” then choose “Registration”
- After choosing registration, be sure you are registering for the correct term. Once the correct term is chosen, click submit.
- If your advisor gave you the 5-digit CRNs (ex: 10125), you can type those below and choose “submit changes”

- If you do not have the CRN number, you will need to scroll to the bottom and choose “Look Up Classes” and select the term you will be registering for
- You may register by choosing a subject or you can choose “Advanced Search”
 - Example for Advanced Search
 - Subject: ENGL
 - Course Number: 1010
 - Campus: Internet (I) or Natchitoches (N), Shreveport (S), Alexandria (A), Leesville/Ft. Polk (L)
 - Part of Term: Full Term – 16 weeks, 1st 8 weeks (A-term), 2nd 8 weeks (B-term)
- Available courses will have an open box. To register, simply click in the box and select register at bottom of page. Repeat this for additional courses.
- Before choosing classes, be sure to confirm the DAYS and TIME of your classes.
 - M – Monday, T – Tuesday, W – Wednesday, R – Thursday, F – Friday
- When you are finished, select Return to Menu and Concise Student Schedule to verify your schedule

It will take up to 24 hours for your registered courses to appear on your MyNSU dashboard. These classes will be available to you 2 days before classes begin. These can be accessed by choosing “Moodle / my Courses” on the MyNSU homepage.

For informational videos on how to access MyNSU, please visit this link:

<https://www.nsula.edu/academic-advising-services/new-student-tutorial-videos/>

Email/Microsoft

Your myNSU email will be connected to a Microsoft Outlook account. You can access your email 24 hours after registering for classes. You will see an “Office 365/Email” tab, which will direct you to your email.

As an NSU student, you will also have access to a Microsoft package. When using Microsoft applications, you will log in with your NSU email and password.

Paying your Bill

To pay your student bill, you can go to the “QuickLinks Menu” and choose “View/Pay Student Bill” This will direct you to a secure website where you can pay your balance. You can also pay through mail, in-person, or through Flywire for foreign payments.

For more information on payment types and installments, please visit the Student Accounting and Cashiering Website: <https://www.nsula.edu/student-accounting-cashiering/>

View your Transcript

Through MyNSU, you can also access an unofficial academic transcript, which will show which courses transferred from your previous institutions.

To view your transcript, choose “QuickLinks Menu” then choose “View Transcript”

If you have questions about transferred courses, please contact our Registrar’s office at registrar@nsula.edu.

Housing, Meal Plans, and More!

Housing

If you are planning to attend on-campus in Natchitoches, you can find more information about campus housing here: <https://www.nsula.edu/campushousing/>

Meal Plans

For meal plans, you can visit our Sodexo website to choose the right plan for you: <https://nsuladining.sodexomyway.com/my-meal-plan>

Student ID

To access your meal plan, you will need your student ID. You can grab this on the third floor of the Student Services Center in the one card office!

Parking Tag

If you plan to live on campus or commute, you will need to have an NSU Parking Tag. The cost for this tag is \$45 and will be included in your tuition and fees. These can be picked up at our University Police station after completing the Vehicle Registration Form on MyNSU.

Department Heads/Academic Advisors

Accounting: Dr. Curtis Penrod: 318-357-5033 penrodc@nsula.edu

Addiction Studies: Mrs. Helen Tousek: 318-357-6594 tousekh@nsula.edu

Allied Health: Mrs. Becky Farmer: 318-677-3066 brittb@nsula.edu

Applied Sciences: Dr. Christopher Lyles: 318-357-6514 lylesc@nsula.edu

Applied Microbiology: Dr. Jerry Brunson: 318-357-5099 brunsonj@nsula.edu

Biology: Dr. Christopher Lyles: 318-357-6514 lylesc@nsula.edu

Business Administration: Dr. Curtis Penrod: 318-357-5033 penrodc@nsula.edu

Child and Family Studies: Dr. Jacqueline Horton: hortonj@nsula.edu

Computer Information Systems: Dr. Curtis Penrod: 318-357-5033 penrodc@nsula.edu

Criminal Justice: Dr. Mark Melder: 318-357-6967 melderm@nsula.edu

Communications: Dr. Jie Zhang: zhangj@nsula.edu
Dance: Brett Garfinkel: 318-357-5793 garfinkelb@nsula.edu
Early Childhood Education: Michelle Brunson: 318-357-5067 faziom@nsula.edu
Elementary Education: Jodi Shirley: 318-357-4058 shirleyj@nsula.edu
Health and Physical Education: Dr. Tietjen-Smith: 318-357-5128 tietjensmitht@nsula.edu
Music Education: Terrie Sanders: 318-357-5762 sanderst@nsula.edu
Secondary Education: Katrina Jordan: 318-357-5191 jordank@nsula.edu
Engineering Technology: Dr. Shahriar Hossain: 318-357-5026 hossains@nsula.edu
English: Dr. Thomas Reynolds: 318-357-5206 reynoldst@nsula.edu
Fine and Graphic Arts: Dr. Leslie Gruesbeck: 318-357-5476 gruesbeckl@nsula.edu
General Studies: Steve Hicks: 318-357-6980 advising@nsula.edu
Health and Exercise Science: Dr. Tietjen-Smith: 318-357-5128 tietjensmitht@nsula.edu
History: Dr. Christopher Gilson: 318-357-5494 gilsonc@nsula.edu
HMT: Valerie Salter: 318-357-4610 salterv@nsula.edu
Industrial Engineering Technology: Dr. Shahriar Hossain: 318-357-5026 hossains@nsula.edu
Liberal Arts: Steve Hicks: 318-357-6980 hickss@nsula.edu
Math: Zeb Marcotte: 318-357-4350 marcottez@nsula.edu
Music: Terrie Sanders: 318-357-5762 sanderst@nsula.edu
Nursing (Natchitoches): Stephanie Johnson: 318-357-6877 johnsonste@nsula.edu
Nursing (Shreveport): Ashley Briggs: 318-677-3015 briggsa@nsula.edu
Nursing (Alexandria): Bryn Dill: 318-206-1391 edmonstonb@nsula.edu
Nursing (RN to BSN): Dr. Ann Deshotels: deshotelsa@nsula.edu
Organizational Leadership: Dr. Mark Melder: 318-357-6967 melderma@nsula.edu
Physical Sciences: Dr. Daniel Rivera-Vazquez: 318-357-5248 riverad@nsula.edu
Psychology: Mrs. Helen Tousek: 318-357-6594 tousekh@nsula.edu
Radiologic Sciences: Dr. Tammy Curtis: 318-677-3067 curtist@nsula.edu
RT to BSRS: Mrs. Becky Farmer: brittb@nsula.edu
Social Work: Dr. Susan Campbell: campbellsu@nsula.edu
Theatre: Brett Garfinkel: 318-357-5793 garfinkelb@nsula.edu
Unified Public Safety Administration: Dr. Jack Atherton: 318-357-6967 athertonj@nsula.edu
Veterinary Technology: Dr. Douglas Landry: 318-357-5915 landryd@nsula.edu

Please [click here](#) to view academic calendars for your upcoming term!