STUDENT WEB HOME PAGE
https://www2.nsula.edu

Note: All freshman and first-time undergraduate students, including undergraduate students with under 30 hours and undergraduate students whose transcripts have not been processed, must contact their advisor or department for their degree program before registering for classes. Questions about this page should be directed to registrar@nsula.edu

Northwestern State University

Enter Student Services  

Register for classes, review your financial aid, personnel, and graduation information, request copies of your transcript, view your schedule, grades, and account information, and make credit card payments.

Prospective Students
Request information about our institution.

Apply for Admission
Apply for admission to our institution.

Parent or Guest Payment
A Parent or Guest can make a credit card payment toward a student's account.

Financial Aid Application and Information Links
Access General Financial Aid information and links to other financial sites.

Course Sections
View course sections that are available for a specific term.

Course Section Search
Search for course sections by when and where they are offered.

Course Catalog
View our institution’s catalog of courses.

Browser Requirements

Accessibility Information

Last Revised: 2/1/2008 3:39 PM
Term

The Select Term option allows you to choose another term to view and/or update your information. Several Student Services feature require a term selection before they can be used such as:

- The Grades and Account Summary Features on the Student Records menu
- All the Features on the Registration menu
- The Course Sections and Course Sections Search Features on the Course menu
Personal Information

The Personal Information option allows you to view and update your own personal information, you can:

- View and Update addresses including Emergency Contacts and Next of Kin
- View and Update personal phone numbers
- View and Update e-mail addresses and personal web page
- Change PIN
- View and Change PIN Question and Answer
- View Marital Status
Addresses Including Emergency Contacts and Next of Kin

The addresses option allows you to view and change your addresses. Select Addresses on the Personal Info menu, the system displays your (the student’s) address information.

You can make any necessary address changes. You can update an address:

1. Select the Address Type on the Address List page to display the Update Address page with the information that has been recorded for the specified address. The information displayed depends on the type of address selected.
2. If the same address is also used for other Address Types, specify whether they should also be updated. (This field is not displayed on the Update Address page for all address types.)
3. Enter the correct information and select SUBMIT to update the address (and any specified shared addresses).
The Personal Phone Numbers allows you to change your personal phone numbers (those numbers that are not associated with an address). Select **Personal Phone Numbers** from the Personal Info menu, the system will display your personal phone numbers information. You can correct any of the phone numbers and then select SUBMIT to update the information.

![Northwestern State University](image)

**Personal Phone Numbers**

You may use parentheses, dashes, periods, and spaces in phone numbers. Indicate how the number is used by selecting an option from the Preference drop-down list. Select "**Select**" to indicate that the number may be used by any person, or select "**No Preference**" if the number is not to be used by any person.

- **Phone Number 1:**
  - Type: *Select*
  - Preference: *No Preference*

- **Phone Number 2:**
  - Type: *Select*
  - Preference: *No Preference*

- **Phone Number 3:**
  - Type: *Select*
  - Preference: *No Preference*

- **Phone Number 4:**
  - Type: *Select*
  - Preference: *No Preference*

- **Phone Number 5:**
  - Type: *Select*
  - Preference: *No Preference*

- **Phone Number 6:**
  - Type: *Select*
  - Preference: *No Preference*

Select **Submit** to update the information.

![Warning: Your personal phone numbers have been successfully updated.](image)
E-mail Addresses and Personal Web Page

The E-mail addresses and Personal Web Page allows you to change or view your e-mail addresses and Web URL. Select E-mail Addresses and Personal Web Page from the Personal Info menu, the system will display your email addresses and personal Web page information. You can correct any of the e-mail addresses and/or Web Page URL and then select SUBMIT to update the information.

You will receive the following message when your request has been submitted.

Your E-mail addresses and Personal Web Page have been successfully updated.
Change PIN

The Change PIN option allows you to change your Personal Identification Number (PIN). Select Change PIN on the Personal Info menu, you are prompted to enter your current PIN, and then the new PIN twice for verification. Once you change your PIN, you must log in again with the new PIN or exit the system. This is necessary to reset your PIN.

PIN Question and Answer

The PIN Question and Answer Option allows you to:

1.) Enter a PIN question that you want the system to display when you forget your PIN or
2.) Change the question and/or answer that is used when you select I Forgot My PIN on the Login page.

I Forgot My PIN

The system will display the PIN question you specified and will not let you log in and access the Student Services Menu until you enter the correct answer to the question and change your PIN. Once you change your PIN question and/or answer, it will be used the next time you select I Forgot My PIN on the Login page.

Logging in After Forgetting PIN

1. Select I Forgot My PIN on the Login page.
2. Enter your Student ID or SSN.
3. Enter the answer to the PIN question (the one you have already specified on the PIN Question and Answer page).
4. If you have entered the correct answer, enter a new PIN.
5. After the new PIN is accepted, select LOGIN. The system will display a message confirming your request.
6. Log into Student Self-Service with your new PIN.
View Marital Status

The **View Marital Status** options allow you to view your information.
Change Name

A request to change your name in the Northwestern State University administrative system must be made in person at the appropriate office.

If you are a student and are not employed with Northwestern State University, please bring a legal document. Such documents include: marriage licenses, divorce decree, adoption decree, etc. The document must be copied by the appropriate NSU employee. This information needs to be submitted to the University Registrar and Admissions Office, Room 108, Roy Hall.

If you are a student employee, present your legal documents and social security card to the Human Resources Office in St. Denis Hall, Room 140. Federal regulations require employers to validate that each employee's name on file exactly matches the name which appears on the individual's social security card to ensure proper tax reporting.

If you have not requested a change of name with the Social Security Administration, please apply for a new social security card with the nearest Social Security Office. (Note: You will need to bring an original legal document reflecting your new name to support your request for the name change. Examples of accepted legal documents include a birth certificate, marriage license, divorce decree, etc.) Once you receive your new social security card, please bring it to the appropriate office.

If you have any questions or concerns, please call the University Registrar and Admissions Office at (318) 357-6127 or 1-800-807-9849.

For additional information on how to apply for, replace, correct or change your name on your Social Security Card, click here:
Student Records

The Student Records allow students to view their academic information. Students can:

- view their grades
- any holds that may exist on their record
- unofficial transcript
- institutional coursework
- transfer credits
- degree audit data
- the name of their advisor
- look at their account summary and make payments with a valid credit card
- review the information used to produce their 1098-T Form
- request graduation checkout or copies of their official transcript
- update their bank account information for direct deposit of refunds

Grades

The Grades option allows you to view your grades for a specified term. Select Grades from the Student Records menu.
Select the specified term in which you would like to view your grades.

The system will display your grades for the specified term.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Midterm Grade</th>
<th>Final Grade</th>
<th>Hours</th>
<th>Attempted Hours</th>
<th>Earned Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 5010-45N: ED RESEARCH &amp; EVAL</td>
<td>B</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
<td></td>
</tr>
<tr>
<td>ETEC 570X-111: TECHNOLOGY PLANNING &amp; ADMIN</td>
<td>A</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>12.00</td>
<td></td>
</tr>
</tbody>
</table>

**Current Term**
- 6.00
- 6.00
- 21.00
- 2.500

**Cumulative through 2004 FALL**
- 10.00
- 10.00
- 3.600
- 3.600
Account Summary and Pay by Credit Card

The Account Summary and Pay by Credit Card allow you to view the account summary for the specified term. Select **Account Summary and Pay by Credit Card** on the Student Records menu, you will be able to view a listing of all the detailed items or a summary line for each subcode group for the term.

![Account Summary and Pay by Credit Card](image)

**Pay by Credit Card**

Using a credit card, you can make a payment toward your account balance via the Web. Select **Credit Card Payment** to display the Credit Card Payment Page. Refer to figure below. Select **SUBMIT**, the system will disable this button and change its name to **processing** to prevent you from accidentally submitting a duplicate payment. If payment is authorized, your payment will be posted to your account. If payment is not authorized (credit card rejected), you will be notified.
The Degree Audit option allows students to view degree audit information for primary and secondary programs in which they are enrolled. Select the program to be audited by clicking in the circle labeled Primary or Modeling. Primary allows the student to view a degree audit from the current program in which they are currently enrolled. For Example:

The Modeling option allows students to view a degree audit to determine how their current credits would be considered if they changed to another major. For Example:
To perform the degree audit modeling, students will follow these steps:

1. Select the major and **SUBMIT**.

2. Select the program and **SUBMIT**.
3. View the modeling results.

Holds

The **Holds** options allow you to view any holds that the institution has placed on your record. Once you select the **Holds** on the Students Records menu, the system displays the list of holds. If no holds exist on your record, then you will receive a message – “You have no holds”. (See figure below)

The effect of having a **Hold:**

Registration Holds – prevent Web registration.
Transcript Holds – prevent display of grades on the Web.
Unofficial Transcript

The Unofficial Transcript option allows you to view or print a copy of your Unofficial Transcript information. After you select Unofficial Transcript from the Student Records menu, select a Level of Study (Undergraduate or Graduate). Then select SUBMIT and the system will display the transcript.

Institutional Coursework

The Institutional Coursework allows you to view or print a list of the credits earned at your institution. Select Institutional Coursework from the Student Records menu and select a Level of Study (Undergraduate or Graduate). Then select SUBMIT and view the degree information and initial statistics. You may need to scroll down to view the list of courses taken at your institution.
Transfer Credit

The Transfer Credit option allows you to view or print a list of the credits that were transferred to your institution from other institutions. Select Transfer Credit from the Student Records menu, select a Level of Study (Undergraduate or Graduate). Select SUBMIT, the system will display the transfer information.

IRS Form 1098-T Information

The IRS Form 1098-T Information allows you to view the billing summary and detailed transactions used by your institution to produce your Tuition Payment Statement (IRS Form 1098-T). The information on the 1098-T form is used by each student or his/her guardian to complete the Education Credits (Hope and Lifetime Learning Credits) form (IRS Form 8863).

To view the 1098-T information:

1. Select IRS Form 1098-T Information on the Student Records menu.

2. Specify the tax year for which information is to be viewed.
   
   **Note:** Only the tax years for which 1098-t information is recorded for the student are listed in the Tax Year drop-down menu.

3. View the tax information for the specified year.
   
   **Note:** Depending on the specified Tax Year, the system will display different information in the section titled Information Reported to the IRS.

4. Scroll down the page to review the Financial Detail Information.
Advisor

The Advisor option allows you to view the name of your advisor, if one has been assigned. Select Advisor from the Student Records menu, the system will display the name of your advisor.
The Graduation Information option enables you to update your expected graduation term and/or request graduation checkout for your expected degree, major, and term of graduation.

To update your Expected Graduation Term, you will select the correct Expected Graduation Term for the program. Select SUBMIT to record the new graduation term. The system will display a confirmation message. Refer to figure below.

To request graduation checkout, you will
1. Verify the Expected Graduation Term for the program.
2. Select Yes for the Graduation Indicator for the program.
3. Select SUBMIT to record your graduation checkout request.

Note: Once you request graduation checkout for a program, you will not be able to view or update your Graduation Information for that program via the Web. You must contact the University Registrar and Admissions Office to change your graduation information for the program.
The Official Transcript Request option allows you to request that copies of your transcript be sent from your institution to a specified address. Follow these steps in order to request a transcript:

1. Select Official Transcript Request from the Student Records menu.
2. View a list of your current transcript request, if any.
3. Scroll down and view information about any requests that have not yet been submitted, if any.
4. Select the Action to Update the information for, or SUBMIT, any of the unsubmitted request.
5. Scroll down and view the New Request Form.
6. Select Add or Submit transcript request from the Action drop-down menu.
7. Select Process Immediately, Hold until final degree posted, or Hold until final grades from the Process drop-down menu.
8. Select Undergraduate or Graduate from the Transcript drop-down menu.
9. Enter the number of copies of the transcripts that are needed.
10. Enter the information for the official Transcript Request and select Continue.
11. Review the information about the transcript request and select SUBMIT.
Web Registration provides a way for a student to add a class, drop a class, view his/her class schedule, change class options, or look at his/her registration status.

Drop and Add Classes

Drop and Add Classes allow students to register for classes in the selected term and drop a course for which they are currently registered.

To add a class, the student will:
1. Enter the Call Number of the desired course and section under Add Class, and SUBMIT.
2. Verify the course addition in his/her list of Currently Registered Classes.

To drop a class, the student will:
1. Select Drop from the Action list box for the course in the list of Currently Registered Classes, and SUBMIT.
2. Verify that the course was dropped from his/her list of Currently Registered Classes.
Registration Status

The Registration Status option enables an advisor to view a student’s current registration status.

1. Click Registration Status on the Advisor Services menu.
2. View information about your current registration status. (Refer to figure below.)

![Registration Status Figure]

- Click Registration Status on the Advisor Services menu.
- View information about your current registration status. (Refer to figure below.)