

III *Northwestern State University* **III**
Summer 2009
Registration Information

ADVISEMENT

Students with fewer than 30 hours **MUST** go to their major department and see their advisor for advisement and selection of classes. NSU highly encourages other students to seek advisement through their major department. If you do not know who your advisor is, report to the department of your major for assignment of an advisor.

**EARLY REGISTRATION SCHEDULE BY
CLASSIFICATION & THE FOLLOWING LISTING**

REGISTRATION BY INTERNET

March 30 - July 21, 2009
8:00 AM - 8:00 PM, Daily
According to Classification
(Students with 30+ Earned Hours)

Monday, March 30, 2009

Graduate Students,
Authorized ADA Students with Permit, &
Honor Students with a 3.5 Cumulative GPA and 12 or More Earned Hours

Tuesday, March 31, 2009

Seniors (90+ Hours)
Student Athletes with Fewer than 60 Hours

Wednesday, April 1, 2009

Juniors (60-89 Hours)

Thursday, April 2, 2009

Sophomores (30-59 Hours)

Friday, April 3, 2009

Non-traditional Students
(Adults Aged 25 and Over)

Priority for registration by **INTERNET** is based on the above classifications and listing. Students may early register, drop, and add any time after their scheduled time through July 21, 2009.

Students whose registration time conflicts with their class schedule **ARE REQUIRED TO ATTEND THEIR SCHEDULED CLASSES**. These students may early register/drop/add any time **AFTER** their scheduled registration time, but not before.

DEPARTMENTAL EARLY REGISTRATION SCHEDULE

Freshmen (fewer than 30 earned hours) and others without WEB access:
April 3 - 9, 2009
8:00 AM - 4:30 PM, Weekdays

Students should contact their major department regarding registration appointments and guidelines for their major.

The last day to register early for summer 2009 in the academic departments is Thursday, April 9, 2009. Regular registration on Natchitoches Campus will be held in the academic departments the Friday before each new session begins.

REGISTRATION: FIRST-TIME FRESHMEN

Early registration for summer only is available to first-time students. All incoming first-time students must register in the department of their major during the early, regular, and late registration periods for each session. New students should follow the advising and registration instructions for undergraduate students outlined in the Summer 2009 Schedule of Classes.

CONTINUING EDUCATION REGISTRATION

Continuing Education students may register on the Natchitoches campus according to the times and dates listed on the Natchitoches campus calendar. Eligible students may also register by Internet according to the directions.

REGISTRATION WITH A PREVIOUS BALANCE

A student who owes the University a financial balance must pay that balance in full in order to register and attend classes.

A student who owes a balance from a previous semester or summer session and who, because of extenuating circumstances that can be documented, is unable to pay the balance in full, may appeal. In addition to the appeal, the appellant must demonstrate an ability to pay, and pay previous balances by the 14th class day of the semester. The appellant will be resigned from classes should he/she fail to pay the previous balance by the 14th class day of the semester. Installment, late registration, and late payment charges will be applied in accordance with policy.

CANCELLATION OF EARLY REGISTRATION FOR A FINANCIAL BALANCE

A student who owes the University a financial balance must pay that balance in full in order to attend classes. If the student has a financial balance that is not paid, early registration for the next semester or summer session will be cancelled.

A student who owes a balance from a previous semester or summer session and who, because of extenuating circumstances that can be documented, is unable to pay the balance in full, may appeal the cancellation of early registration to an appeal committee. In addition to the appeal, the appellant must demonstrate an ability to pay, and pay previous balances by the 14th class day of the semester. The appellant will be resigned from classes should he/she fail to pay the previous balance by the 14th class day of the semester. Installment, late registration, and late payment charges will be applied in accordance with policy.

WARNING

Students with an account balance will be allowed to early register for summer. However, your account balance must be paid by May 14, 2009, in order for you to attend classes for the summer 2009 semester.

**SUMMER 2009 - COURSE LOAD/
MAXIMUM HOURS OF ENROLLMENT**

UNDERGRADUATE COURSE LOAD/MAXIMUM HOURS OF ENROLLMENT:

The maximum amount of course work for which an undergraduate student may register in a summer semester is 12 semester hours or at least eight hours in an eight-week term. Any exception to these maximum load limits requires the prior approval of the academic dean.

1. An undergraduate student may earn only one hour of undergraduate credit per week in a summer session.
2. An undergraduate may take only one three-hour course in a three-week session. An undergraduate student may not take two three-hour courses in the same three-week session even though one course is in the morning and the other in the evening.
3. An undergraduate student may take one three-hour course and a one-hour or two-hour activity course or lab in the same three-week session. Example: HP, MUS, DAN, and LAB courses.
4. An undergraduate student may take one three-hour, three-week course with another course that overlaps another session, such as the following: six-week, eight-week, nine-week, and twelve-week courses. The general rule is one credit hour per week.
5. An undergraduate student may take only two three-hour courses, or a maximum of six credit hours in a six-week session.
6. An undergraduate student may take up to three three-hour, eight-week courses at the same time. This averages nine credit hours in an eight-week period. The University has the approval of the Board of Regents for this exception.
7. The maximum amount of course work for which an undergraduate student may register in a summer session is twelve semester hours. Any exception to the maximum load limits requires prior approval of the student's academic dean.
8. An undergraduate student is considered full-time when enrolling in at least six hours of credit for the summer.

GRADUATE COURSE LOAD/MAXIMUM HOURS OF ENROLLMENT:

The maximum amount of course work for which a graduate student may register in a summer semester is 12 semester hours. Any exception to the maximum course load limit requires the prior approval of the Dean of Graduate Studies.

1. A graduate student may only earn one hour of graduate credit per week in a summer session.
2. A graduate student may not take two three-week, three-hour courses in the same three-week session (such as one morning and one afternoon or evening class).
3. A graduate student may take two four-and-one-half week, three-hour courses in the same four-and-one-half week period.
4. A graduate student may take a maximum of three three-hour courses during the nine-week session, or a maximum of nine credit hours for the nine-week session.
5. A graduate student is considered full-time when enrolling for six credit hours for the summer.
6. Maximum course load for graduate students enrolled in the summer session is twelve credit hours.-