



Northwestern State University
Spring 2010
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**

EARLY REGISTRATION BY INTERNET

November 9, 2009 - January 3, 2010
8:00 AM - 8:00 PM, Daily
According to Classification
(Students with 30+ Earned Hours)

Monday, November 9, 2009

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

Tuesday, November 10, 2009

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

Wednesday, November 11, 2009

Juniors (60-89 Hours)

Thursday, November 12, 2009

Sophomores (30-59 Hours)

Friday, November 13, 2009

Non-traditional Students with
Fewer than 30 Hours
(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 January 3, 2010.

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 other students without WEB Access
November 13 - November 20, 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 spring 2010 in the academic departments is Friday, November 20, 2009. Regular registration on Natchitoches campus will be held in the academic departments January 7 - 8, 2010. Late registration in the departments is January 11 - 20, 2010.

REGULAR REGISTRATION SCHEDULE

INTERNET

January 4 - 10, 2010
8:00 a.m. - 8:00 p.m., Daily

DEPARTMENTAL - NATCHITOCHE CAMPUS

(Dates vary for different campuses)

January 7 - 8, 2010
8:00 a.m. - 4:30 p.m.

**THE LAST DAY TO RESIGN WITH 100% REFUND IS
SUNDAY, JANUARY 10, 2010**

Eligible students who have already registered may drop and add by Internet according to the directions.

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

INTERNET AND DEPARTMENTAL

January 11 - 20, 2010

LATE REGISTRATION: Late registration by Internet and in the academic departments will be held January 11 - 20, 2010. Students registering during late registration will be charged a non-refundable late registration fee of \$60.00. The last day to register is Wednesday, January 20, 2010.

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 dropping and/or adding classes during the first seven days of classes.

REGISTRATION: FIRST-TIME FRESHMEN

Incoming first-time freshmen must attend the New Student Orientation Program on Thursday, January 7, 2010, in the Magale Recital Hall. Advising and registration for new students will be held January 7 - 20, 2010, during regular and late registration. New students should follow the regular advising and registration instructions for undergraduate students outlined in the Spring 2010 Schedule of Classes.

NEW STUDENT ORIENTATION & REGISTRATION

**Magale Recital Hall
Thursday, January 7, 2010**

A great start is the first step to a successful college experience! New Student Orientation is planned to give you a quick overview of campus life at Northwestern State University. Orientation is our way of helping you adjust to your new environment. Other advantages include advisement of course selection and registration of classes. The program is scheduled for Thursday, January 7, 2010, in the Magale Recital Hall. Check-in for the program and Compass Testing will be held from 7:30 a.m.-8:30 a.m., with the general assembly at 8:30 a.m.

NOTE: You must bring a copy of your ACT scores for advisement purposes.

For more information about New Student Orientation and Registration, contact The Office of Student Success & New Student Programs at 318-357-5559.

All new students are responsible for knowing the admissions criteria for Northwestern State University effective for the spring 2010 semester. To learn more about admissions criteria, please contact the University Admissions Office or refer to the information in the Spring 2010 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. Late registration for Continuing Education will be held Monday, January 11, 2010, at Prather Coliseum from 4:30-5:30 p.m. The offices of Continuing Education and Financial Aid will be available to assist students at Prather Coliseum during this time.

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 3:00 p.m. on January 29, 2010 (the 14th class day of the semester). The appellant will be resigned from classes should he/she fail to pay the previous balance by January 29, 2010. 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 3:00 p.m. on January 29, 2010 (the 14th class day of the semester). The appellant will be resigned from classes should he/she fail to pay the previous balance by January 29, 2010. 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 spring. However, your account balance must be paid in full by January 7, 2010, in order for you to attend classes for the spring 2010 semester.

If you decide not to attend the spring 2010 semester, you must resign via the student Web at www2.nsula.edu or by faxing a written request to the University Registrar's Office by 8:00 p.m., January 10, 2010, to receive a 100 percent refund of refundable fees. If you decide not to attend NSU for the spring semester beginning January 11, 2010, you will receive "W" grades in all courses and be refunded according to the current refund policy.

Students must report to their academic dean/director's office to officially execute the resignation process, or they may log on at www2.nsula.edu until the last day to resign and drop courses with a grade of "W" (March 12, 2010, for 16-week courses). 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 still be held accountable for the return of Title IV funds once a resignation date is established.