ADVISEMENT

NSU highly encourages all 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.

The following groups of students must meet with their academic advisor (in person or via telephone or email) to obtain an alternate PIN before they will be permitted to register by NSUC for the fall 2012 semester: (a) All undergraduate students with less than 30 earned hours; (b) Students with 30 or more earned hours and less than a 2.25 cumulative GPA; (c) All Scholars’ College students; and (d) All Student Athletes.

The alternate PIN allows students to access the registration drop/add services on the NSUC system. Once a student logs in with his/her NSUC ID and PIN and selects the Registration Drop/Add Class option, he/she is required to enter the alternate PIN before the system will allow registration functions.

The alternate PIN is a randomly generated six-digit number that is unique to the student. Additionally, the alternate PIN is term specific. For example, a student’s alternate PIN for fall will be different from the alternate PIN for spring.

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

REGISTRATION
NEW PROCEDURES: ALL students are now required to use the new NSUC system at https://nsuc/ to early register for the fall 2012 semester. The new NSUC system is designed so that only students can use the system to register, add, and/or drop their classes. Faculty members no longer have the capability to register students for classes for the fall 2012 semester.

EARLY REGISTRATION BY NSUC

March 26 - August 12, 2012
NSUC system is off-line for backup and maintenance from 12:00 a.m. to 5:00 a.m. CT

EARLY REGISTRATION SCHEDULE BY CLASSIFICATION & THE FOLLOWING LISTING

Monday, March 26, 2012
Graduate Students,
Authorized ADA Students with Permit, and
Honor Students with a 3.5 Cumulative GPA &
12 or More Hours, and all
Student Athletes

Tuesday, March 27, 2012
Seniors (90+ Hours)

Wednesday, March 28, 2012
Juniors (60-89 Hours)

Thursday, March 29, 2012
Sophomores (30-59 Hours)

Friday, March 30, 2012
Freshmen (0-29 Hours), and
Non-traditional Students with
Fewer than 30 Hours (Adults Aged 25 and Over)

Priority for registration by NSUC is based on the above classifications and listing. Students may early register, drop, and add any time after their scheduled time through August 28, 2012.
HOW TO REGISTER BY NSUConnect
FOR
FALL 2012 SEMESTER

NSUConnect is off-line for backup and maintenance from 12:00 a.m. to 5:00 a.m. CT

- Go to NSU Home Page at www.nsula.edu
- Select Web for Students Login.
- This will bring you to the Schedule of Classes home page.
- Click on NSUConnect to register for the fall 2012 semester.
- Click “Enter Secure Area.”
- Enter your User ID (social security number or your student ID).
- Enter your DEFAULT PIN (your date of birth MMDDYY).
- Follow instruction on how to change your PIN.
- Select Student and then select Registration.
- Select “Registration Status” or “Add or Drop Classes.”
- Enter Alternate PIN (if required) and click Submit.
- To register for classes or add classes, enter the CRNs (course reference numbers) of the classes to add 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.) See Common Error Messages.
- To drop a class, select Web Drop (under Action) next to the class to drop and click Submit Changes. Once you have completed registering,
- Click “View Your Schedule” at the bottom of the registration page.
- Print your schedule.

REGULAR REGISTRATION BY NSUConnect

August 13 – August 19, 2012
NSUConnect is off-line for backup and maintenance from 12:00 a.m. to 5:00 a.m. CT

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

THE LAST DAY TO RESIGN WITH 100% REFUND IS
SUNDAY, August 19, 2012

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 BY NSUConnect

August 20 – August 28, 2012
NSUConnect is off-line for backup and maintenance from 12:00 a.m. to 5:00 a.m. CT

LATE REGISTRATION: Late registration by NSUConnect will be held August 20-28, 2012. Students registering during late registration will be charged a non-refundable late registration fee of $60.00. The last day to register is Tuesday, August 28, 2012.

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 registering for classes during the first seven days of classes.
ADVISING: FIRST-TIME FRESHMEN

Incoming first-time freshmen must attend a session of Freshman Connection during summer to register early for fall 2012. Incoming first-time freshmen who do not attend Freshman Connection must attend the New Student Orientation Program on Thursday, August 16, 2012, in the Magale Recital Hall. Advising for new students will be held August 16 - August 28, 2012, during regular and late registration.

NEW STUDENT ORIENTATION & REGISTRATION

Magale Recital Hall
Thursday, August 16, 2012

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, August 16, 2012, 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 fall 2012 semester. To learn more about admissions criteria, please contact the University Admissions Office or refer to the information in the Fall 2012 Schedule of Classes.