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.

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

EARLY REGISTRATION BY WEB FOR STUDENTS
March 26 – July 17, 2012
Web for Students is off-line for backup and maintenance from 12:00 a.m. to 7:00 a.m. CT

EARLY REGISTRATION SCHEDULE BY CLASSIFICATION & THE FOLLOWING LISTING

Monday, March 26, 2012
Graduate Students, Authorized ADA Students with Permit, & Honor Students with a 3.5 Cumulative GPA and 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
Non-traditional Students with Fewer than 30 Hours (Adults Aged 25 and Over)

Priority for registration by Web for Students is based on the above classifications and listing. Students may early register, drop, and add any time after their scheduled time through July 17, 2012.

Students may early register/drop/add by Web for Students 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:
March 30 – April 5, 2012

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

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

The last day to register early for summer 2012 in the academic departments is Thursday, April 5, 2012. Regular registration on Natchitoches Campus will be held in the academic departments the Friday before each new session begins.
HOW TO REGISTER BY WEB FOR STUDENTS FOR SUMMER 2012 SEMESTER

Web for Students is off-line for backup and maintenance from 12:00 a.m. to 7:00 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 Web for Students to register for the summer 2012 semester.
- Click on "Enter Student Services
- Enter your student identification number (SSN or CWID)
- Enter your personal identification number (PIN).
- Click on "Login"
- Click on “Drop and Add Classes” to access the Registration Menu
- To register for classes or add classes, enter the Call Number under Add Class and click on Submit.
- To drop a class, select Drop (under Action) next to the class to drop and click Submit.
- Click Student Detail Schedule or Student Schedule to view schedule.
- Print your schedule.

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 2012 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 via the Web for Students system according to the directions.

CANCELLATION OF EARLY REGISTRATION FOR A PREVIOUS BALANCE

A student who owes a financial balance of more than $2000.00 from a previous semester must pay that balance in full in order to attend classes. If a student has a financial balance of more than $2000.00 that is not paid, early registration for the summer semester will be cancelled prior to the first day of classes.

REGISTRATION WITH A PREVIOUS BALANCE

A student who owes a financial balance of more than $2000.00 from a previous semester 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 ability to pay. If the appeal is approved, the entire previous balance must be paid by August 6, 2012. Installment, late registration, late payment charges will be applied in accordance with policy.

A student who owes a financial balance of $2000.00 or less from a previous semester does not have to appeal and may register or remain enrolled in classes for the summer semester. However, the entire previous balance must be paid by August 6, 2012. Installment, late registration, and late payment charges will be applied in accordance with policy.
WARNING

Students who owe a financial balance of more than $2000.00 from a previous semester will be allowed to early register for summer. However, your account balance must be paid in full by 3:00 p.m. on May 10, 2012, in order for you to attend classes for the summer 2012 semester. If a student has a financial balance of more than $2000.00 that is not paid, early registration for the summer 2012 semester will be cancelled by 11:00 a.m. on May 11, 2012.

SUMMER 2012

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: HF, 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.