ADVISEMENT

Students who have earned 30 or more credit hours and who have a cumulative grade point average below 2.25 **MUST** meet with their academic advisor (in person or via telephone or email) before they can register for classes for spring 2012. A hold has been placed on all students’ accounts whose cumulative grade point averages are below 2.25. You may view this hold by logging into the Web for Students system at [http://www2.nsula.edu/](http://www2.nsula.edu/).

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.

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EARLY REGISTRATION SCHEDULE BY CLASSIFICATION & THE FOLLOWING LISTING

EARLY REGISTRATION BY INTERNET

November 7, 2011 - January 1, 2012
8:00 a.m. - 12:00 Midnight, Daily
According to Classification
(Students with 30+ Earned Hours)

**Monday, November 7, 2011**
Graduate Students,
Authorized ADA Students with Permit, and
Honor Students with a 3.5 Cumulative GPA &
12 or More Earned Hours

**Tuesday, November 8, 2011**
Seniors (90+ Hours) &
Student Athletes with Fewer than 60 Hours

**Wednesday, November 9, 2011**
Juniors (60-89 Hours)

**Thursday, November 10, 2011**
Sophomores (30-59 Hours)

**Friday, November 11, 2011**
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 1, 2012.

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 11 – November 18, 2011
8:00 a.m. – 4:30 p.m., Monday – Thursday
8:00 a.m. – 12:00 Noon, Friday

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

The last day to register early for spring 2012 in the academic departments is Friday, November 18, 2011. Regular registration on Natchitoches campus will be held in the academic departments January 5 - 6, 2012. Late registration in the departments is January 9 – 18, 2012.

REGULAR REGISTRATION SCHEDULE

INTERNET
January 2 - 8, 2012
8:00 a.m. – 12:00 Midnight, Daily

DEPARTMENTAL – NATCHITOCHES CAMPUS
(Dates vary for different campuses)
January 5:  8:00 a.m. - 4:30 p.m.
January 6:  8:00 a.m. - 12:00 Noon

THE LAST DAY TO RESIGN WITH 100% REFUND IS SUNDAY, JANUARY 8, 2012

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 9 – 18, 2012

LATE REGISTRATION: Late registration by Internet and in the academic departments will be held January 9 - 18, 2012. 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 18, 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 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 5, 2012, in the Magale Recital Hall. Advising and registration for new students will be held January 5 – 18, 2012, during regular and late registration. New students should follow the regular advising and registration instructions for undergraduate students outlined in the Spring 2012 Schedule of Classes.
NEW STUDENT ORIENTATION & REGISTRATION

Magale Recital Hall
Thursday, January 5, 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, January 5, 2012, in the Magale Recital Hall. Check-in for the program and Compass Testing will be held from 8:30 a.m.-9:00 a.m., with the general assembly at 9:00 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 2012 semester. To learn more about admissions criteria, please contact the University Admissions Office or refer to the information in the Spring 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 by Internet according to the directions. Late registration for Continuing Education will be held Monday, January 9, 2012, in Dodd Hall, room 150, until 5:00 p.m. Students may also call Electronic and Continuing Education at 1-800-376-2422 or 318-357-6355 or email that office at ece@nsula.edu for assistance.

REGISTRATION CANCELLATION FOR A PREVIOUS FINANCIAL BALANCE

Students with a financial balance will be allowed to early register for spring.

STUDENTS WITH BALANCES OF MORE THAN $2000.00

A student who owes a financial balance of more than $2000.00 from a previous semester must pay that balance in full by 3:00 p.m. on January 5, 2012, 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 spring 2012 semester will be cancelled on January 6, 2012, prior to the first day of classes.

A student who owes a financial balance of more than $2000.00 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 ability to pay, and then pay the entire previous balance of over $1200.00 by the 7th class day of the semester (January 18, 2012). The appellant will be resigned from all classes and charged 25% of current semester charges should he/she fail to pay the entire previous balance of over $1200.00 by the 7th class day of the semester (January 18, 2012). Installment, late registration, and late payment charges will be applied in accordance with policy.

STUDENTS WITH BALANCES OF LESS THAN $2000.00

A student who owes a financial balance of $2000.00 or less from a previous semester or summer session does not have to appeal and may register or remain enrolled in classes until the 7th class day of the semester (January 18, 2012). However, the entire previous balance of over $1200.00 must be paid by the 7th class day of the semester (January 18, 2012), or the student will be resigned from classes and charged 25% of current semester charges. Installment, late registration, and late payment charges will be applied in accordance with policy.

STUDENT WITH A BALANCE OF $1200.00 OR LESS

Students with a balance of $1200.00 or less will not be withdrawn from classes.
WARNING

If you decide not to attend the spring 2012 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 8, 2012, to receive a 100 percent refund of refundable fees. If you decide not to attend NSU for the spring semester beginning January 9, 2012, 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 9, 2012, 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.