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.

Alternate PIN: 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 NSUConnect for the spring 2013 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 NSUConnect system. Once a student logs in with his/her NSUConnect 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 required to use the new NSUConnect system at https://nsuconnect.nsula.edu:4445 to early register for the spring 2013 semester. The NSUConnect 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.

EARLY REGISTRATION BY NSUConnect

November 5, 2012 - January 6, 2013
The NSUConnect system is unavailable
From 12:00 a.m. - 5:00 a.m. daily
Early Registration Schedule by Classification & The Following Listing

**Monday, November 5, 2012**  
Graduate Students,  
Authorized ADA Students with Permit,  
Honor Students with a 3.5 Cumulative GPA &  
12 or More Hours, and all  
Student Athletes

**Tuesday, November 6, 2012**  
Seniors (90+ Hours)

**Wednesday, November 7, 2012**  
Juniors (60-89 Hours)

**Thursday, November 8, 2012**  
Sophomores (30-59 Hours)

**Friday, November 9, 2012**  
Freshmen (0-29 Hours) and  
Non-traditional Students with  
Fewer than 30 Hours (Adults Aged 25 and Over)

Priority for registration by NSUConnect is based on the above classifications and listing. Students may early register, drop, and add any time after their scheduled time through January 6, 2013.

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**How To Register by NSUConnect**

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

- Go to NSU Home Page at [www.nsula.edu](http://www.nsula.edu).
- Click on NSU Connect. This will take you to the NSUConnect home page.
- Click “Enter Secure Area.”
- Enter your User ID (social security number or your student ID).
- Enter your PIN. If you forgot your PIN, click on “Forgot PIN?” and follow the directions for obtaining and entering a new PIN.
- Select “Student” and then select “Add or Drop Classes.”
- Select Term: Spring 2013.
- Select “Registration.”
- Select “Registration Status” to see when you can register and to see if you have any holds.
- Next, select “Add or Drop Classes” at the bottom of the page.
- Enter Alternate PIN (if required) and click “Submit.”  
  Note: You can get the Alternate PIN from you advisor.

If you have the CRNs (Course Reference Numbers)

- To register for classes or add classes, enter the CRNs (course reference numbers) of the classes at the bottom of the page 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.), go to the Schedule of Classes at [http://registrar.nsula.edu/schedule-of-classes](http://registrar.nsula.edu/schedule-of-classes) and click on
"Common Online Registration Errors" under General Information for a solution.

- 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 page.
  - Print your schedule.

If you don’t have the CRNs (Course Reference Numbers)

- Return to "Menu" and select "Registration."
- Go to "Look Up Classes."
- Select desired term and click "Submit."
- Go to "Subject" and scroll to select at least one desired subject.
- Enter Course Number (if known) in next box.
- Select the Campus that you want to take your classes. (Select "Internet" if looking for on-line classes.)
- Go to "Class Search" at the bottom of the page.
- Click on box under "Select" for desired class.
- Click on "Register" at bottom of page.
- Repeat for each class desired.
- When finished, go to "Registration" and select "Concise Student Schedule."
- **BE SURE** that your classes are on the campus you wish to take your classes.
- Print your schedule.
REGULAR REGISTRATION BY NSUConnect

January 7 - January 13, 2013
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, JANUARY 13, 2013

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

January 14 - 23, 2013
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 January 14-23, 2013. 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 23, 2013.

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.
Incoming first-time freshmen must attend the New Student Orientation Program on Thursday, January 10, 2013, in the Magale Recital Hall. Advising for new students will be held January 10-23, 2013, during regular and late registration.

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 10, 2013, 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 2013 semester. To learn more about admissions criteria, go to http://admissions.nsula.edu/ or contact the University Admissions Office at 318-357-4078.