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 fall 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

REMINDER

ALL students are required to use the new NSUCoNNECT system at https://nsucocoNNECT.nsula.edu:4445 to early register for the fall 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

April 8 - August 18, 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, April 8, 2013
Graduate Students,
Authorized ADA Students with Permit,
Honor Students with a 3.5 Cumulative GPA &
12 or More Hours, and all
Student Athletes

Tuesday, April 9, 2013
Seniors (90+ Hours)

Wednesday, April 10, 2013
Juniors (60-89 Hours)

Thursday, April 11, 2013
Sophomores (30-59 Hours)

Friday, April 12, 2013
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 August 18, 2013.

HOW TO REGISTER BY NSUConnect

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.
• Click on the NSUConnect icon.
• Click on Enter Secure Area.
• Enter your User ID (social security number or your student ID) and PIN.
  NOTE: If this is your first time to use NSUConnect, enter your DEFAULT PIN (your date of birth MMDDYY). Your PIN will automatically expire if this is your first time logging into NSUConnect. Follow instruction on how to change your PIN.
• Select Student and then select Registration.
• Select Registration Status to see when you can register and to see if you have any holds.
• Then select Add or Drop Classes at the bottom of page.
• Enter Alternate Pin (if required) and click Submit. You can get the Alternate PIN from your advisor.

If you have the CRNs (Course Reference Numbers)
• To register for classes or add classes, enter the CRNs 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/scheduleofclasses/ and click on Common Online Registration Errors for a solution.
• To drop a class, select Web Drop (under Action) next to the class to drop and click Submit Changes.
• Click View Your Schedule at the bottom of the registration page after completing registration.
• Print your schedule.
If you do not have the CRNs (Course Reference Numbers)

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

I FORGOT MY PIN
If you have forgotten your PIN, follow the steps below:

- Go to NSU Home Page at http://www.nsula.edu/.
- Click on the NSUConnect icon.
- Click on “Enter Secure Area.”
- Enter your User ID (social security number or your student ID).
- Click on “Forgot PIN?”
- You will see your security question.
- Type in the “Security Answer.”
- Click on “Submit Answer.”
- Your PIN will be “Reset” to your six digit DEFAULT PIN (your date of birth MMDDYY).
- Follow instruction on how to change your PIN.

Please call the University Registrar’s Office at (318) 357-6171 if you have any questions or need assistance. You may also e-mail the Registrar’s Office at registrar@nsula.edu.

REGULAR REGISTRATION BY NSUConnect

AUGUST 19-25, 2013

The NSUConnect system is unavailable
From 12:00 a.m. - 5:00 a.m. daily

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 25, 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

AUGUST 26 - SEPTEMBER 4, 2013
($60.00 Late Registration Fee Applies)
The NSUConnect system is unavailable
From 12:00 a.m. - 5:00 a.m. daily

LATE REGISTRATION: Late registration by NSUConnect will be held August 26 - September 4, 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, September 4, 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.
ADVISING: FIRST-TIME FRESHMEN

Incoming first-time freshmen must attend the New Student Orientation Program on Thursday, August 22, 2013 in the Magale Recital Hall. Advising for new students will be held August 22-29, 2013, during regular and late registration.

NEW STUDENT ORIENTATION & REGISTRATION
Magale Recital Hall
Thursday, August 22, 2013

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