ADVICEMENT

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.

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://nsuconnect.nsula.edu:4445 to early register for the summer 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

12-Week Session:    April 8 - May 19, 2013
8-Week Session:     April 8 - June 2, 2013
1st 4-Week Session: April 8 - June 2, 2013
2nd 4-Week Session: April 8 - June 30, 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 the Sunday prior to the first day of classes for each session.

The last day to register for each session is as follows:

12-Week Session: May 23, 2013
8-Week Session: June 6, 2013
1st 4-Week Session: June 6, 2013
2nd 4-Week Session: July 5, 2013

THE LAST DAY TO RESIGN FROM ALL CLASSES WITH 100% REFUND
IS THE SUNDAY PRIOR TO THE BEGINNING OF EACH SESSION

12-Week Session:
Last day to resign from all classes with 100% refund: May 19, Sunday
Last day to resign from all classes with 50% refund: May 23, Thursday

8-Week and 1st 4-Week Sessions:
Last day to resign from all classes with 100% refund: June 2, Sunday
Last day to resign from all classes with 50% refund: June 6, Thursday

2nd 4-Week Session:
Last day to resign from all classes with 100% refund: June 30, Sunday
Last day to resign from all classes with 50% refund: July 5, Friday

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.
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.