Registration Instructions

Advisement ........................................... 2
Alternate PIN ........................................ 2
New Procedures ........................................ 2
How to Register by NSUConnect ................. 2

COMPASS Testing ..................................... 3

Advising & Registration First-Time Freshmen ... 3

New Student Orientation ............................. 3

Early Registration by NSUConnect .................. 3

Regular Registration by NSUConnect ............... 4

Late Registration by NSUConnect ................... 4

Registration Instructions ............................. 4

Warning .................................................. 4

Continuing Education Registration ................. 4

Cenla-Alexandria ...................................... 4

Fort Polk/Leesville .................................. 5
  Blended Classes – Fort Polk/Leesville ............... 5

Nursing and Allied Health ............................ 5

Teacher Tuition Exemption ........................... 5

CTEP Information ...................................... 5

Registration Worksheet ............................... 6

Registration Cancellation for a Previous
  Financial Balance .................................. 7

Eligibility/Student Responsibility .................. 7

Fee Payment Information ........................... 7

Fee Payment Deadline & Instructions ............... 7

Health Services ...................................... 8

Student Insurance ................................... 8

On-Line-Mail-In Payment Instructions ............ 9

Credit Card Authorization Form .................... 10

Installment Plan Policy .............................. 11

Installment Plan Payment Schedule .............. 11

Late Registration Charges ........................... 11

Warning ................................................. 11

Refund Policy ........................................ 12

Class Schedule Listings ............................. 12

Louisiana Scholars’ College ......................... 12

NSU Comes to You Advising ........................ 13

Final Exam Schedule ................................ 14

NSUConnect Services ............................... 15

Grade Availability/Access ......................... 15

I Forgot My PIN ...................................... 15

Telephone Numbers & Email Addresses .......... 16

College and Departmental Locations ............. 16

Campus Map .......................................... 17
REGISTRATION INSTRUCTIONS

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.

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:

- All undergraduate students with less than 30 earned hours;
- Students with 30 or more earned hours and less than a 2.25 cumulative GPA;
- All Scholars College students; and
- All student athletes.

ALTERNATE PIN

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 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.

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.

COMPASS TESTING

COMPASS® is a college placement test that assists NSU in evaluating incoming students in writing (English) and math skills for course placement decisions.

Who needs COMPASS®?

• Any student who needs 4 or more hours of developmental courses (English 0920 or Math 0920).
• Students who may be required to take at least one developmental course in English or math (English 0920 or Math 0920).

When and where is COMPASS® given on NSU Campuses?

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>Testing Days/Time</th>
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</thead>
<tbody>
<tr>
<td>Natchitoches</td>
<td>Tuesdays &amp; Thursdays 8:30 – 11:00 a.m.*</td>
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<td></td>
<td>(Or by appointment)</td>
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<tr>
<td>Leesville/Fort Polk</td>
<td>By appointment only</td>
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<td></td>
<td>Call – (337)392-3100</td>
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<tr>
<td>Shreveport</td>
<td>By appointment only</td>
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<tr>
<td></td>
<td>Call – (318)677-3015</td>
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</tbody>
</table>

*Students can show up during those designated hours without an appointment.

Is There A Fee To Take The COMPASS® Test?

• The cost is $25 (acceptable forms of payment are exact cash, check, money order, credit/debit card) and students MUST have a current, photo ID.

For additional information, please contact the Testing Office at 318-357-5246.

ADVISING & REGISTRATION

FIRST-TIME FRESHMEN

Incoming first-time freshmen must attend a session of Freshman Connection during the summer to register early for fall 2013. Incoming first-time freshmen who do not attend Freshman Connection 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–September 4, 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 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
318-357-5559

All new students are responsible for knowing the admissions criteria for Northwestern State University effective for the fall 2013 semester.

REGISTRATION SCHEDULE

EARLY REGISTRATION SCHEDULE

BY CLASSIFICATION & THE FOLLOWING LISTING

REGISTRATION BY NSUConnect

April 8, 2013 - August 18, 2013
The NSUConnect system is unavailable From 12:00 a.m. - 5:00 a.m. daily

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.
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
11:55 P.M., SUNDAY, AUGUST 25, 2013
Eligible students who have already registered may drop
and add by NSUConnect 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 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
DEPARTMENTAL OFFICE HOURS
Monday-Thursday: 8:00 a.m.-4:30 p.m.
Friday: 8:00 a.m.-12:00 noon
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.

REGISTRATION INSTRUCTIONS
NSUConnect is off-line for backup and maintenance from
12:00 a.m. to 5:00 a.m. CT.
CURRENTLY ENROLLED, RE-ENTRY, AND TRANSFER STUDENTS
WITH FEWER THAN 30 HOURS: Currently enrolled, re-
entry, and transfer students with fewer than 30 hours
must first go to their academic department and see
their faculty advisor to obtain an alternate PIN before
they will be permitted to register by NSUConnect.
ALL STUDENTS WITH 30 OR MORE HOURS AND LESS THAN A 2.25
CUMULATIVE GRADE POINT AVERAGE: Students who have
earned 30 or more credit hours and who have a
cumulative GPA below 2.25 MUST meet with their academic
advisor (in person, via telephone, or via email) to
obtain an alternate PIN before they will be permitted
to register by NSUConnect.
FORT POLK/LEESVILLE

NSUConnect Registration: Students are urged to make an appointment with their advisor to ensure registration in applicable degree coursework.

All students attending classes at NSU Fort Polk may register or drop/add classes and pay fees by NSUConnect.

BLENDED CLASSES – FORT POLK/LEESVILLE

Blended courses combine traditional face-to-face classroom methods with online activities. These courses are integrated and meet a portion of the class time in the regular on-campus classroom and the remaining time online. Students enrolling in blended courses must have access to a compatible computer and the Internet in order to participate.

SHREVEPORT CAMPUS

ALLIED HEALTH, NURSING & RADIOLOGIC TECHNOLOGY

NSUConnect Registration: Majors in the College of Nursing and Allied Health attending classes on the Shreveport campus may register or drop/add classes and pay fees on NSUConnect at https://nsuconnect.nsula.edu:4445.

EARLY REGISTRATION

By NSUConnect - According to Directions: April 8, 2013 - August 18, 2013

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

NURSING AND RADIOLOGIC STUDENTS CALL (318) 677-3015 FOR COMPASS TESTING INFORMATION

REGULAR REGISTRATION

By NSUConnect - According to Directions: August 19 – 25, 2013

IF YOU NEED TO SEE AN ADVISOR:
August 22, 2013, 9:00 a.m.-3:30 p.m.
August 23, 2013, 9:00 a.m.-12:00 noon

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

Internet Registration: Students may register and make schedule changes by following the Internet Registration Instructions.

LATE REGISTRATION

By NSUConnect
August 26 – September 4, 2013
($60.00 Late Registration Fee Applies)

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

NATCHITOCHES CAMPUS

NURSING & RADIOLOGIC TECHNOLOGY

EARLY REGISTRATION

By NSUConnect - According to Directions: April 8, 2013 - August 18, 2013

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

REGULAR ADVISING AND REGISTRATION

By NSUConnect: August 19 - 26, 2013

IF YOU NEED TO SEE AN ADVISOR:
August 22, 2013, 9:00 a.m.-3:30 p.m.
August 23, 2013, 9:00 a.m.-12:00 noon

Internet Registration: Students may register and make schedule changes by following the Internet Registration Instructions listed in the Schedule of Classes.

LATE REGISTRATION

By NSUConnect
August 26 – September 4, 2013
($60.00 Late Registration Fee Applies)

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

TEACHER TUITION EXEMPTION INFORMATION

Teachers are required to contact their employing school board office for instructions on obtaining tuition exemption. Procedures for filing and approval are determined independently by each school board office.

Northwestern State University may accept applications for Teacher Exemption ONLY if the applications have received prior approval from the school board office. Completed forms must be submitted to NSU by the appropriate authority at each school board office. NSU cannot accept completed forms from teachers.

In compliance with policies of the Louisiana State Department of Education, each school system has received explicit instructions regarding procedures for the processing of Teacher Tuition Exemption forms.

CTEP

Students should contact the University Registrar’s Office at registrar@nsula.edu to obtain the application form and regulations for CTEP. The application form and regulations are also available on the Web at www.nsula.edu/registrar under “Student Information.” Teachers who qualify for CTEP MUST NOT register for CTEP courses during any registration period. Contact the University Registrar’s Office, Room 308, Student Services Center, for regulations and procedures for registration.
NSUConnect Registration Worksheet

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.

Login to NSUConnect at https://nsuconnect.nsula.edu:4445 to check your appointment times for registration, student status to make sure you are eligible to register, and to see if you have any registration holds which will prevent you from registering for classes.

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 early register by NSUConnect: (a) all undergraduate students with fewer 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.

Alternate PIN: _______________________

Go to NSUConnect at https://nsuconnect.nsula.edu:4445 and click on Class Schedule for an active listing of course offerings. Record the course reference numbers of the courses being added or dropped in the table below. Alternate courses should also be listed in case a course is closed or cancelled.

<table>
<thead>
<tr>
<th>5-DIGIT CRN</th>
<th>SUBJECT ABBR. &amp; NO.</th>
<th>SECTION CREDIT HRS.</th>
<th>DAYS &amp; TIME</th>
<th>BLDG. &amp; ROOM</th>
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Students with a financial balance will be allowed to early register for fall.

**Early Registration Cancellation for a Previous Balance of more than $2,000:**
A student who has early registered and owes a financial balance of more than $2,000 from a previous semester must pay the previous balance to $2,000 or less in order to attend classes. If a student has a financial balance of more than $2,000 that is not paid to $2,000 or less, early registration will be cancelled prior to the first day of classes.

**Early Registration Cancellation or Registration with a Previous Balance of more than $2,000 Appeal:**
A student who has early registered and wants to register but owes a financial balance of more than $2,000 from a previous semester and who, because of extenuating circumstances that can be documented, is unable to pay the balance to $2,000 or less prior to the first day of classes, may appeal early registration cancellation or to register owing a previous balance of more than $2,000 to an appeal committee. Within the appeal documentation, the appellant must demonstrate the ability to pay the previous balance to $2,000 or less by the 7th class day of the current semester. If the balance is not paid to $2,000 or less by the 7th class day of the semester, the student will be required to pay non-refundable charges and 100% of current semester non-refundable charges. Additionally, Installment Plan, Late Registration, and Late Payment Charges will be assessed and Collection Placement and Credit Bureau Reporting submitted in accordance with University policy.

**Early Registration or Regular Registration with a Previous Balance of $2,000 or Less:**
A student who owes a financial balance of $2,000 or less from a previous semester does not have to appeal and may register or remain enrolled in classes for the current term. However, the student must maintain an account balance of $2,000 or less by the end of the last day of the current semester to avoid future term early registration cancellation or being able to register for future terms. Additionally, Installment Plan, Late Registration, and Late Payment Charges will be assessed, and Collection Placement and Credit Bureau Reporting submitted in accordance with University policy.

**V E R Y I M P O R T A N T N O T E S:**
Financial Aid cannot be used to pay a balance greater than $199.99 from a previous award year.

Financial Aid cannot be used to pay Lab School or CDC balances. These balances must be paid in full in order to clear the registration and transcript holds resulting from this balance on students, faculty, or staff accounts.
HEALTH SERVICES

PLEASE NOTE: Health Services and Student Insurance are not the same. Refer to your fee sheet to verify Health Services and Student Insurance fees.

HEALTH SERVICES FEE ($65.00* per semester):

1. Assessed to students taking any class on the Natchitoches campus (one hour or more) or students who live in the residence halls. Internet classes, those with Senior Citizen Exemption, and VA Chapter 31 are not included.
2. Students may request to add Health Services at the clinic.
3. Health Services is a mandatory fee; no exemptions.

STUDENT INSURANCE FEES

STUDENT INSURANCE FEE:

Please note that there are major changes in Student Insurance beginning with the Fall 2013 semester as a result of the new Affordable Care Act.

1. Insurance premiums will increase. The exact amount will be posted on the Health Services website when it becomes available. The rate is expected to be approximately $460.00.
2. Student Insurance will not be automatically added to student accounts. If a student chooses to have the insurance policy, they will need to contact Health Services at 318-357-5351.
3. The insurance policy will still be Macori Administration.

*ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE
ON-LINE PAYMENT/MAIL-IN INSTRUCTIONS

Students are encouraged to pay by credit card or E-Check on the Web at https://nsuconnect.nsula.edu:4445 or mail their payments to:

NORTHWESTERN STATE UNIVERSITY
Student Accounts
P. O. Box 2419
Natchitoches, LA 71457-2419

Student accounts are billed monthly during the semester with the exception of the summer term, which is billed in approximately three (3) week intervals.

NSUConnect at https://nsuconnect.nsula.edu:4445, provides the account balance if enrollment is complete and the rate tables for the current term are active. On-line E-Check or credit card payments with Visa, MasterCard, American Express, or Discover can be made at this website.

Your total account balance is available on the Web, or to estimate your cost, please refer to Tuition and Fees at http:// registrar.nsula.edu/ tuition- and- fees/. First, determine your "Home Campus."

HOME CAMPUS = Campus where the majority of the hours you are enrolled in are being taught. If you are enrolled in the same number of hours on different campuses, the order of campus dominance is as follows:

N = Natchitoches Campus
S = Shreveport Campus
L = Leesville Campus
A = Alexandria Campus
X = Other Campus Sites

Note: Use the chart for Other Campus Sites when your home campus is (L) Leesville, (A) Alexandria, or (X) Other.

General Registration:
Refer to the applicable campus chart for your specific classification (Graduate/Undergraduate). Go to the line indicating the total number of hours for which you are enrolled; that will be the amount of “General Registration Fees” charged.

Student Association Fees:
Student Association Fees are assessed at part-time or full-time rates based on home campus site designation and the total number of hours for which you are enrolled. Refer to the applicable campus chart.

Health Services:
Assessed to all enrolled students.

Student Insurance:
Assessed to all undergraduate students enrolled in twelve (12) or more hours on the Natchitoches and Shreveport campuses.

Out-of-State Fees:
Non-resident undergraduate students enrolled in seven (7) or more hours must add to their calculated General Registration Fees the amount indicated in the Out-of-State Fee Chart for the number of hours they are enrolled. Non-resident graduate students enrolled in four (4) or more hours must add to their calculated General Registration Fees the amount indicated in the Out-of-State Fee Chart for the number of hours they are enrolled.

Dormitory/Meal Plans/Post Office Box Rent/Other Optional Fees:
Add to tuition and fees the amount indicated in the Meal Plan Chart as well as the Other Fees Chart for those items as they apply to you.

Lab Fees:
Lab fees must be included in the cost of tuition and fees. Lab fees range from $5 to $300 per course depending on the course. You may contact the department affiliated with the course or contact the Business Affairs-Student Accounting Section for courses that will have a lab fee assessed.

Installment Plan:
Students who have been billed and do not pay the “Account Balance” in full by 11:00 a.m. on Friday, August 30, 2013, will automatically be assigned an installment plan. See the Installment Plan Policy in this schedule for details and obligations.

Method of Payment:
Payment on your account may be made by cash, check, money order, or credit card (Visa/MasterCard/American Express/Discover). Credit card or E-Check payments can be made on-line at https://nsuconnect.nsula.edu:4445 by logging into Student Services-Account Summary or by using the Credit Card Mail-In Authorization Form available in this schedule.

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE
CREDIT CARD MAIL-IN AUTHORIZATION FORM

To authorize a payment by mail:

1. Complete the student/customer section.
2. Sign and date the authorization form.
3. Return the authorization form to the following address:

   Northwestern State University
   Student Accounts
   P. O. Box 2419
   Natchitoches, LA 71457-2419

STUDENT/CUSTOMER INFORMATION:

Name: ___________________________ Student ID#: ___________________________

Telephone #: (___) ________________

Amount of Payment: $ _________________

Type of Credit Card: ___ Visa ___ MasterCard ___ American Express

Credit Card Number: ___________________________ CVV2# (Last 3 digits of number on back of MasterCard & Visa) (4 digit number on front of American Express)

Expiration Date: ___________________________

Cardholder's Name (if different from student): ___________________________

Billing Address: ___________________________

(Street)

(City) ______ (State) ______ (Zip)

I authorize NSU to charge the above payment to my account.

Signature: ___________________________ Date: ___________________________

Note: Payment will not be posted to the above student's NSU account until the VISA/MASTERCARD/AMERICAN EXPRESS/DISCOVER transaction is authorized by VISA/MASTERCARD/AMERICAN EXPRESS/DISCOVER Authorization Center. A receipt will be mailed to the cardholder's address upon request.

For NSU Use Only:

Authorization Processed By: ___________________________

(NSU Employee)

Date: ___________________________
INSTALLMENT PLAN POLICY

Any student who has been billed and does not pay the “Account Balance” in full by 11:00 a.m. on Friday, August 30, 2013, will automatically be assigned the Installment Plan and assessed the $85 per semester/session NON-REFUNDABLE Installment Plan Charge according to the Installment Plan Policy. Students assigned the Installment Plan may pay certain fees, room charges, meal charges, etc., in installments as allowed by the Installment Plan Policy.

Students who pay their full balance by 11:00 a.m. on Friday, August 30, 2013, but later increase registration fees, room charges, meal charges, etc., or whose financial aid is reduced and do not pay the increase in full by the BILL DUE DATE will automatically be assigned the Installment Plan and be assessed the $85 per semester/session NON-REFUNDABLE Installment Plan Charge.

Any student assigned the Installment Plan will be charged the $85 per semester/session NON-REFUNDABLE Installment Plan Charge including university student workers, graduate assistants, part-time, and full-time employees, etc.

INSTALLMENT PLAN PAYMENT SCHEDULE

Any student automatically assigned the Installment Plan, per the Installment Plan Policy, may pay certain deferrable charges in installments as follows:

Fall and Spring Semesters

Three (3) Installments:

1/3 Due – Approximately one (1) month after the first day of classes.
1/3 Due – Approximately two (2) months after the first day of classes.
1/3 Due – Approximately three (3) months after the first day of classes.

Summer Semester

Three (3) Installments:

1/3 Due – Approximately three (3) weeks after the first day of classes.
1/3 Due – Approximately six (6) weeks after the first day of classes.
1/3 Due – Approximately nine (9) weeks after the first day of classes.

LATE PAYMENT CHARGES

Any student assigned the Installment Plan who does not pay the “Current Amount Due” or “Installment Amount” by each BILL CYCLE DUE DATE will be assessed a $45 per bill cycle NON-REFUNDABLE Late Payment Charge within the semester/session that the charges occur.

Financial aid students who have ESTIMATED AID (anticipated financial aid) that covers their full account balance will not be assigned the Installment Plan or Late Payment Charges.

Payments may be made by cash, check, or money order made payable to Northwestern State University or by MasterCard, Visa, American Express, or Discover. Student accounts/balances can be viewed and credit card or E-Check payments made at NSUConnect, https://nsuconnect.nsula.edu:4445. For mail-in payment instructions, consult page 8 of the schedule of classes for the semester of planned enrollment.

All accounts must be paid in full by the last day of the semester or summer session. Accounts not paid by the last day of the semester or summer session will be referred to the University’s contracted collection agency and a major credit bureau. A HOLD will be placed on registration and transcript processes until the account is paid in full. Once the account is paid in full, the hold will be removed.

WARNING

If you decide not to attend the fall 2013 semester, you must resign via NSUConnect at https://nsuconnect.nsula.edu:4445 or by faxing a signed written request to the University Registrar’s Office by 11:55 p.m., August 25, 2013, to receive a 100 percent refund of refundable fees. If you decide not to attend NSU for the fall semester beginning August 26, 2013, you will be refunded in accordance with 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 https://nsuconnect.nsula.edu:4445 until the last day to resign from all courses with a grade of “W” (November 4, 2013, for 16-week courses). Students unable to come to campus and without Internet access may fax a signed 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.
The Standard University Resignation Refund Policy applies to all students.

A. A 100 percent refund of registration, out-of-state, laboratory, and student association fees will be made when a student officially resigns on or before the last day of regular registration.

B. A 75 percent refund of registration, out-of-state, laboratory, and student association fees will be made when a student officially resigns on the first through the seventh day of classes.

C. A 50 percent refund of registration, out-of-state, and laboratory fees only will be made when a student officially resigns on the eighth through the twelfth day of classes.

Students who fail to cancel or resign from classes according to the above schedule will be charged for all fees associated with their registration. Once students enroll for classes, they must resign in accordance to the above schedule in order not to be assessed registration fees.

The following charges are non-refundable: Health Services Fee, Parking Permit Fee, Installment Plan Charge, Late Payment Charges, Late Registration Fee, University Fines, Bookstore Charges, ID Replacement Charges, Credit Exam Fees, and the Application Fee.

Housing charges are reduced by the Housing Office based on the student’s check-in and check-out dates. Meal Plan charges are reduced by Auxiliary Services based on the unused portion of the meal plan.

Student insurance is refundable only if requested in writing to the Health Services Office within the first two weeks after the opening date of the regular semester's registration with submission of proof of coverage under another policy.

Note: NSUConnect will not allow you to drop your last class. You must contact the University Registrar’s Office for assistance in order to cancel your registration or resign from the University.

University Standard Refund Policy Dates - Fall 2013

Last day to resign from all classes with 100% refund: By 11:55 p.m., August 25, 2013

Last day to resign from all classes with 75% refund: By 11:55 p.m., September 4, 2013

Last day to resign from all classes with 50% refund: By 11:55 p.m., September 11, 2013

LOUISIANA SCHOLARS' COLLEGE

For additional courses in a variety of disciplines, students may wish to consult the honors offerings of the Louisiana Scholars' College. Fields of study include: Art History (SART), Biology (SBIO), Business (SBUS), Chemistry (SCHEM), Ecology (SECL), Economics (SCEO), English and American Literature (SENG), French (SFRE), German (SGER), German Literature (SGLT), Greek (SGKR), History (SHIS), Humanities (SHUM), Internship (SINT), Latin (SLTN), Liberal Arts (SCLA), Mathematics (SMAT), Musicology (SMUS), Philosophy (SPHI), Reading and Text (SCRT), Russian (SRUS), Science (SSCI), Service Learning (SERV), Spanish (SSFN), Statistics (SSTA), and Text & Traditions (SCTT). Such courses are open to all students, with permission of the instructor, and yield degree credit in the appropriate discipline. Interdisciplinary offerings in the College appear under the codes SHPS (History and Philosophy of Science), SHST (Historical Studies), SFFP (Fine and Performing Arts), and SLSC (Interdisciplinary).
# NSU COMES TO YOU ADVISING

**FIRST DAY OF CLASSES – AUGUST 26, 2013**

<table>
<thead>
<tr>
<th>Location</th>
<th>Registration Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Barksdale Air Force Base Advising</strong></td>
<td>Please contact the NSU @ Barksdale Air Force Base Office at 1-318-741-2801, 1-800-376-2422, or <a href="mailto:johnsond@nsula.edu">johnsond@nsula.edu</a> for help with registration.</td>
</tr>
<tr>
<td><strong>Coushatta</strong></td>
<td>Please contact the Office of Electronic &amp; Continuing Education at 1-800-376-2422 or <a href="mailto:mcbrides@nsula.edu">mcbrides@nsula.edu</a> for help with registration.</td>
</tr>
<tr>
<td><strong>Jena</strong></td>
<td>Please contact the Office of Electronic &amp; Continuing Education at 1-800-376-2422 or <a href="mailto:mcbrides@nsula.edu">mcbrides@nsula.edu</a> for help with registration.</td>
</tr>
<tr>
<td><strong>Jonesville</strong></td>
<td>Please contact the Office of Electronic &amp; Continuing Education at 1-800-376-2422 or <a href="mailto:mcbrides@nsula.edu">mcbrides@nsula.edu</a> for help with registration.</td>
</tr>
<tr>
<td><strong>Mansfield</strong></td>
<td>Please contact the Office of Electronic &amp; Continuing Education at 1-800-376-2422 or <a href="mailto:mcbrides@nsula.edu">mcbrides@nsula.edu</a> for help with registration.</td>
</tr>
<tr>
<td><strong>Many</strong></td>
<td>Please contact the Office of Electronic &amp; Continuing Education at 1-800-376-2422 or <a href="mailto:mcbrides@nsula.edu">mcbrides@nsula.edu</a> for help with registration.</td>
</tr>
<tr>
<td><strong>Winnfield</strong></td>
<td>Please contact the Office of Electronic &amp; Continuing Education at 1-800-376-2422 or <a href="mailto:mcbrides@nsula.edu">mcbrides@nsula.edu</a> for help with registration.</td>
</tr>
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</table>

Go to NSUConnect at [https://nsuconnect.nsula.edu:4445](https://nsuconnect.nsula.edu:4445) for an active listing of course offerings.
NORTHWESTERN STATE UNIVERSITY
FINAL EXAM SCHEDULE – FALL 2013 SEMESTER

FINAL DAY OF CLASSES: Wednesday, December 11, 2013

FINAL EXAMINATIONS BEGIN: 5:30 PM, Wednesday, December 11, 2013
END: 1:30 PM, Wednesday, December 18, 2013

GRADERS DUE FOR CANDIDATES: Thursday, December 12, 2013 (11:55 p.m.)

ALL GRADES DUE: Thursday, December 19, 2013 (12:00 Noon)

Graduating Senior Exams
Please arrange exam time with your professors

Wednesday, December 11, 2013
5:30 - 8:00 Wednesday Night Classes

Thursday, December 12, 2013
8:00 - 10:30 ALL SECTIONS OF:
   ENGL 1010, 1020
   SCTT 1810-20, 2810-20
   SCTT 3810, 4810-20
11:00 - 1:30 9:30 TR Classes
2:00 - 4:30 12:30 TR Classes
5:30 - 8:00 3:30 TR Classes
   Thursday Night Classes

Friday, December 13, 2013
8:00 - 10:30 10:00 MWF and MW Classes
11:00 - 1:30 ALL SECTIONS OF:
   MATH 0920, 1020, 1060
2:00 - 4:30 12:30 MW Classes
5:30 - 8:00 ALL SECTIONS OF:
   CHEM 1030, 1040, 1070

Saturday, December 14, 2013
Saturday Classes  Arrange with Instructors)

Monday, December 16, 2013
8:00 - 10:30 8:00 MWF and MW Classes
11:00 - 1:30 11:00 MWF and MW Classes
2:00 - 4:30 2:00 MW Classes
5:30 - 8:00 Monday Night Classes

Tuesday, December 17, 2013
8:00 - 10:30 8:00 TR Classes
11:00 - 1:30 11:00 TR Classes
2:00 - 4:30 2:00 TR Classes
5:30 - 8:00 Tuesday Night Classes

Wednesday, December 18, 2013
8:00 - 10:30 9:00 MWF and MW Classes
11:00 - 1:30 3:30 MW Classes
<table>
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<th>NSUCONNECT SERVICES</th>
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<tbody>
<tr>
<td>Enter NSUCONNECT at <a href="https://nsuconnect.nsula.edu:4445">https://nsuconnect.nsula.edu:4445</a> to register for classes; apply online for graduation; review your financial aid, personal, and graduation information; view your schedule, grades, and account information; and make credit card payments.</td>
</tr>
</tbody>
</table>

**Personal Information:**
- Addresses including Emergency Contacts and Next-of-Kin
- Personal Phone Numbers
- Phone Number Preferences
- Email Addresses and Personal Web Page
- Change PIN
- PIN Question and Answer
- View Marital Status
- View Ethnicity and Race
- Update Ethnicity and Race
- Change Name Information
- Change Social Security Number Information

**Student Records:**
- Apply Online for Graduation
- Grades
- Account Summary and Pay by Credit Card
- Optional Fees - Parking
- Degree Evaluation
- Holds
- Unofficial Transcript
- Institutional Coursework
- Transfer Credit
- IRS Form 1098-T Information
- Bank Account Information
- Advisor
- Graduation Information
- Official Transcript Request

**Registration:**
- Drop and Add Classes
- Conditional Drop and Add
- Change Class Options
- Student Schedule
- Detailed Schedule
- Registration Status

**Financial Aid:**
- Financial Aid Summary
- Accept Awards
- Award Information by Year
- Award History
- Student Requirements
- Cost of Attendance
- Academic Progress
- Application and Information Links
- Institution Financial Aid Opportunities
- Email to Financial Aid Office
- Select Award Year

**Courses:**
- Course Section Search
- Course Sections
- Course Catalog

.Call the University Registrar’s Office at 318-357-6171 or send an email to registrar@nsula.edu if you have any problems or comments.

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<table>
<thead>
<tr>
<th>GRADES</th>
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<tbody>
<tr>
<td>Grades are available at <a href="https://nsuconnect.nsula.edu:4445">https://nsuconnect.nsula.edu:4445</a>. If you have a question concerning your grades, please contact the instructor of the course.</td>
</tr>
</tbody>
</table>

**NSUCONNECT is off line for backup and maintenance from 12:00 a.m. - 5:00 a.m. (CT) daily.**

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<table>
<thead>
<tr>
<th>I FORGOT MY PIN</th>
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<tbody>
<tr>
<td>If you have forgotten your PIN, follow the steps below:</td>
</tr>
</tbody>
</table>
- 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. |

<p>| 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 <a href="mailto:registrar@nsula.edu">registrar@nsula.edu</a>. |</p>
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>LOCATION/BUILDING NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising Center &amp; Academic Career Engagement</td>
<td>357-6980</td>
<td><a href="mailto:ace@nsula.edu">ace@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>357-5361</td>
<td><a href="mailto:vpa@nsula.edu">vpa@nsula.edu</a></td>
<td>Roy Hall (#71)</td>
</tr>
<tr>
<td>Addiction Studies</td>
<td>357-4643</td>
<td><a href="mailto:psychology@nsula.edu">psychology@nsula.edu</a></td>
<td>Bienvenu Hall (#90)</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>357-4078</td>
<td><a href="mailto:application@nsula.edu">application@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
</tr>
<tr>
<td>Biological/Physical Sciences</td>
<td>357-5323</td>
<td><a href="mailto:bio_sci@nsula.edu">bio_sci@nsula.edu</a></td>
<td>Bienvenu Hall (#90)</td>
</tr>
<tr>
<td>Bookstore</td>
<td>357-4473</td>
<td><a href="mailto:bookstore@nsula.edu">bookstore@nsula.edu</a></td>
<td>Student Union (#77)</td>
</tr>
<tr>
<td>BBPC at NSU</td>
<td>357-5562</td>
<td><a href="mailto:mcconathy@nsula.edu">mcconathy@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
</tr>
<tr>
<td>Cashier's Office</td>
<td>357-5447</td>
<td><a href="mailto:studentaccounting@nsula.edu">studentaccounting@nsula.edu</a></td>
<td>St. Denis Hall (#53)</td>
</tr>
<tr>
<td>CENLA-Alexandria Center</td>
<td>484-2184</td>
<td><a href="mailto:idridge@nsula.edu">idridge@nsula.edu</a></td>
<td>Alexandria, LA (#R1901)</td>
</tr>
<tr>
<td>Chemistry/Physics</td>
<td>357-4308</td>
<td><a href="mailto:bio_sci@nsula.edu">bio_sci@nsula.edu</a></td>
<td>Bienvenu Hall (#90)</td>
</tr>
<tr>
<td>College of Education &amp; Human Development</td>
<td>357-6288</td>
<td><a href="mailto:education@nsula.edu">education@nsula.edu</a></td>
<td>Teacher Education Center (#88)</td>
</tr>
<tr>
<td>College of Nursing &amp; Allied Health</td>
<td>357-6877</td>
<td></td>
<td>Shreveport, LA (#300)</td>
</tr>
<tr>
<td>College of Science, Technology, &amp; Business</td>
<td>357-6699</td>
<td><a href="mailto:sciencetech@nsula.edu">sciencetech@nsula.edu</a></td>
<td>Russell Hall (#15)</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>357-6355</td>
<td><a href="mailto:sciencetech@nsula.edu">sciencetech@nsula.edu</a></td>
<td>Russell Hall (#15)</td>
</tr>
<tr>
<td>Counseling &amp; Career Services</td>
<td>357-5621</td>
<td><a href="mailto:ece@nsula.edu">ece@nsula.edu</a></td>
<td>South Hall (#30)</td>
</tr>
<tr>
<td>Creative &amp; Performing Arts</td>
<td>357-4522</td>
<td><a href="mailto:capa@nsula.edu">capa@nsula.edu</a></td>
<td>Student Union (#77)</td>
</tr>
<tr>
<td>Criminal Justice, History, &amp; Social Sciences</td>
<td>357-6967</td>
<td><a href="mailto:criminaljustice@nsula.edu">criminaljustice@nsula.edu</a></td>
<td>A. A. Fredericks Fine Arts (25 &amp; 25A)</td>
</tr>
<tr>
<td>Education Leadership &amp; Technology</td>
<td>357-6288</td>
<td><a href="mailto:education@nsula.edu">education@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
</tr>
<tr>
<td>Electronic Education</td>
<td>357-6355</td>
<td><a href="mailto:ece@nsula.edu">ece@nsula.edu</a></td>
<td>South Hall (#30)</td>
</tr>
<tr>
<td>Engineering Technology</td>
<td>357-5298</td>
<td><a href="mailto:let@nsula.edu">let@nsula.edu</a></td>
<td>Williamson Hall (#54)</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>357-5161</td>
<td><a href="mailto:sciencetech@nsula.edu">sciencetech@nsula.edu</a></td>
<td>Russell Hall (#15)</td>
</tr>
<tr>
<td>Family &amp; Consumer Sciences</td>
<td>357-5587</td>
<td><a href="mailto:family_sci@nsula.edu">family_sci@nsula.edu</a></td>
<td>Family &amp; Consumer Sci. Bldg. (#44)</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>357-5961</td>
<td><a href="mailto:naufinaid@nsula.edu">naufinaid@nsula.edu</a></td>
<td>Student Services Center (#55)</td>
</tr>
<tr>
<td>Food Service</td>
<td>357-4385</td>
<td><a href="mailto:steven.kauf@sodexo.com">steven.kauf@sodexo.com</a></td>
<td>Student Union (#77)</td>
</tr>
<tr>
<td>Fort Polk Center/Leesville</td>
<td>357-5726</td>
<td><a href="mailto:ripolcamp@nsula.edu">ripolcamp@nsula.edu</a></td>
<td>Port Polk, LA (#550)</td>
</tr>
<tr>
<td>Health &amp; Human Performance</td>
<td>357-5126</td>
<td><a href="mailto:health@nsula.edu">health@nsula.edu</a></td>
<td>Health &amp; Human Performance (#89)</td>
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<tr>
<td>Health Services/Infirmary</td>
<td>357-5531</td>
<td><a href="mailto:campbellsl@nsula.edu">campbellsl@nsula.edu</a></td>
<td>Infirmary (#5)</td>
</tr>
<tr>
<td>Housing</td>
<td>214-5400</td>
<td><a href="mailto:info@universityplaceNSU.com">info@universityplaceNSU.com</a></td>
<td>University Place I (B)</td>
</tr>
<tr>
<td>Information (Telephone)</td>
<td>357-6011</td>
<td><a href="mailto:comp_center@nsula.edu">comp_center@nsula.edu</a></td>
<td>Roy Hall (#71)</td>
</tr>
<tr>
<td>Information Systems</td>
<td>357-5594</td>
<td><a href="mailto:languages@nsula.edu">languages@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
</tr>
<tr>
<td>Journalism</td>
<td>357-6272</td>
<td><a href="mailto:laacoe@nsula.edu">laacoe@nsula.edu</a></td>
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<td>LA ATCC @ NSU</td>
<td>357-4433</td>
<td><a href="mailto:languages@nsula.edu">languages@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
</tr>
<tr>
<td>Language &amp; Communication</td>
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<td>lace <a href="mailto:recruite@nsula.edu">recruite@nsula.edu</a></td>
<td>Morrison Hall (#42)</td>
</tr>
<tr>
<td>Louisiana Scholars' College</td>
<td>357-4577</td>
<td><a href="mailto:mathematics@nsula.edu">mathematics@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
</tr>
<tr>
<td>Mathematics/Engineering Tech</td>
<td>357-4308</td>
<td><a href="mailto:nseurot@nsula.edu">nseurot@nsula.edu</a></td>
<td>Military Science Bldg. (#31)</td>
</tr>
<tr>
<td>Mathematics/Engineering Tech</td>
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<td><a href="mailto:mathematics@nsula.edu">mathematics@nsula.edu</a></td>
<td>University Police Office (#5A)</td>
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<td>Military Science</td>
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<td>Police-University</td>
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<td>Post Office-University</td>
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<td><a href="mailto:postoffice@nsula.edu">postoffice@nsula.edu</a></td>
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<tr>
<td>President's Office</td>
<td>357-6441</td>
<td><a href="mailto:psychology@nsula.edu">psychology@nsula.edu</a></td>
<td>John S. Kyser Hall (#81)</td>
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<tr>
<td>School of Business</td>
<td>357-5161</td>
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<td>Student Life &amp; 1st Year Exper</td>
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<td>Student Services Center (#55)</td>
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<td>Student Support Services</td>
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<td>Teaching &amp; Learning</td>
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<td><a href="mailto:education@nsula.edu">education@nsula.edu</a></td>
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<td>Watson Library</td>
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<td><a href="mailto:library@nsula.edu">library@nsula.edu</a></td>
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