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.
- Click on NSUConnect.
- Click Enter Secure Area.
- Enter your User ID (social security number or your student ID).
- Enter your DEFAULT PIN (your date of birth MMDDYY).
  
  **Note:** Your PIN will automatically expire if this is your first time logging into NSUConnect.
- Follow instructions 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.
  
  **Note:** 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 the Schedule of Classes at 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 don’t 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 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 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 you wish to take your classes.
- Print your schedule.