



www.nau.edu/extended

ENROLL/DROP REQUEST FOR EXTENDED CAMPUSES STUDENTS ONLY

For assistance, contact your local NAU campus, or the
Student Service Center
Extended Campuses AZUN Building (Bldg. 16A), 700 S. Osborne Dr.
928-523-4212 or 1-800-426-8315 or extended.campuses@nau.edu

DATE	Your local NAU campus:			TERM: SUMMER	YEAR 2011
NAU ID #:	NAME (Last, First, M.I.):				
MAILING ADDRESS:				ACADEMIC CAREER: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate	
CITY:	STATE:	ZIP:	PHONE:	NAU E-MAIL:	
Would you like to purchase Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Fronske Health Center for information: http://www4.nau.edu/fronske/insurance.htm					
Note: If you did not attend NAU in the last three terms (not including Summer/Winter), you must reapply for admission.					

ENROLL	CLASS NUMBER	UNITS	COURSE PREFIX AND NUMBER	INSTRUCTOR'S LAST NAME	SESSION OF CLASS	START DATE OF CLASS	CITY/CAMPUS OF CLASS	PERMISSION No.	SWAP WITH (CLASS No.)
DROP									

My signature below indicates that I have reviewed and understand the policies associated with enrolling in or dropping the class required to complete my major, minor, liberal studies, and other programs of study. Whether I have consulted with an academic advisor or not, my signature indicates that I freely choose to enroll in these courses and that I assume full responsibility for my course selection and the resulting consequences and liabilities associated with my selection.

Student Signature _____

Date _____

PAYMENT: It is recommended that you enclose payment by check (made out to NAU) or pay online at <http://www4.nau.edu/louie/> before payment deadlines to avoid LATE charges. Deadlines are online at <http://extended.nau.edu/Calendar.aspx>.

INSTRUCTIONS FOR SUBMITTING THIS FORM:

Bring or mail this form to your local NAU campus

OR **Mail form to:** Northern Arizona University
EXTENDED CAMPUSES
PO Box 4117
Flagstaff, AZ 86011-4117

OR **Fax form to:** (866) 644-3519

Tuition and Fees*

AZ Resident Extended Campuses rate. For additional rates, see <http://extended.nau.edu/FinancingYourEducation.aspx>

Tuition (calculate your tuition based on your units of credit)

- Undergraduate Students ____ (units) x \$317 = \$_____
- Graduate Students ____ (units) x \$332 = \$_____
- Course Fees (if applicable) \$_____
- Arizona Student Association Fee: \$ 2.00
- Info. Technology Fee ____ (units) x \$6 = \$_____
- Financial Aid Trust Fee \$_____
- 1 – 6 units: \$15 flat rate
- 7 or more: \$29 flat rate

TOTAL (does not include other fees or charges) \$_____

*AZ Board of Regents reserves the right to change fees and charges without notice.

Payment (do not send cash or credit card information)

Credit Card Payment Information (as of September 1, 2009)

Log in to LOUIE finances at <http://www4.nau.edu/louie/> and click "Make A Payment," or visit <http://home.nau.edu/bursar/> for more payment methods. Credit cards accepted are MasterCard, Discover, and American Express.

☐ Check (enclosed) ☐ Money Order (enclosed)

Amount Enclosed: _____

Other payment: ☐ NAU Tuition Payment Plan
(see <http://home.nau.edu/bursar/tuitionpayment.asp>)

☐ Financial Aid (must have Award Letter to register)

☐ Veteran's Benefits

☐ Other Agency _____
Agency Name PO#

Important Policies

1. Admissions

You must be admitted before you can enroll. If you are an undergraduate student carrying more than 7 units or accumulating more than 15 units, apply for full-time undergraduate admission and submit the appropriate transcripts. If you have graduated and wish to continue taking courses from NAU, reapply for admission as a graduate student. The nonrefundable fee is \$25 for undergraduate applicants; \$65 for graduate degree-seeking applicants; and \$35 for graduate non-degree-seeking applicants. These fees should be sent directly to the appropriate admissions office or paid online at the time of application. To apply online go to www.extended.nau.edu/start/admissions.aspx

2. Enrollment Deadline:

When you enroll, follow the enrollment procedure of the local NAU campus sponsoring the class. Be sure your enrollment is completed by the first day of class or by the enrollment deadline (see calendar at <http://extended.nau.edu/Calendar.aspx>). If you enroll on or after the first day of the session and do not pay within the same day, you will be charged a \$50 late fee.

3. Tuition

Tuition is \$317 per unit for resident undergraduate Extended Campuses students and \$332 per unit for graduate students. Fees you may have to pay in addition to tuition include the Arizona Student Association fee, Financial Aid Trust fee, Information Technology fee, class fees, late fees, and admission/application fees. **The Arizona Board of Regents reserves the right to change fees and charges without notice.**

4. **Credit/Debit cards:** As of September 1, 2009, credit and debit card payments are accepted only online at <http://www4.nau.edu/louie/>. Credit/debit card payments cannot be accepted via phone, mail, or in person. MasterCard, Discover, and American Express are accepted.

5. Checks:

NAU does not accept postdated checks. Any check returned by the bank will result in the assessment of a \$25.00 processing fee.

6. Service Indicators (Holds):

If you have a "hold" on your enrollment due to money owed the university or other circumstances, your enrollment materials will not be processed until the hold is cleared with the appropriate office or staff.

7. Financial aid:

You may mark the financial aid box on the enrollment form only if you have already received verification of your financial aid award.

8. Adding a class:

The easiest and fastest way to enroll in a course is to enroll on the web. Go to www.nau.edu/louie. Alternatively, complete the ENROLL section of this ENROLL/DROP form. Include a valid class number, course prefix, course number, section, units, and the dates of the course. You will need to include override permission if the class is full. If your form cannot be processed, you will be contacted. This form is available at http://www.extended.nau.edu/Guide/student_forms.aspx. The form and policy guidelines are also available at your local NAU campus. For enrollment deadlines, please see www.extended.nau.edu/classes/deadline_calendar.aspx. Adding a class after the deadline requires a Petition to Add (<http://extended.nau.edu/StudentForms.aspx>) and a late add fee.

9. Dropping a class:

You can drop a class according to the drop deadlines on the calendar. You cannot drop a class simply by informing the instructor. Non-attendance does not mean you will be automatically dropped from a class. If you have not participated in a class but have not officially dropped it, you will receive a grade of "F" on your transcript.

Be aware that if you are receiving financial aid, dropping a class may jeopardize your eligibility for continued funding. If you are withdrawing from the university and have financial aid, you should contact the Office of Financial Aid before dropping your last class.

The easiest and fastest way to drop a class is to drop it on the web. Go to <http://www4.nau.edu/louie/>.

Alternatively, complete the DROP section of this ENROLL/DROP form. The form must be completed and processed by the appropriate deadline date. Dropping a class after the deadline requires a Petition to Drop (<http://extended.nau.edu/StudentForms.aspx>) and a late drop fee.

10. Refunds:

Refunds are based on the following schedule from the first day of class:

8-week or longer classes		
0-14 calendar days		100%
15+ calendar days		0%
7-week or shorter classes		
0-7 calendar days		100%
8+ calendar days		0%

11. Requisites:

Enrollment in a particular course often requires that you have already completed (pre-requisite) or are currently enrolled in (co-requisite) another course and/or meet other criteria. To identify what the requisites are for a given course, look at the current NAU Course Catalog at: <http://www4.nau.edu/louie/>.

Refer to the appropriate calendar at
<http://extended.nau.edu/Calendar.aspx>
for deadlines and other important dates.

Note: For Summer/Winter Sessions ONLY, you must enroll and pay by the deadline or you will be dropped from your classes.