



NORTHWESTERN STATE UNIVERSITY

REGISTRATION INFORMATION

FALL 2012

TABLE OF CONTENTS

Registration Instructions	Tuition and Fees
Advisement2	Fee Payment Information 5
Alternate PIN.....2	Fee Payment Deadline & Instructions 5
New Procedures.....2	Health Services.... 5
How to Register by NSUConnect..... 2	Student Insurance... 6
 New Student Orientation.....2	On-Line/Mail-In Payment Instructions..... 7
 COMPASS Testing.....3	Credit Card Authorization Form 8
 Regular Registration by NSUConnect.....3	Installment Plan Policy 9
 Late Registration by NSUConnect.....3	Installment Plan Payment Schedule 9
 Warning 3	Late Payment Charges 9
 Continuing Education Registration.....4	Warning..... 9
 Cenla-Alexandria4	Refund Policy..... 10
 Fort Polk/Leesville.....4	 Class Schedule Listings 10
 Shreveport.....4	 Louisiana Scholars' College 11
 Teacher Tuition Exemption Information.....4	 NSU Comes to You Advising 11
 CTEP Information.....4	 Final Exam Schedule 12
 Registration Cancellation for a Previous Financial Balance.....4	 NSUConnect Services 13
 Eligibility/Student Responsibility.....5	 Midterm Grade Availability/Access 13
 Blended Classes - Fort Polk/Leesville.....5	 Final Grade Availability/Access 13
	 I Forgot My PIN 13
	 Telephone Numbers & Email Addresses 14
	 College and Departmental Locations 14
	 Campus Map 15

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 2012 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.

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

NEW PROCEDURES

ALL students are now required to use the new NSUConnect system at <https://nsuconnect.nsula.edu:4445> to register for the fall 2012 semester. The new 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 FOR FALL 2012 SEMESTER

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.
- Select NSUConnect Login.
- 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 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 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 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.

NEW STUDENT ORIENTATION & REGISTRATION

Magale Recital Hall
Thursday, August 16, 2012

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 instruction. The program is scheduled for Thursday, August 16, 2012, 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 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 2012 semester.

ADVISING: FIRST-TIME FRESHMEN

Incoming first-time freshmen must attend a session of Freshman Connection during summer to register early for fall 2012. Incoming first-time freshmen who do not attend Freshman Connection must attend the New Student Orientation Program on Thursday, August 16, 2012, in the Magale Recital Hall. Advising for new students will be held August 16 - August 28, 2012, during regular and late registration.

COMPASS TESTING

COMPASS replaces the departmental placement tests for English and Math. The cost is \$25.00 and is payable at the time of testing. A valid photo ID is required to test. (Cash, check, credit or debit cards, or money order is accepted).

WHERE: THURSDAY, AUGUST 16, 2012 - COMPASS testing will be in Room 306, Student Union (Testing Center), 8:00 a.m. - 11:00 a.m. No appointment is necessary.

Call Testing at 318-357-5246 for additional information.

REGULAR REGISTRATION BY NSUConnect

August 13 - August 19, 2012

NSUConnect is off-line for backup and maintenance from 12:00 a.m. to 5:00 a.m. CST.

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** for the fall 2012 semester.

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** for classes for the fall 2012 semester.

CURRENTLY ENROLLED, RE-ENTRY, AND TRANSFER STUDENTS WITH 30 OR MORE HOURS: Currently enrolled, returning, and transfer students with 30 or more hours and a cumulative GPA of 2.25 or higher may register by **NSUConnect**.

INTERNET ONLY AND NONTRADITIONAL STUDENTS: Internet only and nontraditional students (aged 25 and older) may register by **NSUConnect**.

NOTE: Students will be indebted to the University immediately upon registration unless students cancel their registration on or before the last day to resign with a 100% refund. **THE LAST DAY TO RESIGN WITH 100% REFUND IS SUNDAY, AUGUST 19, 2012, BY 11:55 P.M.**

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.

LATE REGISTRATION BY NSUConnect

August 20 - August 28, 2012

NSUConnect is off-line for backup and maintenance from 12:00 a.m. to 5:00 a.m. CST.

LATE REGISTRATION: Late registration by NSUConnect will be held August 20-28, 2012. Students registering during late registration will be charged a non-refundable late registration fee of \$60.00. The last day to register is Tuesday, August 28, 2012.

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.

WARNING

If you decide not to attend the fall 2012 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 19, 2012, to receive a 100 percent refund of refundable fees. If you decide not to attend NSU for the fall semester beginning August 20, 2012, 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 and drop courses with a grade of "W" (October 19, 2012, 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.

IMPORTANT NOTE: Any student who resigns from all classes after October 19 and on or before November 16, 2012, will be assigned a "W" plus the grades earned in each course at midterm (WA, WB, WC, WD, WE, WP, or WZ). These grades will be used to determine academic status for those students who are on academic probation. **STUDENTS MAY NOT DROP INDIVIDUAL CLASSES WITH W+ MIDTERM GRADES; STUDENTS WILL RECEIVE W+ MIDTERM GRADES ONLY WHEN RESIGNING FROM ALL COURSES IN WHICH THEY ARE ENROLLED.**

CONTINUING EDUCATION REGISTRATION

Continuing Education students may **register or drop/add classes and pay fees by NSUConnect**. You may also call Electronic and Continuing Education at 1-800-376-2422 or 318-357-6355 or email that office at ece@nsula.edu for assistance.

CENLA-ALEXANDRIA

NSUConnect Registration: All students who are attending classes at CENLA-Alexandria may register or drop/add classes and pay fees by **NSUConnect**.

FORT POLK/LEESVILLE

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

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

SHREVEPORT CAMPUS NURSING & RADIOLOGIC TECHNOLOGY

NSUConnect Registration: Nursing majors attending classes on the Shreveport campus may register or drop/add classes and pay fees on NSUConnect at <https://nsuconnect.nsula.edu:4445>.

REGULAR ADVISING

August 13-17
9:00 A.M. - 4:30 P.M.
According to Schedule

SHREVEPORT SCHEDULE

9:00 - 10:00	C - G
10:00 - 11:00	H - K
11:00 - 12:00	L - M
1:00 - 2:00	N - R
2:00 - 3:00	S - Z
3:00 - 4:00	A - B
4:00 - 4:30	LATE ADVISING

Strict alphabetical order will be followed.

LATE REGISTRATION BY NSUCONNECT

August 20-28, 2012
(\$60.00 Late Registration Fee Applies)

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.

REGISTRATION CANCELLATION FOR A PREVIOUS FINANCIAL BALANCE

Students with a financial balance will be allowed to early register for fall.

STUDENTS WITH BALANCES OF MORE THAN \$2000.00

A student who has early registered and owes a financial balance of more than \$2000 from a previous semester must pay the previous balance to \$2000 or less in order to attend classes. If a student has a financial balance of more than \$2000 that is not paid to \$2000 or less, early registration will be **cancelled** on August 17, 2012, prior to the first day of classes.

A student who has early registered or who wants to register but owes a financial balance of **more than \$2000** from a previous semester and who, because of extenuating circumstances that can be documented, is unable to pay the balance to \$2000 or less prior to the first day of classes, may appeal early registration cancellation or to register owing a previous balance of more than \$2000 to an appeal committee. Within the appeal documentation, the appellant must demonstrate the ability to pay the previous balance to \$2000 or less by the 7th class day of the current semester. If the balance is not paid to \$2000 or less by the 7th class day of the semester, the student will be **resigned** from all classes and charged 25% of current semester 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.

STUDENTS WITH A PREVIOUS BALANCES 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.

VERY IMPORTANT NOTES:

Financial Aid cannot be used to pay a balance greater than \$199.99 from a previous semester. In order for a student with a previous balance to receive financial aid for the current term, the student's previous balance must be under \$200.

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.

ELIGIBILITY STUDENT RESPONSIBILITY

The University holds it to be the responsibility of the student to ascertain whether he/she is scholastically eligible to enroll before he/she registers. Any student uncertain of his/her eligibility should login to **NSUConnect** and check their student status. The registration of an ineligible student will be cancelled or the student will be resigned from classes without refund of fees.

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 on line. Students enrolling in blended courses must have access to a compatible computer and the Internet in order to participate.

TUITION AND FEES

FEE PAYMENT INFORMATION FALL 2012

Students are no longer required to attend fee payment. We no longer conduct fee payment at Prather Coliseum. Please see our website for specific information on starting the semester at <http://feepayment.nsula.edu/>.

- To pay fees - see the Cashier's Office, 3rd floor of the Student Services Building. Please see the fee payment deadline and instructions below.
- Financial Aid/Scholarships - see the Financial Aid Office, 2nd floor of the Student Services Building.
- Student IDs - see the One Card Office, St. Denis Hall.
- Meal Plan Changes - see the One Card Office, St. Denis Hall
- Parking Permits - see University Police.

FEE PAYMENT DEADLINE AND INSTRUCTIONS

All fees and charges assessed by the University in connection with registration are due in full by 11:00 a.m. on Friday, August 24, 2012. Students who have been billed and do not pay in full their cost of attending the University by 11:00 a.m. on August 24, 2012, will automatically be assigned the Installment Plan and be assessed the \$85 per semester/session non-refundable Installment Plan Charge. Students assigned the Installment Plan may pay certain fees, room charges, meal charges, etc., in installments as allowed by the current Installment Plan Policy.

BY MAIL: Mail-in payments may be made by check or money order payable to Northwestern State University, or by Visa, MasterCard, or American Express. Refer to page 7 for "On-Line Payment/Mail-In Instructions."

ON LINE: E-Check, Visa, MasterCard, or American Express payments may also be made on NSUConnect at <https://nsuconnect.nsula.edu:4445>. Refer to page 7 for "On-Line Payment/Mail-In Instructions."

IN PERSON: Students may also pay in person at the Cashier's Window in St. Denis Hall. The Cashier's Window hours of operation are Monday through Thursday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m., and Friday, 8:30 a.m. to 11:00 a.m.

For your convenience, there is also a 24-Hour drop box located outside the front doors of St. Denis Hall - NO CASH PLEASE.

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 (\$11.20* per semester):

1. Assessed to all full-time students on the Natchitoches and Shreveport campuses or students who live in the residence halls. Note: Internet classes are not included in determining full-time status for student insurance.
2. Summer session insurance coverage is \$5.60.
3. Fee may be refunded by providing proof of insurance to Health Services and completing a cancellation form by August 31, 2012. Forms are available at Health Services.
4. Part-time and graduate students may add insurance by August 31, 2012.
5. Students who receive TOPS and choose exemption from Student Insurance will be required to reimburse TOPS for the fee.
6. Students who are exempt from Student Insurance may expect to receive a reimbursement after the 14th day of class.
7. Student Insurance is not a major medical plan and does not cover office visits or prescriptions. An

optional major medical plan can be purchased directly from the insurance company by visiting the website at www.macori.com/nsu.

***ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Go NSUConnect at <https://nsuconnect.nsula.edu:4445> for an active listing of course offerings.

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, or American Express can be made at this website.

Your total account balance is available on the Web, or to estimate your cost, please refer to the current schedule of classes - Tuition and Fees section. 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 students who are enrolled in one (1) hour or more on the Natchitoches campus or students who reside in the residence halls.

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 24, 2012, 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). 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 transaction is authorized by VISA/MASTERCARD/AMERICAN EXPRESS 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

Students who have been billed and have not paid in full their cost of attending the University by 11:00 a.m. on Friday, August 24, 2012, will automatically be assigned the Installment Plan and assessed the \$85 per semester/session **NON-REFUNDABLE** Installment Plan Charge. Students assigned the Installment Plan may pay certain fees, room charges, meal charges, etc., in installments as allowed by the Installment Plan Policy.

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.

Students who pay their full balance by 11:00 a.m. on Friday, August 24, 2012, 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 who has been billed and does not pay the "Account Balance" in full by 11:00 a.m. on Friday, August 24, 2012, 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.

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, or American Express. 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 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 2012 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 19, 2012, to receive a 100 percent refund of refundable fees. If you decide not to attend NSU for the fall semester beginning August 20, 2012, you will be refunded according to 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 and drop courses with a grade of "W" (October 19, 2012, 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.

IMPORTANT NOTE: Any student who resigns from all classes after October 19, 2012, and on or before November 16, 2012, will be assigned a "W" plus the grades earned in each course at midterm (WA, WB, WC, WD, WF, WP, or WZ). These grades will be used to determine academic status for those students who are on academic probation. **STUDENTS MAY NOT DROP INDIVIDUAL CLASSES WITH W+ MIDTERM GRADES; STUDENTS WILL RECEIVE W+ MIDTERM GRADES ONLY WHEN RESIGNING FROM ALL COURSES IN WHICH THEY ARE ENROLLED.**

**NORTHWESTERN STATE UNIVERSITY
REFUND POLICY
FALL 2012**

**STANDARD UNIVERSITY
RESIGNATION REFUND POLICY**

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 2012**

Last day to resign from all classes with 100% refund:
By 11:55 p.m., August 19, 2012

Last day to resign from all classes with 75% refund:
By 11:55 p.m., August 28, 2012

Last day to resign from all classes with 50% refund:
By 11:55 p.m., September 5, 2012

Add/Drop Fee Adjustment Policy

Students who apply for and are permitted a reduction in hours scheduled during the first seven class days (two class days in summer and four-week sessions) will be issued a full refund of the per credit hour fee for the number of hours dropped and applicable student self-assessed fees. No refunds will be issued for a reduction in credit hours after the seventh day. Students who add classes during the schedule adjustment period are required to pay the additional fee assessments in accordance with the fee schedule.

CLASS SCHEDULE LISTINGS

NSUConnect Class Schedule Listing provides the following information: Associated Term, Registration Dates, Levels, Instructors, Campus Site, Lecture Schedule Type, Instructional Method (Face-to-face or Internet), and Credit Hours.

CRN# COURSE Reference Number - Needed for Internet registration
NO Course Number
SEC Section Number
DESCRIPTION ... Description of Course/Title
CR Credit Hour Value
DAYS Days course is offered
Abbreviations are as follows:
M - Monday T - Tuesday
W - Wednesday R - Thursday
F - Friday S - Saturday
U - Sunday
MWF - Monday, Wednesday, Friday
TR - Tuesday, Thursday
TIME Time course is offered
TBA - To be announced/check with Department offering course
BLDG Building number where class is taught
RM Room number where class is taught
INSTRUCTOR Full name of course instructor

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 (SCHM), Ecology (SECL), Economics (SECO), English and American Literature (SENG), French (SFRE), German (SGER), German Literature (SGLT), Greek (SGRK), 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 (SSPN), 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), SFPA (Fine and Performing Arts), and SLSC (Interdisciplinary).

NSU COMES TO YOU ADVISING

FIRST DAY OF CLASSES – AUGUST 20, 2012

BARKSDALE AIR FORCE BASE ADVISING

REGISTRATION: Please contact the NSU @ Barksdale Air Force Base Office at 1-318-741-2801, 1-800-376-2422, or johnsond@nsula.edu for help with registration.

COUSHATTA

REGISTRATION: Please contact the Office of Electronic & Continuing Education at 1-800-376-2422 or mcbrides@nsula.edu for help with registration.

JENA

REGISTRATION: Please contact the Office of Electronic & Continuing Education at 1-800-376-2422 or mcbrides@nsula.edu for help with registration.

JONESVILLE

REGISTRATION: Please contact the Office of Electronic & Continuing Education at 1-800-376-2422 or mcbrides@nsula.edu for help with registration.

MANSFIELD

REGISTRATION: Please contact the Office of Electronic & Continuing Education at 1-800-376-2422 or mcbrides@nsula.edu for help with registration.

MANY

REGISTRATION: Please contact the Office of Electronic & Continuing Education at 1-800-376-2422 or mcbrides@nsula.edu for help with registration.

WINNFIELD

REGISTRATION: Please contact the Office of Electronic & Continuing Education at 1-800-376-2422 or mcbrides@nsula.edu for help with registration.

Go to NSUConnect at <https://nsuconnect.nsula.edu:4445> for an active listing of course offerings.

NORTHWESTERN STATE UNIVERSITY
FINAL EXAM SCHEDULE – FALL 2012 SEMESTER

FINAL DAY OF CLASSES: Wednesday, December 5, 2012

FINAL EXAMINATIONS BEGIN: 5:30 PM, Wednesday, December 5, 2012
END: 1:30 PM, Wednesday, December 12, 2012

GRADES DUE FOR CANDIDATES: Friday, December 7, 2012 (10:00 AM)

ALL GRADES DUE: Thursday, December 13, 2012 (12:00 Noon)

Graduating Senior Exams

Please arrange exam time with your professors.

Wednesday, December 5, 2012

5:30 – 8:00 Wednesday Night Classes

Thursday, December 6, 2012

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 7, 2012

8:00 – 10:30 8:00 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, 1080

Saturday, December 8, 2012

Saturday Classes Arrange with Instructors

Monday, December 10, 2006

8:00 – 10:30 9:00 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 11, 2012

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 12, 2012

8:00 – 10:30 10:00 MWF and MW Classes

11:00 – 1:30 3:30 MW Classes

NSUCONNECT SERVICES

Enter NSUConnect at <https://nsuconnect.nsula.edu:4445> 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.

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 Audit
- 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
- Moodle

National Student Clearinghouse Self-Service Website:

- View Verification of Enrollment Information
- Obtain a copy of your Verification of Enrollment Information

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.

MIDTERM GRADES

Midterm grades are available at <https://nsuconnect.nsula.edu:4445>. If you have a question concerning your midterm grades, please contact the instructor of the course.

FINAL GRADES

Final Grades are available at <https://nsuconnect.nsula.edu:4445>. If you have a question concerning your final grades, please contact the instructor of the course.

NSUConnect

NSUConnect is off line for backup and maintenance from 12:00 a.m. - 5:00 a.m. (CST) daily.

I FORGOT MY PIN

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

- Select [NSUConnect](#) login.
- Click "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.

DEPARTMENT	PHONE	EMAIL	LOCATION/BUILDING NUMBER
Academic Advising Center & Academic & Career Engagement	357-6980	ace@nsula.edu	John S. Kyser Hall (#81)
Academic Affairs	357-5361	vpaa@nsula.edu	Roy Hall (#71)
Addiction Studies	357-4643	psychology@nsula.edu	Bienvenu Hall (#90)
Admissions Office	357-4078	applications@nsula.edu	Student Services Center (#55)
	1-800- 767-8115		
Biological Sciences	357-5323	bio_sci@nsula.edu	Bienvenu Hall (#90)
Bookstore	357-4473	bookstore@nsula.edu	Student Union (#77)
BBPC at NSU	357-5362	mconathyc@nsula.edu	John S. Kyser Hall (#81)
Cashier's Office	357-5447	wellsp@nsula.edu	St. Denis Hall (#53)
CENLA-Alexandria Center	484-2184	lodridgep@nsula.edu	Alexandria, LA (#R1901)
Chemistry/Physics	357-4308	chem_phys@nsula.edu	Kyser Hall (#81)
College of Education & Human Development	357-6288	education@nsula.edu	Teacher Education Center (#88)
College of Arts & Letters	357-4330	dobson@nsula.edu	Roy Hall (#71)
Graduate Studies/Research	357-5851	grad_school@nsula.edu	Roy Hall (#71)
College of Nursing & Allied Health		nursing@nsula.edu	
Shreveport	677-3100		Shreveport, LA (#300)
CENLA-Alexandria	449-7991		Rapides Regional Medical Arts Bldg.
Natchitoches	357-6877		Fournet Hall (#43)
College of Science, Technology, & Business	357-6699	sciencetech@nsula.edu	Russell Hall (#15)
Computer Information Systems	357-5161	sciencetech@nsula.edu	Russell Hall (#15)
Continuing Education	357-6355	ece@nsula.edu	Dodd Hall (#52)
Counseling & Career Services	357-5621	cacs@nsula.edu	Student Union (#77)
Creative & Performing Arts	357-4522	capa@nsula.edu	A. A. Fredericks Fine Arts (25 & 25A)
Criminal Justice, History, & Social Sciences	357-6967	criminaljustice@nsula.edu	John S. Kyser Hall (#81)
Education Leadership & Technology	357-6288	education@nsula.edu	Teacher Education Center (#88)
Electronic Education	357-6355	ece@nsula.edu	Dodd Hall (#52)
CALL	357-6355		
	1-800- 376-2422		
Engineering Technology	357-5298	iet@nsula.edu	Williamson Hall (#54)
Computer Information Systems	357-5161	sciencetech@nsula.edu	Russell Hall (#15)
Family & Consumer Sciences	357-5587	family_sci@nsula.edu	Family & Consumer Sci. Bldg. (#44).
Financial Aid Office	357-5961	nsufinaid@nsula.edu	Student Services Center (#55)
	1-800- 823-3008		
Food Service	357-4385	steven.kauf@sodexo.com	Student Union (#77)
Fort Polk Center/Leesville	392-3100	ftpolkcampus@nsula.edu	Fort Polk, LA (#550)
Health & Human Performance	357-5126	health@nsula.edu	Health & P. E. Majors Bldg. (#89)
Health Services/Infirmary	357-5351	campbells@nsula.edu	Infirmary (#5)
Housing	214-5400	info@universityplaceNSU.com	University Place I
Information (Telephone)	357-6011		
Information Systems	357-5594	comp_center@nsula.edu	Roy Hall (#71)
Journalism	357-6272	languages@nsula.edu	John S. Kyser Hall (#81)
LA ATCC @ NSU	357-4643	biscoej@nsula.edu	Bienvenu Hall (#90)
Language & Communication	357-6272	languages@nsula.edu	John S. Kyser Hall (#81)
Louisiana Scholars' College	357-4577	lscrecruits@nsula.edu	Morrison Hall (#42)
Mathematics/Physical Sciences	357-4308	mathematics@nsula.edu	John S. Kyser Hall (#81)
Military Science	357-5157	nsurotc@nsula.edu	Military Science Bldg. (#31)
Police-University	357-5431	univpolice@nsula.edu	University Police Office (#5A)
Post Office-University	357-5696	postoffice@nsula.edu	Post Office (#86)
President's Office	357-6441		A. A. Fredericks Fine Arts Ctr. (#25)
Psychology	357-6594	psychology@nsula.edu	Bienvenu Hall (#90)
School of Business	357-5161	business@nsula.edu	Russell Hall (#15)
Social Work	357-5493	socialwork@nsula.edu	John S. Kyser Hall (#81)
Student Activities	357-6511	studentactivities@nsula.edu	Student Services Center (#55)
Student Affairs	357-5286		
Student Employment	357-5961	baumand@nsula.edu	Student Services Center (#55)
Student Life & 1 st Year Exper	357-5559		Student Services Center (#55)
Student Support Services	357-5901	stu_support@nsula.edu	John S. Kyser Hall (#81)
Teaching & Learning	357-6288	education@nsula.edu	Teacher Education Center (#88)
Testing Services	357-5246		Student Union (#77)
University Recruiting	357-4503	admissions@nsula.edu	Student Services Center (#55)
	1-800- 327-1903		
University Registrar	357-6171	registrar@nsula.edu	Student Services Center (#55)
	1-800- 807-8849		
Veterans Affairs	1-800- 844-8908	vetaffairs@nsula.edu	Student Services Center (#55)
	357-6170		
Watson Library	357-4477	library@nsula.edu	Watson Library (#92)

CAMPUS MAP



005	Infirmery/Health Services and University Police	042	Morrison Hall (Scholars' College)	086	Post Office
008	National Center for Preservation Technology and Training	043	Fournet Hall	088	Teacher Education Center
010	Warren Easton Hall	044	Family and Consumer Science Building	089	Health and Human Performance Building
011	Alumni Center	046	Warehouse	090	Bienvenu Hall
015	Russell Hall	050	Print Shop	091	Arnold J. Kilpatrick President's Residence
017	Caspari Hall	051	Prudhomme Hall	092	Eugene P. Watson Memorial Library
018	Harry "Rags" Turpin Stadium	052	Dodd Hall	106	Recreation Complex Pavilion
019	Trisler Power Plant	053	St. Denis Hall	108	Walter Ledet Track Complex
025	A.A. Fredericks Fine Arts Center	054	Williamson Hall	111	Jack Fisher Tennis Complex
025A	Creative and Performing Arts (CAPA) Annex	055	Student Services Center	114	Athletic Fieldhouse
026	Wellness, Recreation and Activity Center (WRAC)	058	Caddo Hall	115	Brown-Stroud Baseball Field
028	Nesom Natatorium	067	Prather Coliseum	120	Collins Pavilion
030	South Hall	071	Roy Hall	130	Equine Center
031	James A. Noe Military Science Building	074	Iberville Cafeteria	140	Lady Demon Softball Field
		077	Friedman Student Union Building	145	Lady Demon Soccer Complex
		079	Culinary Arts Annex		
		081	John S. Kyser Hall		

On-Campus Student Housing

A	University Columns
B	University Place I
C	University Place II
D	Varnado Hall

On-Campus Student Organization Bldgs.

E	Baptist Collegiate Ministry (BCM)
F	Kappa Sigma House
G	Phi Mu House
H	Sigma Sigma Sigma House (opening this year)
I	Sigma Sigma Sigma House (current)
J	Tau Kappa Epsilon House
K	Alpha Omicron Pi House