<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisement</td>
<td>2</td>
</tr>
<tr>
<td>Degree Works</td>
<td>2</td>
</tr>
<tr>
<td>Alternate PIN</td>
<td>2</td>
</tr>
<tr>
<td>ACCUPLACER Testing</td>
<td>2</td>
</tr>
<tr>
<td>Add or Drop Classes</td>
<td>3</td>
</tr>
<tr>
<td>How to Register by NSUConnect</td>
<td>3</td>
</tr>
<tr>
<td>New Student Orientation for All First-Time Students</td>
<td>3</td>
</tr>
<tr>
<td>Registration Schedule by NSUConnect</td>
<td>4</td>
</tr>
<tr>
<td>Late Registration by NSUConnect</td>
<td>4</td>
</tr>
<tr>
<td>Registration Instructions</td>
<td>4</td>
</tr>
<tr>
<td>Warning</td>
<td>5</td>
</tr>
<tr>
<td>CTEP Information</td>
<td>5</td>
</tr>
<tr>
<td>Teacher Tuition Exemption</td>
<td>5</td>
</tr>
<tr>
<td>Continuing Education Registration</td>
<td>5</td>
</tr>
<tr>
<td>Cenla/Alexandria Registration &amp; Advising</td>
<td>5</td>
</tr>
<tr>
<td>Leesville Registration &amp; Advising</td>
<td>5</td>
</tr>
<tr>
<td>Nursing &amp; Allied Health Registration &amp; Advising</td>
<td>6</td>
</tr>
<tr>
<td>NSUConnect Registration Worksheet</td>
<td>7</td>
</tr>
<tr>
<td>Eligibility/Student Responsibility</td>
<td>8</td>
</tr>
<tr>
<td>Fee Payment Information</td>
<td>8</td>
</tr>
<tr>
<td>Fee Payment Deadline &amp; Instructions</td>
<td>8</td>
</tr>
<tr>
<td>Health Services</td>
<td>8</td>
</tr>
<tr>
<td>Online/Mail-In Payment Instructions</td>
<td>9</td>
</tr>
<tr>
<td>Credit Card Authorization Form</td>
<td>10</td>
</tr>
<tr>
<td>Installment Plan Policy</td>
<td>11</td>
</tr>
<tr>
<td>Installment Plan Payment Schedule</td>
<td>11</td>
</tr>
<tr>
<td>Late Payment Charges</td>
<td>11</td>
</tr>
<tr>
<td>Warning</td>
<td>12</td>
</tr>
<tr>
<td>Student Financial Responsibility</td>
<td>12</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>12</td>
</tr>
<tr>
<td>Class Schedule Listings</td>
<td>13</td>
</tr>
<tr>
<td>Louisiana Scholars’ College</td>
<td>13</td>
</tr>
<tr>
<td>NSUConnect Services</td>
<td>14</td>
</tr>
<tr>
<td>Grade Availability/Access</td>
<td>14</td>
</tr>
<tr>
<td>Forgot Username or Password</td>
<td>14</td>
</tr>
<tr>
<td>Telephone Numbers &amp; Email Addresses</td>
<td>15</td>
</tr>
<tr>
<td>College and Departmental Locations</td>
<td>15</td>
</tr>
<tr>
<td>Campus Map</td>
<td>16</td>
</tr>
</tbody>
</table>
ADVISEMENT

NSU highly encourages all students to seek advisement through their major department. Go to the NSUCOnnect or Degree Works system via myNSU to see the name of your assigned academic advisor. Report to the department of your major if you need to change your advisor.

Alternate PIN: 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 spring 2024 semester:

- All undergraduate students with less than 30 earned and currently registered hours;
- All students with 30 or more earned and currently registered hours with a cumulative GPA below 2.25;
- All Scholars’ College students;
- All student athletes;
- Social Work (274) majors with fewer than 60 hours; and
- All Biology (618), Computer Information Systems (102), Criminal Justice (250), Hospitality Management and Tourism (135), Physical Sciences (637), and Veterinary Technology (725) majors.

DEGREE WORKS

What is Degree Works?
Degree Works is a Degree Audit System that is available to NSU undergraduate students. The Degree Works audit is an advising tool that shows a student’s progress towards his/her degree. Students can access the Degree Works system through myNSU at https://my.nsula.edu for the degree program(s) in which they are enrolled or perform a “What If” for degree programs in which they are interested. Degree Works takes the guesswork out of selecting courses for future enrollment.

How to use the Degree Works system:
Go to the following link at https://www.nsula.edu/registrar for instructions on how to use the Degree Works for students.

What does Degree Works Show?
The Degree Works system provides a degree evaluation that is personalized for each undergraduate student. Your Degree Works evaluation is a guide to help you create your educational plan and allows you to keep track of all the degree requirements for graduation. On your degree evaluation, you will see every requirement for your major(s), concentration(s), and minor(s) that you must complete in order to graduate from NSU. In addition, you will see which requirements you have already successfully completed, requirements that are in progress, and any requirements that are still outstanding. Students should use their Degree Works degree evaluation every semester when selecting courses for the upcoming term, as well as when making long-term, semester-by-semester graduation plan. Students can print a copy of their degree audit evaluation and take it with them when they go to see their academic advisors.

A degree audit is an academic advising tool and is not an official degree certification. A degree audit should be used in conjunction with the University Catalog and regular meetings with your academic advisor. If you have questions concerning your degree audit, contact your academic advisor or your academic dean.

ALTERNATE PIN

The alternate PIN allows students to access the registration drop/add services on the NSUCOnnect system. Once a student accesses NSUCOnnect via myNSU 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

ACCUPLACER TESTING

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

Who needs ACCUPLACER?
- Any student who needs 4 or more hours of developmental courses.
- Students who may be required to take at least one developmental course in English or math.

When and where is ACCUPLACER given on NSU Campuses?

<table>
<thead>
<tr>
<th>Campus/Location</th>
<th>Testing Days/Time</th>
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<tr>
<td>Natchitoches</td>
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<tr>
<td>NSU Testing Center/Watson Library</td>
<td>Monday - Thursday 8:30 a.m. - 3:30 p.m. (By appointment only)</td>
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<tr>
<td>Leesville</td>
<td>By appointment only Call (337)392-3100</td>
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<td>Shreveport</td>
<td>By appointment only Call (318)677-3015</td>
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<tr>
<td>Marksville</td>
<td>By appointment only Call (318)253-8707</td>
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<tr>
<td>Alexandria</td>
<td>By appointment only Call (318)484-2184</td>
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Is there a fee to take the ACCUPLACER Test?
- The cost is $25 for both or $15 for individual exams.
- (acceptable forms of payment are exact cash, check, money order, or credit/ debit card) and students MUST have a current photo ID & Social Security Number. For additional information, please contact the Testing Office at 318-357-5246.
HOW TO REGISTER BY NSUCONNECT

All currently admitted students may access the NSUCONNECT registration system through myNSU at https://my.nsula.edu. Enter your username and password to enter myNSU.

The NSUCONNECT system is available 7 days a week, 24 hours a day, except for emergency maintenance.

- Go to the NSU Home Page at www.nsula.edu.
- Click on myNSU if you are a currently admitted student.
- If this is your first time to use myNSU, the initial password will be Demons + your six-digit date of birth. Example: Demons120184.
- Login: Enter your Username.
  NOTE: If you forgot your Username, click Help and select Don’t Know Username?
- Password: Enter your password.
  NOTE: If you forgot your Password, click on Password Management and select Forgotten Password.
- After you log in to your account, navigate to NSUCONNECT from the QuickLinks Menu. If you need assistance, call the Help Desk at 318-357-6696.
- Click on the Student tab and then select Registration.
- Select Registration Status to see when you can register and to see if you have any holds.
- Next, select Add or Drop Classes at the bottom of page.
- Enter the 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.), click on the “Common Online Registration Errors” link at https://www.nsula.edu/registrar/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 and then click Submit.
- Click on Advance Search and 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 where you want to take your classes. Select Internet if looking for online 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.
- BESURE that your classes are on the campus that you wish to take your classes.
- Print your schedule.

Please call the University Registrar’s Office at (318) 357-6171 if you have any questions or need assistance. You may also email the Registrar’s Office at registrar@nsula.edu.

NEW STUDENT ORIENTATION
FOR ALL FIRST-TIME STUDENTS

Thursday, January 4, 2024
Student Services Center – Room 147

New Student Orientation is designed for all new degree-seeking students, including both incoming first-year and transfer students, enrolling in the spring 2024 semester. New students will learn about campus services and resources, academic support, financial aid, and the best ways to get involved on campus. While New Student Orientation is not required, students are strongly encouraged to attend.

New Student Orientation will be held Thursday, January 4, 2024, in the Student Services Center – Room 147. Check-in will begin at 8:00 a.m. and the general session will begin at 9:00 a.m.

For more information about New Student Orientation, contact the Office of First Year Experience and Leadership Development at 318-357-5559. To learn more about admissions criteria visit http://admissions.nsula.edu or contact the University Admissions Office at 318-357-4078.
REGISTRATION SCHEDULE

REGISTRATION BY NSUConnect

October 30, 2023 – January 7, 2024
Late Registration: January 8–17, 2024
The NSUConnect system is available 7 days a week, 24 hours a day, except for emergency maintenance.

REGISTRATION SCHEDULE
BY CLASSIFICATION & THE FOLLOWING LISTING

Monday, October 30, 2023
Graduate Students Authorized
ADA Students with Permit Active
Military, Veterans, & ROTC Cadets
All Student Athletes
Honor Students with a 3.5 Cumulative GPA and 12 or More Hours

Tuesday, October 31, 2023
Seniors (90+ Hours)

Wednesday, November 1, 2023
Juniors (60-89 Hours)

Thursday, November 2, 2023
Sophomores (30-59 Hours)
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 register, drop, and add any time after their scheduled time through January 17, 2024.

Eligible students who have already registered may drop and add by NSUConnect according to the directions.

LATE REGISTRATION: Late registration by NSUConnect will be held January 8-17, 2024. Students registering during late registration will be charged a non-refundable late registration fee of $60.00. The last day to register is Wednesday, January 17, 2024.

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

The NSUConnect system is available 7 days a week, 24 hours a day, except for emergency maintenance.

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 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.

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.

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.

THE LAST DAY TO RESIGN WITH 100% REFUND IS WEDNESDAY, January 17, 2024

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.
Students registered for the spring 2024 semester should certify their intent to attend via MyNSU by the 7th day of class, January 17, 2024. Students who do NOT certify their intent to attend will be dropped from all courses.

If you decide not to attend the spring 2024 semester, you must resign from the university. Please go to the Appeal/Request Forms section of the Registrar’s Web page at https://www.nsula.edu/registrar/ to download a copy of the Resignation/Cancellation Request Form. Print, complete, sign, date, and fax the completed form to the Office of the Registrar at (318) 357-5823, or scan the completed form and email it to registrar@nsula.edu by 11:55 p.m. on January 17, 2024, to receive a 100 percent refund of refundable fees.

If you decide not to attend NSU for the spring semester beginning January 8, 2024, you will be refunded in accordance with the current refund policy. Students may resign from all 16-week courses with a grade of “W” through March 18, 2024.

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.

STUDENT FINANCIAL RESPONSIBILITY

- A student is fully responsible for any tuition and fees, room and board (if applicable), miscellaneous charges and/or fines that the student or the university adds to the student’s account after he/she has completed the registration process.
- A student is responsible for canceling his/her registration by dropping all courses before the first day of classes of the term registered if proper financial arrangements have not been made.
- A student who fails to cancel his/her registration will be obligated to pay for those classes in accordance with the current refund policy.
- While Northwestern State University does not directly assess any amount for verification of student identity, students taking courses that require proctored assignments may incur separate out-of-pocket expenses for proctoring services.

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 “Appeal/Request Forms.” 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.

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.

CONTINUING EDUCATION

NSU-COMES-TO-YOU

ADVISING & 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.

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

NSU @ MARKSVILLE: Please contact the NSU @ Marksville Office at 1-318-253-8707 or grantsa@nsula.edu for help with registration.

CENLA-ALEXANDRIA

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

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 Leesville may register or drop/add classes and pay fees by NSUConnect.

BLENDED CLASSES – 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 SCIENCES

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

EARLY REGISTRATION
By NSUConnect - According to Directions & Published Schedule
October 30, 2023 - January 17, 2024

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

STUDENTS IN THE COLLEGE OF NURSING AND SCHOOL OF ALLIED HEALTH WHO NEED AN APPOINTMENT FOR ADVISEMENT OR INFORMATION ABOUT ACCUPLACER TESTING SHOULD CALL STUDENT SERVICES AT (318)677-3015.

REGULAR ADVISING & REGISTRATION

IF YOU NEED TO SEE AN ADVISOR:
January 3, 2024
Advising for College of Nursing and School of Allied Health
Shreveport Campus

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.

NATCHITOCHES CAMPUS ALLIED HEALTH, NURSING & RADIOLOGIC SCIENCES

EARLY REGISTRATION
By NSUConnect - According to Directions & Published Schedule
October 30, 2023 - January 17, 2024

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

REGULAR ADVISING & REGISTRATION

IF YOU NEED TO SEE AN ADVISOR:
January 4, 2024, 9:00 a.m. - 3:30 p.m.
January 5, 2024, 9:00 a.m. - 12:00 noon

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

LATE REGISTRATION

By NSUConnect
January 8-17, 2024
($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

LATE REGISTRATION

By NSUConnect
January 8-17, 2024
($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
NSUConnect Registration Worksheet

NSU highly encourages all students to seek advisement through their major department. Go to the NSUConnect or Degree Works system via myNSU to see the name of your assigned academic advisor. Report to the department of your major if you need to change your advisor.

Log into NSUConnect through myNSU at https://my.nsula.edu 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 that will prevent you from registering for classes.

**ALTERNATE PIN:** 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 less than 30 earned and currently registered hours; (b) all students with 30 or more earned and currently registered hours with a cumulative GPA below 2.25; (c) all Scholars’ College students; (d) all student athletes; (e) all Social Work (274) majors with fewer than 60 hours; and (f) all Biology (618), Computer Information Systems (102), Criminal Justice (250), Hospitality Management and Tourism (135), Physical Sciences (637), and Veterinary Technology (725) majors.

Go to NSUConnect through myNSU at https://my.nsula.edu. Go to Look Up Classes. Select Term desired; click Submit. Click on Advance Search and go to Subject. Scroll to select at least one desired subject. 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.

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<tr>
<th>5-DIGIT CRN</th>
<th>SUBJECT ABBR. &amp; NO.</th>
<th>SECTION</th>
<th>CREDIT HRS.</th>
<th>DAY &amp; TIME</th>
<th>BDLG. &amp; ROOM</th>
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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 their myNSU account at https://my.nsula.edu 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.

FEE PAYMENT INFORMATION SPRING 2024

Tuition and fees for the semester are located at https://www.nsula.edu/student-accounting-cashiering/. Please see our website for specific information on starting the semester at https://www.nsula.edu/student-accounting-cashiering/.

- Students registered for the spring semester should certify their intent to attend via MyNSU by the 7th day of class, January 17, 2024.
- Students who do NOT certify their intent to attend will be dropped from all courses.
- To pay fees - see the Cashier’s Office on the 3rd floor of the Student Services Building. Please see the fee payment deadline and instructions below.
- Financial Aid/Scholarships - see the Financial Aid Office on the 2nd floor of the Student Services Building.
- Student IDs - see the Cashier’s Office on the 3rd floor of the Student Services Building.
- Meal Plan Changes - see the Cashier’s Office on the 3rd floor of the Student Services Building.
- 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 Wednesday, January 17, 2024. Students who do not pay in full their cost of attending the University by January 17, 2024, 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, American Express, or Discover. Refer to page 9 for “Online Payment/Mail-In Instructions.”

ONLINE: E-Check, Visa, MasterCard, American Express, or Discover payments may also be made by accessing NSUConnect through myNSU at https://my.nsula.edu. Refer to page 9 for “Online Payment/Mail-In Instructions.”

IN PERSON: Students may also pay in person at the cashier’s window on the third floor of the Student Services Building, Room 336. The cashier’s window hours of operation are Monday through Thursday, 8:00 a.m. to 4:30 p.m., and Friday, 8:00 a.m. to 12:00 p.m.

HEALTH SERVICES

PLEASE NOTE: Refer to your fee sheet to verify Health Services fees.

HEALTH SERVICES FEE ($96.00 per semester*):

1. Assessed to students taking any class on the Natchitoches or Shreveport campus (one hour or more) or students who live in on-campus housing. 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.

*Fees are subject to change without notice.
ONLINE PAYMENT/MAIL-IN INSTRUCTIONS

Students are encouraged to pay by credit card or E-Check on the Web by accessing their myNSU account at https://my.nsula.edu.

Payments may also be mailed to:

NORTHWESTERN STATE UNIVERSITY
Student Accounting & Cashiering
NSU Box 5669
Natchitoches, LA 71497

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

Your myNSU account at https://my.nsula.edu provides the account balance. On-line E-Check or credit card payments with Visa, MasterCard, American Express, or Discover can be made at this website.

NSU does not mail paper billing statements. You will receive an e-mail that your billing statement is available to view each billing cycle. You may view your billing statement by logging into your myNSU account at https://my.nsula.edu.

Your total account balance is available on the Web, or to estimate your cost, please refer to Tuition and Fees at https://www.nsula.edu/student-accounting-cashiering/.

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
I = Internet Only
L = Leesville Campus
A = Alexandria Campus
B = Barksdale Campus
X = Other Campus Sites

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

Tuition/Registration Fees:
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 “Tuition and General Registration Fees” charged.

Student Association Fees:
Student Association Fees are assessed 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 or Shreveport campus or students who reside in campus housing.

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. Any non-resident student enrolled in Internet courses only will not be charged Out-of-State Fees.

Housing/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 & Cashiering Section for courses that will have a lab fee assessed.

Installment Plan:
Students who do not pay the “Account Balance” in full by 12:00 p.m. on Wednesday, January 17, 2024, will automatically be assigned the 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 by accessing your myNSU account at https://my.nsula.edu and logging into Student Services—Account Summary. Payments may also be mailed 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
NSU Box 5669
Natchitoches LA 71497

STUDENT/CUSTOMER INFORMATION:

Name: ____________________________ CWID ID#: ____________________________
Telephone #: (____) ____________________________
Amount of Payment: $ ____________________________
Type of Credit Card: _____ Visa _____ MasterCard _____ American Express _____ Discover Card
Credit Card Number: ____________________________ CVV2#: ____________________________
Expiration Date: ____________________________
(4 digit number on front of American Express)
(Last 3 digits of # on back of MasterCard, Visa, Discover)

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 students who do not pay the “Account Balance” in full by Tuesday, January 17, 2024, 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 Wednesday, January 17, 2024, 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.

Students may view their “Current Amount Due” or “Installment Amount” along with their BILL CYCLE DUE DATE by accessing their billing summary on their myNSU account at https://my.nsula.edu. NSU no longer mails paper billing statements.

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 and billing statements can be viewed, and credit card or E-Check payments made through your myNSU account at https://my.nsula.edu. For mail-in payment instructions, consult the previous page.

NSU reserves the right to hold transcripts until the student has satisfied their financial obligations to the University. Transcripts will not be released until each semester in attendance is paid in full.

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. Any debt owed to Northwestern State University as a result of a student’s failure to make required payments or failure to comply with the terms of the University’s Installment Plan Policy or Resignation Policy will result in a violation of the terms and conditions of this contract. Failure to respond to demands for payment made by the University may result in such debts being transferred to the State of Louisiana Attorney General’s Office for collection. Upon transmittal for collection, the student is responsible for collection/attorney fees in the amount of thirty-three and one-third percent (33 1/3%) of the unpaid debt and court and other related costs. In addition, these debts may be reported to credit bureau agencies.
Students registered for the spring semester should certify their intent to attend via MyNSU by the 7th day of class, January 17, 2024. Students who do NOT certify their intent to attend will be dropped from all courses.

If you decide not to attend the spring 2024 semester, you must resign from the university. Please go to the Appeal/Request Forms section of the Registrar’s web page at https://www.nsula.edu/registrar/ to download a copy of the Resignation/Cancellation Request Form. Print, complete, sign, date, and fax the completed form to the Office of the Registrar at (318) 357-5823, or scan the completed form and email it to registrar@nsula.edu, by 11:55 p.m. on January 17, 2024, to receive a 100 percent refund of refundable fees.

If you decide not to attend NSU for the spring semester beginning January 8, 2024, you will be refunded in accordance with the current refund policy. Students may resign from all 16-week courses with a grade of “W” through March 18, 2024.

If you decide not to attend NSU for the spring semester beginning January 8, 2024, you will be refunded in accordance with the current refund policy. 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.

- A student is fully responsible for any tuition and fees, room and board (if applicable), miscellaneous charges and/or fines that the student or the university adds to the student’s account after he/she has completed the registration process.
- A student is responsible for canceling his/her registration by dropping all courses before the first day of classes of the term registered if proper financial arrangements have not been made.
- A student who fails to cancel his/her registration will be obligated to pay for those classes in accordance with the current refund policy.
- While Northwestern State University does not directly assess any amount for verification of student identity, students taking courses that require proctored assignments may incur separate out-of-pocket expenses for proctoring services.

### NORTHWESTERN STATE UNIVERSITY REFUND POLICY

#### SPRING 2024

**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 7th day of classes.

- **B** A 50 percent refund of registration, out-of-state, and laboratory fees only will be made when a student officially resigns on the 7th through the 14th 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.

#### ADDING OR DROPPING CLASSES

**PLEASE NOTE:** If you want to change a course section or add a different course after 12:00 noon on January 5, 2024 add the desired course and then drop the course that you do not want. If you want to resign from the University, please go to the Appeal/Request Forms section of the Registrar’s web page at https://www.nsula.edu/registrar/ to download a copy of the Resignation/Cancellation Request Form. Print, complete, sign, date, and fax the completed form to the Office of the Registrar at (318) 357-5823 or scan the completed form and email it to registrar@nsula.edu.

**ADD/DROP FEE ADJUSTMENT POLICY**

Students who apply for and are permitted a reduction in hours scheduled during the first seven class days (first two days of classes 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 (after second day in summer and four-week sessions). 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

NSUCnnect 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), Classics (SCLA) (Ecology (SECL), Economics (SECO), English and American Literature (SENG), Fine and Performing Arts (SFPA), French (SFRE), Greek (SGRK), History (SHIS), Humanities (SHUM), Internship (SINT), Latin (SLTN), Liberal Arts (SCLA), Mathematics (SMAT), Music (SMUS), Philosophy (SPHI), Physics (SPHY), Reading and Text (SCRT), Russian (SRUS), Science (SSCI), Service Learning (SERV), Social Thought (SSOT), Spanish (SSPN), Statistics (SSTA), and Text & Traditions (SCCT). 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).
NSUCONNECT SERVICES

Enter NSUConnect at https://my.nsula.edu 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 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.

GRADES

Grades are available at https://my.nsula.edu. If you have a question concerning your grades, please contact the instructor of the course.

The NSUConnect system is available 7 days a week, 24 hours a day, except for emergency maintenance.

FORGOT USERNAME OR PASSWORD

If you have forgotten your username or password, follow the steps below:
- Go to NSU Home Page at http://www.nsula.edu/.
- Click on the myNSU icon if you are a currently admitted student.
- Select Password Management from the menu.
- Click on Forgot Username or Forgot Password and follow directions.

If you need additional assistance, please call the Helpdesk at (318) 357-6696 or e-mail the Helpdesk at sos@nsula.edu.

ADDING OR DROPPING CLASSES

PLEASE NOTE: If you want to change a course section or add a different course after 12:00 noon on January 5, 2024, add the desired course and then drop the course that you do not want. If you want to resign from the University, please go to the Appeal/Request Forms section of the Registrar’s web page at https://www.nsula.edu/registrar/ to download a copy of the Resignation/Cancellation Request Form. Print, complete, sign, date, and fax the completed form to the Office of the Registrar at (318) 357-5823 or scan the completed form and email it to registrar@nsula.edu.