



THE GRADUATE SCHOOL INSTRUCTIONS SPRING 2025



ALL GRADUATE STUDENTS must complete an Application for Admission to the Graduate School prior to registration. The application is available online at <https://www.nsula.edu/apply-now/>.

Students may register by Internet or in their major department according to the directions listed in the Registration Schedule. To register via Internet, go to <https://my.nsula.edu>. Please refer to the calendar at www.nsula.edu/registrar for the campus you attend for registration dates and instructions. Students who have already registered may change their schedule by Internet at <https://my.nsula.edu>. Fees should be paid according to the Fee Payment Instructions at <http://businessaffairs.nsula.edu/payment-options/>.

- 1. NEW STUDENTS** who have not completed an Application to Graduate School must complete this online at <https://www.nsula.edu/apply-now/>. **RE-ENTRY STUDENTS** who have not been enrolled for one calendar year (three semesters including summer) must also complete an application.
2. Students pursuing a graduate degree should consult with their advisors who are assigned by the respective department. Students who do not have an advisor should contact the department of the major they wish to pursue, and an advisor will be assigned.
- 3. NON-DEGREE STUDENTS** (certification, plus-30, or undecided) registering who do not need to see an advisor and students in special programs should register online at <https://my.nsula.edu>. Non-degree students who **do** need to see an advisor should contact the applicable department where an advisor will be assigned.
- 4. APPLICATION FOR GRADUATION:** Graduate students who are completing all requirements for graduation in the spring 2025 semester are required to complete the online application following meeting with their major professor to confirm that they are indeed qualified to apply for graduation. The application for graduation is submitted online via the Web for Students at <https://my.nsula.edu>. The online application will prompt you and require that you complete all sections before finalizing. If you need assistance completing the online graduation application, please contact the Registrar's Office at registrar@nsula.edu or (318) 357-6171. The final day to apply for spring 2025 graduation is **Saturday, March 1, 2025**. The deadline for completion of paper defenses for spring 2025 is **12:00 noon, Friday, April 25, 2025**. All documents (papers, theses, COMPS, etc.) must be received in the Graduate School by 12:00 noon, **Friday, May 2, 2025**.
5. Graduate students in some degree programs may be granted one semester of provisional admission to Graduate School. Students should contact the Graduate School about enrolling on provisional status. By the completion of the first term of enrollment, all documents must be received in the Graduate School for the student to continue the next semester. Documentation includes transcripts, letters of recommendation, immunization form, and satisfactory GRE scores for degree **AND NON-DEGREE** students. Please follow up with the Graduate School to see if there are additional special requirements that must be met for specific programs.

6. If all documentation for admission is not received by the end of the student's first semester (under the provisional admission requirement), a **registration hold** will be placed on the student's file and the student **MAY NOT** enroll in any additional coursework until all documents are on file in the Graduate School. If all documents are not received by early registration, the student will not be allowed to early register until the record is complete.

CENLA-ALEXANDRIA REGISTRATION

Students attending classes at CENLA-Alexandria may register according to the directions listed in the Registration Schedule. Students who have already registered may change their schedule by Internet at <https://my.nsula.edu>.

Refer to the CENLA-Alexandria calendar for additional information. Students may also register and pay fees at <https://my.nsula.edu>.

LEESVILLE REGISTRATION

Students attending classes at NSU Leesville may register according to the directions listed in the Registration Instructions. Students who have already registered may change their schedule by Internet at <https://my.nsula.edu>. Students are urged to make an appointment with their advisor to ensure registration in applicable degree course work.

Any questions regarding registration at the Leesville Center may be directed to (337) 392-3100. Students may also register and pay fees <https://my.nsula.edu>.

SHREVEPORT REGISTRATION

Refer to the Registration Instructions listed for the Shreveport campus for the registration and fee payment schedule or contact the College of Nursing and School of Allied Health at 318-677-3100. Nursing majors attending classes on the Shreveport campus may register or drop/add by Internet at <https://my.nsula.edu> or in the College of Nursing and School of Allied Health according to the directions listed in the Registration Instructions.

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.

WARNING

Students registered for the spring semester should certify their intent to attend via MyNSU by the 7th day of class, January 21, 2025. **Students who do NOT certify their intent to attend will be dropped from all courses.**

If you decide not to attend the spring 2025 semester, you must resign from the university. Please go to the Appeal/Request Forms section of the University 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 21, 2025, to receive a 100 percent refund of refundable fees.

If you decide not to attend NSU for the spring semester beginning January 13, 2025, 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 24, 2025.

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.