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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 2025 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 Accounting (101), 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

REMINDER

All currently admitted students must access the **NSUConnect** system through **myNSU** at <https://my.nsula.edu>. The registration system is designed so that only students can use the system to register, add, and/or drop their classes.

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?

Campus/Location	Testing Days/Time
-----------------	-------------------

Natchitoches	
---------------------	--

NSU Testing Center Watson Library	Monday - Thursday 8:30 a.m. - 3:30 p.m. (By appointment only)
--------------------------------------	---

Leesville	By appointment only Call (337)392-3100
------------------	---

Shreveport	By appointment only Call (318)677-3015
-------------------	---

Marksville	By appointment only Call (318)253-8707
-------------------	---

Alexandria	By appointment only Call (318)484-2184
-------------------	---

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.

ADDING OR DROPPING CLASSES

You cannot drop your last class via **NSUConnect**. If you want to change a course section or add a different course, 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.

NEW STUDENT ORIENTATION FOR ALL FIRST-TIME STUDENTS

Thursday, January 9, 2025
Student Services Center–Room147

New Student Orientation is designed for all new degree-seeking students, including both incoming first-year and transfer students, enrolling in the spring 2025 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 9, 2025, 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 28, 2024 – January 12, 2025

Late Registration: January 13-21, 2025

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 28, 2024

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 29, 2024

Seniors (90+ Hours)

Wednesday, October 30, 2024

Juniors (60-89 Hours)

Thursday, October 31, 2024

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 21, 2025.

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

REGISTRATION THROUGH myNSU

All currently admitted students must access the NSUConnect system through myNSU at <https://my.nsula.edu>. Enter your username and password to enter myNSU.

THE LAST DAY TO RESIGN WITH 100% REFUND IS TUESDAY, January 21, 2025

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.

LATE REGISTRATION BY NSUCONNECT

January 13 – 21, 2025

(\$60.00 Late Registration Fee Applies)

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

DEPARTMENTAL OFFICE HOURS

Monday - Thursday: 8:00 a.m. - 4:30 p.m.

Friday: 8:00 a.m. - 12:00 noon

LATE REGISTRATION: Late registration by NSUConnect will be held January 13-21, 2025. Students registering during late registration will be charged a non-refundable late registration fee of \$60.00. The last day to register is Tuesday, January 21, 2025.

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.

WARNING

Students registered for the spring 2025 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 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.

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>.

REGISTRATION

By NSUConnect - According to Directions & Published Schedule
October 28, 2024 - January 21, 2025

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 8, 2025

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.

LATE REGISTRATION

By NSUConnect

January 13-21, 2025

(\$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

NATCHITOCHE CAMPUS ALLIED HEALTH, NURSING & RADIOLOGIC SCIENCES

REGISTRATION

By NSUConnect - According to Directions & Published Schedule
October 28, 2024 - January 21, 2025

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 9, 2025, 9:00 a.m. - 3:30 p.m.

January 10, 2025, 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 13- 21, 2025

(\$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

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 2025

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 21, 2025.
 - 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 Tuesday, January 21, 2025. Students who do not pay in full their cost of attending the University by January 21, 2025, 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/M 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 Tuesday, January 21, 2025, 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#: _____
(Last 3 digits of # on back of MasterCard, Visa, Discover)
(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/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 21, 2025, 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 Tuesday, January 21, 2025, 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.

WARNING -- STUDENT FINANCIAL RESPONSIBILITY

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 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.

- 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 2025

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 10, 2025 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.

SPRING 2025

DATES - STANDARD REFUND POLICY

(Students with No Federal Financial Aid)

Last day to resign from all classes
with 100% refund:

By 11:55 p.m., January 21, 2025

Last day to resign from all classes
with 50% refund:

By 11:55 p.m., January 28, 2025

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), 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 (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).

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 10, 2025, 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 .

DEPARTMENT	PHONE	EMAIL	LOCATION/BUILDING NUMBER
Academic Advising Services	357-6980	advising@nsula.edu	Family & Consumer Sci. Bldg. (#44)
Academic Affairs	357-5361	vpaa@nsula.edu	Caspari Hall (#17)
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		
Barksdale	1-318- 741-2801	barksdale@nsula.edu	Barksdale Air Force Base
	1-800- 376-2422		
Biology and Microbiology	357-5323	bio_sci@nsula.edu	Bienvenu Hall (#90)
Bookstore	357-4473	bookstore@nsula.edu	Student Union (#77)
BBPC at NSU	357-5362	njohnson@bpcc.edu	John S. Kyser Hall (#81)
Student Accounting	357-5447	studentaccounting@nsula.edu	Student Services Center (#55)
CENLA-Alexandria Center	484-2184		Alexandria, LA (#R1901)
Chemistry/Physics	357-4308	bio_sci@nsula.edu	Bienvenu Hall (#90)
College of Arts & Sciences	357-4330	coas@nsula.edu	Caspari Hall (#17)
College of Business & Technology	357-6699	nsucobt@nsula.edu	Russell Hall (#15)
College of Education & Human Development	357-6288	gcoehd@nsula.edu	Teacher Education Center (#88)
College of Nursing & School of Allied Health Shreveport	677-3100	nsuconsah@nsula.edu	Shreveport, LA (#300)
CENLA-Alexandria Natchitoches	449-7991		Rapides Regional Medical Arts Bldg. Fournet Hall (#43)
Computer Information Systems	357-5161	business@nsula.edu	Russell Hall (#15)
Counseling & Career Services	357-5621	cacs@nsula.edu	Student Union (#77)
Creative & Performing Arts	357-6560	capa@nsula.edu	A. A. Fredericks Fine Arts (25 & 25A)
School of Social Sciences & Applied Programs	357-6967	nsucjhss@nsula.edu	John S. Kyser Hall (#81)
Dean of Students	357-5285	deanofstudents@nsula.edu	Student Union (#77)
Disability Services	357-4460		Student Union (#77)
Electronic & Continuing Educ	357-6355	ece@nsula.edu	South Hall (#30)
	1-800- 376-2422		
Engineering Technology	357-6751	engineering@nsula.edu	Williamson Hall (#54)
English, Foreign Languages, & Cultural Studies	357-6272	languages@nsula.edu	John S. Kyser Hall (#81)
Financial Aid Office	357-5961	nsufinaid@nsula.edu	Student Services Center (#55)
	1-800- 823-3008		
First Year Experience & Leadership Development	357-5559		Student Services Center (#55)
Food Service	357-4385	steven_kauf@sodexo.com	Student Union (#77)
Fort Johnson Center/Leesville	392-3100	leesvilleffjohnson@nsula.edu	Leesville, LA (#550)
Graduate School	357-5851	grad_school@nsula.edu	Caspari Hall (#17)
Health & Human Performance	357-5126	hhp@nsula.edu	Health & Human Performance (#89)
Health Services/Infirmary	357-5351	nsuhealthservices@nsula.edu	Infirmary (#5)
Hospitality Management and Tourism	357-5587	hmt@nsula.edu	Family & Consumer Sci. Bldg. (#44)
Housing	214-5400	nsuleasing@campushousing.com	University Place I (B)
Information (Telephone)	357-6011		
Information Systems	357-5594	comp_center@nsula.edu	Roy Hall (#71)
Louisiana Scholars' College	357-4577	scholars@nsula.edu	Morrison Hall (#42)
Mathematics	357-4308	mathematics@nsula.edu	John S. Kyser Hall (#81)
Marksville	1-318-253-8707	grants@nsula.edu	Marksville, LA
Military Science	357-5157	nsurotc@nsula.edu	Military Science Bldg. (#31)
New Media, Journalism, & Communication	357-5360	newmedia@nsula.edu	A. A. Fredericks Fine Arts (25 & 25A)
Physical Science	357-6514	physicalsci@nsula.edu	Fournet Hall (#43)
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		Caspari Hall (#17)
Psychology	357-6594	psychology@nsula.edu	Bienvenu Hall (#90)
Social Work	357-5493	socialwork@nsula.edu	John S. Kyser Hall (#81)
Student Activities & Organizations	357-5438	studentactivities@nsula.edu	Student Union (#77)
Student Affairs	357-5286		Student Union (#77)
Student Employment	357-5961	liffond@nsula.edu	Student Services Center (#55)
Student Support Services	357-5901	triosss@nsula.edu	John S. Kyser Hall (#81)
Testing Services	357-5246	testing@nsula.edu	Kyser Hall (#81)
University Recruiting	357-4503	recruiting@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)
	357-6171		
Veterinary Technology	357-6091	vtec@nsula.edu	Bienvenu Hall (#90)
Watson Memorial Library	357-4477	library@nsula.edu	Watson Library (#92)

