REGISTRATION INSTRUCTIONS FOR GRADUATE STUDENTS

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

ALL GRADUATE STUDENTS must complete an Application for Admission to the Graduate School prior to registration. The application is available in the Graduate School Office, Room 209 Roy Hall, or online at www.applyweb.com/aw?nsula. In order to register early, applications must be submitted before March 19, 2012.

Students may register by Internet or in their major department according to the registration schedule and instructions. To register via the Internet, go to www2.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 the Internet at www2.nsula.edu. Fees should be paid according to the Fee Payment Instructions at http://feepayment.nsula.edu/.

1. NEW STUDENTS who have not completed an Application to Graduate School by the deadline must complete this form in the Graduate School Office, Room 209 Roy Hall, or online at www2.nsula.edu/graduate-advisors/. Students who do not have an advisor should contact the college/department of the major they wish to pursue and an advisor will be assigned.

2. Students pursuing a graduate degree should consult with their advisors. Students can find a list of graduate advisors at http://graduateschool.nsula.edu/graduate-advisors/. Students who do not have an advisor should contact the applicable department at www.nsula.edu/graduateadvisors for a major advisor to be assigned.

3. NON-DEGREE STUDENTS (certification, plus-30, or undecided) registering in person and who do not need to see an advisor, and students in special programs, should report to Room 209 Roy Hall to register, or register online at www2.nsula.edu. Non-degree students who do not need to see an advisor should contact the applicable department at www.nsula.edu/graduateadvisors where an advisor will be assigned.

4. APPLICATION FOR GRADUATION: Graduate students who are completing all requirements for graduation in the summer 2012 semester are required to contact their major professor.

The application for graduation is now being submitted online via the Net for Students at www2.nsula.edu. The online application will prompt you to complete the application before finalizing your application. If you need assistance completing the online graduation application, please contact the Registrar’s Office at registrar@nsula.edu or (318) 357-6171.

5. DEADLINES FOR GRADUATE STUDENTS:
   - The final day to apply for summer 2012 graduation is Tuesday, June 12, 2012.
   - The deadline for thesis defenses for graduate school candidates graduating in the summer 2012 is Friday, July 6, 2012.
   - The deadline for submission of all requirements for graduation for summer 2012 is Wednesday, July 25, 2012. All documents (papers, theses, COMPS, etc.) must be received in the Graduate School by 4:30 p.m., Wednesday, July 25, 2012.

6. Graduate students may be granted one semester of provisional admission to Graduate School. 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, and satisfactory GRE scores for degree and NON-DEGREE students.

7. 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 their record is complete.

TEACHER TUITION EXEMPTION INFORMATION

Teachers are required to contact their employing school board office for instructions on obtaining tuition exemption. Procedures for filing and approval are determined independently by each school board office.

Northwestern State University may accept applications for Teacher Exemption ONLY if the applications have received prior approval from the school board office. Completed forms must be submitted to NSU by the appropriate authority at each school board office. NSU cannot accept completed forms from teachers. In compliance with policies of the Louisiana State Department of Education, each school system has received explicit instructions regarding procedures for the processing of Teacher Tuition Exemption forms.

CTEP

Students must contact the University Registrar’s Office at registrar@nsula.edu to obtain the application form and regulations for CTEP. Teachers who qualify for CTEP MUST NOT register for CTEP courses during any registration period. Contact the University Registrar’s Office, Room 108, Roy Hall, for regulations and procedures for registration.

CENLA REGISTRATION

Students attending classes at England Air Park may register according to the registration schedule and instructions. Early registration by Internet begins March 26 for graduate students. Departmental early registration is March 30 – April 5, 2012. Students who have already registered may change their schedule by the Internet at www2.nsula.edu.

Regular registration and fee payment will be held from 10:00 a.m.-5:30 p.m. on Thursday and 10:00 a.m.-12:00 noon on Friday before the beginning of each session. Refer to the Cenla/England Air Park calendar for additional information. Students may also register and pay fees online at www2.nsula.edu.

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FORT POLK REGISTRATION

Students attending classes at NSU Fort Polk may register according to the registration schedule and instructions. Early registration by Internet begins March 26 for graduate students. Departmental early registration is March 30 – April 5, 2012. Students who have already registered may change their schedule by telephone or Internet at www2.nsula.edu. Students are urged to make an appointment with their advisor to ensure registration in applicable degree course work.

Regular registration and fee payment will be held from 9:00 a.m.-4:30 p.m. on Thursday and 9:00 a.m.-12:00 noon on Friday before each new session begins. Any questions regarding registration at the Fort Polk Center may be directed to (337) 392-3100. Refer to the Ft. Polk calendar for additional information. Students may also register and pay fees online at www2.nsula.edu.

SHREVEPORT REGISTRATION

Nursing majors attending classes on the Shreveport campus may register or drop/add by Internet at www2.nsula.edu or in the College of Nursing according to the calendar and directions for that campus, or contact Nursing at (318) 677-3100. Early registration by Internet begins March 26 for graduate students. Departmental early registration is March 30 – April 5, 2012. Students who have already registered may change their schedule by Internet at www2.nsula.edu.

Regular registration and fee payment for the twelve-week session and the six-week session will be held Thursday, May 12, 2012, from 9:00 a.m. - 4:30 p.m. Registration and fee payment for the six-week session only will be held Thursday-Friday, June 2-3, 2012.

DEPARTMENTAL OFFICE HOURS

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