REGISTRATION INSTRUCTIONS FOR GRADUATE STUDENTS

ALL GRADUATE STUDENTS must complete an Application for Admission to the Graduate School prior to registration. The application is available online at www.applyweb.com/aw?nsula.

Students may register by Internet or in their major department according to the registration schedule and instructions for registration. To register via Internet, go to https://nsuconnect.nsula.edu:4445. 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://nsuconnect.nsula.edu:4445. 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 must complete this form in the Graduate School Office, Room 209 Roy Hall, or online at www.applyweb.com/aw?nsula. RE-ENTRY STUDENTS who have not been enrolled for one calendar year (three semesters including summer) must also complete an application.

2. ADVISING: 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 college/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 report to Room 209 Roy Hall to register, or register online at https://nsuconnect.nsula.edu:4445. Non-degree students who do need to see an advisor should contact the applicable department at www.nsula.edu/graduateschool where an advisor will be assigned.

4. APPLICATION FOR GRADUATION: Graduate students who are completing all requirements for graduation in the fall 2012 semester are required to complete the online application and then contact their major professor.

The application for graduation is now being submitted online via the Web for Students at https://nsuconnect.nsula.edu:4445. 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.

IMPORTANT DEADLINES

- The final day to apply for fall 2012 graduation is Friday, September 21, 2012.
- The deadline for thesis defenses is Friday, November 9, 2012.
- The deadline for submission of all requirements for graduation for fall 2012 is Friday, November 30, 2012.

- All documents (papers, theses, COMPS, etc.) must be received in the Graduate School by 12:00 noon, Friday, November 30, 2012.

5. Graduate students in some degree programs may be granted one semester of provisional admission to Graduate School. Students should contact the department that houses the discipline of the program to which they are applying to inquire if they admit students 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, and satisfactory GRE scores for degree AND NON-DEGREE students.

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 their record is complete.

ON-SITE EVENING REGISTRATION

On-site evening registration for non-traditional students will be held on the Natchitoches campus on Monday, August 20, from 4:00-5:00 p.m. The Graduate School personnel are available in Room 209 Roy Hall, from 4:00-5:00 p.m., for graduate students who need to complete applications for admission, graduation, or need to register after regular hours. Students may also register and pay fees online at https://nsuconnect.nsula.edu:4445.

TEACHER TUITION EXEMPTION INFORMATION

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

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

CTEP

Students should contact the University Registrar’s Office at registrar@nsula.edu to obtain the application form and regulations for CTEP. The application form and regulations are also available on the Web at www.nsula.edu/registrar under “Student Information.” Teachers who qualify for CTEP MUST NOT register for CTEP courses during any registration period. Contact the University Registrar’s Office, Room 108, Roy Hall, for regulations and procedures for registration.
CENLA–ALEXANDRIA REGISTRATION

Students attending classes at CenLa-Alexandria 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 Internet at https://nsuconnect.nsula.edu:4445.

Regular registration and fee payment will be held from 10:00 a.m.–5:30 p.m. on ??????????, August ??, 2012. Refer to the CENLA-Alexandria calendar for additional information. Students may also register and pay fees at https://nsuconnect.nsula.edu:4445.

FORT POLK/LEESVILLE 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 Internet at https://nsuconnect.nsula.edu:4445.

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 Tuesday, August 14, 2012. 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 at https://nsuconnect.nsula.edu:4445.

SHREVEPORT REGISTRATION

Refer to the Registration Instructions listed for the Shreveport campus for the registration and fee payment schedule, or contact Nursing at 318-677-3100. Nursing majors attending classes on the Shreveport campus may register or drop/add by Internet at https://nsuconnect.nsula.edu:4445 or in the College of Nursing according to the registration schedule and instructions. Regular registration and fee payment on the Shreveport campus is ??????????, August ??, from 9:00 a.m.–4:30 p.m.