



The Online Schedule

*A guide for using the online
course schedule*

Registering for courses



■ Steps for course registration

- Prior to meeting with your advisor use the online schedule to find a course you are interested in at www.nl.edu/course_schedule
- NLU does not print a course schedule booklet each term. Students can find up to the minute course information by using the online schedule.



Using the online schedule

- **Step 1:** Go to http://www.nl.edu/course_schedule/ and select the term you'd like to view

National-Louis University Course Schedule - Windows Internet Explorer

http://www.nl.edu/course_schedule/

File Edit View Favorites Tools Help

Google Search

National-Louis University

National-Louis University Course Schedule Search

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National Louis University - Course Schedule Search

Course Schedule Search

Select a term to begin:

Term:
Summer 2009
Spring 2009

Version: 1:1.5

http://www.nl.edu/general/nl.cfm

start Advising Resources National-Louis Univer... https://fl-aventura.nl... Inbox - Microsoft Out... Microsoft PowerPoint ... Search Desktop 9:39 AM



Using the Online Schedule

- Step 2: You can find courses in a variety of ways from the online schedule

National-Louis University - Course Schedule Search
Summer 2009 Courses

Term: Summer 2009

Course Level: ALL LEVELS (dropdown), GR- Graduate (dropdown)

Part of Term: CLU- Cluster (dropdown), F- Field (dropdown), **FOC- Focus** (dropdown), MIS- Misc. Term (dropdown)

Campus: ALL CAMPUSES (dropdown), BE- Beloit (dropdown), CH- Chicago (dropdown), EL- Elgin (dropdown), LI- Lisle (dropdown)

College: ALL COLLEGES (dropdown), AS- College of Arts & Sciences (dropdown), ED- National College of Education (dropdown), MB- College of Management & Busine (dropdown)

Subject: ALL SUBJECTS (dropdown), Adult,Continuing & Literacy Ed- ACL (dropdown), Allied Health:Administration- AHA (dropdown), Allied Health:Education- AHE (dropdown), Art- LAA (dropdown)

Course Number: [text input]

Days: Mon Tue Wed Thu Fri Sat Sun (checkboxes)

Begin Time: Hour: [dropdown], Minute: [dropdown] (Anytime, 00)

End Time: Hour: [dropdown], Minute: [dropdown] (Anytime, 00)

Search **Reset** **Select Different Term**

The following links are predefined Course Searches. Click on a link below to see the course schedule.
[FOCUS Offerings](#) [College of Arts & Sciences](#)

Annotations:

- Blue arrow pointing to Campus: "You can select your campus, including online (NT)"
- Blue arrow pointing to Subject: "You can view courses by subject area"
- Blue arrow pointing to Part of Term: "Select FOCUS, or leave All Parts of Term"



Using the Online Schedule

- Step 2: You can find courses in a variety of ways from the online schedule

The following links are predefined Course Searches. Click on a link below to see the course shedule.

- FOCUS Offerings
- Doctoral Offerings
- Online Offerings
- Weekend Offerings
- Professional Development Offerings
- Gen Ed: All General Education
- Gen Ed: Written Communication
- Gen Ed: Oral Communication
- Gen Ed: Fine Arts
- Gen Ed: Humanities
- Gen Ed: Quantitative Reasoning
- Gen Ed: Science
- Gen Ed: Life Science
- Gen Ed: Physical Science
- Gen Ed: Social Science
- Gen Ed: Behavioral Science
- Gen Ed: Laboratory Science

The online schedule has a variety of “pre-defined” searches where you can find courses that meet specific criteria

Understanding Course Listings



- The course listing offers a variety of important information

National-Louis University Course Schedule - Windows Internet Explorer
http://www.nlu.edu/course_schedule/

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Date	Time	Day(s)	Building	Room
26-OCT-09 - 30-NOV-09				
14-SEP-09 - 16-NOV-09	05:30 PM until 09:25 PM	Monday		

SECTION COMMENTS:
FOCUS Course
Counts in the Social Science area of general studies requirement in education. When registered check NLU email for information.
CATALOG DESCRIPTION: Survey of American national political institutions and values: the design of our Constitution; political parties; interest groups, lobbying, and campaign finance; Congress and the presidency; the political role of the media; and the role of the courts in protecting liberty and defining rights. 5 quarter hours Counts in the Social Science Area of General Education Requirements.

CRN	Course	Instructor	Building	Room
90583	Intro to American Politics [FOC]	STAFF		
90783	Intro to American Politics [1]	Longoria, Richard Chicago	0	50
90784	Intro to American Politics [1]	Spirou, Costas Chicago	2	50

You will need the 5 digit CRN for registration

The campus is indicated

Dates of the course, days of the week, and time

The course description will give info on the course and also list any pre-requisites and areas of Gen Ed fulfilled

Tips for using the online schedule



- Be sure that you are looking in the correct department for a course. For example, education courses are offered in several different departments, not just EI Ed or ECE. You may find the courses you need in Special Education (SPE), Technology in Education (TIE), Educational Psychology (EPS) or Middle Level Education (MLE), among others.
- Note that traditional program students must have special permission to take FOCUS courses. A course will be labeled as FOCUS in red letters in the Section Comments area of the course listing



Registering for courses

- Once you know which courses you'd like to take, you will need to:
 - Fill out the appropriate registration form. Note that there are different forms for FOCUS courses and on-campus courses.
 - Talk to your academic advisor to get approval for the course and complete the registration forms.
 - Check with Student Finance to see if your financial aid will cover the cost of your courses.
 - Order your text book online at www.ecampus.com/nlu
 - Be sure to show up for the first night of course for a face-to-face course. If you are taking an online course, be sure to visit the course site on the date that the course is scheduled to begin.

Change in Registration



■ Drops & Refunds

- For traditional 10 week courses:
 - you will only receive a 100% refund if you drop a course prior to the first day of the academic term
 - If you drop a course during the first week of the term, you will receive a 90% refund
 - If you drop after the end of the first week of the term, there is no refund
 - You may drop a course and add another during the first week with no financial penalty

- For FOCUS courses or accelerated program courses:
 - If you drop a course prior to the day that the course begins, you will receive a 100% refund
 - Once the class has started, there is no refund

- If you withdraw from the university for a term, defined by dropping all courses for which you are registered, the refund is on a pro-rated basis.

- Check the NLU catalog for specific information on the drop policy.