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](http://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/](http://www.nl.edu/course_schedule/) and select the term you’d like to view
Using the Online Schedule

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

  - You can select your campus, including online (NT).
  - You can view courses by subject area.
  - 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 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAS 120-0</td>
<td>Intro to American Politics [FOC]</td>
<td>STAFF</td>
<td>On-line</td>
<td>5</td>
</tr>
<tr>
<td>LAS 120-1</td>
<td>Intro to American Politics [1]</td>
<td>Longona, Richard</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>LAS 120-2</td>
<td>Intro to American Politics [2]</td>
<td>Spirou, Costas</td>
<td>2</td>
<td>50</td>
</tr>
</tbody>
</table>

- **Dates of the course, days of the week, and time**
- **The campus is indicated**
- **You will need the 5 digit CRN for registration**
- **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 El 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 at 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.
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.