

International Exchange Student Enrollment Guide

Fall 2019-Spring 2020

NAU email is the official email for all university communication, and **must be used** when communicating with NAU. If you have difficulty activating your NAU email, contact the [Student Technology Center](#) directly.

Please choose alternative classes in addition to your preferred classes, as enrollment in requested classes **cannot be guaranteed**. Students are **NOT** eligible for graduate level (500 and above) or BBA classes. **BBA classes are online and reserved for distance learning students**. All students must enroll in a minimum of 12 credit units.

Enrollment appointments and holds

You can find your enrollment appointment on the left side of your LOUIE student center, and you can start enrolling on that date, provided holds are cleared. You must submit your proof of [MMR immunization](#) prior to enrollment. Submit your records online, under “Upload Immunization Records” on the [Campus Health](#) website. Direct all MMR inquiries to chs.records@nau.edu as this is the only office that can remove the hold. International students must enroll in a minimum of 12 units per semester as a condition of immigration status. Please avoid online courses, as there are immigration restrictions on these as well.

Searching for classes

When searching for classes through LOUIE, make sure you have selected the appropriate term from the term drop down menu. Then, under class search, choose the subject, under campus select “Flagstaff Mountain” and under “Course Career” select “Undergraduate.” You will also notice the checkbox—if you want to see only courses with available seats, leave that box checked. If you want to see if the class has a waitlist available, uncheck the box before clicking search. *If you will study at NAU for a full academic year, you can also enroll in Spring 2020 courses, although you may have to wait 24 hours for to enroll in the next term. Learn about multi-term enrollment [here](#).*

Prerequisites

Once holds are clear you can enroll in classes **without prerequisites on your own**. Here is a guide to [adding a class](#) through LOUIE. If a prerequisite includes “International Exchange Student Group,” you can also enroll on your own. If the prerequisite is “sophomore status” or “junior status” I can enroll you in the class. For other courses with prerequisites, you will need the help of an academic advisor from that department to enroll. The department advisors will evaluate your transcript to determine your eligibility, and they will either enroll you in the class or add you to the waitlist if there are not seats available. If a course has prerequisites, you will not be able to enroll on your own, and if you do add yourself to the waitlist, you will not “count” because only the academic advisor can enroll you.

If you wish to take courses in the **College of Business**, you can contact Skyler.Coombs@nau.edu directly. If you wish to take classes in the **School of HRM**, you can contact Alyssa.Harmon@nau.edu directly. If you need assistance you may also contact me Kathleen.McKeiver@nau.edu



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Closed classes, reserved seats and the waitlist

Students trying to register for closed classes should select the box “add to waitlist.” When an enrolled student drops the class and a seat becomes available, the wait list process will automatically enroll the first student from the wait list into the class. You may waitlist a maximum of 9 credits. If you are trying to waitlist a class with prerequisites, the department advisor must add you to the waitlist, or the system will not recognize your eligibility to enroll, and you will be skipped or dropped from the waitlist. Please see the [wait list frequently asked questions](#) for detailed information.

You may also notice a symbol similar to this:  These seats are reserved for specific student groups. If only reserved seats are available, you will have to add to the waitlist. Remaining reserved seats will be released the week before the start of classes.

Class fees

You will notice that many classes, primarily in fields of technology, sciences, communications and the arts require class fees. These fees are not a part of tuition and are attached to the individual class. You will be responsible for paying these fees on your own, unless this is covered by a sponsored program. You can find the amount required in the table under “Class Details.” Traditional lecture classes typically do not include a class fee.

Contacts

Admissions and Scholarship questions: studynau@nau.edu

Housing questions: Dylan.Rust@nau.edu

Immigration questions: isss@nau.edu

Orientation questions: iorientation@nau.edu