International Exchange Student Class Registration

Please note: If you are a dual-degree student studying in the International Hospitality Management program, a Hospitality Management advisor will register you for classes.

All other exchange students should follow the processes below.

SELECTING AND REGISTERING FOR CLASSES

1. From the www.nau.edu front page, click “Quick Links,” then “C,” and then “Class Schedule.”

2. From the drop down menu, select your enrollment term. Then, from the “campus” drop down menu, choose “Flagstaff Mountain,” and search by course subject. Please note: exchange students are not eligible for graduate level (500 and above) classes.

3. Please select 4-6 alternate courses in addition to your preferred classes.

4. Once you locate the class you are interested in, click the “Section” link. You will use the four-digit section number when enrolling in class. Check if the course has any prerequisite classes listed.

5. If the class has prerequisites, match the NAU prerequisite course description to the classes you have taken (or are currently taking) at your home university. If you intend to enroll in business courses, please see page 2 for additional information.

6. If any of your classes have prerequisites, e-mail Kathy McKeiver [Kathleen.McKeiver@nau.edu] (CIE) the list of classes you wish to enroll, along with the course descriptions. Kathy will send your course descriptions and transcripts to the appropriate academic department(s) for review.

7. The department advisors will evaluate your coursework and determine if you have met the prerequisites. The department advisors will enroll you in prerequisite courses.

8. If the class does not have prerequisites, or if the prerequisite states “International Exchange Student Group,” you may enroll in classes (on your own) during the first day of your enrollment appointment. You can find your enrollment appointment in LOUIE, on the right side of your student center. You can enroll using your LOUIE account, provided all holds have been cleared.

**WE CANNOT GUARANTEE ENROLLMENT IN YOUR PREFERRED COURSES**
ENROLLING IN CLASSES AT THE W.A. FRANKE COLLEGE OF BUSINESS (FCB)

The following information is provided to ensure a smooth enrollment process and successful completion of your degree requirements.

- Exchange students wishing to enroll in business courses must meet all prerequisites. Since exchange students will not complete the FCB BPP requirements, eligibility for business classes is determined by prior coursework.

- Exchange students are not eligible to enroll in MGT 490C or BBA courses.

- Instructors in the FCB do NOT approve overrides. Please do not contact the instructor regarding overrides for business classes. All override requests are submitted online via this website: http://franke.nau.edu/oas/current_students/overrides/

USING “LOUIE”

- LOUIE is your online student information account. This is where you will manage your class schedule, finances etc. Login to LOUIE here: http://www4.nau.edu/louie/.

- If you need help understanding LOUIE, please refer to the tutorials: http://nau.edu/its/learn/louie/.

LOUIE LOGIN PROBLEMS:

First, try to reset your password here: https://middleware.nau.edu/passwordchange

If you have trouble accessing LOUIE, Please contact the Help Desk at +1 928-523-9294 or studentcomputing@nau.edu If you contact student computing, please include the following:

- Your first and last name
- Your phone number (with area code and country code)
- A time to call you during Arizona Time (Mountain Standard). Here is a link to a time zone converter: http://www.timezoneconverter.com/cgi-bin/tzc.tzc
HELPFUL LINKS AND CONTACTS:
Center for International Education  studynau@nau.edu
International Academics Coordinator Kathleen.McKeiver@nau.edu
Inbound Exchange Coordinator Carolyn.Christianer@nau.edu
Measles/Immunizations: chs.records@nau.edu
NAU directory (instructor emails)  www.nau.edu/directory
Registrar (academic calendar, override forms)  www.nau.edu/registrar
Department Advising Contacts:  http://www4.nau.edu/ua/contact/advisingcontacts.htm
Campus Resources:  http://nau.edu/CIE/International-Student-Scholar-Services/Campus-Services/

Frequently Asked Questions about Studying at NAU

What is a course description? Why am I asked to provide this?
Course descriptions list course objectives like theories, concepts, topics, etc. You may be asked to provide a course description for your class that meets the NAU prerequisite.

Do I have to attend each scheduled class period?
Yes. Students must attend all classes. New material is covered each class. In addition, many instructors have attendance policies that can affect the outcome of your grade. If you must miss class, it is courteous to notify your professor prior to the missed class.

The class I need to take is closed. What do I do now?
This means there aren’t any seats available. If the class is taught in the W.A. Franke College of Business, you must submit an override request to the FCB Office of Academic Services (FCBOAS@nau.edu) and they will assist you. If the class is in any other major, you can contact the professor directly with an override request www.nau.edu/directory. If the professor approves, forward the email with approval to me, Kathleen.McKeiver@nau.edu and I can enroll you in the class.

How many credits should I take?
Full time students enroll in a minimum of 12 credits. The maximum number of units you may enroll in per semester is 19. You must take a minimum of 9 in person units before you can take an online class.

Do I have to pay course fees?
Yes. Course fees are separate from tuition and are attached to the individual class. Course fees are most often associated with Science or Language Lab uses, Art Studio courses, and Fieldwork courses, among others.