

# International Exchange Student Course Registration

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

**You must complete your MMR [health immunization requirement](#) before you are eligible to enroll in courses. Please submit a completed [Immunization Policy Form](#) directly to [chs.records@nau.edu](mailto:chs.records@nau.edu) if you have not done so.**

**Please select alternative courses, as enrollment in requested classes cannot be guaranteed. Exchange students are not eligible for graduate level (500 and above) or BBA courses, and must enroll in a minimum of 12 credit units.**

## Registering for courses

### Dual-degree exchange students

If you are a **dual-degree** student studying in the school of Hotel Restaurant Management, a HRM advisor will register you for courses. All other students should follow the processes below.

### Enrollment appointment

You are eligible for enrollment beginning March 20, 2017, providing your holds are cleared. If courses do not have prerequisites, or if the prerequisite listed is “International Exchange Student Group,” you are eligible to enroll on your own. If you have an “academic advising hold” on your account, contact [Kathleen.McKeiver@nau.edu](mailto:Kathleen.McKeiver@nau.edu) as soon as possible. Here is a guide to [adding classes](#) using [LOUIE](#).

### Prerequisite course requirements

If courses require prerequisites, contact the International Academic Coordinator, [Kathleen.McKeiver@nau.edu](mailto:Kathleen.McKeiver@nau.edu), with the list of your preferred NAU courses and the prerequisite descriptions. Your request to enroll will be sent with your university transcripts to the appropriate department for review. The department advisors will evaluate your coursework to determine your eligibility and they will enroll you in the class if you have met the prerequisites, provided there are seats available. If you are currently enrolled in classes at your home university that you believe meet NAU prerequisite requirements, you should also provide this documentation to your advisor. If your current classes do not resemble NAU prerequisites, you do not need to provide your current schedule. You may also contact department advisors directly through your NAU email.

### Closed courses 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. 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 dropped from the waitlist. Please see the wait list frequently asked questions [here](#).

**Academic and/or general NAU or exchange questions?**

International Academic Coordinator, [Kathleen.McKeiver@nau.edu](mailto:Kathleen.McKeiver@nau.edu)

**Exchange student financial questions?**

Inbound Exchange Student Coordinator, [Mariel.Goble@nau.edu](mailto:Mariel.Goble@nau.edu)