International Exchange Student Enrollment Guide

NAU Email

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.

Immunization Holds

You must complete your health immunization requirement before you are eligible to enroll in courses. If you have questions about the MMR immunizations please contact Campus Health Services at: chs.records@nau.edu.

Searching and Adding Courses

Step 1 – Search for classes (see FAQs for specific details). Exchange students are not eligible for graduate level (500 and above) courses. Some other courses have prerequisites or require prior authorization, if you are interested in taking any of these courses please see Step 3.

Step 2 – Add classes to your shopping cart that you would like to register for (you must take a minimum of 12 credits, in-person only). Please choose alternative/extra classes in addition to your preferred classes, as enrollment in requested classes cannot be guaranteed.

Step 3 – Email exchangestudent@nau.edu with the following information

- Your full name and student ID
- Courses currently in your shopping cart:
  - Course Code, Subject, and Course Number (BIO, 201, 1566)
    - please rank these classes in the order of preference
  - Courses that you would like to take, but were unable to add to your shopping cart

Enrollment FAQs & Definitions

- All students must enroll in a minimum of 12 credit in-person units.
- Searching for Courses: You can search for courses in LOUIE (link to how-to video)
  - Term = term you want to enroll in (Spring 2020, Fall 2021...)
  - Class Search = Subject
  - Campus = Flagstaff Mountain
  - Course Career = Undergraduate
  - You can select a course and then see the course description (link to how-to video).
  - If you want to take a class add it to your Enrollment Shopping Cart (link to how-to video). Once you add courses to your shopping cart you will see if the course is open, waitlisted, closed, or has reserved seats.
  - Keep in mind that you will have to plan your class schedule so that your courses aren’t at conflicting times.
• **Prerequisites:** A prerequisite is a course you have to take before you can take another course. NAU Academic Advisors will evaluate your transcript and prior coursework to determine your eligibility for the course and enroll you if you have met the prerequisites, and there are seats available.

• **Waitlist:** If a course is full a student may place themselves on a waitlist, when seats become available the student will be enrolled into the course. You can be on the waitlist for up to 2 courses per semester, but wait-listing does **not guarantee enrollment.** You should enroll in a minimum of 12 credits and you can make adjustments later if you get into a waitlist class.

• **Reserved Seats:** Some courses have reserved seats. The “Reserved Seats” section in Class Details will show who the seats are reserved for and how many seats are reserved. If no additional seats are open, you may not be able to enroll in this course.

• **Online courses:** As an exchange student you must enroll in a minimum of 12 credits of in-person classes, online courses do not meet this requirement. Online classes above 12 in-person credits are acceptable.

**Questions?** Contact the Inbound Exchange Coordinator at [exchangestudent@nau.edu](mailto:exchangestudent@nau.edu)