

## BUILDING ABBREVIATIONS

The “N” before the building means Northern State University.

NAB	ADMINISTRATION BUILDING
NBC	BARNETT CENTER
NDH	DACOTAH HALL
NGB	GERBER BUILDING
NJC	JOHNSON FINE ARTS CENTER
NLB	LIBRARY
NMJ	MEWALDT JENSEN
NSP	SPAFFORD HALL
NSC	STUDENT CENTER
NTC	TECHNOLOGY CENTER

## ADMINISTRATIVE DIRECTORY

Enrollment Services:	(605) 626-3400
Admissions (DH-101)	(605) 626-2544
Financial Aid (DH-103)	(605) 626-2640
Registrar (DH-103)	(605) 626-2012
Extended Studies (SP-106)	(605) 626-2568
Finance Office (AB-202)	(605) 626-2566
Graduate Office (SP-104)	(605) 626-2558
University College (DH-201)	(605) 626-2633
President (SP-202)	(605) 626-2521
Provost/Vice President for Academic Affairs (SP-203)	(605) 626-2524
Vice President for Finance & Administration (AB-205)	(605) 626-2537
Vice President for Student Affairs (SC-201)	(605) 626-2530

## KEY TO THE SCHEDULE

Freshmen and sophomores may take courses numbered 100 and 200 providing that the necessary prerequisites have been completed. Courses numbered 300 and 400 are normally junior and senior level but might be taken by sophomores if the necessary prerequisites have been met. Courses numbered 500 and 600 are entry-level graduate courses offered in conjunction with the undergraduate-level course. Undergraduate students who wish to enroll for the course at this 500 or 600 level must secure permission from the Graduate School. Courses numbered 700 are open to graduate students only.

### NORTHERN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY INSTITUTION

Northern State University recognizes its responsibility for creating an institutional climate in which students with disabilities can thrive. If you have any type of disability for which you require accommodations, please contact the NSU Office of Disability Services (ODS) as soon as possible to discuss your particular needs. The mission of the Office of Disability Services is to provide equal access to university programs, as mandated by the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Any student requesting accommodations must submit adequate documentation of disability before accommodations can be provided.

Contact information for the ODS: phone – (605) 626-2371; location – Student Center 217; FAX – (605) 626-3399

# GENERAL INFORMATION

## RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974 limits the types of information that Northern State University may make public without your consent. The regulations implementing that legislation permit the disclosure of directory information, provided that students have an opportunity to request that such information remain confidential.

Northern State University regards the following information relating to students as directory information: student names, major fields of study, and current enrollment status.

You have the option to object to the release of any or all of the categories of personally identifiable information that would be treated as directory information under the proposed rule, provided that you notify the registrar in writing within five working days after your registration has been completed.

## GENERAL INSTRUCTIONS

Please keep this schedule for future reference. This schedule is subject to revision. Please check WebAdvisor for most current course offering information.

## Pre-Registration for Enrolled Students

SCHEDULED pre-registration for the 2010 summer and fall semesters for currently enrolled students will begin on March 25, 2010 and finish on April 10, 2010. Your date of registration is based on your program and the number of hours completed. Your date of registration (Registration Priority) will be available on WebAdvisor by mid **March 2010**. You should plan your schedule with your advisor before your priority date, and may enter your classes on your preferred list on WebAdvisor. You may register from your preferred list on that date and at your designated time or any time later, **BUT NOT EARLIER**. You can expedite your registration by making certain that you have visited with your advisor, planned a schedule, including some alternative course selections, have entered them on your WebAdvisor preferred list and have checked that all restrictions or holds have been removed (My Restrictions on WebAdvisor).

**Some Restrictions** on registration must be cleared before any registration will be processed. Restrictions can be viewed on WebAdvisor. If you have these restrictions, contact the office below well in advance of your Registration priority date.

Finance Office	AB 202	626-2566	CAR holds: Parking fines, library fines, financial debts, etc.
Health Services	SC 229	626-7694	Immunization records missing or incomplete
Admissions	DH 101	626-2544	CINC: Incomplete admissions files
Advisor Hold	Need to visit with your advisor		CADV holds

**Some Restrictions** will require enrollment in DH-103, Registrar's Office, 626-2012 with signed approvals.

CGE (Gen Ed) holds	Need to review program eval and determine which system core courses are needed.
CPG(Pre-Gen Ed) holds	Need to review program eval and take needed pre-gen ed courses.
Academic Suspension	Need to apply for reinstatement with Dean.
Pre-requisite or Co-requisite holds	Need to obtain signed override card from designated department administrator
CATH (Athletic) Hold	Need to obtain approval from Robert Olson, NSU Athletic Director
CINT (International) Hold	Need to obtain approval from International Advisor pertaining to SEVIS regulations

## Pre-Registration for New Students

Registration will open to new/transfer students based on hours earned and accepted. When you have received your acceptance letter, call for an appointment, 626-2544 or 3312.

# GENERAL INFORMATION

## Registration Process

### Review Course Schedules

- Read all instructions and information carefully.
- Check WebAdvisor for registration date notice (Registration Time Inquiry) and holds (My Restrictions).
- If Immunization records are incomplete or any holds are listed, check with the appropriate office.

### Undergraduate students:

- Make an appointment, prior to your scheduled registration date, to see your advisor or attend a departmental advising session. March 15 - 24 has been designated as the start of Summer/Fall 2010 schedule advising.
- Have any advisor hold removed by the departmental secretary or your advisor. This must be removed before you can register
- List and prioritize your course requests on the Registration Worksheet
- Check:
  - That syn number has 5 digits
  - That both lecture and lab syn numbers are listed (they are separate numbers)
  - That all Co-requisite course syn numbers are listed
  - That several alternate course syn numbers are listed in case they are needed
  - That you have the necessary pre-requisites for your chosen courses
  - If you have not yet taken and passed your Proficiency exams, give priority to the Proficiency Course Requirements on your program evaluation
  - Enter courses from your worksheet onto your Preferred section list on WebAdvisor, using syn # and term.
  - On your registration date, after your designated time, log onto **WebAdvisor**. Register for Sections, Register for Previously Selected Sections and register for all courses you can or register with your departmental secretary or at the Registrar's Office. Courses requiring special approval must be registered for in the Registrar's Office. See the Extended Studies Office for extension or correspondence courses.
  - If you need any pre-general education courses (MATH 021, ENGL 033, READ 041), you must take them in your first 30 attempted credits, (MATH 101 within first 42 attempted credits) or lose financial aid and registration ability.

**Graduate students:** Register in Graduate Office, Spafford 104 or follow the WebAdvisor instructions included.

## WebAdvisor Instructions

WebAdvisor is the online student record system at Northern State University. You can use WebAdvisor to view all of your NSU educational records. While WebAdvisor does not replace your academic advisor or individual assistance from academic offices on campus, it may be used as a tool to help you make academic decisions. You must visit with your advisor and plan the classes you need prior to registering. You are responsible for taking the courses needed for your program and for meeting general education and core requirements.

**Access to WebAdvisor**--Go to the Northern State University home page at [www.northern.edu](http://www.northern.edu). Click the WebAdvisor Icon, then WebAdvisor for Students. You may access the course schedule without logging in by clicking on Search for Sections, but you will need to log in for any function that involves your personal information. Assistance in using WebAdvisor is available in Enrollment Services, DH 101-103, during regular office hours, Monday through Friday, 8am to 5pm or at the NSU Help Desk, Tech Center, Room 148.

**Obtaining WebAdvisor ID and Password.** You will need to know your WebAdvisor ID and Password to access personal information on WebAdvisor and to use it for registration. If you have never accessed WebAdvisor before, choose I'm New to WebAdvisor from the menu and follow the steps outlined to get your WebAdvisor ID and Password. If you have used WebAdvisor before, but aren't sure of your WebAdvisor ID or password, click on What's My User ID, then What's my password? The WebAdvisor ID will be displayed by entering your last name and either your social security number or NSU student ID where asked. The password screen will display a hint which may help you remember your password. If you still can't remember your password, you can tell WebAdvisor to change your password. This will email a new password to the email account you choose from the drop down menu on WebAdvisor. You can change it after you successfully login the first time. You will need to keep track of your password or reset it through the WebAdvisor website, no-one else has access to it. Both are case sensitive.

# GENERAL INFORMATION

**Checking NSU email for WebAdvisor Password.** On the NSU homepage, click on Webmail at the bottom of the page. Use your NSU email account login & password. If you do not know these, go to the Computer Center Desk in TC 5. The message containing your WebAdvisor password will be from the Datatel Administrator. You may wish to write down the password, but keep it confidential as this information will allow access to your personal academic records on WebAdvisor. If you happen to forget your WebAdvisor login information, you can view your permanent WebAdvisor ID by doing What's My User ID. For obtaining your password review the section above.

**Logging In on WebAdvisor--**With WebAdvisor open, click on Log In in the upper right hand corner, or click on the function you want. Type in your WebAdvisor ID. Type in your WebAdvisor password. **Both are case sensitive.**

**Program Evaluation (DegreeAudit)--**You can look at your evaluation to see where courses you have completed have been applied and to help determine which ones remain to be taken. Discuss requirements with your advisor, also. You may also do a What If request here to see how your courses apply to a different major. Once you have registered for classes, it is a good idea to review your program evaluation to be sure the courses applied where you thought they would. This will also tell you if a course is repeating a course you took previously. Northern State University programs are smart-coded with an N at the beginning. (N.BS.BAFS, for example)

**Search for Sections--**This feature is helpful in planning your schedule. You will be able to see which classes are offered in the term, the dates and times they are offered, and the number of seats available at any given time. Keep your searches narrow to avoid slowing down the system. This option is particularly useful if you are limited to certain times that you are available for class. **Please note that any classes with a non-numeric section are reserved for specific groups of students. (ex: MUS 100 NTR2)**

## Registering on WebAdvisor

1. Click on WebAdvisor on NSU Home Page ([www.northern.edu](http://www.northern.edu))
2. Click on WebAdvisor Student Menu
3. Click on Register for Sections. It is best if you have determined what classes you need first and have recorded the synonym number for each section you wish to take. Use your Registration Worksheet.
4. Click on Express Registration.
5. Log in by entering your WebAdvisor ID and your password; Submit (if not already logged in)
6. Choose the appropriate term on the term drop down menu (2010SU or 2010FA)
7. Type in the five-digit synonym number for each class and the term.
8. Submit and examine registration results-confirmation will be sent to your NSU email.
9. LOG OUT—Click on Logout button on WebAdvisor each time you finish using WebAdvisor. If you do not, your account will remain open for 30 minutes and someone else using the same computer could go in and look at your records or change your registration.

## Troubleshooting

- a. If a class is closed, click on add a class and enter information on another choice until you find one that fits.
- b. Some courses have co-requisites, be sure you enter all co-requisite syn numbers and submit at once.
- c. This system may not allow you to register for a class you have already taken. If you need to repeat a class to earn a higher grade and have any trouble registering for it, go to Records/Registration, DH 103.
- d. If a class is offered for variable credit, use the Search and Register option. This will allow you to enter the credits you wish in classes like varsity athletics and some music courses. Taking these courses for 0 credit is different than for audit as you will still receive a grade that will appear on your transcript. Audit courses are not eligible for Financial Aid and require the permission of the instructor.
- e. This system will not allow you to register for classes for which you have not met prerequisites. If your registration fails for this reason and you feel it is an error, go to Records/Registration, DH 103. If you wish to request an exception, go to the appropriate dean. Bring a signed override card to DH 103 to enroll.
- f. You will not be able to use WebAdvisor to add any classes that require permission of the instructor. Such course adds will need to be done by bringing add slip to Records/Registration, DH 103.
- g. If you have holds on your record, the system will stop you from registering for classes. You will need to clear any hold(s) before you will be allowed to register or make changes to your registration.
- h. See the Records/Registration, DH 103 if you still have problems. This registration is real and directly affects your student record. Once you submit your registration, you will be charged for it.

# GENERAL INFORMATION

## Adding and Dropping classes

After registering, you can add or drop a class using “Register or Drop Sections” transactions until the census date of the term or class. You should discuss the impact of any such changes on your program with your academic advisor. Some courses are offered infrequently, and if you don’t take them when available this may delay your graduation.

These transactions are real and directly affect your student record. If you add a class, you will be charged for it. If you drop a class, it will be dropped from your record and your seat in the class will be released to other students. You may wish to process adds first to be sure you can get into a class before losing your spot in your original choice. You cannot, however, add additional sections of the same class. Total number of hours may affect financial aid.

**Waitlisting:** If a section is full, but an option to waitlist appears, you may add yourself to the waitlist. When a seat becomes available, you will receive an email giving you a short period to enroll. You are responsible for checking your NSU email account or Manage My Waitlist on WebAdvisor frequently if on a waitlist. If a course you want does not have a waitlist, you may contact the department and ask if one can be set up. If you do not have pre-requisites, the system will not stop you from getting on the waitlist, but will stop you from registering at a point when a seat is available. If you change your mind about being on a waitlist, please remove your name using Manage my Waitlist.

**My Class Schedule--**When you have completed your registration, or submit a drop or add, a copy of your schedule will be sent to your NSU email address. You may also print it from WebAdvisor if you are at a PC that allows this.

**Accessing Your Tuition and Fee Bill—**From WebAdvisor for students, click on SDePay/View Accounts/Billing Statement. We accept payment by cash or check at the Finance Office or online with E-check (no service charge) or credit card (2.75% service charge assessed by Third Party Processor). NO VISA ACCEPTED. Students are encouraged to sign up to receive refunds through direct deposit to a checking or savings account.

**Registrations may still be processed by bringing your worksheet to the appropriate contact person listed below.**

Major	Contact	Location
Graduate Students	Tammy Griffith	Spafford 104
Biology, Chemistry, Medical Technology, Environmental Science, Pre-Nursing, Mathematics	Linda Richards	Mewaldt-Jensen 224
English, Speech, Foreign Language, History, Political Science, Social Science	Mary Kost	Technology Center 261
Sociology and Community Service	Judy Burgard	Technology Center 358
All majors in the School of Business	Marcie Wolford, Susan Leimkuhl, or Becky Desens	Lincoln 101, 212 or 306
Elementary Education, Special Education, Psychology	Ann Blondo, Jackie Blide	Gerber Building 112 or 115
Physical Education and Fitness Management	Susan Entzel	Barnett Center 42
Music	Tracy Jurgens	Spafford 315
Art	Mary Oleson	Spafford 206
Undecided	Joanne Lyren	Dacotah Hall 201
General Studies	Joanne Lyren	Dacotah Hall 201
Special Students or any Undergraduate	Stephanie Bitterman, Mary Schulz	Dacotah Hall 103, Records & Registration

# GENERAL INFORMATION

## Distance Delivery

Institutions in the South Dakota Higher Education System offer a variety of courses through correspondence, independent study, Internet, and via the Digital Dakota Network (DDN).

All NSU sections are now term based and you can see the section listings for specific dates. A complete list of offerings can be viewed on WebAdvisor. To search for distance courses, select the Search for Sections option and choose the term you are searching for. In the location code, select one of the following:

- **AD** for Alternate Deliver (including DDN)
- **INT** for Internet Deliver.

You must also select a third field, such as academic level or university.

To register for distance courses, go to WebAdvisor or contract the institution that is offering the course.

Students wishing to register for a distance course at NSU may contact the Extended Studies Office at (605) 626-2568.

Students wishing to register for DDN courses to sites other than those listed in the schedule should contact the department offering the course.