ACADEMIC CALENDAR
FALL SEMESTER 2017

State of the University Address/Faculty/Staff/School/Department………………………………………………………….Tuesday, August 15
Meetings/Faculty Information Workshops

Departmental Advising and Registration……………………………………………………………………………………………..Friday, August 18 – Saturday, August 19
Classes Begin/Late Registration…………………………………………………………………………………………………………..Monday, August 21

Deadline for Late Registration/Adding Courses or Declaring Audit ……………………………………………………Friday, August 25
Mini Term 1A Deadline for Late Registration/Adding Courses or Declaring Audit……………………………………Friday, August 25
Deadline to Drop a Course and Receive 100% Refund (17/1 and Mini Term 1A/1C).………………………………………..Friday, August 25
Labor Day Holiday (No Classes)………………………………………………………………………………………………………..Monday, September 4
Mini Term 1A/1C advisory grades due (7 week session) ……… Monday, September 11 – Saturday, September 16
Deadline to Apply for December 2017 Graduation………………………………………………………………………………………..Friday, September 15
Founders Day Convocation…………………………………………………………………………………………………………………..Monday, September 18
At the 5th Week, First Advisory grades due (15 week session) ………….Monday, September 23
Fall Break (No Classes for 15 week session)……………………………………………………………………………………………..Monday, October 2 – Monday, October 9
Mini-Term 1B/1D (Classes Begin)……………………………………………………………………………………………………………….Saturday, October 14
Mini-Term 1B/1D Deadline for Late Registration/Adding Courses or Declaring Audit………………………………….F r i d a y, October 20
Deadline to Drop a Course and Receive 100% Refund (Mini Term 1B/1D)…………………………………………………..Friday, October 20
Registration for Spring 2018 Semester Begins………………………………………………………………………………………………Monday, October 23 – Saturday, January 6
At the 10th week, Second advisory grades due (15 week session) ……..Monday October 23 – Friday, October 28
Deadline to Drop a Course ……………………………………………………………………………………………………………………..Friday, November 3
Mini Term 1B/1D advisory grades due (7 week session) ……………..Monday, November 6 – Saturday, November 11
Reading Day (No classes)……………………………………………………………………………………………………………………….Wednesday, November 22
Thanksgiving Break…………………………………………………………………………………………………………………………………Thursday, November 23 – Sunday, November 26
Classes Resume……………………………………………………………………………………………………………………………………….Monday, November 27

Classes End…………………………………………………………………………………………………………………………………………………Friday, December 1
(Last Day to Withdraw from the University without Academic Penalty)
Final Examination Period…………………………………………………………………………………………………………………….Saturday, December 2 – Friday, December 8

COMMENCEMENT………………………………………………………………………………………………………………………………..Saturday, December 9

Deadline to Report Final Grades……………………………………………………………………………………………………………….Tuesday, December 12

Registration One-Stop Shop Advising and Registration Services will be located on the first floor of the Student Center beginning Friday, August 18, 2017 through Friday, August 25, 2017 for registration. Hours of operation will be 8:00 a.m. until 6:00 p.m. Saturday August 19, 2017, hours of operation will be 9:00 a.m. until 1:00 p.m.

Note: Academic Calendar dates are subject to change. Visit the NSU Website at www.nsu.edu/enrollment-management/registrar/calendars for the most recent updates.
ACADEMIC CALENDAR
SPRING SEMESTER 2018

University Community/Faculty/Staff/School/Department.........................................................Wednesday, January 3
Meetings/ Faculty Information Workshops

Departmental Advising and Registration................................................................. Friday, January 5 – Saturday, January 6

Classes Begin/Late Registration..................................................................................Monday, January 8

Deadline for Late Registration/Adding Courses or Declaring Audit ..............................................Friday, January 12

Mini Term 2A/2C Deadline for Late Registration/Adding Courses or Declaring Audit..................Friday, January 12

Deadline to Drop a Course and Receive 100% Refund (17/2 and Mini Term 2A/2C). ......................................Friday, January 12

Martin Luther King Jr. Holiday (No Classes)...............................................................Monday, January 15

Deadline to Apply for May 2018 Graduation..................................................................................Friday, January 26

Mini Term 2A/2C advisory grades due (7 week session) ..................................................Monday, January 29 – Saturday, February 3

At the 5th week, First advisory grades due (15 week session)...........................................Monday, February 5 – Saturday, February 10

Registration for Summer and Fall 2018 Semester..................................................Monday, February 26 – Friday, June 22

SPRING BREAK ...............................................................................................Monday, March 5 – Sunday, March 11

Mini Term 2B/2D (Classes Begin)..................................................................................Monday, March 12

At the 10th week, Second advisory grades due (15 week session).............................Monday, March 12 – Saturday, March 17

Mini-Term 2B Deadline for Late Registration/Add/Drop Courses or Declaring Audit ..................................Friday, March 16

Deadline to Drop a Course and Receive 100% Refund (Mini Term 2B/2D). ..............................................Friday, March 16

Deadline to Drop a Course..........................................................................................................Friday, March 23

Mini Term 2B/2D advisory grades due (7 week session) ..................................................Monday, March 26, - Saturday, March 31

Classes End.............................................................................................................Friday, April 27
(Last Day to Withdraw from the University)

Final Examination Period..........................................................................................Saturday, April 28 – Friday, May 4

COMMENCEMENT.......................................................................................Saturday, May 5

Deadline to Report Final Grades..................................................................................Tuesday, May 8

Faculty Development Workshop..................................................................................Wednesday, May 9 - Thursday, May 10

Registration One-Stop Shop Advising and Registration Services will be located on the first floor of the Student Center beginning, January 5, 2018 through Friday, January 12, 2018. Hours of operation will be 8:00 a.m. until 6:00 p.m. Saturday, January 6, 2018, hours of operation will be 9:00 a.m. until 1:00 p.m.

Note: Academic Calendar dates are subject to change. Visit the NSU Website at www.nsu.edu/enrollment-management/registrar/calendars for the most recent updates.
ACADEMIC CALENDAR
SUMMER SESSIONS 2018

MAY 14 – JUNE 22, 2018 6 WEEK TERM (TERM A)

End of Registration (Term A) ................................................................. Saturday, May 12

Classes Begin/Late Registration ....................................................... Monday, May 14

Deadline for Late Registration/Adding Courses or Declaring Audit ................................ Thursday, May 17

Deadline to Drop a Course and Receive 100% Refund ................................ Thursday, May 17

Memorial Day Holiday (No Classes) ................................................ Monday, May 28

Deadline to Drop a Course .............................................................. Tuesday, June 5

Classes End (Last Day to Withdraw from the University without Academic Penalty) Thursday, June 21

Final Examination Period ............................................................... Friday, June 22

Deadline to Report Final Grades ................................................... Tuesday, June 26

JUNE 25 – JULY 20, 2018 4 WEEK TERM (TERM B)

End of Registration (Term B) .......................................................... Saturday, June 23

Classes Begin/Late Registration ...................................................... Monday, June 25

Deadline for Late Registration/Adding Courses or Declaring Audit ................................ Thursday, June 28

Deadline to Drop a Course and Receive 100% Refund ................................ Thursday, June 28

Deadline to Drop a Course .............................................................. Monday, July 9

Classes End (Last Day to Withdraw from the University without Academic Penalty) Thursday, July 19

Final Examination Period ............................................................... Friday, July 20

Deadline to Report Final Grades ................................................... Tuesday, July 24

Note: Academic Calendar dates are subject to change. Visit the NSU Website at www.nsu.edu/enrollment-management/registrar/calendars for the most recent updates.
# TABLE OF CONTENTS

## Registration Information
- Important Dates for 2017 - 2018  
- Campus Directory and Administrative Services  
- Registration Procedures  
- Registration for Readmitted Students  
- Registration for Graduate Students  
- Non-Degree Seeking Graduate Students  
- Housing  
- Cross-Registration/Consortium  
- Non-Degree Seeking Students  
- Course Audit  
- Tuition and Fee Schedule  
- Course Registration Worksheets  

## Tuition and Fee Information
- Payment of Tuition and Fees  
- Payment Options  
- Delinquent Accounts  
- Refunds  
- Withdrawals  
- Withdrawal Refund Policy  
- Tuition: Active Duty Military Personnel  
- Military Dependents  
- Financial Aid  
- International Student Services  
- Employee Education Benefit Program (Tuition Waiver)  

## General Information
- Admission to the University  
- In-State/Out-of-State Classification  
- Immunizations  
- Athletic Eligibility  
- Senior Citizens  
- Students with Disabilities  
- The Honors College (DNIMAS and Parsons Scholars)  
- Virginia Beach Higher Education Center  
- Naval Station Norfolk  
- Academic Load  
- Transcript of Record  
- Incomplete Grades  
- Prospective Graduates  
- Privacy of Records  
- Student Advocacy  
- Classroom Building Codes  
- Examination of Writing Competency  
- NSU Online  
- Final Examination Schedules  

Note: Academic Calendar dates are subject to change. Visit the NSU Website at [www.nsu.edu/enrollment-management/calendars](http://www.nsu.edu/enrollment-management/calendars) for the most recent updates.

Norfolk State University is committed to equality of educational opportunity and does not discriminate against applicants, students or employees based on race, color, national origin, religion, gender, age or disability; moreover, Norfolk State University is an equal opportunity/affirmative action employer. Information pertaining to the Student-Right-To-Know Act is available in the Office of Enrollment Management or online at [www.nsu.edu/enrollment-management/](http://www.nsu.edu/enrollment-management/).
IMPORTANT DATES FOR 2017-2018

TUITION/Fees/ROOM & MEAL PAYMENTS DUE (See page 16 for additional information)

Fall 2017:   Friday, August 11, 2017          Summer 2018: Friday, May 11, 2018 (Term A)
Spring 2018: Friday, December 1, 2017               Friday, June 22, 2018 (Term B)

CLASS CANCELLATION (Classes cancelled due to non-payment of balanced owed)

<table>
<thead>
<tr>
<th>Fall 2017</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, August 11, 2017</td>
<td>Friday, December 1, 2017</td>
<td>Friday, May 11, 2018 (Term A)</td>
</tr>
<tr>
<td>Friday, August 25, 2017</td>
<td>Friday, January 12, 2018</td>
<td>Thursday, May 17, 2018 (Term A)</td>
</tr>
<tr>
<td>Fall 2017 Mini Term B &amp; D</td>
<td>Spring 2018 Mini Term B &amp; D</td>
<td>Friday, June 22, 2018 (Term B)</td>
</tr>
<tr>
<td>Friday, October 13, 2017</td>
<td>Friday, March 9, 2018</td>
<td>Thursday, June 28, 2018 (Term B)</td>
</tr>
<tr>
<td>Friday, October 20, 2017</td>
<td>Friday, March 16, 2018</td>
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</tr>
</tbody>
</table>

ADD/DROP INFORMATION DATES

Currently enrolled students seeking to add and drop or switch classes or sections may do so in their academic department on the last day to add classes.

New (currently not enrolled in classes) students those whose classes were cancelled due to non-payment by the class cancellation date(s) listed above MUST proceed to the Registration One Stop Shop site.

Fall 2017
Deadline to Add ....................................................................................................................................................... August 25
Deadline to Drop (100% refund) .............................................................................................................................. August 25
Deadline to Drop ....................................................................................................................................................... November 3

Spring 2018
Deadline to Add ..................................................................................................................................................... January 12
Deadline to Drop (100% refund) ................................................................................................................................ January 12
Deadline to Drop ................................................................................................................................................... March 30

Summer 2018
Deadline to Add ..................................................................................................................................................... May 17 (Term A) and June 28 (Term B)
Deadline to Drop (100% refund) ................................................................................................................................ May 17 (Term A) and June 28 (Term B)
Deadline to Drop .................................................................................................................................................... June 5 (Term A) and July 9 (Term B)

Students that drop a class after the 100% drop date must do so in the Registrar’s Office and will receive a “W” (withdrawal) grade that will appear on an official transcript. (Refer to refund period for dropped classes on page 17 for information on what charges are assessed for dropped classes). The credit hours will be included in the classes attempted for financial aid purposes. Departments may not drop students after the 100% drop date. You must consult with a financial aid counselor before dropping a class after the 100% refund date.
CAMPUS DIRECTORY

ACADEMIC UNITS

College of Liberal Arts ......................................................................................................................................... Rooms 222-227 NGE
(757) 823-8118, www.nsu.edu/liberal-arts

College of Science, Engineering and Technology ................................................................................................. Suite 400-W. P. Robinson Technology Center
(757) 823-8180, www.nsu.edu/cset

School of Business ..................................................................................................................................................... 1st Floor A Wing-G.W.C. Brown Hall
(757) 823-8920, www.nsu.edu/business

School of Education .................................................................................................................................................. Room 137-Bozeman Education Bldg
(757) 823-8701, www.nsu.edu/education

School of Social Work .................................................................................................................................................. Room 121 Bowser Bldg and RTC, Suite 100
(757) 823-8668, www.nsu.edu/social-work

ADMINISTRATIVE SERVICES

Admissions ................................................................................................................................................................. Student Services Center
(757) 823-8396

Bookstore .............................................................................................................................................................. Student Center
(757) 823-2037

Career Services ....................................................................................................................................................... Student Services Center
(757) 823-8462

Cashier’s Office ....................................................................................................................................................... Student Services Center
(757) 823-8545

Counseling .............................................................................................................................................................. Student Services Center
(757) 823-8173

Customer Care Center ............................................................................................................................................. Student Services Center
(757) 823-8673

Disability Services .................................................................................................................................................. Student Services Center
(757) 823-2014

Educational Opportunity Center ............................................................................................................................... 121 College Place, Suite 200, Norfolk, VA
(757) 683-2312

Enrollment Management ........................................................................................................................................... Student Services Center
(757) 823-8679

Financial Aid ............................................................................................................................................................ Student Services Center
(757) 823-8381

Graduate School ..................................................................................................................................................... McDemmond Center for Applied Research
(757) 823-8015

Library ..................................................................................................................................................................... Lyman B. Brooks Library
(757) 823-2418

NSU Online ............................................................................................................................................................. Lyman B. Brooks Library
(844)266-4990

Office of the Registrar ............................................................................................................................................... Student Services Center
(757) 823-8377

Post Office ............................................................................................................................................................... Student Services Center
(757) 823-8332

Housing & Residence Life ......................................................................................................................................... Student Services Center
(757) 823-8407

Dr. Patricia Lynch Stith Spartan Success Center ..................................................................................................... Nursing and General Education Building Suite 100
(757) 823-8507

Student Accounts ..................................................................................................................................................... Student Services Center
(757) 823-9293

Student Activities ..................................................................................................................................................... Student Center
(757) 823-8200

University Police ..................................................................................................................................................... University Police Building
(757) 823-8102

Veterans Affairs ....................................................................................................................................................... Student Services Center
(757) 823-2586
REGULAR REGISTRATION INFORMATION

Dates to register:

Fall 2017:   February 27 – June 23  
            August 18 – August 25
Spring 2018:  October 23 – January 6  
Summer 2018:  February 26 – May 12 (Term A)  
                February 26 – June 23 (Term B)

REGISTRATION PROCEDURES

ATTENTION

All students are expected to pay prior balances in full and satisfy current tuition, fees, room and meal costs prior to class cancellation dates posted unless payment arrangements are made and/or students have been awarded financial aid and other scholarships sufficient to cover the cost.

Generally, students with unpaid prior balances will not be permitted to register for the upcoming semester (see page 16).

Students who do not pay balances in full or make satisfactory payment arrangements by the dates found on page 16 under Payment of Tuition and Fees may have their classes cancelled.

Emails will be sent to students’ official NSU email addresses notifying them of the pending class cancellation process if financial obligations to the University have not been met.

Courses are identified by a course discipline/subject, prefix number, section number, title, day, etc. The Course Registration Worksheet (CRW) must include all information.

Step #1 REVIEW YOUR EDUCATION PLAN IN MyNSU COMPLETE THE COURSE REGISTRATION WORKSHEET, FOUND ON PAGES 13-15, AFTER MEETING WITH YOUR ADVISOR. The advisor’s signature is required on the Course Registration Worksheet or Cross Registration form in order to register at the Office of the Registrar or Step 2.

Note: Non-degree seeking students must complete the CRW under the advisement of the department chair of courses for which they wish to register.

Students in the following categories should report to the appropriate offices Worksheet prior to completing the Course Registration Worksheet:

a. Students that have not submitted all required information to the Admissions Office. (Contact Admissions at 757-823-8396).

b. Students who have not returned the Student Health History and Record of Immunizations Form. (Contact the Spartan Health Center in Spartan Station at 757-278-3360).

c. Students who have not declared a major. (Contact the Dr. Patricia Lynch Stith Student Success Center, 757-823-8507).

d. Students that are not in good academic standing. (Contact Dr. Patricia Lynch Stith Student Success Center).

e. Students should pay prior balances at the Cashier’s Office or via MyNSU. (Contact the Student Accounts Office, Student Services Center, Second Floor, with questions regarding an account balance).

Step #2 MyNSU ONLY: An advisor must remove the web hold for returning students so they may register using MyNSU. First-time students must meet with an advisor or departmental representative.

MyNSU website: https://www.nsu.edu/mynsu/

Step #3 A Registration Statement or online confirmation will be generated once class registration is completed. REVIEW THE STATEMENT CAREFULLY to ensure that selected classes and number of credits are correct.

Step #4 Review the financial section of the registration statement for accuracy. If the balance due is zero or a credit as indicated by a negative sign (-), the registration process is complete. If the Room and Meal/Board charges are missing, please contact the Office of Housing & Residence Life at 757-823-8407.

Step #5 IF THE BALANCE IS GREATER THAN ZERO, NO LATER THAN AUGUST 11, 2017 (Fall); DECEMBER 1, 2017 (Spring); MAY 11, 2018 (Summer Term A); or JUNE 22, 2018 (Summer Term B):

- MAKE PAYMENTS AT THE CASHIER’S OFFICE (Cash, personal check, money order, VISA, MasterCard, Discover Card, American Express or SpartanCard).
• MAKE PAYMENTS VIA MyNSU AT https://www.nsu.edu/mynsu/ (VISA, MasterCard, Discover Card, American Express or E-Check).

• OBTAIN FINANCIAL AID INFORMATION by visiting www.nsu.edu/financialaid or the Financial Aid Office.

• OBTAIN THIRD PARTY INFORMATION by contacting the Student Accounts.

• OBTAIN INFORMATION ON TUITIONPAY PAYMENT PLAN from https://tuitionpaymentplan.com/NSU, by calling 800-635-0120 or from Student Accounts. Payment plans are not available for summer terms.

Step #6 TO ADD AND/OR DROP, go online at MyNSU or see your advisor. MyNSU is available through August 25 (Fall), January 12 (Spring), May 17 (Summer Term A) and June 28 (Summer Term B) for schedule changes. If a course is closed, the student must attempt to seek an override form from the instructor. The override form must be signed by the instructor and the department chair of the course you seek to enter. Once it is signed, bring the form to the Office of the Registrar, or alternate satellite location.

Step #7 THE LATE REGISTRATION PERIOD is August 21–August 25 (Fall), January 8 - January 12 (Spring), May 14–May 17 (Summer Term A), and June 25–June 28 (Summer Term B). You may register and Drop/Add on MyNSU (if permissible), in your departmental office, or in the Office of the Registrar during posted office hours. (See each department for schedule). A $100 late fee will apply.

OTHER INFORMATION

• NEW STUDENTS: OBTAIN YOUR SPARTANCARD in the SpartanCard Center, located on the first floor of the Police Department.

• SET UP OR CHANGE A MEAL PLAN: Meal Plans will be automatically activated for all residential students at the beginning of the semester. If a change in meal plan is required, visit or email the Office of Housing & Residence Life.

• HOUSING questions should be directed to the Office of Housing & Residence Life in the Student Services Center, Suite 308.

• CHARGES OR PAYMENT QUESTIONS should be directed to Student Accounts (studentaccounts@nsu.edu)

REGISTRATION FOR READMITTED STUDENTS
If a student has been away from the University for two or more consecutive semesters they must complete a Readmission application. Please contact the Office of the Registrar or go online to www.nsu.edu/admissions. Readmissions applications should be submitted to the Office of the Registrar at least two weeks prior to classes beginning.

REGISTRATION FOR GRADUATE STUDENTS
Graduate students must be admitted to the University prior to registering for the first time. Prospective graduate students must report to the Graduate School, McDemmond Center for Applied Research (MCAR), Sixth Floor, to file an admissions application or apply online at www.nsu.edu/admissions.

Registration for graduate students will be held at the departmental registration site.

1. Complete the Course Registration Worksheet (CRW) with the Graduate Program Coordinator or Advisor.
2. Take the Course Registration Worksheet (CRW) to your designated registration site, or register online using MyNSU.
3. Obtain/view your Registration Statement. Check this sheet to be sure that classes match those from the worksheet.
4. Review the financial section of the Registration Statement for accuracy. If the balance due is zero or a credit, the registration process is complete.
5. IF THE BALANCE IS GREATER THAN ZERO, NO LATER THAN AUGUST 11, 2017 (Fall); DECEMBER 1, 2017 (Spring); MAY 11, 2018 (Summer Term A); or JUNE 22, 2018 (Summer Term B):

• Make payments at the Cashier’s Office (Cash, personal check, money order, VISA, MasterCard, Discover Card, American Express or SpartanCard).

• Make payments via MyNSU at https://www.nsu.edu/mynsu/ (VISA, MasterCard, Discover Card, American Express or e-Check).

• Obtain financial aid information by visiting www.nsu.edu/financialaid or the Financial Aid Office.

• Obtain information on TuitionPay payment plan from https://tuitionpaymentplan.com/NSU, 800-635-0120 or from Student Accounts. Payment plans are not available for summer terms.
NON-DEGREE SEEKING GRADUATE STUDENTS

All newly entering non-degree seeking graduate students must complete a non-degree application in the Graduate School. Returning non-degree seeking students are not required to complete a new application.

Non-degree students are permitted to take a maximum of 9 credit hours of graduate coursework. Students who desire to pursue a degree must complete a graduate application for admission.

HOUSING

All students interested in on-campus housing must submit an online housing application along with a non-refundable deposit each year housing is desired. Living on campus is mandatory for first-time freshman however, there are qualified exemptions to this requirement. For more information on exemptions to the mandatory housing requirement, please visit https://www.nsu.edu/Assets/websites/residence-life/pdf/Exemption-to-Mandatory-Housing-Requirement-Form.pdf.

For returning students interested in on-campus housing during the Fall 2017 Semester, priority consideration is given to those who complete the housing application and pay the non-refundable $300 deposit by March 1st. First-time (freshman and transfer) students must complete the housing application and pay the non-refundable housing deposit by May 1st. For the Spring 2018 Semester, first-time and returning students should pay and apply by November 1st. Late applications and deposits will be considered on a first-come, first-serve basis. Additional qualifications, including course registration, FAFSA completion, or satisfactory payment may be required to receive a room assignment and/or gain access to housing facilities. For details, visit www.nsu.edu/residentiallife, call (757) 823-8407/(866) 378-7747, or visit us in the Student Services Center, Room 308 during University operating hours.

Housing Refund Schedule: Fall 2017 & Spring 2018

<table>
<thead>
<tr>
<th>Withdrawal/Drop Period</th>
<th>Refund to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to August 18</td>
<td>100% Room and Board</td>
</tr>
<tr>
<td>Aug 19 – Aug 25</td>
<td>Prorated based on days occupied</td>
</tr>
<tr>
<td>Aug 26 – Sept 1</td>
<td>75% Room and Board</td>
</tr>
<tr>
<td>Sept 2 and thereafter</td>
<td>0%</td>
</tr>
</tbody>
</table>

CROSS-REGISTRATION/CONSORTIUM

Students at Norfolk State University have an option to enhance their academic experience through study at Old Dominion University, Christopher Newport University, Hampton University, Paul D. Camp Community College, Regent University, all campuses of Tidewater Community College, Thomas Nelson Community College and Virginia Wesleyan College. A reciprocal arrangement exists for students who are enrolled at these institutions. All registration and schedule changes must be accomplished at the home school and require approval and completion of the Tidewater Consortium Student Cross-Registration Form. Norfolk State University students must follow the procedures indicated:

1. Students must have a 2.00 cumulative grade point average and be degree-seeking. First-semester NSU students cannot participate.
2. Approval and signature of the appropriate advisor or department head must be secured and so designated on the Cross-Registration/Consortium Form. Forms may be obtained from the student's academic department or the Registrar’s Office.
3. All courses must be listed on the Cross-Registration/Consortium Form and presented to the Office of the Registrar for processing during NSU’s Registration period. Developmental courses may not be taken through the consortium.
4. It is the student’s responsibility to deliver all forms to the Office of the Registrar at the host institution and to return the signed form to NSU’s Office of the Registrar. If the course is dropped or cancelled, it is the student’s responsibility to inform his or her home institution.
5. Cross Registration is limited to 30 semester hours.
NON-DEGREE SEEKING STUDENTS
All newly entering Non-degree seeking students must complete a Non-Degree Application in the Office of Admissions, Student Services Center, Second Floor, or complete the online application and choose the Undergraduate Non Degree option at https://secure.vzcollegeapp.com/nsu/. Financial aid is not available for non-degree students except for those seeking teacher certification.

Returning non-degree seeking students are not required to complete another application.

All non-degree seeking students are required to meet with the department chair for each course in which they would like to register. Students seeking to complete any course online are to seek advisement with the respective academic department regarding any course enrollment. The academic department will complete the Course Registration Worksheet and forward to the student to obtain the student’s signature. The student will return the signed worksheet to the advisor for processing.

Non-degree seeking students who desire to pursue a degree must complete an Undergraduate Application for Admission. The University requires that a student apply for a degree program after completing 29 semester hours.

COURSE AUDIT
The last day to declare an audit status for a course is August 25 (Fall), January 13 (Spring), May 17 (Summer Term A) and June 28 (Summer Term B). When auditing a course, you must have the permission of the instructor and note on the Course Registration Worksheet (CRW) a code of “AU” in the credit hours section.

An audited course is counted as a part of a student’s total class load, and he or she must pay tuition the same as if receiving credit. Changing from audit to credit or from credit to audit is permitted only during the scheduled “Add” period. Audited courses may be dropped during the scheduled “Drop” period. Financial aid does not cover charges associated with classes that are audited.
START EARLY.
THE FINANCIAL AID PROCESS CAN TAKE UP TO 6 WEEKS.

FINANCING YOUR EDUCATION

- For financial aid information, go to www.nsu.edu/financialaid or visit the Financial Aid Office, Student Services Center, Suite 211.
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Students with no or limited internet access may complete their FAFSA by calling 1-800-433-3243.
- The U.S. Department of Education will send results from the FAFSA via email. Monitor your MyNSU account for updates and to determine if additional information is required. Respond to any requests from the Financial Aid Office as soon as possible.
- Apply for other sources of financial aid: scholarships (institutional and outside), and loans (PLUS, alternative and/or private). Visit www.nsu.edu/financialaid for more details.
- If you are unsure if you have enough money for the semester, please review the Financial Aid Consumer Information guide. A link to this document is provided at www.nsu.edu/financialaid.

REGISTRATION FOR COURSES

- Registration dates are listed on page 7.
- If you register after August 19, 2017 (Fall), January 6 2018 (Spring), May 12, 2018 (Summer Term A), and June 22, 2018 (Summer Term B), you will be assessed a $100.00 late fee.
- Fill out the corresponding Course Registration Worksheet, found on pages 13—15 of the information booklet.
- If you are a first-time student or new transfer student, see your academic department for registration.
- Returning students must have their advisor remove the WEB HOLD, then register online at www.nsu.edu/mynsu/.
- If you have not declared a major, you should report to Spartan Success Center (Bowser Building, Room 121 (757) 823-8507) for registration.
- If you are a non-degree seeking student, you should register in the department from which you wish to take courses.
- If you are blocked from registering, you must have the block removed before you may proceed. Your advisor will let you know where to report to clear the block.
- Once the block is removed, register for classes with your departmental advisor, or use MyNSU.
- If you are Cross Registering, after meeting with your departmental advisor, you should proceed to the Registrar’s Office, Student Services Center —Second Floor Suite 212.
- Once your registration is complete, check your tuition and fees balance.

RECONCILING TUITION AND FEES

- Examine your Registration Statement. This will show your financial status.
- If the statement shows all of your courses and a balance of zero or a credit balance, you are finished with the process.
- If the statement shows a balance owed to NSU, you must pay your balance in full or make satisfactory payment arrangements with Student Accounts.
- Go to the Cashier’s Office, Student Services Center, 2nd floor, to pay your balance in full. This balance must be paid with cash, personal check, money order, VISA, Master Card, Discover Card, American Express or Spartan Card.
- Pay online via MyNSU E-Commerce at http://www.nsu.edu/mynsu/ (VISA, Mastercard, Discover Card, American Express or E-Check).
- If you do not pay or make arrangements to pay by the required payment deadline of August 11, 2017 (Fall), December 1, 2017 (Spring), May 11, 2018 (Summer Term A) and June 22, 2018 (Summer Term B) your classes will be cancelled as of that date.
CANCELLATION OF REGISTRATION

LAST DAY TO ADD
- Fall 2017: August 25, 2017
- Spring 2018: January 12, 2018
- Summer 2018: May 17, 2018 (Term A) & June 28, 2018 (Term B)

LAST DAY TO DROP (100% refund)
- Fall 2017: August 25, 2017
- Spring 2018: January 12, 2018
- Summer 2018: May 17, 2018 (Term A) & June 28, 2018 (Term B)

LAST DAY TO DROP (no refund)
- Fall 2017: November 3, 2017
- Spring 2018: March 30, 2018
- Summer 2018: June 05, 2018 (Term A) & July 9, 2018 (Term B)

* All drops after the 100% drop date must be processed by the Registrar’s Office. Financial Aid recipients are required to have permission from a Financial Aid Counselor before the drop can be processed.

If your registration is cancelled on August 11, 2017 (Fall), December 1, 2017 (Spring), May 11, 2018 (Summer Term A) and June 22, 2018 (Summer Term B) for non-payment of tuition, you must move quickly.

You must re-register and make satisfactory payment arrangements for your classes. There is no guarantee the classes you were originally signed up for will still be available.

The $100.00 late registration fee will be assessed beginning August 21, 2017 (Fall), January 8, 2018 (Spring), May 14, 2018 (Summer Term A), and June 25, 2018 (Summer Term B).

Remember to check your NSU e-mail account daily. NSU utilizes email as the primary method of communication with NSU students. For questions about your e-mail account, contact the Help Desk at (757) 823-8678.
## Full-Time Students Per Semester

<table>
<thead>
<tr>
<th>No. of Hours</th>
<th>Domicile</th>
<th>Tuition+</th>
<th>Capital Outlay Fee+</th>
<th>Mandatory Fees+</th>
<th>Room 1</th>
<th>Board 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 - 18</td>
<td>In-State Undergraduate</td>
<td>$2,739</td>
<td>Not Applicable</td>
<td>$1,779</td>
<td>$3,267</td>
<td>$1,666</td>
<td>$9,451</td>
</tr>
<tr>
<td>9 - 15</td>
<td>In-State Graduate</td>
<td>$3,999</td>
<td>Not Applicable</td>
<td>$1,779</td>
<td>$3,267</td>
<td>$1,666</td>
<td>$10,711</td>
</tr>
<tr>
<td>12 - 18</td>
<td>Out-of-State Undergraduate</td>
<td>$8,460</td>
<td>$380</td>
<td>$1,779</td>
<td>$10,619</td>
<td>$3,267</td>
<td>$15,552</td>
</tr>
<tr>
<td>9 - 15</td>
<td>Out-of-State Graduate</td>
<td>$9,697</td>
<td>$380</td>
<td>$1,779</td>
<td>$11,856</td>
<td>$3,267</td>
<td>$16,789</td>
</tr>
</tbody>
</table>

### Room Charges Per Semester

<table>
<thead>
<tr>
<th>Residential Hall/Room Type</th>
<th>Room Type</th>
<th>Charges for Spartan Suites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Double Room</td>
<td>Triple Suite</td>
</tr>
<tr>
<td>Babette Smith - Twin Towers</td>
<td>$3,267</td>
<td>$3,719</td>
</tr>
<tr>
<td>Alexander &amp; Scott</td>
<td>$3,314</td>
<td>$3,775</td>
</tr>
<tr>
<td>Charles &amp; Lee Smith</td>
<td>$3,331</td>
<td>$3,792</td>
</tr>
<tr>
<td>Midrise</td>
<td>$3,999</td>
<td>$3,828</td>
</tr>
</tbody>
</table>

## Part-Time Students Per Semester

<table>
<thead>
<tr>
<th>No. of Hours</th>
<th>Hourly Undergraduate</th>
<th>In-State Graduate</th>
<th>Out-of-State Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$411</td>
<td>$680</td>
<td>$871</td>
</tr>
<tr>
<td></td>
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<td>$871</td>
</tr>
<tr>
<td></td>
<td>$411</td>
<td>$680</td>
<td>$871</td>
</tr>
</tbody>
</table>

### Room Charges Per Semester

<table>
<thead>
<tr>
<th>Room Rate</th>
<th>Board Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babette Smith - Twin Towers</td>
<td>$3,267</td>
<td>$1,666</td>
</tr>
<tr>
<td>Alexander &amp; Scott</td>
<td>$3,267</td>
<td>$1,666</td>
</tr>
<tr>
<td>Charles &amp; Lee Smith</td>
<td>$3,267</td>
<td>$1,666</td>
</tr>
<tr>
<td>Midrise</td>
<td>$3,267</td>
<td>$1,666</td>
</tr>
</tbody>
</table>

### Room Charges Per Semester

<table>
<thead>
<tr>
<th>Room Rate</th>
<th>Board Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babette Smith - Twin Towers</td>
<td>$3,267</td>
<td>$1,666</td>
</tr>
<tr>
<td>Alexander &amp; Scott</td>
<td>$3,267</td>
<td>$1,666</td>
</tr>
<tr>
<td>Charles &amp; Lee Smith</td>
<td>$3,267</td>
<td>$1,666</td>
</tr>
<tr>
<td>Midrise</td>
<td>$3,267</td>
<td>$1,666</td>
</tr>
</tbody>
</table>

## Other Miscellaneous Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Application Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Graduate Application Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Matriculation Deposit</td>
<td>$100</td>
</tr>
<tr>
<td>Room Deposit (All Students)</td>
<td>$300</td>
</tr>
<tr>
<td>Required Deposits for New Students</td>
<td>Music Applied Individual Fee $100</td>
</tr>
<tr>
<td>Orientation Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Reclamation Program Admin Fee (For grade forgiveness only)</td>
<td>$96</td>
</tr>
<tr>
<td>Matriculation Deposit</td>
<td>$100</td>
</tr>
<tr>
<td>Room Deposit (All Students)</td>
<td>$300</td>
</tr>
<tr>
<td>Total New Student Deposits Residing On-Campus</td>
<td>$500</td>
</tr>
<tr>
<td>Science-Laboratory Fee (Lower Division)</td>
<td>$21</td>
</tr>
<tr>
<td>Science-Laboratory Fee (Upper Division)</td>
<td>$31</td>
</tr>
<tr>
<td>Special Health Services</td>
<td>$10</td>
</tr>
<tr>
<td>Special Nursing</td>
<td>$170</td>
</tr>
<tr>
<td>Special Physical Education Fee</td>
<td>$10-$70</td>
</tr>
<tr>
<td>Transcript (In Office request)</td>
<td>$3</td>
</tr>
<tr>
<td>University Withdrawal Fee</td>
<td>$50</td>
</tr>
</tbody>
</table>

### Commuter Meal Plans Per Semester

<table>
<thead>
<tr>
<th>Meal Plan Type</th>
<th>Semester Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Meal Plan w/$150 Dining Dollars</td>
<td>$1,666</td>
</tr>
<tr>
<td>14 Meal Plan w/$275 Dining Dollars</td>
<td>$1,666</td>
</tr>
<tr>
<td>10 Meal Plan w/$325 Dining Dollars</td>
<td>$1,603</td>
</tr>
<tr>
<td>7 Meal Plan w/$400 Dining Dollars</td>
<td>$1,422</td>
</tr>
<tr>
<td>160 Meal Plan w/$725 Dining Dollars</td>
<td>$1,666</td>
</tr>
<tr>
<td>130 Meal Plan w/$325 Dining Dollars</td>
<td>$1,603</td>
</tr>
</tbody>
</table>

### Summer 2018 Housing and Board Charges

<table>
<thead>
<tr>
<th>Session</th>
<th>Room Rate</th>
<th>Board Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (8-weeks)</td>
<td>$1,352</td>
<td>$671</td>
<td>$2,027</td>
</tr>
<tr>
<td>B (4-weeks)</td>
<td>$901</td>
<td>$450</td>
<td>$1,351</td>
</tr>
<tr>
<td>A&amp;B (10-weeks)</td>
<td>$2,253</td>
<td>$1,125</td>
<td>$3,378</td>
</tr>
</tbody>
</table>

### Notes

1. Students taking overloads will be billed at the stated hourly rates for all hours taken above the maximum full-time loads.
2. The full-time on-campus rates are constructed using the double occupancy semester room charge for Babette Smith - Twin Towers. Other residence halls and room types are available; the rates charged for these rooms vary. The final semester charges are dependent upon the residence hall and type of room chosen. Please consult Room Charges table for all room choices offered and the associated costs.
3. The full-time on-campus rates are constructed using the 19 Meal Plan. Other meal plans are available; the rates charged for these meal plans vary. The final semester charges are dependent upon the meal plan chosen. Please consult the Board table for all meal plans offered and the associated costs.

Note: For additional information, including definition of terms listed on this page visit [www.nsu.edu/studentaccounts](http://www.nsu.edu/studentaccounts)
## Norfolk State University
### Fall 2017 Course Registration Worksheet (CRW)

**Date** ____________________  **Academic Program** ____________________________________________  **Term** ____________________

**Student I.D.** ____________________  **Last Name** ____________________  **First Name** ____________________

---

**ALL COURSE CALL NUMBERS CAN BE FOUND ONLINE USING SEARCH FOR CLASSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS (Enter AU for Audit)</th>
<th>MEETING TIMES</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB.</td>
<td>NO.</td>
<td>SEC.</td>
<td>MON</td>
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</table>

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**Student Signature** ____________________  **Advisor Signature** ____________________

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Save time – Use e-Advising on MyNSU. Online students, Graduate students and those Undergraduate students with a 3.00 GPA or higher can register online. Check your EVAL and course plans to stay on track.
Norfolk State University
Spring 2018 Course Registration Worksheet (CRW)

Date ___________________ Academic Program ___________________ Term ___________________

________________________  __________________________
Student I.D.                  Last Name                           First Name

ALL COURSE CALL NUMBERS CAN BE FOUND ONLINE USING SEARCH FOR CLASSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS (Enter AU for Audit)</th>
<th>MEETING TIMES</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB.</td>
<td>NO.</td>
<td>MON</td>
<td>TUE</td>
</tr>
</tbody>
</table>

________________________  __________________________________
Student Signature                             Advisor Signature

Save time – Use e-Advising on MyNSU. Online students, Graduate students and those Undergraduate students with a 3.00 GPA or higher can register online. Check your EVAL and course plans to stay on track.
Norfolk State University
Summer 2018 Course Registration Worksheet (CRW)

Date ____________________  Academic Program ____________________________  Term ___________________

Student I.D. ____________________  Last Name ____________________  First Name ____________________

ALL COURSE CALL NUMBERS CAN BE FOUND ONLINE USING SEARCH FOR CLASSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>MEETING TIMES</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB. NO. SEC.</td>
<td>MON</td>
<td>TUE</td>
<td>WED</td>
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</tbody>
</table>

Student Signature ____________________  Advisor Signature ____________________

Save time – Use e-Advising on MyNSU. Online students, Graduate students and those Undergraduate students with a 3.00 GPA or higher can register online. Check your EVAL and course plans to stay on track.
All freshmen and selected transfers are required to enroll in an IUL-101 course.

PAYMENT OF TUITION AND FEES
All students are expected to pay prior balances in full and to satisfy current tuition, fees, room and meal costs prior to class cancellation dates posted unless payment arrangements are made and/or students have been awarded financial aid and other scholarships sufficient to cover the cost. Please note, payment plans are not available for summer terms.

Students who do not pay balances in full or make satisfactory payment arrangements (payment plans are not available for summer terms) by the dates below will have their classes cancelled. Once classes have been cancelled, students must re-register during the drop/add period. There is no guarantee the same classes will be available if re-registration is necessary.

Tuition and Fee due dates as well as class cancellation dates may be found on page 5 of this booklet. Emails will be sent to students’ official email addresses notifying them of the pending class cancellation process if financial obligations to the University have not been met.

The last day to register, reinstate classes and make payment arrangements will be

- **Fall 2017:** Friday, August 25, 2017
- **Spring 2018:** Friday, January 12, 2018
- **Summer 2018:**
  - **Term A:** Thursday, May 17, 2018
  - **Term B:** Thursday, June 28, 2018

Generally, students with unpaid prior balances will not be permitted to register for any upcoming semesters.

Non-University scholarships are not credited toward tuition, fees, and room and board charges until funds are received; however, these awards may be counted as expected financial aid when establishing a payment plan and included in the total amount of aid that will be used toward payment of University expenses. Payment plans are not available for summer terms. A copy of scholarship notifications should be sent to the Financial Aid Office.

Students that register or re-register during late registration will be charged a late registration fee of $100.00. Books and supplies are not included in the cost of tuition and fees, and students should be prepared for this expense. The average cost for new textbooks are $600 to $800 per semester. The University bookstore offers a textbook rental program. Textbooks and supplies may be purchased in the University Bookstore, which is located in the New Student Center.

**SPARTANCARD AUTHORIZATION:**
Students expecting a financial aid refund may authorize funds on their SpartanCard for on campus use. The authorization may be completed online at https://www.nsu.edu/mynsu. Full-time students may authorize up to $1,000 per semester and part-time students enrolled for at least 6 hours may authorize up to $600 per semester. Commuter students enrolled for at least 6 hours may also authorize commuter meal plans on their SpartanCard via MyNSU at https://www.nsu.edu/mynsu.

Students should be prepared to pay the cost of books unless they are eligible to receive a SpartanCard authorization by the first week of classes.

**PAYMENT OPTIONS**
The University offers several options for paying tuition, fees, room and meal costs.

**OPTION 1** - Pay balances at the Cashier’s Office (Cash, personal check, money order, VISA, MasterCard, Discover Card, American Express or SpartanCard), via MyNSU at https://www.nsu.edu/mynsu/, or call the Cashier’s Office at 757-823-8545 (VISA, MasterCard, American Express or Discover Card). If mailing payments, please allow one week for delivery time. Checks should be made payable to Norfolk State University and must include the student’s name and I.D. number. A $50 returned check fee will be assessed on all non-negotiable checks. Mail payments to the following address:

Cashier’s Office
Norfolk State University
700 Park Avenue
Norfolk, VA 23504

**OPTION 2** - Pay with a combination of financial aid grants, scholarships, Ford Direct Loans, Parent Plus Loans, alternative/private loans and cash.

**NOTE:** Parent Plus and alternative/private loans must be approved by the lender, and the loan application and approval must be received in the Office of Financial Aid before credit can be given for the loan amount. Pending loans or pre-approvals are not considered.

Apply for financial aid dollars early. The Free Application for Federal Student Aid (FAFSA) can be completed online at www.fafsa.ed.gov. Processing may take up to six weeks. Anticipated aid cannot be applied to a balance.
OPTION 3 - Pay monthly through a TuitionPay monthly payment plan. Please note: payment plans are not available for summer terms. A processing fee will be charged by TuitionPay. Benefits of this plan include:

- No burden of a full lump sum payment if started early
- Manageable, interest-free installment payments
- Reduced need to borrow
- Tuition insurance at no extra cost
- Plan combined with financial aid

There are three easy ways to enroll in the TuitionPay Plan:

- **BY INTERNET:** Visit the TuitionPay website at [https://tuitionpaymentplan.com/NSU](https://tuitionpaymentplan.com/NSU) or email info@tuitionpay.com by 3:00 p.m. on Friday, August 12, 2017.

- **BY PHONE:** Call a TuitionPay Education Payment Counselor at 800-635-0120.

- **BY MAIL:** Obtain and complete a TuitionPay Enrollment Form. Forms can be obtained by calling TuitionPay at 800-635-0120 or at the Student Accounts Office.

ADDITIONAL OPTIONS - Special payment arrangements can be made for student's receiving tuition and fee assistance from non-University sources (third party sponsorships and scholarships). In such cases, the outside agency must make the payment directly to Norfolk State University within 30 days of the billing date.

In order to receive the special arrangements, the student must bring or send a letter of authorization from the granting agency to Student Accounts Office, Student Services Center, Second Floor, prior to or at the time of registration.

DELINQUENT ACCOUNTS
Delinquent accounts are referred to collection agencies and to the Attorney General’s Office for non-payment and reported to the Credit Bureau. Collection fees and other related costs will be charged to the student. Additionally, grades, diplomas, transcripts, certifications, and non-mandatory verifications will be withheld. None of the penalties applied will relieve the student of financial obligations to the University.

Students must clear delinquent accounts from a previous semester before permission is given to them to register for the current semester.

REFUNDS
The refund process will begin after the third full week of classes for each semester. Fall 2017 refunds will begin after September 8, 2017; Spring 2018 refunds will begin after January 26, 2018; and Summer refunds will begin after June 1, 2018. Please sign up for direct deposit through MyNSU to expedite future refunds. Notifications will be sent to students via their NSU e-mail accounts once refunds have been processed.

All students may enroll in the Direct Deposit program for student refunds at [https://www.nsu.edu/mynsu/](https://www.nsu.edu/mynsu/). Students who do not have an active bank account may open a free student checking account online with Bank of America at [http://www.bankofamerica.com/studentbanking](http://www.bankofamerica.com/studentbanking) and select Campus Edge checking option. Features and benefits of this checking account can also be found at the above site.

Refunds are provided only after all University obligations are paid in full. Financial aid awarded, but not received by the University, is not considered in the refund calculation.

REFUND PERIOD FOR DROPPED CLASSES
Any student who wishes to drop a class or classes will be refunded according to the following schedule:

<table>
<thead>
<tr>
<th>DROP DATE</th>
<th>CHARGES ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td></td>
</tr>
<tr>
<td>Up to August 25</td>
<td>0% of Tuition and Fees</td>
</tr>
<tr>
<td>After August 25*</td>
<td>100% of Tuition and Fees</td>
</tr>
<tr>
<td>Spring 2018</td>
<td></td>
</tr>
<tr>
<td>Up to January 12</td>
<td>0% of Tuition and Fees</td>
</tr>
<tr>
<td>After January 12*</td>
<td>100% of Tuition and Fees</td>
</tr>
<tr>
<td>Summer 2018</td>
<td></td>
</tr>
<tr>
<td>Term A</td>
<td></td>
</tr>
<tr>
<td>Up to May 17</td>
<td>0% of Tuition and Fees</td>
</tr>
<tr>
<td>After May 17*</td>
<td>100% of Tuition and Fees</td>
</tr>
<tr>
<td>Term B</td>
<td></td>
</tr>
<tr>
<td>Up to June 28</td>
<td>0% of Tuition and Fees</td>
</tr>
<tr>
<td>After June 28*</td>
<td>100% of Tuition and Fees</td>
</tr>
</tbody>
</table>

* All drops after the 100% drop date must be processed by the Registrar’s Office. Financial Aid recipients are required to have a signature from a Financial Aid representative before the drop can be processed.

Students who drop a class after the 100% drop date will receive a “W” grade, and the dropped class will be included in the classes attempted for financial aid purposes.

NOTE: DROPPING A CLASS DURING THE DROP PERIOD MAY RESULT IN A REDUCTION OR CANCELLATION OF FINANCIAL AID AWARDS.

WITHDRAWALS
Any student who wishes to withdraw from the University must submit an Application for Withdrawal, which may be obtained from the academic department, advisor or the Office of the Registrar.
NON-ATTENDANCE OR NOTIFICATION SENT TO INSTRUCTORS DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL.

It is the students’ responsibility to follow and complete all procedures to drop classes and/or withdraw from the University.

WITHDRAWAL REFUND POLICY
Students may withdraw from the University until December 1, 2017 (Fall); April 27, 2018 (Spring); June 21, 2018 (Summer Term A); or July 19, 2018 (Summer Term B); however, tuition, fee and selected other charges are adjusted on a pro-rata basis for students who withdraw according to the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund to Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2017</strong></td>
<td></td>
</tr>
<tr>
<td>Up to Aug 19, 2017</td>
<td>$50 Administrative fee</td>
</tr>
<tr>
<td>Aug 20 – Aug 25</td>
<td>100% Tuition &amp; Fees - $50</td>
</tr>
<tr>
<td>Aug 26 – Sept 1</td>
<td>80% of Tuition &amp; fees - $50</td>
</tr>
<tr>
<td>Sept. 2 – Sept 8</td>
<td>60% of Tuition &amp; fees - $50</td>
</tr>
<tr>
<td>Sept 9 – Sept 15</td>
<td>40% of Tuition &amp; fees - $50</td>
</tr>
<tr>
<td>Sept 16 and thereafter</td>
<td>0% of Tuition &amp; fees - $50</td>
</tr>
<tr>
<td><strong>Spring 2018</strong></td>
<td></td>
</tr>
<tr>
<td>Up to Jan. 6, 2018</td>
<td>$50 Administrative fee</td>
</tr>
<tr>
<td>Jan. 7 – Jan. 12</td>
<td>100% of Tuition &amp; fees - $50</td>
</tr>
<tr>
<td>Jan. 13 – Jan. 19</td>
<td>80% of Tuition &amp; fees - $50</td>
</tr>
<tr>
<td>Jan. 20 – Jan. 26</td>
<td>60% of Tuition &amp; fees - $50</td>
</tr>
<tr>
<td>Jan. 27 – Feb. 2</td>
<td>40% of Tuition &amp; fees - $50</td>
</tr>
<tr>
<td>Feb. 3 and thereafter</td>
<td>0% of Tuition &amp; fees - $50</td>
</tr>
<tr>
<td><strong>Summer 2018</strong></td>
<td></td>
</tr>
<tr>
<td>Students may withdraw from the University until Thursday, June 21, 2018 (Term A) or Thursday, July 19, 2018 (Term B); however, summer tuition and fee charges are assessed based on the refund policy for dropped classes.</td>
<td></td>
</tr>
</tbody>
</table>

Withdrawal from the University may result in a reduction or cancellation of financial aid awards. Students receiving financial aid should contact the Financial Aid Office for complete information about their individual circumstances.

TUITION: ACTIVE DUTY MILITARY PERSONNEL
All active duty military students enrolled at Naval Station Norfolk (especially those using Tuition Assistance forms) should contact the Military Services & Veterans Affairs (MSVA) at www.nsu.edu/veteransaffairs or 757-489-8516 or (Toll Free 1-877-578-3481) for counseling prior to registration.

All military students utilizing Veterans benefits should contact the MSVA Office at 757-823-2586, (Toll Free-1-877-578-3481) or www.nsu.edu/veteransaffairs with questions related to VA benefits or other programs.

MILITARY DEPENDENTS
Dependents of active duty military personnel assigned to a permanent duty station in Virginia and who reside in Virginia may be eligible for in-state tuition rates. New students must complete the Military Dependent In-state Tuition Rate Form and submit the following prior to the start of the term:

- Copy of current military orders verifying active duty military status and permanent duty station in Virginia
- Copy of the military dependent ID card issued by the military
- Copy of lease, mortgage agreement, or agreement from Military Housing Office verifying residence in Virginia

Dependents of Veterans and Retirees may be eligible for in-state tuition even though they don’t reside in Virginia.

Call the Office of Military Services & Veterans Affairs at 757-823-2586, (Toll Free-1-877-578-3481) or www.nsu.edu/veteransaffairs for further information.

FINANCIAL AID
Norfolk State University offers scholarships, grants, loans and employment opportunities to assist students in paying for their education. Applicants who desire to receive financial aid must be admitted to the University as matriculating (degree-seeking) students and must complete the Free Application for Federal Student Aid (FAFSA) annually. Students who apply as Non-Degree Undergraduate or Non-Degree Graduate are not eligible for financial aid, except those seeking Teacher Certification.

Norfolk State University is required by federal regulations to adhere to minimum standards of Satisfactory Academic Progress (SAP) that relate to a student’s eligibility for federally funded financial aid programs, state and institutional grants, scholarships, employment, and loan programs.
In order to continue receiving financial aid, students must (A) complete at least 67% of all attempted courses (For example: you must pass 11 credit hours out of 15 credit hours attempted), (B) maintain the minimum cumulative grade point average as indicated in the chart below, and (C) not exceed 150% of the number of credits needed to complete a degree.

<table>
<thead>
<tr>
<th>Academic Classification Level</th>
<th>Total Credit Hours Earned</th>
<th>Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>Less than 30</td>
<td>1.7 or higher</td>
</tr>
<tr>
<td>Sophomores</td>
<td>30 - 59 credit hours</td>
<td>1.8 or higher</td>
</tr>
<tr>
<td>Juniors</td>
<td>60 - 89 credit hours</td>
<td>2.0 or higher</td>
</tr>
<tr>
<td>Seniors</td>
<td>90 or more credit hours</td>
<td>2.0 or higher</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>XXXXXXXXXX</td>
<td>3.0 or higher</td>
</tr>
</tbody>
</table>

To appeal a denial of financial aid, the student must submit a completed Application for Financial Aid SAP Appeal form, an academic transcript, and with an academic plan of action signed by both the student and academic advisor. Also, students must submit supporting documentation and/or a letter of appeal explaining why the student has not met SAP standards. The application may be obtained from the Financial Aid Office or the University's website at nsu.edu/financialaid. The appeal priority deadline is one month prior to the start of the term. The Financial Aid Appeals Committee will notify students of the appeal decision via e-mail. A completed Financial Aid SAP Appeal may be submitted in the following ways:

**In Person:**
Financial Aid Appeals Committee
Student Services Center, Suite 211

**Via Fax:**
757- 823-9059
Please include the student's name and ID number on all documents.

**Via Mail:**
Financial Aid Appeals Committee
Norfolk State University
Student Services Center, Suite 211
700 Park Avenue
Norfolk, VA 23504

NSU encourages all undergraduates to enroll in 15 credit hours per semester to support timely graduation. Financial aid is awarded based on a projected full-time enrollment status for each term. Financial aid may be adjusted or cancelled if enrolled less than full-time. If enrolled less than half-time, only undergraduate students with Pell eligibility may be considered for assistance.

For financial aid purposes, enrollment status is based on the following listed information:

**NOTICE**
Financial Aid does not cover charges associated with classes that are continuous registration or audited at the University.

<table>
<thead>
<tr>
<th>No. of Credit Hours</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more hours</td>
<td>Full-time</td>
<td>Full-time</td>
</tr>
<tr>
<td>9 to 11 hours</td>
<td>Three-quarter time</td>
<td>Full-time</td>
</tr>
<tr>
<td>6 to 8 hours</td>
<td>Half-time</td>
<td>Half-time</td>
</tr>
<tr>
<td>1 to 5 hours</td>
<td>Less than Half-time</td>
<td>Less than Half-time</td>
</tr>
</tbody>
</table>

Federal regulations limit eligibility for Title IV federal aid due to repeated courses. Students may only receive Title IV federal aid for the first retake of a previously passed course. In addition, any subsequent retakes (after the first retake) of a previously passed course will not count towards the student's actual enrollment for Title IV funding purposes. Adjustments may also be made to an award package if additional aid is received which affects overall financial aid eligibility.

The insurance rates included below are based on the current rates charged to international students. The policy renewals are not discussed until June/July of each year as the policy has an expiration date of July 31.

**INTERNATIONAL STUDENT SERVICES**
As required by law, all international students on F-1 visa must visit the Office of Accessibility Services and International Services (O.A.S.I.S) with their visa documents prior to initial registration. Additionally, F-1 students must enroll on a full-time basis every semester to retain proper visa status.

All F-1 students are required to be covered by health insurance that meets specific criteria and provides certain benefits, including medical evacuation and repatriation of remains. These students will be automatically enrolled for both the accident and sickness benefit’s portions of the Student Accident and Insurance Plan. A premium of $1,698 or more will be assessed to international students in two equal installments each semester. These rates are subject to change pending annual updates not available at the time of this publication. For more information about this health insurance requirement, contact the Office of Accessibility Services and International Services at 757-
EMPLOYEE EDUCATION BENEFIT PROGRAM (TUITION WAIVER)
The University will provide, to all eligible employees, tuition waiver benefits for up to 6 credit hours per semester of registered Norfolk State University instruction. Employees are responsible for all mandatory and non-mandatory fees. The maximum credit hours per employee will be one half of the required course credits for graduation not to exceed 60 credits for undergraduate and 18 for graduate. The employee tuition waiver is \textit{not} available during the summer sessions.

Employees are expected to work a 40 hour week. If the 40 hour requirement is not met due to class attendance; the employee is required to submit the appropriate leave request to the supervisor.

Employees may obtain Tuition Waiver forms from the Human Resources Office. The employee must bring the completed tuition waiver and course registration worksheet to the Registrar's Office for processing.

GENERAL INFORMATION

THE UNIVERSITY
Norfolk State University is a four-year, state-assisted, comprehensive, urban university located in Norfolk, Virginia. The University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; 404-679-4500) and offers associate, baccalaureate, masters and doctoral degrees in more than 50 programs of study.

UNDERGRADUATE ADMISSION
All first-time students (freshmen and transfer) must file an application for admission. The priority deadline to submit application materials for admission is May 15 for fall and Oct. 1 for spring. Students may apply online at www.nsu.edu/admissions.

MATRICULATION DEPOSIT
Upon acceptance to Norfolk State University, first-time freshmen and transfer students must pay a $100 non-refundable matriculation deposit. Contact the Office of Admissions at admissions@nsu.edu or 757-823-8396 for more information.

IN-STATE/OUT-OF-STATE CLASSIFICATION
To be eligible for in-state tuition rates, a student must be domiciled in Virginia for a minimum of one year prior to the first official day of classes. Residence or physical presence in Virginia primarily to attend a college does not entitle a student to in-state rates. Before a change of status is granted to a student who enters the institution classified as out-of-state, the student must give clear and convincing evidence to rebut the presumption that he or she is in the state primarily to attend school.

All applications and supporting documents for Change of Domicile must be received in the Office of Admissions prior to the first day of class of the term during which a change of domicile is being sought. The Change of Domicile form can be found at www.nsu.edu/admissions under Admissions 101.

IMMUNIZATIONS
All first-time Norfolk State University students must provide a record of health history and immunizations within seven weeks of the first semester of enrollment. For details about this requirement, contact the Student Health Center at 757-278-3360. Incomplete forms will not be accepted.

ATHLETIC ELIGIBILITY
To maintain eligibility to compete in athletic events, a student-athlete must have passed 24 semester hours from the start of one academic year to the beginning of the next academic year. The student-athlete must also be making satisfactory progress toward a degree as outlined in the current University Catalog and Student Handbook. Contact the Department of Athletics for additional information.

SENIOR CITIZENS
The University provides certain tuition and fee exemptions for Virginia residents aged 60 or older who desire to take credit courses. Registration is permitted during late registration only, and is limited to 3 courses per semester. Students must have earned $23,850 or less, they and are required to provide copies of their current tax return along with the waiver application and registration form. Details may be obtained by contacting the Office of the Registrar at registrar@nsu.edu or 757-823-8377.

Senior citizens are \textbf{EXEMPT} from paying fees established for the purpose of paying for course materials, such as laboratory fees.

STUDENTS WITH DISABILITIES
Students with disabilities should contact O.A.S.I.S (Office of Accessibility Services and International Services) at www.disabilityservices@nsu.edu or 757-823-2014. The office is located in the Student Services Center, First Floor Suite 110.

THE HONORS COLLEGE (DNIMAS and Parsons Scholars)
The Honors College is designed to provide an enriched and challenging program of study for students who manifest exceptional potential according to their high school records and test scores or who, after entering Norfolk State University, demonstrate outstanding promise as scholars. The Dozoretz National Institute for
Mathematics and Applied Sciences (DNIMAS) is a prestigious program within the Honors College offering full scholarships to qualified students in biology, biology/pre-professional, chemistry, chemistry/pre-med, physics, computer science, computer science/engineering, electronics engineering, optical engineering, and applied mathematics.

Students receiving certain University scholarships (e.g., Presidential, Provost, William L Craig, Barnes and Noble, Norfolk 17, etc.) are required to participate in the Honors College each semester they receive such aid, making satisfactory progress towards a total of 30 (out of 120) credit hours of Honors courses by graduation. Honors College students not receiving scholarships or receiving them from other special programs such as DNIMAS should also participate each semester as directed. Students must have and maintain a GPA of 3.0 or above to matriculate in the Honors College (except for DNIMAS students who are required to have and maintain a 3.3 or above).

All students in any Honors course are part of the Honors College and have additional required activities and privileges, including guaranteed internships, eligibility to live in the Midrise Honors College Residence Hall, and more. Honors sections are indicated by the suffix "H" (example: GST 445H—Honors Seminar). For more information about the NSU Honors College, email honors@nsu.edu or call 757-823-8208.

**INCOMPLETE GRADES**

An "I" (incomplete) grade may be given (at the discretion of the instructor) when one or more of the following occurs: (1) the final examination is not taken, (2) laboratory work is incomplete, and/or (3) required term papers and/or reports are not submitted by the end of the term.

Students are expected to complete course requirements within the time prescribed by the instructor of the course. An "I" will automatically convert to "F" (failure). The new incomplete process only allows until the Friday after 5th week advisory grades for students to complete and submit missing work. The only exceptions are for internships, final projects, graduate students and eligible military personnel.

Students should not re-register for a course with an incomplete (I) grade.

**TRANSCRIPT OF RECORD**

Official transcripts may be obtained either by completing a Transcript Request Form or by making an online request at https://www.nsu.edu/enrollment-management/registrars/transcripts. Transcripts are issued only upon the written request of the student and will be processed within 5 business days of receipt (except during registration, then add additional 5 business days). Transcript costs are $3 per copy for in-person or mailed requests, and $5.25 per copy for online requests. Payment can be in the form of check, credit card, money order or cash (in-person requests only). Checks and money orders should be made payable to Norfolk State University.

Unofficial copies of transcripts are free. Written permission is required if the unofficial transcript is to be faxed or mailed.

**A student’s official transcript will not be released if there is an account balance**
Each degree candidate is responsible for obtaining academic clearance to participate in commencement activities. All degree candidates are required to pay the mandatory $130 commencement fee and the $30 application fee. The application fee is assessed each time an application is filed. No applications will be received and processed after the following dates: December 2017 commencement – November 17, 2017; May 2018 commencement – April 13, 2018; July 2018 commencement– July 6, 2018

**PRIVACY OF RECORDS**
A student’s scholastic record is not available without the student’s written consent submitted to the Office of the Registrar or under FERPA guidelines.

**Exceptions:** The scholastic record may be available to school officials, including teachers within the educational institution, local and state educational agencies who have legitimate educational interest in the student, and officials of the other schools in which the student intends to enroll. The following information has been declared “Directory Information” and may be released by the University without prior consent of the student: name, address, date and place of birth, major field of study, participation in official activities, weight and height of athletic team members, dates of attendance, enrollment status, degree, honors and awards received, and previous educational agency or institution attended.

“Directory Information” will not be released for commercial purposes. A student may request in writing to the Registrar that “Directory Information” not be released.

**STUDENT ADVOCACY**
The Student Advocacy, in the Dean of Students Office is available to address comments, questions, and concerns related to your experience with Norfolk State University. Individuals are counseled regarding University policies and procedures, and concerns and complaints are investigated by working with campus officials. Follow-up results are given via email within three business days. Additional time may be needed for resolution, based on the complexity of the concern, and during Registration and New Student Orientation. Concerns are accepted using the following methods:
Student Advocacy/Complaints  
https://www.nsu.edu/student-affairs/dean-of-students/student-complaints  
In Person Visits (Dean of Student Office, Student Services Center Room 318, Email customercare@nsu.edu, Phone at 757-823-2152
Norfolk State University – Classroom Building Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Building/Location Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NBMH</td>
<td>New Brown Memorial Hall</td>
</tr>
<tr>
<td>EDU</td>
<td>H. E. Bozeman Education Building</td>
</tr>
<tr>
<td>EMH</td>
<td>Joseph G. Echols Memorial Hall</td>
</tr>
<tr>
<td>FAB</td>
<td>Fine Arts Building</td>
</tr>
<tr>
<td>NSC</td>
<td>Student Center</td>
</tr>
<tr>
<td>MCAR</td>
<td>Marie V. McDemmond Center for Applied Research</td>
</tr>
<tr>
<td>JBB</td>
<td>James Bowser Building</td>
</tr>
<tr>
<td>JGB</td>
<td>James D. Gill Health &amp; Physical Education Building</td>
</tr>
<tr>
<td>JMH/MAD</td>
<td>J. Hugo Madison Hall</td>
</tr>
<tr>
<td>RTC</td>
<td>William P. Robinson Technology Center</td>
</tr>
<tr>
<td>WSB</td>
<td>Roy A. Woods Science Building</td>
</tr>
<tr>
<td>NGE</td>
<td>Nursing and General Education Classroom Building</td>
</tr>
</tbody>
</table>

Off-Campus Building/Location Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABI</td>
<td>Abington, VA – Southwest VHEC</td>
</tr>
<tr>
<td>DAN</td>
<td>Danville, VA</td>
</tr>
<tr>
<td>GLX</td>
<td>Galax, VA</td>
</tr>
<tr>
<td>GRU</td>
<td>Grundy, VA</td>
</tr>
<tr>
<td>MV</td>
<td>Martinsville, VA</td>
</tr>
<tr>
<td>NNB</td>
<td>Naval Station Norfolk</td>
</tr>
<tr>
<td>VBC</td>
<td>Virginia Beach Higher Education Center</td>
</tr>
</tbody>
</table>
Examination of Writing Competency (EWC) / ENG299

WHAT: The Examination of Writing Competency (EWC) is a graduation requirement for all undergraduate students. It is a three-hour proctored exam in which students write an essay that responds to a question from a general category.

WHO: All undergraduate students (baccalaureate and associate degrees), including transfer and readmitted students, must take and pass the EWC. Students seeking a second undergraduate degree must take and pass the EWC unless the first degree came from NSU and the student has already taken and passed the EWC required at NSU. The EWC requirement for graduation is in effect for all first-time freshmen, transfer, and readmitted students. All Reclamation Project students will be required to take and pass the EWC in order to graduate. Students who do not pass the exam will be offered help with their writing, but they must retake and pass the exam in order to graduate. EWC results will not be returned for approximately four weeks after any given exam date. Therefore, students, who plan to take the exam and participate in the graduation ceremony in the same term, are strongly encouraged to sit for one of the early administrations of the exam, so that they might have the opportunity to take the EWC again before the end of the term if their first attempt was unsuccessful. If students are unsuccessful, they will receive further instructions, via their NSU email address, about reviewing their previous EWC essay and instructions for re-taking the exam. EWC results are returned in approximately four weeks.

WHEN: Students should take the EWC as soon as they have completed their freshman composition courses (ENG101 and ENG102); for most students, this will be their sophomore year. Students must take the EWC before they complete 90 credit hours. Transfer students who have already completed their English requirements should take the EWC as soon as possible upon entering the University. Arrangements can also be made for students who have completed other course requirements, take online classes or have other extenuating circumstances and reside more than 60 miles away from the main campus to take a long-distance EWC. Those needing this type of assistance should contact the Writing Competency Coordinator (see information below) for more information.

WHERE: Due to demand, the EWC will be offered once per week during the upcoming term. All sections will be held in the Harrison B. Wilson Hall (HBW), Room 133.

Spring 2018 dates will become available at the end of November 2017.

Students will need to register (or re-register) for the EWC with their department, via MyNSU or by going to the Registrar’s Office at least one week prior to each exam. Exams will each have a maximum capacity of 45 registered students and often fill up before the closing date, so students should register early for the exam that best fits into their schedules. More detailed information about the exam will be forwarded to registered students via their NSU email address during the week prior to each exam date.

There will undoubtedly be some students whose schedules do not align with the offered dates and times. This concern is addressed in the FAQs section of the attached EWC Prep Packet: The EWC is offered on scheduled dates and at scheduled times each semester. The exam is offered multiple times each term. Students must take the exam when it is scheduled to be given. Work, family, school or athletic conflicts must be settled by the student so that he or she is free to take the EWC at its scheduled time. Religious practices, which prohibit activity at the time of the scheduled exam and obligations to the U.S. military at the time of the scheduled exam are the only exceptions to the above policy. Therefore, although the scheduled dates and times may present conflicts for some, students should be registered for the section that fits most reasonably within their schedule.

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990, if a student has a disability or thinks he or she may have a disability, the student should contact the O.A.S.I.S office, which is located in the Student Services Center, First Floor. Contact the Disability Services Coordinator at 757- 823-2014.

PREPARATION: The EWC Scoring Rubric as well as the EWC Prep Packet have been designed to assist in preparing students for the exam. Both the rubric and prep packet contain vital information about the exam including tips for passing. These documents will be sent, via NSU e-mail addresses, to all registered students during the week prior to their scheduled EWC date. However, anyone desiring a copy of these tools at any time should contact the Writing Competency Coordinator (see information below) and electronic copies will be sent.

QUESTIONS: If you have questions about the EWC office at 757- 451-7766.
You can enroll in an online course or an online program by following the eight steps listed below.

Online courses are open to all students. Online courses are designated with section designators beginning with the number “9.” For example, an online English course is ENG 101.90.

Online Learning Readiness Questionnaire. Before enrolling in an online course, you should first assess your readiness for stepping into the online learning environment. Your answers to the following questions will help you determine what you need to do to succeed at online learning. Post-survey feedback will also provide you with information on what you can expect from an online course.

**Step 1: Secure funds for your education.**

- Learn about available scholarships, financing your education, paying your tuition, and taking advantage of various payment options, by visiting the [Financial Aid website](http://financialaid.nsu.edu).
- Complete your Free Application for Federal Student Aid (FAFSA) as soon as possible at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Pay special attention to the priority deadlines.

**Step 2: Apply for admission.**

- Visit the [Office of Admissions](http://admissions.nsu.edu) website.
- Review the undergraduate or graduate admissions requirements.
- International students should visit the [International Student Services](http://international.nsu.edu) website.
- Apply for admissions, transfer or re-admission.
- For undergraduate admissions information, call toll free 800-274-1821 or email [admissions@nsu.edu](mailto:admissions@nsu.edu).
- For graduate admissions information, call 757-823-8015 or email [lcarpenter@nsu.edu](mailto:lcarpenter@nsu.edu).

**Step 3: Confirm your intent to enroll.**

- Complete and return the enrollment response form. Without this confirmation, you will be unable to register for any courses. After receipt of this form, you will be given information about how to access your [MyNSU](http://mynsu.nsu.edu) account. Students use [MyNSU](http://mynsu.nsu.edu) to manage their student accounts and register for classes.
- Review the [MyNSU Guide](http://mynsu.nsu.edu) for detailed information about the campus portal.

**Step 4: Activate your [MyNSU](http://mynsu.nsu.edu) account.**

[MyNSU](http://mynsu.nsu.edu), the University’s educational portal system, provides access to your NSU e-mail account, Office 365, and Blackboard Learn. Setting up your account is quick and easy.
• Get your user name, temporary password, and email address as a first-time student.
• Go to the MyNSU login. When prompted enter your user name (for example: j.j.jones) and password then click the Sign In button. Your MyNSU ID and password are the same as your username and password for other campus network computer resources. In order to access MyNSU you need a computer with Internet access and one of the following supported web browsers:
  o Internet Explorer 8.0+
  o Chrome 20+
  o Firefox 3.5+
  o Safari 4.0+

For questions or concerns about accessing MyNSU, please call NSU Client Services at 757-823-8678 or email clientservices@nsu.edu.
Step 5: Register for Classes

Log-in to MyNSU. Currently enrolled students are able to register for classes online using MyNSU (See 1). For MyNSU assistance, click MyNSU Guide (See 2) and for MyNSU mobile assistance, click MyNSU mobile (See 3).

2). Prospective students should use the Search for Classes button (See 4) to see what classes are available. This listing is updated every 24 hours.

Search for classes: [http://www.nsu.edu/Academics/Academic-Resources/Search-for-Classes](http://www.nsu.edu/Academics/Academic-Resources/Search-for-Classes)

The results screen provides the term, status, section name and title, location, meeting information, faculty, available/capacity, credits, CEUs, and academic level for the section criteria selected. The Status field specifies if the course is open or closed for enrollment based on the Available/Capacity numbers.

Web online courses are designated as Section 90 and above.

- After logging in to MyNSU, please click the Spartan Self Service icon.
- Save time – Use e-Advising on MyNSU. Online students, Graduate students and those Undergraduate students with a 3.00 GPA or higher can register online. Check your EVAL and course plans to stay on track. Your academic advisor will review your educational plan for any courses added and requiring approval. Students should make every effort to ensure they are prepared to take an online course.
- Select “Plan Courses” then the Course Planning Wizard to select your coursework for the designated term.
- Use the tools provided to email your academic advisor your completed course planning guide.
• Secure academic advisor approval to signify he desired online course satisfies your selected curriculum.

Step 6: Pay Your Tuition and Fees

• Pay your tuition and fees. There are five different payment options. Regardless of the option chosen, make certain payment or satisfactory arrangements are made by the scheduled class cancellation dates published for each term.
• Log-in to MyNSU, click the Spartan Self-Service Student Menu.
• Select “Make a Payment.”
• Choose “Pay for registration.”

Step 7: Order Your Course Materials

• Access the Norfolk State University Bookstore website to get a list of required course materials.

Step 8: Begin Your Online Learning Experience

The Blackboard Learning Management System can be accessed using most web browsers. However, it is very important that your web browser is configured correctly. Additionally, your course may require the use of course contents from publishers or an online proctoring tool.
• Run the Blackboard Browser Checker to see if your browser is supported.
• Add the specific publisher’s website to the browser security trusted sites.
• Disable any popup blockers as required by publisher or software company.

A best practice is to delete cookies and browser history at least once per month. Please close all applications in your computer, start the browser, use the CTRL+SHIFT+DELETE keys to delete or clear the cookies and the browser history.

Please ensure you can satisfy computer hardware and software system requirements prior to enrolling in an online course. Without the proper computer hardware and software, you will experience difficulty in completing the assignments required of the online course. —For the best online learning experience, you will need:

- Windows 7 or Mac OS X 10.6 or later
- At least 512 MB RAM
- Broadband Internet Connection (1.5 Mbps required, 3.0 Mbps recommended)
- Adobe Flash 10.1 or later
- Latest version of Java
- User privileges to install software for required software installations
- Microphone and webcam (headphones with microphone recommended) for courses that require online meetings with audio and/or video participation and for online proctoring.

**NOTE:** While mobile devices, especially smartphones, are convenient and may be utilized for some course functions, they cannot be the primary device for completing your online course work.

Log in to MyNSU, then choose the Blackboard icon to access your courses.

Your registered courses that have been made available by your professor will show under the My Courses module. Some may require synchronous meetings using a webcam. Detailed technology requirements, proctoring and testing procedures, and assignment submission instructions will be delineated on your course syllabus.

If you are a first-time freshman or new to Blackboard, it is required you take the Blackboard BB-101 Orientation Course. In addition, there will be Blackboard Orientation Sessions during the first week of fall and spring Semesters. Please check the announcements in Blackboard for specific dates and times.

**Bb Student Mobile APP**

Bb Student is the mobile learning APP for Blackboard. You can access your courses, review the activity stream and course timeline, view your grades, and engage in real-time video conferencing with Blackboard Collaborate. Visit your mobile device’s respective APP store to download and install. Log in using your MyNSU username and password.

**Virtual Study Rooms**

Virtual Study Rooms using Blackboard Collaborate™ can be reserved to facilitate study sessions with your peers or to collaborate on group projects using a computer or mobile device to participate anytime, anywhere. You can share audio, video, applications, files, and a whiteboard. Reserve a room and view instructions by logging into Blackboard.

If you need Blackboard technical assistance, please email BbTechSupport@nsu.edu or call toll free 1-844-266-4990.
### FINAL EXAMINATION SCHEDULE
#### FALL SEMESTER 2017

**Last Day of Classes:** Friday, December 1

**NOTE:** FINAL EXAMS FOR OFF-CAMPUS CLASSES (VIRGINIA BEACH) WILL BE CONDUCTED DURING FINAL EXAM WEEK, December 2 - DECEMBER 8, AT REGULARLY SCHEDULED CLASS TIMES OR OTHER NONCONFLICTING PERIODS.

#### ALL OTHER EXAMINATIONS

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**Note:** Final Examination Schedule dates and times are subject to change. Visit the NSU website at [www.nsu.edu/enrollment-management/registrar/final-exams](http://www.nsu.edu/enrollment-management/registrar/final-exams) for the most recent updates.
### FINAL EXAMINATION SCHEDULE
#### SPRING SEMESTER 2018
**Last Day of Classes:** Friday, April 27

**NOTE:** FINAL EXAMS FOR OFF-CAMPUS CLASSES (VIRGINIA BEACH) WILL BE CONDUCTED DURING FINAL EXAM WEEK, APRIL 28 - MAY 5, AT REGULARLY SCHEDULED CLASS TIMES OR OTHER NONCONFLICTING PERIODS.

### ALL OTHER EXAMINATIONS

<table>
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<tr>
<th>Day and Date</th>
<th>8-10 A.M.</th>
<th>10:30 A.M.-12:30 P.M.</th>
<th>1-3 P.M.</th>
<th>3:30-5:30 P.M.</th>
<th>5:45-7:45 P.M.</th>
<th>8-10 P.M.</th>
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<td>April 28</td>
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<td>PED 100, PED 104, PED 106 (EMH)</td>
<td>HED 100, HED 354 (EMH)</td>
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<td>CLASSES MEETING 4-5 P.M.</td>
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<td>CLASSES MEETING 3-4:30 P.M.</td>
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### FINAL EXAMINATION SCHEDULE
#### SUMMER SEMESTER, 2018
**Examinations Given on the Last Day of Classes**
**Term A:** Friday, June 22
**Term B:** Friday, July 20

**Note:** Final Examination Schedule dates and times are subject to change. Visit the NSU website at [www.nsu.edu/enrollment-management/registrar/final-exams](http://www.nsu.edu/enrollment-management/registrar/final-exams) for the most recent updates.