

ACADEMIC CALENDAR

FALL 15-WEEK SEMESTER 2024

State of the University Address/Faculty/Staff/School/Department.....	Wednesday, August 14
Meetings/Faculty Information Workshops	
Departmental Advising and Registration.....	Friday, August 16 – Saturday, August 17
Classes Begin/Late Registration	Monday, August 19
Deadline for Late Registration/Modifying Courses/Declaring Audit.....	Friday, August 23
Deadline to Drop a Course and Receive 100% Refund.....	Friday, August 23
Labor Day Holiday (No Classes).....	Monday, September 02
At the 5th Week, First Advisory grades due (15 week session)	Monday, September 16 – Saturday, September 21
Founders Day Convocation	Thursday, September 19
Deadline to Apply for December 2024 Graduation.....	Friday, September 20
Spartan Wellness Day (No Classes – University Open).....	Friday, September 27
Mid Term Grading for Graduate Courses.....	Monday, September 30 – Saturday, October 05
Fall Break (No Classes – University Open).....	Thursday, October 10 – Friday, October 11
At the 10th week, Second advisory grades due.....	Monday October 21 – Saturday, October 26
Registration for Spring 2025 Semester Begins.....	Monday, October 28 – Saturday, January 18
Spartan Wellness Day (No Classes – University Open)	Tuesday, November 05
Deadline to Drop a Course.....	Friday, November 08
Final Grades Due for December 2024 Graduates	Wednesday, November 27
Classes End & Reading Day (Independent Study).....	Wednesday, November 27
(Last Day to Withdraw from the University without Academic Penalty)	
Thanksgiving Break.....	Thursday, November 28 – Sunday, December 01
Final Examination Period.....	Monday, December 2 – Friday, December 06
COMMENCEMENT.....	Saturday, December 07
Deadline to Report Final Grades.....	Tuesday, December 10

Registration One-Stop Shop and Advising Services will be located on the first floor of the Student Center room 149 beginning Friday, August 16, 2024, through Friday, August 23, 2024, for registration. The hours of operation will be 8:00 a.m. until 6:00 p.m. Saturday, August 17, 2024, hours of operation will be from 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.

FALL 7-WEEK MINI SESSIONS 2024

AUGUST 19 – OCTOBER 4, 2024 7-WEEK TERM (TERMS A/C)

Registration for Fall 2024 Terms.....	Monday, March 18 – Saturday, August 17
Classes Begin/Late Registration	Monday, August 19
Deadline for Late Registration/Modifying Courses/Declaring Audit.....	Friday, August 23
Deadline to Drop a Course and Receive 100% Refund.....	Friday, August 23
Labor Day Holiday (No Classes)	Monday, September 02
Mini Term A/C advisory grades due (7 week session)	Monday, September 09 – Saturday, September 14
Founders Day Convocation	Thursday, September 19
Deadline to Apply for December 2024 Graduation.....	Friday, September 20
Deadline to Drop a Course.....	Tuesday, September 24
Spartan Wellness Day (No Classes – University Open).....	Friday, September 27
Classes End..... (Last Day to Withdraw from the University without Academic Penalty)	Thursday, October 03
Final Examination Period (Term A/C).....	Friday, October 04
Deadline to Report Final Grades.....	Tuesday, October 08

OCTOBER 14, 2024 – DECEMBER 6, 2024 7-WEEK TERM (TERMS B/D)

Registration for Fall 2024 Terms... ..	Monday, March 18 – Saturday, October 12
Classes Begin/Late Registration.....	Monday, October 14
Deadline for Late Registration/Adding Courses or Declaring Audit.....	Friday, October 18
Deadline to Drop a Course and Receive 100% Refund.....	Friday, October 18
Registration for Spring 2025 Semester Begins.....	Monday, October 28 – Saturday, January 18
Mini Term B/D Advisory Grades Due.....	Monday, November 4 – Saturday, November 09
Spartan Wellness Day (No Classes – University Open)	Tuesday, November 05
Deadline to Drop a Course.....	Tuesday, November 19
Final Grades Due for December 2024 Graduates	Wednesday, November 27
Classes End & Reading Day (Independent Study)..... (Last Day to Withdraw from the University without Academic Penalty)	Wednesday, November 27
Thanksgiving Break.....	Thursday, November 28 – Sunday, December 01
Final Examination Period.....	Monday, December 02
Deadline to Report Final Grades.....	Tuesday, December 10

**FALL 7-WEEK ACCELERATED PROGRAMS
MINI SESSIONS 2024**

AUGUST 19 – OCTOBER 4, 2024 7-WEEK TERM (TERM O)

Registration for Fall 2024 Term.....	Monday, March 18 – Saturday, August 17
Classes Begin/Deadline for Late Registration & Dropping for 100% Refund.....	Monday, August 19
Labor Day Holiday (No Classes)	Monday, September 02
Mini Term O advisory grades due (7 week session)	Monday, September 09 – Saturday, September 14
Deadline to Apply for December 2024 Graduation.....	Friday, September 20
Deadline to Drop a Course.....	Tuesday, September 24
Spartan Wellness Day (No Classes – University Open).....	Friday, September 27
Classes End..... (Last Day to Withdraw from the University without Academic Penalty)	Thursday, October 03
Final Examination Period.....	Friday, October 04
Deadline to Report Final Grades.....	Tuesday, October 08

OCTOBER 14, 2024 – DECEMBER 6, 2024 7 WEEK TERM (TERM P)

Registration for Fall 2024 Term.....	Monday, March 18 – Saturday, October 12
Classes Begin/Deadline for Late Registration & Dropping for 100% Refund.....	Monday, October 14
Registration for Spring 2025 Semester Begins.....	Monday, October 28 – Saturday, January 18
Mini Term B/D Advisory Grades Due.....	Monday, November 4 – Saturday, November 09
Spartan Wellness Day (No Classes – University Open)	Tuesday, November 05
Deadline to Drop a Course.....	Tuesday, November 19
Classes End..... (Last Day to Withdraw from the University without Academic Penalty).	Wednesday, November 27
Thanksgiving Break.....	Thursday, November 28 – Sunday, December 01
Final Examination Period.....	Monday, December 02
Deadline to Report Final Grades.....	Tuesday, December 10

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 15-WEEK SEMESTER 2025

University Community/Faculty/Staff/School/Department Meetings/ Faculty Information Workshops.....	Thursday, January 09 – Monday, January 13
Departmental Advising and Registration.....	Friday, January 17 – Saturday, January 18
Martin Luther King Day (University Closed).....	Monday, January 20
Classes Begin/Late Registration.....	Tuesday, January 21
Deadline for Late Registration/Modifying Courses/Declaring Audit.....	Friday, January 24
Deadline to Drop a Course and Receive 100% Refund.....	Friday, January 24
Deadline to Apply for May 2025 Graduation.....	Friday, February 07
Spartan Wellness Day (No Classes – University Offices Open)	Monday, February 17
At the 5 th week, First advisory grades due (15 week session).....	Monday, February 17 – Saturday, February 22
Mid Term Grading for Graduate Courses.....	Monday, March 03 – Saturday, March 08
Spring Break (No Classes – University Open).....	Monday, March 17 – Saturday, March 22
Registration for Summer and Fall 2025 Semester.....	Monday, March 24 – Friday, June 20
At the 10 th week, Second advisory grades due.....	Monday, March 31 – Saturday, April 05
Spartan Wellness Day (No Classes – University Open)	Friday, April 11
Deadline to Drop a Course.....	Friday, April 18
Final Grades Due for May 2025 Graduates.....	Wednesday, April 30
Classes End..... (Last Day to Withdraw from the University)	Friday, May 02
Final Examination Period.....	Saturday, May 03 – Friday, May 09
COMMENCEMENT.....	Saturday, May 10
Deadline to Report Final Grades.....	Tuesday, May 13
Faculty Development Workshop.....	Wednesday, May 14 - Thursday, May 15

Registration One-Stop Shop Advising and Registration Services will be located on the first floor of the Student Center room 149 beginning, Friday, January 17, 2025, through Friday, January 24, 2025. Hours of operation will be 8:00 a.m. until 6:00 p.m. Saturday, January 18, 2025, hours of operation will be from 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.

SPRING 7-WEEK MINI SESSIONS 2025

JANUARY 21 – MARCH 7, 2025 7-WEEK TERM (TERM A/C)

Registration for Spring 2025 Terms.....	Monday, October 28 – Saturday, January 18
Martin Luther King Day (University Closed).....	Monday, January 20
Classes Begin/Late Registration.....	Tuesday, January 21
Deadline for Late Registration/Adding Courses or Declaring Audit.....	Friday, January 24
Deadline to Drop a Course and Receive 100% Refund.....	Friday, January 24
Deadline to Apply for May 2025 Graduation.....	Friday, February 07
Mini Term A/C advisory grades due (7 week session)	Monday, February 10 – Saturday, February 15
Spartan Wellness Day (No Classes – University Offices Open)	Monday, February 17
Deadline to Drop a Course.....	Tuesday, February 25
Classes End..... (Last Day to Withdraw from the University without Academic Penalty)	Thursday, March 06
Final Examination Period.....	Friday, March 07
Deadline to Report Final Grades (Term A/C).....	Tuesday, March 11

MARCH 24 – MAY 9, 2025 7-WEEK TERM (TERM B/D)

Registration Spring 2025 Terms.....	Monday October 28 – Saturday, March 22
Classes Begin/Late Registration.....	Monday, March 24
Registration for Summer and Fall 2025 Semester.....	Monday, March 24 – Friday, June 20
Deadline for Late Registration/Adding Courses or Declaring Audit.....	Thursday, March 27
Deadline to Drop a Course and Receive 100% Refund.....	Thursday, March 27
Spartan Wellness Day (No Classes – University Offices Open).....	Friday, April 11
Mini Term B/D advisory grades due (7-week session)	Monday, April 14 – Saturday, April 19
Deadline to Drop a Course.....	Tuesday, April 29
Final Grades Due for May 2025 Graduates.....	Wednesday, April 30
Classes End..... (Last Day to Withdraw from the University without Academic Penalty).	Thursday, May 8
Final Examination Period.....	Friday, May 9
Deadline to Report Final Grades.....	Tuesday, May 13

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.

**SPRING 7-WEEK ACCELERATED PROGRAMS
MINI SESSIONS 2025**

JANUARY 21 – MARCH 7, 2025 7-WEEK TERM (TERM O)

Registration for Spring 2025 Terms.....	Monday, October 28 – Saturday, January 18
Martin Luther King Day (University Closed).....	Monday, January 20
Classes Begin/Deadline for Late Registration & Dropping for 100% Refund.....	Tuesday, January 21
Mini Term O advisory grades due (7-week session)	Monday, February 10 – Saturday, February 15
Deadline to Apply for May 2025 Graduation.....	Friday, February 07
Spartan Wellness Day (No Classes – University Offices Open)	Monday, February 17
Deadline to Drop a Course.....	Tuesday, February 25
Classes End..... (Last Day to Withdraw from the University without Academic Penalty)	Thursday, March 06
Final Examination Period.....	Friday, March 07
Deadline to Report Final Grades.....	Tuesday, March 11

MARCH 24 – MAY 9, 2025 7-WEEK TERM (TERM P)

Registration for Spring 2025 Terms.....	Monday, October 28 – Saturday, March 22
Classes Begin/Deadline for Late Registration & Dropping for 100%.....	Monday, March 24
Registration for Summer and Fall 2025 Semester.....	Monday, March 24 – Friday, June 20
Spartan Wellness Day (No Classes – University Offices Open).....	Friday, April 11
Mini Term P Advisory Grades Due (7-week Session).....	Monday April 14 – Saturday, April 19
Deadline to Drop a Course.....	Tuesday, April 29
Classes End..... (Last Day to Withdraw from the University without Academic Penalty).	Thursday, May 08
Final Examination Period.....	Friday, May 09
Deadline to Report Final Grades.....	Tuesday, May 13

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.

SUMMER SESSIONS 2025

MAY 19 – JUNE 27, 2025 6-WEEK TERM (TERM A/C)

MAY 19 – JULY 25, 2025 10-WEEK TERM (TERM D)

Registration for Summer (Term A/C/D).....	Monday, March 24 - Saturday, May 17
Classes Begin/Late Registration (Term A/C/D).....	Monday, May 19
Deadline for Late Registration/Adding Courses or Declaring Audit / Dropping and Receive 100% (Term A/C/D).....	Thursday, May 22
Memorial Day Holiday (No Classes)	Monday, May 26
Mini Term A/C/D advisory grades (7- & 10-week session).....	Monday, June 9 – Saturday, June 14
Deadline to Drop a Course (Term A/C).....	Tuesday, June 17
Classes End (Term A/C)..... (Last Day to Withdraw from the University without Academic Penalty)	Thursday, June 26
Final Examination Period (Term A/C).....	Friday, June 27
Deadline to Report Final Grades (Term A/C).....	Tuesday, July 01
Independence Day Holiday (No Classes)	Friday, July 04
Deadline to Drop a Course (Term D).....	Tuesday, July 15
Classes End (Term D).....	Thursday, July 24
Final Examination Period (Term D).....	Friday, July 25
Deadline to Report Final Grades.....	Tuesday, July 29

JUNE 30 – JULY 25, 2025 4-WEEK TERM (TERM B)

Registration for Spring Term B.....	Monday, March 24 - Saturday, June 28
Classes Begin/Late Registration.....	Monday, June 30
Deadline for Late Registration/Adding Courses or Declaring Audit / Dropping and Receive 100% (Term B).....	Thursday, July 03
Deadline to Drop a Course and Receive 100% Refund.....	Thursday, July 03
Independence Day Holiday (No Classes)	Friday, July 04
Deadline to Drop a Course.....	Monday, July 14
Classes End..... (Last Day to Withdraw from the University without Academic Penalty)	Thursday, July 24
Final Examination Period.....	Friday, July 25
Deadline to Report Final Grades.....	Monday, July 28

SUMMER SESSIONS 2025

MAY 12 – JUNE 27, 2025 7-WEEK TERM (TERM O)

Registration for Summer 2025 Term O.....	Monday, March 24 - Saturday, May 10
Classes Begin/Deadline for Late Registration & Dropping for 100% Refund.....	Monday, May 12
Memorial Day Holiday (No Classes)	Monday, May 26
Mini Term O advisory grades due (7-week session).....	Monday, June 2 – Saturday, June 7
Deadline to Drop a Course.....	Tuesday, June 17
Classes End..... (Last Day to Withdraw from the University without Academic Penalty)	Thursday, June 26
Final Examination Period.....	Friday, June 27
Deadline to Report Final Grades.....	Tuesday, July 01

JUNE 30 – AUGUST 15, 2025 7-WEEK TERM (TERM P)

Registration for Summer 2025 Term P.....	Monday, March 24 - Saturday, June 28
Classes Begin/Deadline for Late Registration & Dropping for 100% Refund.....	Monday, June 30
Independence Day Holiday (No Classes)	Friday, July 04
Mini Term P advisory grades due (7-week session).....	Monday, July 21 – Saturday, June 26
Deadline to Drop a Course.....	Tuesday, August 05
Classes End..... (Last Day to Withdraw from the University without Academic Penalty).	Thursday, August 14
Final Examination Period.....	Friday, August 15
Deadline to Report Final Grades.....	Tuesday, August 19

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.

IMPORTANT DATES FOR 2024-2025

TUITION/FEES/ROOM & MEAL PAYMENTS DUE

Fall 2024: Friday, August 9, 2024
Spring 2025: Friday, January 10, 2025

Summer 2025: Thursday, May 22, 2025 (Term A)
Thursday, July 3, 2025 (Term B)

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

Fall 2024

Friday, August 9, 2024
Friday, August 23, 2024
Fall 2023 Mini Term B & D
Thursday, October 17, 2024

Spring 2025

Friday, January 10, 2025
Friday, January 24, 2025
Spring 2025 Mini Term B & D
Thursday, March 27, 2025

Summer 2025

Thursday, May 22, 2025 (Term A)
Thursday, July 3, 2025 (Term B)

ADD/DROP INFORMATION DATES

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

New and Returning (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 their Academic Department for registration.

Fall 2024

Deadline to Add.....August 23
Deadline to Drop (100% refund).....August 23
Deadline to Drop.....November 08

Spring 2025

Deadline to Add.....January 24
Deadline to Drop (100% refund).....January 24
Deadline to Drop.....April 18

Summer 2025

Deadline to Add.....May 22 (Term A) and July 03 (Term B)/ May 19 (Term C) and May 19 (Term D)
Deadline to Drop (100% refund)May 22 (Term A) and July 03 (Term B)/May 19 (Term C) and May 19 (Term D)
Deadline to Drop.....June 17 (Term A) and July 14 (Term B)/June 17 (Term C) and July 15 (Term D)

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	304 Brown Memorial 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 335 Brown Memorial Hall (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
Disability Services	James A. Bowser Building Suite 121 (757) 823-2009
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
Office of Extended Learning/NSU Online	Lyman B. Brooks Library (844)266-4990
Office of Transfer Admissions & Services	Student Services Center (757) 451-7745
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 Student 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
Student Advocacy	Student Services Center (757) 823-8673
University Police	University Police Building (757) 823-8102
Veterans Affairs	Student Services Center (757) 823-2586

REGULAR REGISTRATION INFORMATION

Dates to register:

Fall 2024:	March 18 – June 21 August 16 – August 23
Spring 2025:	October 28 – January 18 January 21 – January 24
Summer 2025:	March 18 – May 22 (Term A) March 18 – July 03 (Term B)

REGISTRATION PROCEDURES

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 prior to completing the Course Registration Worksheet:

- Students that have not submitted all required information to the Admissions Office. (Contact Admissions at 757-823-8396).
- 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).
- Students who have not declared a major. (Contact the Dr. Patricia Lynch Stith Student Success Center, 757-823-8507).
- Students that are not in good academic standing. (Contact Dr. Patricia Lynch Stith Student Success Center).

—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 17).

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.

- Students should pay prior balances at the Cashier's Office or via MyNSU. (Contact the Student Accounts Office at 757-823-9293, 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. If you are a freshman and sophomore, you must meet with an academic advisor.

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 23, 2024 (Fall); JANUARY 24, 2025 (Spring); MAY

22, 2025 (Summer Term A/C/D/O); or July 3, 2025 (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 www.mycollegepaymentplan.com/norfolkst and select Norfolk State University from the drop down list, 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. If you are a freshman and sophomore, you must meet with your academic advisor. MyNSU is available through August 23 (Fall), January 24 (Spring), May 22 (Summer Term A) and July 03 (Summer Term B) for schedule changes. If a course is closed, the student can 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 19–August 23 (Fall), January 21 - January 24 (Spring), May 19 – May 22 (Summer Term A), and June 30 – July 03 (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

- **COURSE CHANGES:** Check your email, schedule (using MyNSU) or blackboard the day

before classes start of before your first class for last minute course cancellations, room changes, etc. Freshman and sophomores should meet with their advisor to correct new schedule conflicts.

- **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 New Residential Complex Suite 100.
- **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 23, 2024 (Fall); JANUARY 24, 2025 (Spring); MAY 22, 2025 (Summer Term A/C/D/O); or JULY 03, 2025 (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 www.mycollegepayments.com/norfolkkst, select Norfolk State University from the drop down list, 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-Mandator-Housing-Requirement-Form.pdf>.

For returning students interested in on-campus housing during the Fall 2024 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 2nd priority consideration. For the Spring 2025 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/residentialife, 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 2024 & Spring 2025

<u>Withdrawal/Drop Period</u>	<u>Refund to Student</u>
Up to August 18	100% Refund
Aug 19 – Aug 25	Prorated based on the days occupied and days meals consumed
Aug 26 – Sept 1	25% Room and Meals Refunded (75% Charged)
Sept 2 and thereafter	0% Refunded (100% Charged)

<u>Withdrawal/Drop Period</u>	<u>Refund to Student</u>
Up to January 20	100% Refund
Jan 21 – Jan 26	Prorated based on days occupied and days meals consumed
Jan 27 – Feb 2	25% Room & Meals Refunded (75% Charged)
Feb 3 and thereafter	0% Refunded (100% Charged)

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 University. 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. Must take at least one credit hour here at NSU during fall and spring semesters.
6. 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 www.nsu.edu/apply. 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 23 (fall), January 24 (spring), May 22 (Summer Term A) and July 03 (Summer Term B). When auditing a course, you must have the permission of the instructor and notate 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.**

Norfolk State University

Summer 2025 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

COURSE			CREDIT HOURS (Enter AU for Audit)	MEETING TIMES						LOCATION	
SUB.	NO.	SEC.		MON	TUE	WED	THUR	FRI	SAT	ROOM	BLDG

Student Signature

Advisor Signature

Save Time – Use e-Advising on MyNSU. Online students, Graduate student and some Undergraduate students with a 3.00 GPA or higher can register online. If you are a freshman or sophomore, you must consult with your academic advisor. Check your EVAL and course plans to stay on track.

STUDENTS

It is your responsibility to drop classes you are not going to attend to avoid charges.

Students receiving financial aid should review requirements for Satisfactory Academic Progress (SAP) prior to dropping classes. (page 19)

All freshmen and selected transfers are required to enroll in an SEM-101 course unless you have a waiver/exception.

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 2024: Friday, August 23, 2024
Spring 2025: Friday, January 24, 2025
Summer 2025: Thursday, May 22, 2025 (Term A)
Thursday, July 03, 2025 (Term B)

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 my college payment plan monthly payment plan. **Please note: payment plans are not available for summer terms.** A processing fee will be charged by my college payment plan. 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

To enroll in the my college payment plan Plan visit the website at www.mycollegepaymentplan.com/norfolkst and select **Norfolk State University from the drop down** by 3:00 p.m. on Friday, August 23, 2024.

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 2024 refunds will begin after September 9, 2024; Spring 2025 refunds will begin after February 10, 2025; and Summer refunds will begin after June 2, 2025. 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/>. 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> 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:

<u>DROP DATE</u>	<u>CHARGES ASSESSED</u>
Fall 2024	
Up to August 23	0% of Tuition and Fees
After August 23*	100% of Tuition and Fees
Spring 2025	
Up to January 24	0% of Tuition and Fees
After January 24*	100% of Tuition and Fees
Summer 2025	
Term A/C/D/O	
Up to May 22	0% of Tuition and Fees
After May 22*	100% of Tuition and Fees
Term B/P	
Up to July 03	0% of Tuition and Fees
After July 03*	100% of Tuition and Fees

* All drops after the 100% drop date must be processed by the Registrar's Office. All students 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 November 27, 2024 (Fall); May 2, 2025 (Spring); June 26, 2025 (Summer Term A); or July 26, 2025 (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:

Withdrawal Date	Refund to Students
Fall 2024	
Up to Aug 18, 2024	\$50 Administrative fee
Aug 19 – Aug 25	100% Tuition & Fees - \$50
Aug 26 – Sept 1	80% of Tuition & fees - \$50
Sept. 02 – Sept 08	60% of Tuition & fees - \$50
Sept 9 – Sept 15	40% of Tuition & fees - \$50
Sept 16 and thereafter	0% of Tuition & fees - \$50
Spring 2025	
Up to Jan. 20, 2025	\$50 Administrative fee
Jan. 21 – Jan. 26	100% of Tuition & fees - \$50
Jan. 27 – Feb. 2	80% of Tuition & fees - \$50
Feb. 3 – Feb. 9	60% of Tuition & fees - \$50
Feb. 10 – Feb. 16	40% of Tuition & fees - \$50
Feb. 17 and thereafter	0% of Tuition & fees - \$50
Summer 2025	
Withdrawal Date (Term A/C/D/O)	
Up to May 22, 2025	\$50 Administrative Fee
May 23 and thereafter	0% of Tuition and Fees - \$50
Withdrawal Date (Term B)	
Up to July 3, 2025	\$50 Administrative Fee
July 3, and thereafter	0% of Tuition and Fees - \$50

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.

ACTIVE DUTY MILITARY AND VETERAN STUDENTS

Per DoD policy, all Service members must receive approval from an Educational Service Officer or counselor within their Military Service prior to enrolling at Norfolk State University. Military members should contact the Office of Military Services & Veterans Affairs at vetteransaffairs@nsu.edu or 757-823-2586 (toll free 1-877-578-3481) with questions.

All students utilizing Department of Veterans Affairs (VA) education benefits should contact the Office of Military Services & Veterans Affairs at 757-823-2586. (Toll Free 1-877-578-3481) or veteransaffairs@nsu.edu 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.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

All undergraduate and graduate students must meet Satisfactory Academic Progress (SAP) requirements to receive financial aid at Norfolk State University. Federal regulations (CFR 668.34) require institutions of higher education to establish, publish and regularly apply standards of Satisfactory Academic Progress (SAP) for financial aid eligibility. The university measures your academic performance based on three standards; grade point average (GPA), pace and maximum time frame.

EVALUATION PROCESS

Each aid recipient's record will be evaluated at the end of each semester to determine if the student is meeting the progress described below. If the student has reached the maximum number of credits without earning a degree, the student must be excluded from further participation in federal and state financial aid programs. In addition, if the student has reached or exceeded 150% in total attempted credit hours for their degree program without earning a degree, the student must be excluded from further participation in federal and state financial aid programs.

Pace:

You must earn credit for at least **67%** of the hours you attempt. This calculation is performed by dividing the number of credit hours earned by the number of credit hours attempted.

Grade Point Average:

The minimum GPA requirement is based on the number of credit hours attempted. GPA standards mirror the university's academic suspension policy. (see table below)

Maximum Time:

You may not receive financial aid for more than **150%** (the equivalent of **180**) credit hours attempted. If your program requires more than 120 hours and you have reached the maximum time limit, please submit an appeal for review.

SAP REQUIREMENTS

Academic Classification Level	Total Credit Hours Earned	Cumulative Grade Point Average	Minimum Number of Credit Hours Earned to ensure Pace
Freshmen	Less than 30	1.7 or higher	Earn 67% of hours attempted
Sophomores	30 - 59 credit hours	1.8 or higher	Earn 67% of hours attempted
Juniors	60 - 89 credit hours	2.0 or higher	Earn 67% of hours attempted
Seniors	90 or more credit hours	2.0 or higher	Earn 67% of hours attempted
Graduate Students	XXXXXXXXXX	3.0 or higher	Earn 67% of hours attempted

FAILURE TO MEET MINIMUM SAP REQUIREMENTS

Any student who fails to meet minimum SAP requirements will be placed on **warning**. If a student is placed on warning, he or she does not need to appeal, because financial aid eligibility has not been revoked. If, at the end of the warning period the student does not meet the minimum requirements for SAP, all aid will be suspended for the following semester. As long as a student is meeting all requirements of the Satisfactory Academic Progress Policy, they are considered in "good standing" for financial aid.

REQUESTING REINSTATEMENT OF AID (APPEAL)

Financial Aid may be reinstated on **probation or academic plan** status by an approved appeal. A student who has had his/her financial aid eligibility terminated has the right to

make a written appeal if extenuating circumstances exist and can be documented OR if the student met all minimum enrollment and GPA requirements while on warning/probation/academic plan . If aid is not reinstated, suspension from aid will remain in effect.

SUBMITTING AN APPEAL

Students who wish to appeal the determination that satisfactory academic progress has not been maintained, may do so by submitting an appeal form, a personal statement, supporting documentation and the approved academic improvement plan to the Office of Student Financial Aid by the specific deadline date of each semester.

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.

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

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.

PELL GRANT RECALCULATION POLICY

Federal Pell Grant is awarded based upon the results from completion of the Free Application for Federal Student Aid (FAFSA). The purpose of this section is guidance for recalculating of Federal Pell Grant based upon the enrollment status of undergraduate students.

How Enrollment Impacts Financial Aid

Norfolk State University's Financial Aid Office initially awards financial aid to undergraduate students based upon the assumption that students may enroll full-time (12 credit hours or more) for both fall and spring semesters. Below is a chart for calculating Federal Pell Grant based upon enrollment statuses:

Award	Full Time 12 + Credits	Three – Quarter Time 9 – 11 Credits	Half – Time 6 – 8 Credits	Less Than Half – Time 1 - 5 Credits
Federal Pell Grant	100% of the scheduled award	75% of the scheduled award	50% of the scheduled award	25% of the scheduled award
<p><i>A scheduled Pell Grant eligibility is based on the Expected Family Contribution (EFC) as calculated by the U.S. Department of Education from information obtained from the Free Application for Federal Student Aid (FAFSA).</i></p> <p><i>Students may be eligible for only a partial award based upon their Pell Grant Lifetime Eligibility Used (PELL LEU).</i></p> <p><i>Students who drop or withdraw from classes which results in or causes a change in his/her enrollment status is subjected to the Pell Recalculation Policy.</i></p>				

Pell Recalculation Policy

Pell recalculation refers to the process in which Pell Grant eligible students with enrollment changes during the semester may have Pell adjusted to reflect their current enrollment.

The Pell Grant Recalculation Date depends upon a student's enrollment. The table below reflects the dates in which Pell may be recalculated.

Fall 2024 Semester		
Semester	Semester Start and End Dates	Pell Recalculation Date (PRD)
Regular 15 week semester	8/19/2024 – 11/27/2024	09/06/24
Mini Term 1A/1C semester	8/19/2024 – 10/14/2024	<i>Students will see aid adjusted on their student accounts the week of 9/02/2024</i>
Mini Term 1B/1D semester	10/14/24 – 11/27/2024	10/18/24 <i>Students will see aid adjusted on their student accounts the week of 10/14/24</i>

Spring 2025 Semester		
Semester	Semester Start and End Dates	Pell Recalculation Date (PRD)
Regular 15 week semester	1/21/2025 – 05/02/25	1/31/2025
Mini Term 2A/2C semester	1/16/2025 – 02/26/25	<i>Students will see aid adjusted on their student accounts the week of 1/27/2025</i>

Mini Term 2B/2D semester	3/24/2025 – 05/02/25	3/28/2025 <i>Students will see aid adjusted on their student accounts the week of 3/24/2025</i>
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Refunds and Financial Aid Recalculations

Students who receive a refund from Norfolk State University and subsequently there is a change in the enrollment status may be required to repay all or a portion of the refund in addition to charges incurred as a result of recalculating 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.

FINANCIAL AID WITHDRAWAL POLICY

Any student who wishes to withdraw from the University must submit an Application for Withdrawal which may be obtained from the Office of the Registrar or his/her academic department/advisor. The financial aid office is responsible for processing of both official and unofficial withdrawals. Students who fail to complete the Office Application for Withdrawal from the University and who receive all F grades at the 10th week advisory grading and final grading periods are considered unofficial withdrawals. Financial aid will notify, in writing, student receiving all F grades. Failure to respond to any correspondences will result in processing an 'unofficial withdrawal'.

FEDERAL RETURN OF TITLE IV REFUND POLICY

Official withdrawal refunds on all allowable charges including tuition and fees will be prorated on a per diem basis based on the number of days in attendance as a proportion to the number of days in the term or period or enrollment, up to the 60% point in the semester. There are not refunds after the 60% point in time as the federal regulations view the aid has been 100% earned" after that point in time. A copy of the calculation and examples can be requested from the Office of Student Financial aid.

The Return to Title IV Refund Policy is based on the federal mandate that student earn federal financial aid eligibility in proportion to the amount of time the student was enrolled. The earned portion of a student's federal financial aid will be disbursed to the student account to assist in paying Institutional related expenses. The unearned portion will be refunded and/or returned to the U.S. Department of Education Title IV Programs.

Official Withdrawal Date	% OF FINANCIAL AID TO BE RETAINED BY SCHOOL
Before the 1 st day of class	0%
Week 1 (Day 1-7)	1% thru 8%
Week 2 (Day 8-14)	9% thru 14%
Week 3 (Day 15-21)	15% thru 21%
Week 4 (Day 22-28)	22% thru 28%
Week 5 (Day 29-35)	29% thru 36%
Week 6 (Day 36-42)	37% thru 43%
Week 7 (Day 43-49)	44% thru 50%
Week 8 (Day 50-56)	51% thru 57%
Week 9 (Day 57-58)	58% thru 59%
After 59 days of enrollment	100% is retained by the University

RETURN OF UNEARNED TUITION ASSISTANCE

Norfolk State University will return any unearned Tuition Assistance (TA) funds to the issuing agency up to 60 percent point of the semester. Unearned TA will be returned based on the following schedule

Withdrawal Period	% OF UNEARNED TA RETURNED TO THE GOVERNMENT
Withdrawal weeks 1-2	100%
Withdrawal weeks 3-4	75%
Withdrawal weeks 5-8	50%
Withdrawal weeks 9*	40%
Withdrawal weeks 10-16	0%

*60% of course is completed

OFF-CAMPUS COURSES (Modular Term)

For all off-campus classes, a student must process an official Drop Form **before** the course has met the **second** scheduled time in order to receive a complete refund. After a class has met for the second time, a student may withdraw from the class, but will not be eligible for any refund.

ROOM CHARGES

Room Charges are refundable to on-campus students only if they official withdraw prior t the 1st day of class. Special allowances will be made for student's withdrawing during the first five days of the semester.

BOARD CHARGES

Board Charges are set on a "per day" basis at the beginning of each academic year. This amount is multiplied by the number of days the student is actually enrolled to determine the cost that a student will be charged meals

STUDENT FINANCIAL AID

When it comes to paying for college, you're not alone. Grants, work-study, and low interest loans help make college affordable. Grants are financial aid that doesn't have to be repaid (unless, for example, you withdraw

from school and owe a refund). Loans are borrowed funds for college; you must repay your loans, with interest. Work-study is a work program through which you earn money to help you pay for school. Federal student aid covers such expenses as tuition and fees, room and board, books, supplies and transportation. Norfolk State University's student financial aid programs are administered in conjunction with Federal and State regulations and the Philosophy of Awarding Financial Aid for Higher Education. Student Financial Aid programs act as a bridge to closing the gap between student and parent resources and college related expenses.

TITLE IV FINANCIAL AID PROGRAMS

Federal Pell Grant (PELL)
 Federal Supplemental Educational Opportunity Grant (SEOG)
 Federal Direct Subsidized Loan – Undergraduate students only
 Federal Direct Unsubsidized Loan

NON-TITLE IV PROGRAMS

The Financial Aid office is responsible for calculating the percentage earned by student for Virginia and other state aid programs as deemed required by the funding agencies (i.e. SCHEV, DC etc.) as well as any institutional funds.

The University has an Application to Withdrawal that can be obtained from the students' academic department or advisor. All students are required to complete the Application for Withdrawal at the point he/she decides to cease enrollment. Unofficial withdrawal from the University will result in the student being assessed full charges for the enrollment period (semester).

EXIT COUNSELING

The Financial Aid Office is responsible for ensuring that all students who officially or unofficial withdraw, leave the University and/or graduate are sent Exit Counseling information. The U.S. Department provides online exit counseling via www.studentloans.gov. The Financial Aid Office ensures exit counseling letters are mailed to students and a copy is maintained in the student's record.

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 \$1,934.40 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- 823-8325. The office is located in the James A. Bowser Building, Suite 121.

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 **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. Norfolk State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters and doctor degrees. Contact the Commission on Colleges at 1866 Southern Lane, <http://www.sacscoc.org> for questions about the accreditation of Norfolk State University.

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 31 for fall and Oct. 30 for spring. Students may apply online at www.nsu.edu.

TRANSFER STUDENTS

All new transfer students must submit an official transcript from every college or university attended. Transcripts received after enrollment into courses may not be accepted by the University. The Office of Transfer Admissions & Services is available to assist new and current transfer students with the admissions process and student experience while enrolled at NSU.

The office is located in the Student Services Center, Suite 308.

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 or Transfer Admissions & Services at transfer@nsu.edu or 757-451-7745 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](http://www.nsu.edu/admissions/under%20Admissions%20101).

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 **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 oasis@nsu.edu or 757- 823-20094. The office is located in the James Bowser Building, Suite 121.

THE HONORS COLLEGE (DNIMAS and Parsons Scholars)

The Robert C. Nusbaum 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, Barnes and Noble, Norfolk 17, etc.) may be 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.

VIRGINIA BEACH HIGHER EDUCATION CENTER (VBHEC)

The VBHEC hosts a variety of public health initiatives with a focus on community engagement, communications, and support for academic programs. Continuing education, professional development and pathways programs provide a myriad of opportunities for lifelong learners to pursue skills and connect with their communities. VBHEC is the location of the Center for Public Health Initiatives at NSU, the Eastern Virginia Area Health Education Center and the Reclamation

Project. For more information: nsu.edu/vbhec or 757-278-4386.

NAVAL STATION NORFOLK

NSU offers Undergraduate and Graduate military educational programs at **Naval Station Norfolk**, Building CEP-87, Room 202, Norfolk, VA 23511. Details may be obtained by contacting the Military Services & Veterans Affairs Office at 757- 489-8516 or (Toll Free-1-877-578-3481) or at www.nsu.edu/veteransaffairs.

ACADEMIC LOAD

The University expects undergraduates to enroll and pass 15 credit hours per semester. The minimum course load for a full-time undergraduate student is 12. Students with a 3.00 grade point average or above may carry 19 or more hours **ONLY** with appropriate approval. The Recommendation for Course Overload Form must be completed and signed by the student's academic advisor, department head, and dean before submission to the Office of the Registrar.

For graduate students, the normal course load for a full-time graduate student is 9 and no more than 15 semester hours. Graduate students taking more than 16 semester hours must have the Recommendation for Course Overload Form completed and signed by their academic advisor, department head, and dean before submission to the Office of the Registrar.

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/registrar/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 \$5.45 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****

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.

PROSPECTIVE GRADUATES

Students expecting to complete requirements for graduation during the 2024 - 2025 academic year must apply for graduation through their academic department. Appropriate forms will be available in departments. Students and departments must adhere to the following schedule:

Anticipated Graduation Date	Application Deadline	Commencement and Graduation Application Fee Payment Deadline
Dec. 2024	Sept.20, 2023	November 8, 2023
May 2025	January 31, 2025	April 4, 2025
July 2025	May 16, 2025	July 3, 2025

Each degree candidate is responsible for obtaining academic clearance to participate in commencement activities. All degree candidates are required to pay the mandatory \$50 application fee. The application fee is assessed each time an application is filed. No applications will be received and processed after the following December 2024 commencement – November 8, 2023; May 2025 commencement – April 5, 2024; July 2025 commencement– July 3, 2024.

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.

WITHOLDING DISCLOSURE OF DIRECTORY INFORMATION

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notice must be received in the Office of the University Registrar, 700 Park Avenue Suite 212. Requests can be made in person at the Office of the University Registrar to prevent disclosure for the same term. Students who opt to prevent disclosure of directory information should carefully consider the consequences of any decision made to withhold directory information. The institution will not release any information to non-institutional persons or organizations, including requests for verification of attendance for insurance, employment or any other reason without the express, written consent of the student. The institution assumes no responsibility to contact students for subsequent permission to release information and assumes no liability for honoring student instructions that directory information be withheld. Norfolk State University assumes that any student who does not specifically request that directory information be withheld indicates individual approval for disclosure.

STUDENT ADVOCACY

The Office of Student Advocacy 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 – Online Concern Form <https://www.nsu.edu/campus-life/services-resources/dean-of-students/student-complaints>
 In Person Visits (Suite 319, Student Services Center
 Email customercare@nsu.edu, Phone at 757-823-8673.
For academic concerns or complaints, please use the protocol shown using the following link: <https://www.nsu.edu/academics/academic-programs/online-learning/services-and-support/student-complaint-process>

Virginia House Bill 1 (Virginia HB1)

Virginia House Bill1 which took effect July 1, 2018, as code of Virginia Section 23.1-405, prohibits a university from disclosing a student's email address, physical address or telephone number under the exception of the Family Educational Rights and Privacy Act (FERPA) for directory information or the Virginia Freedom Information Act (FOIA) unless the student has affirmatively consented in writing to the disclosure. For more information please see www.nsu.edu/registrar/house-bill-1.

Norfolk State University – Classroom Building Codes

BMH	New Brown Memorial Hall
EDU	H. E. Bozeman Education Building
EMH	Joseph G. Echols Memorial Hall
FAB	Fine Arts Building
NSC	Student Center
MCAR	Marie V. McDemmond Center for Applied Research
JBB	James Bowser Building
JGB	James D. Gill Health & Physical Education Building
JMH/MAD	J. Hugo Madison Hall
RTC	William P. Robinson Technology Center
WSB	Roy A. Woods Science Building
NGE	Nursing and General Education Classroom Building

Off-Campus Building/Location Codes

NNB	Naval Station Norfolk
VBC	Virginia Beach Higher Education Center



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 have a section designator 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](#).
- Complete your free application for Federal Student Aid (FAFSA) as soon as possible at www.fafsa.ed.gov. Pay special attention to the priority deadlines.

Step 2: Apply for admission.

- Visit the [Office of Admissions](#) website.
- Review the [undergraduate](#) or [graduate admissions](#) requirements. International students should visit the [International Student Services](#) website.
- Apply online at <http://www.nsu.edu/Admissions-Aid/Apply-Online>
- For undergraduate admissions information, call toll free 800-274-1821 or email admissions@nsu.edu. For graduate admissions information, call 757-823-8015 or email icarpenter@nsu.edu.

Step 3: Confirm your intent to enroll.

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

Step 4: Activate your [MyNSU](#) account.

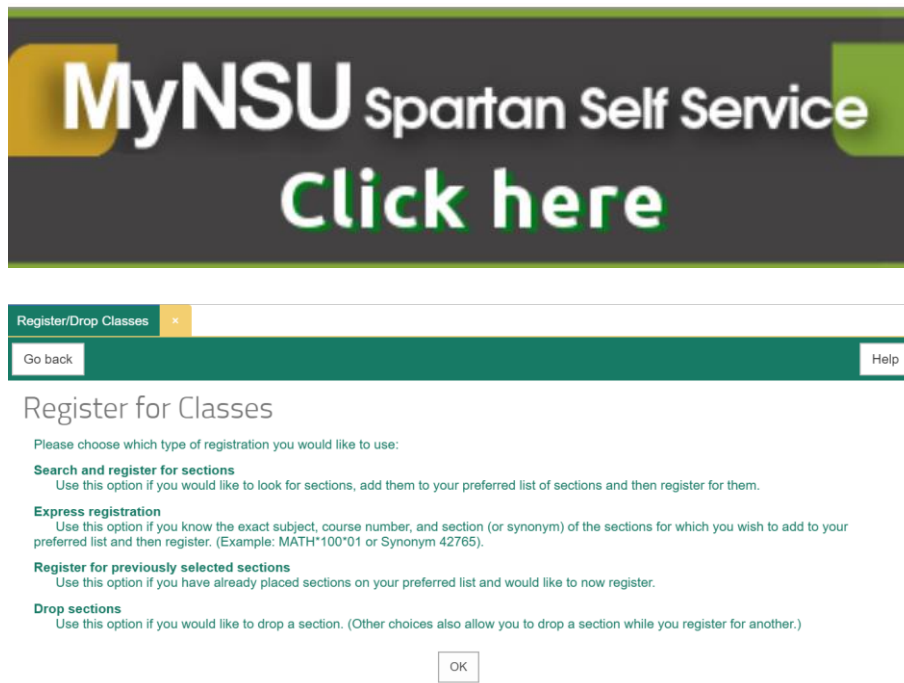
[MyNSU](#), the University’s educational portal system, provides access to your NSU e-mail account, Office 365, and Blackboard Learn. Setting up your account is quick and easy.

- Get your username, temporary password, and email address as a [first-time student](#).
- Go to the [MyNSU login](#). When prompted enter your user name (for example: b.l.brown) 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 desktop and/or mobile web browsers](#).

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 Spartan Self Service in the MyNSU portal and clicking the Register/Drop Classes option. Prospective students should use the [Search for Classes](#) option to see what classes are available. This listing is updated every 24 hours.



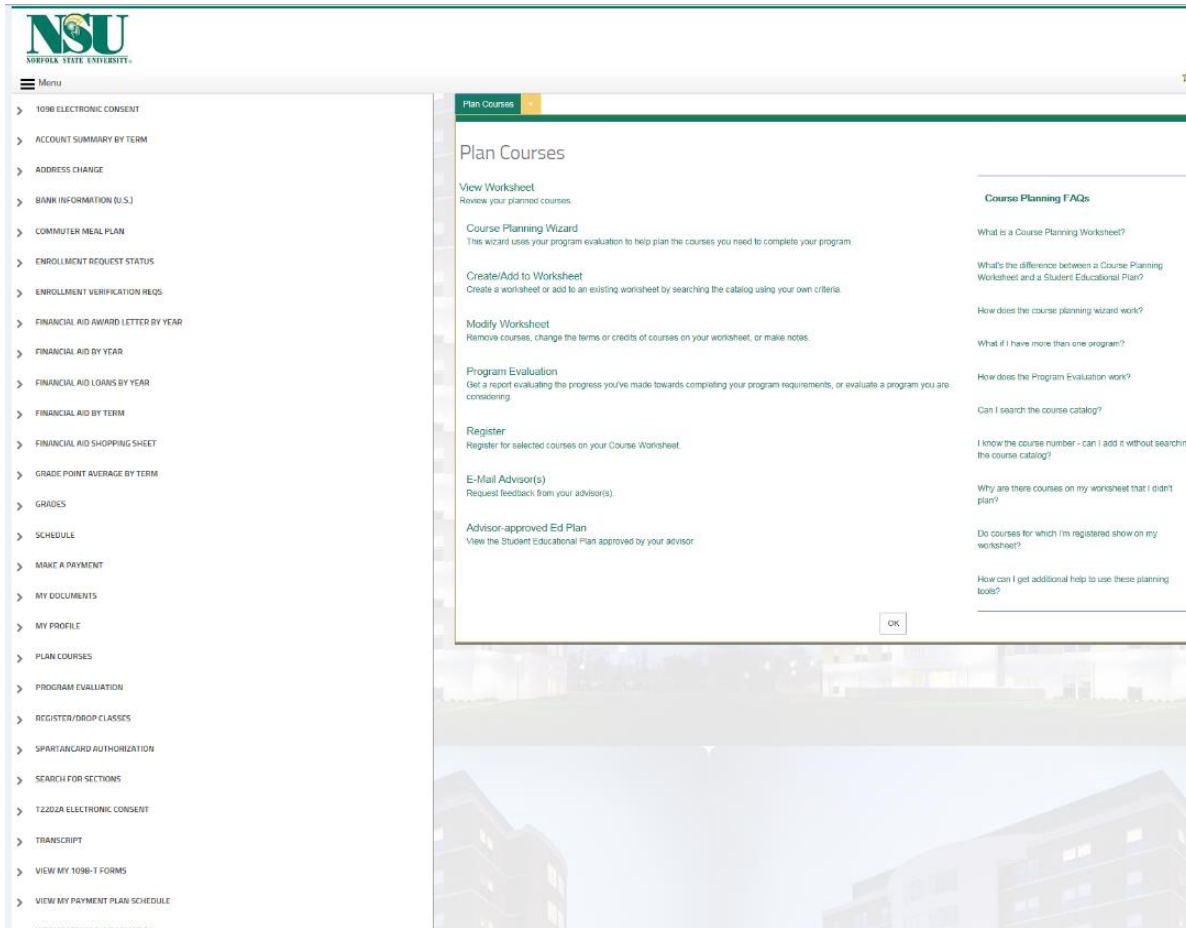
The results screen provides the term, status, section name and title, location, meeting information, faculty, available/capacity, credits, CEUs, and academic level for the section criteria selected. The Status field specifies if the course is open or closed for enrollment based on the Available/Capacity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

Web online courses are designated as Section 90 and above. The following section designators identify the course location and or type.

- 45 Blended/Online (face-to-face with an online component)
- 51 Evening
- 77 Video Conferencing
- 81/82 Military Installation
- 85 Virginia Beach Higher Education Center

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 the desired online course satisfies your selected curriculum.

Step 6: Pay Your Tuition and Fees

- Pay your tuition and fees. There are [various 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 adequate Internet service or 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 and/or the Campus Announcement eDaily for specific dates and times.

If you are new to the online learning environment or would like to access valuable resources for online students, please self-enroll in the “NSU Online-101 NSU Student Orientation” Blackboard course by following the steps below:

1. Log into MyNSU
2. Click the Blackboard icon
3. Click the Student Tab in Blackboard
4. Click the NSU Online 101 Icon
5. Click the Enroll option
6. Select Submit
7. Click OK at the bottom right of the page. You now have access to the course.

Blackboard Mobile App

Blackboard Mobile App is the mobile learning app for Blackboard. You can access your courses, organizations, 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 or contacting the Office of Extended Learning at 1-844-266-4990 or by email at nsuonline@nsu.edu

If you need Blackboard technical assistance, please email BbTechSupport@nsu.edu or call toll free 1-844-266-4990.

FINAL EXAMINATION SCHEDULE

FALL SEMESTER 2024

Last Day of Classes: Wednesday, November 27

NOTE: FINAL EXAMS FOR OFF-CAMPUS CLASSES (VIRGINIA BEACH) WILL BE CONDUCTED DURING FINAL EXAM WEEK, DECEMBER 2 – DECEMBER 6, AT REGULARLY SCHEDULED CLASS TIMES OR OTHER NONCONFLICTING PERIODS.

ALL OTHER EXAMINATIONS

Day and Date	8 - 10 A.M.	10:30 A.M.-12:30 P.M.	1- 3 P.M.	3:30 - 5:30 P.M.	5:45 - 7:45 P.M.	8- 10 P.M.
Monday December 2	9-11 A.M. CLASSES MEETING 9 A.M.-12 P.M. S	PED 100 PED 104 PED 106 (EMH)	HED 100 HED 354 (EMH)	COMMON EXAMS	CLASSES MEETING 5-6:30 P.M. MW	CLASSES MEETING 6:30-9:30 P.M. M
Tuesday December 3	CLASSES MEETING 8-9 A.M. MWF	CLASSES MEETING 1:30-3 P.M. TR	CLASSES MEETING 12-1 P.M. MWF	CLASSES MEETING 4-5 P.M. MWF	CLASSES MEETING 5-6:30 P.M. TR	CLASSES MEETING 6:30-9:30 P.M. T
Wednesday December 4	CLASSES MEETING 9-10 A.M. MWF	CLASSES MEETING 11 A.M.-12:30 P.M. TR	CLASSES MEETING 1-2 P.M. MWF	CLASSES MEETING 3-4:30 P.M. TR	CLASSES MEETING 6:30-8 P.M. MW	CLASSES MEETING 8-10 P.M., MW 6:30-9:30 P.M. W
Thursday December 5	CLASSES MEETING 10-11 A.M. MWF	CLASSES MEETING 9:30-11 A.M. TR	CLASSES MEETING 2-3 P.M. MWF	CLASSES MEETING 4:30-6 P.M. TR	CLASSES MEETING 6:30-8 P.M. TR	CLASSES MEETING 8-10 P.M., TR 6:30-9:30 P.M. R
Friday December 6	CLASSES MEETING 11 A.M.-12 P.M. MWF	CLASSES MEETING 8-9:30 A.M. TR	CLASSES MEETING 3-4 P.M. MWF	CLASSES MEETING 5-6 P.M. MWF	CLASSES MEETING 6-9 P.M. F	CONFLICTS

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

FINAL EXAMINATION SCHEDULE

SPRING SEMESTER 2025

Last Day of Classes: Friday, May 2

NOTE: FINAL EXAMS FOR OFF-CAMPUS CLASSES (VIRGINIA BEACH) WILL BE CONDUCTED DURING FINAL EXAM WEEK, MAY 3 – MAY 9, AT REGULARLY SCHEDULED CLASS TIMES OR OTHER NONCONFLICTING PERIODS.

ALL OTHER EXAMINATIONS

Day and Date	8-10 A.M.	10:30 A.M.-12:30 P.M.	1-3 P.M.	3:30-5:30 P.M.	5:45-7:45 P.M.	8-10 P.M.
Saturday May 3	9-11 A.M. CLASSES MEETING 9 A.M.-12 P.M. S	CONFLICTS	CONFLICTS	CONFLICTS	CONFLICTS	CONFLICTS
Monday May 5	COMMON EXAMS	PED 100 PED 104 PED 106 (EMH)	HED 100 HED 354 (EMH)	COMMON EXAMS	CLASSES MEETING 5-6:30 P.M. MW	CLASSES MEETING 6:30-9:30 P.M. M
Tuesday May 6	CLASSES MEETING 8-9 A.M. MWF	CLASSES MEETING 1:30-3 P.M. TR	CLASSES MEETING 12-1 P.M. MWF	CLASSES MEETING 4-5 P.M. MWF	CLASSES MEETING 5-6:30 P.M. TR	CLASSES MEETING 6:30-9:30 P.M. T
Wednesday May 7	CLASSES MEETING 9-10 A.M. MWF	CLASSES MEETING 11 A.M.-12:30 P.M. TR	CLASSES MEETING 1-2 P.M. MWF	CLASSES MEETING 3-4:30 P.M. TR	CLASSES MEETING 6:30-8 P.M. MW	CLASSES MEETING 8-10 P.M., MW 6:30-9:30 P.M. W
Thursday May 8	CLASSES MEETING 10-11 A.M. MWF	CLASSES MEETING 9:30-11 A.M. TR	CLASSES MEETING 2-3 P.M. MWF	CLASSES MEETING 4:30-6 P.M. TR	CLASSES MEETING 6:30-8 P.M. TR	CLASSES MEETING 8-10 P.M., TR 6:30-9:30 P.M. R
Friday May 9	CLASSES MEETING 11 A.M.-12 P.M. MWF	CLASSES MEETING 8-9:30 A.M. TR	CLASSES MEETING 3-4 P.M. MWF	CLASSES MEETING 5-6 P.M. MWF	CLASSES MEETING 6-9 P.M. F	CONFLICTS

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

FINAL EXAMINATION SCHEDULE

SUMMER SEMESTER, 2025

Term A/C: Friday, June 27

Term B: Friday, July 25

Term D: Friday, July 25

Term O: Friday, June 27

Term P: Friday, August 15