ACADEMIC CALENDAR
FALL SEMESTER 2020

State of the University Address/Faculty/Staff/School/Department……………………………………………………Tuesday, August 18
Meetings/Faculty Information Workshops
Departmental Advising and Registration……………………………………... …Wednesday, August 26 – Saturday, September 4
Classes Begin/Late Registration……………………………………………………………………………………………Wednesday, August 26

Deadline for Late Registration/Adding Courses or Declaring Audit ………………………………………………………Friday, September 4
Mini Term 1A/1C Deadline for Late Registration/Adding Courses or Declaring Audit…………………………………Friday, September 4
Deadline to Drop a Course and Receive 100% Refund (20/1 and Mini Term 1A/1C)………………………………………Friday, September 4
Labor Day Holiday (No Classes)………………………………………………………………………………………Monday, September 7
Mini Term 1A/1C advisory grades due (6 week session) …………... Monday, September 14 – Saturday, September 19
Founders Day Convocation………………………………………………………………………………………………Friday, September 18
Deadline to Apply for December 2020 Graduation…………………………………………………………………………Friday, September 18

At the 5th Week, First Advisory grades due (12 week session) …………..Monday, September 21 - Saturday, September 26
Mid Term Grading for Graduate Courses ……………………………………..Monday, October 5 – Saturday, October 10
Mini-Term 1B/1D (Classes Begin)…………………………………………………………. …Wednesday, October 7
Mini-Term 1B/1D Deadline for Late Registration/Adding Courses or Declaring Audit…………………………………Wednesday, October 14
Deadline to Drop a Course and Receive 100% Refund (Mini Term 1B/1D)…………………………………………………Wednesday, October 14
Registration for Spring 2021 Semester Begins……………..………………………… Monday, October 26 – Saturday, January 09

At the 10th week, Second advisory grades due (12 week session) ………… Monday October 26 – Saturday, October 31
Mini Term 1B/1D advisory grades due (6 week session) ……………….. Monday, October 26 – Saturday, October 31
Election Day ……………………………………………………………………………………………………...……Tuesday, November 3
Deadline to Drop a Course (20/1, 20/1B, 20/1D)…………………………………………………………………………………..Friday, November 6
Classes End………………………………………………………………………………. …Wednesday, November 18
(Last Day to Withdraw from the University without Academic Penalty)
Final Grades Due for December 2020 Graduates …………………………………………Wednesday, November 18

Final Examination Period………………………………………………... …Thursday, November 19 – Wednesday, November 25
Deadline to Report Final Grades………………………………………………………….. …Tuesday, December 1
VIRTUAL COMMENCEMENT………………………………………………………… …Saturday, December 12

Registration One Stop Shop and Advising Services will be located in rooms 138A, 138B, 138C and 149 in the Student Center beginning Monday, August 24, 2020 thru Friday, September 4, 2020 for registration. Hours of operation will be 8:00 a.m. until 6:00 p.m. The Office of the Registrar, Financial Aid, Cashier’s and Student Accounts will be in Room 149 until Friday, September 4, 2020.

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.
University Community/Faculty/Staff/School/Department..................................................................................................................Thursday, January 14
Meetings/ Faculty Information Workshops

Martin Luther King Jr. Holiday (No Class) .................................................................................................................................Monday, January 18
Departmental Advising and Registration.................................................................................................................................Monday, January 25 – Tuesday, January 26
Classes Begin/Late Registration.....................................................................................................................................................Wednesday, January 27
Deadline for Late Registration/Adding Courses or Declaring Audit .............................................................................................Tuesday, February 2
Mini Term 2A/2C Deadline for Late Registration/Adding Courses or Declaring Audit.................................................................Tuesday, February 2
Deadline to Drop a Course and Receive 100% Refund (20/2 and Mini Term 2A/2C)..................................................................Tuesday, February 2
Deadline to Apply for May 2021 Graduation.................................................................................................................................Friday, February 12
Mini Term 2A/2C advisory grades due (7 week session) ............................................................................................................Monday, February 15 – Saturday, February 20
At the 5th week, First advisory grades due (15 week session)....................................................................................................Monday, February 22– Saturday, February 27
Reading/Course Prep Day (No Classes).....................................................................................................................................Wednesday, March 3
Mid Term Grading for Graduate Students.................................................................................................................................Monday, March 8 – Saturday, March 13
Registration for Summer and Fall 2021 Semester.....................................................................................................................Monday, March 15 – Friday, June 25
Mini Term 2B/2D (Classes Begin) .............................................................................................................................................Monday, March 15
Mini-Term 2B Deadline for Late Registration/Add/Drop Courses or Declaring Audit .............................................................Friday, March 19
Deadline to Drop a Course and Receive 100% Refund (Mini Term 2B/2D).....................................................................................Friday, March 19
At the 10th week, Second advisory grades due (15 week session) ............................................................................................Monday, March 29 – Saturday, April 3
Reading/Course Prep Day (No Classes).....................................................................................................................................Wednesday, April 7
Deadline to Drop a Course (20/2, 20/2B, 20/2D).......................................................................................................................Friday, April 16
Mini Term 2B/2D advisory grades due (7 week session) ...........................................................................................................Monday, April 12 - Saturday, April 17
Final Grades Due for May 2021 Graduates..................................................................................................................................Wednesday, May 5
Classes End..................................................................................................................................................................................Friday, May 7
(Last Day to Withdraw from the University)
Final Examination Period..........................................................................................................................................................Saturday, May 8 – Friday, May 14

COMMENCEMENT.................................................................................................................................................................Saturday, May 15
Deadline to Report Final Grades......................................................................................................................................................Tuesday, May 18
Faculty Development Workshop..................................................................................................................................................Wednesday, May 19 - Thursday, May 20

Registration One Stop Shop and Advising Services will be held beginning Monday, January 25, 2021 and Tuesday, January 26, 2021 from 8:00 a.m. until 6:00 p.m. Academic Departments, Enrollment Management, Student Accounts, the Patricia Lynch Stith Student Success Center, and the Financial Aid Office will be offering virtual appointments for students to participate in our One-Stop-Shop service as an alternative to face-to-face contact. Face-to-face service will only be available for students that have a matter that cannot be resolved virtually.

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 2021

### MAY 17 – JUNE 25, 2021 6 WEEK TERM (TERM A)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Registration (Term A)</td>
<td>Saturday, May 15</td>
</tr>
<tr>
<td>Classes Begin/Late Registration</td>
<td>Monday, May 17</td>
</tr>
<tr>
<td>Deadline for Late Registration/Adding Courses or Declaring Audit</td>
<td>Thursday, May 20</td>
</tr>
<tr>
<td>Deadline to Drop a Course and Receive 100% Refund</td>
<td>Thursday, May 20</td>
</tr>
<tr>
<td>Memorial Day Holiday (No Classes)</td>
<td>Monday, May 31</td>
</tr>
<tr>
<td>Deadline to Drop a Course</td>
<td>Tuesday, June 8</td>
</tr>
<tr>
<td>Classes End (Last Day to Withdraw from the University without Academic Penalty)</td>
<td>Thursday, June 24</td>
</tr>
<tr>
<td>Final Examination Period</td>
<td>Friday, June 25</td>
</tr>
<tr>
<td>Deadline to Report Final Grades</td>
<td>Tuesday, June 29</td>
</tr>
</tbody>
</table>

### JUNE 28 – JULY 23, 2021 4 WEEK TERM (TERM B)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Registration (Term B)</td>
<td>Saturday, June 26</td>
</tr>
<tr>
<td>Classes Begin/Late Registration</td>
<td>Monday, June 28</td>
</tr>
<tr>
<td>Deadline for Late Registration/Adding Courses or Declaring Audit</td>
<td>Wednesday, June 30</td>
</tr>
<tr>
<td>Deadline to Drop a Course and Receive 100% Refund</td>
<td>Wednesday, June 30</td>
</tr>
<tr>
<td>Deadline to Drop a Course</td>
<td>Monday, July 12</td>
</tr>
<tr>
<td>Classes End (Last Day to Withdraw from the University without Academic Penalty)</td>
<td>Thursday, July 22</td>
</tr>
<tr>
<td>Final Examination Period</td>
<td>Friday, July 23</td>
</tr>
<tr>
<td>Deadline to Report Final Grades</td>
<td>Tuesday, July 27</td>
</tr>
</tbody>
</table>

**Note:** Academic Calendar dates are subject to change. Visit the NSU Website at [www.nsu.edu/enrollment-management/registrar/calendars](http://www.nsu.edu/enrollment-management/registrar/calendars) for the most recent updates.
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**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 2020-2021

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

Fall 2020: Thursday, September 11, 2020  
Spring 2021: Friday, January 15, 2021  
Summer 2021: Wednesday, May 20, 2021 (Term A)  
Wednesday, June 30, 2021 (Term B)

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

Fall 2020  
Spring 2021  
Summer 2021
Thursday, September 11, 2020  Friday, January 15, 2021  Thursday, May 20, 2021 (Term A)
Fall 2020 Mini Term B & D  Spring 2021 Mini Term B & D  Wednesday, June 30, 2021 (Term B)
Wednesday, October 14, 2020  Friday, March 5, 2021

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 2020
Deadline to Add.................................................................................................................................................. September 11
Deadline to Drop (100% refund)......................................................................................................................... September 11
Deadline to Drop.................................................................................................................................................. November 6

Spring 2021
Deadline to Add................................................................................................................................................... February 2
Deadline to Drop (100% refund).......................................................................................................................... February 2
Deadline to Drop.................................................................................................................................................. April 16

Summer 2021
Deadline to Add............................................................................................................ May 20 (Term A) and June 30 (Term B)
Deadline to Drop (100% refund)........................................................................................................................ May 20 (Term A) and June 30 (Term B)
Deadline to Drop............................................................................................................ June 8 (Term A) and July 12 (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 ........................................................................... 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) 823-2002

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) 823-8668

University Police .......................................................................... University Police Building
(757) 823-2912

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

**Dates to register:**
- **Fall 2020:** March 1 – June 18
- **August 24 – September 4**
- **Spring 2021:** October 26 – February 9
- **Summer 2021:** March 1 – May 15 (Term A)
- **March 1 – June 28 (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 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.

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:

- 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 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/](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 SEPTEMBER 4, 2020 (Fall); FEBRUARY 2, 2021 (Spring); MAY 20, 2021 (Summer Term A); or June 30, 2021 (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/](https://www.nsu.edu/mynsu/)** VISA, MasterCard, Discover Card, American Express or E-Check).
- **OBTAIN FINANCIAL AID INFORMATION** by visiting [www.nsu.edu/financialaid](http://www.nsu.edu/financialaid) or the Financial Aid Office.
• **OBTAIN THIRD PARTY INFORMATION** by contacting Student Accounts.

• **OBTAIN INFORMATION ON TUITIONPAY PAYMENT PLAN** from [https://commerce.cashnet.com/paymentportal](https://commerce.cashnet.com/paymentportal) 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 or sophomore, you must meet with your academic advisor. MyNSU is available through September 4 (Fall), February 2 (Spring), May 20 (Summer Term A) and June 30 (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 26–September 4 (Fall), January 27–February 2 (Spring), May 17–May 30 (Summer Term A), and June 28–June 30 (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 or 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 Office, Room 109, located on the first floor of the Student Services Center.

• **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](http://www.nsu.edu/admissions). Readmission 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](http://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 SEPTEMBER 4, 2020 (Fall); FEBRUARY 2, 2021 (Spring); MAY 20, 2021 (Summer Term A); or JUNE 30, 2021 (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/](https://www.nsu.edu/mynsu/) (VISA, MasterCard, Discover Card, American Express or e-Check).
   - Obtain financial aid information by visiting [www.nsu.edu/financialaid](http://www.nsu.edu/financialaid) or the Financial Aid Office.
   - Obtain information on TuitionPay payment plan from [https://commerce.cashnet.com/paymentportal](https://commerce.cashnet.com/paymentportal), 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 freshmen 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 2020 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 2021 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-served 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 2020 & Spring 2021

<table>
<thead>
<tr>
<th>Withdrawal/Drop Period</th>
<th>Refund to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to August 25</td>
<td>100% Refund</td>
</tr>
<tr>
<td>Aug 26 – Sept 4</td>
<td>Prorated based on the days occupied and days meals consumed</td>
</tr>
<tr>
<td>Sept 5 – Sept 8</td>
<td>25% Room and Meals Refunded (75% Charged)</td>
</tr>
<tr>
<td>Sept 9 and thereafter</td>
<td>0% Refunded (100% Charged)</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 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 September 4 (Fall), February 2 (Spring), May 20 (Summer Term A) and June 30 (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.
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.
- 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 Student Success Center (Nursing and General Education Building, Suite 100, (757) 823-8507) for registration.
- If you are a first-time student, new transfer student, Freshman or Sophomore, see your academic advisor in Student Success Center for registration. All Juniors and Seniors must meet with their academic department 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.
- Ask your advisor to generate your Registration Statement (or view online in MyNSU).
- Review the Registration Statement to ensure your schedule is correct.
- 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.

Registering for Courses

- Registration dates are listed on page 7.
- If you register after August 26, 2020 (Fall), January 27, 2021 (Spring), May 17, 2021 (Summer Term A), and June 26, 2021 (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, new transfer student, Freshman or Sophomore, see your academic advisor in Student Success Center for registration. All Juniors and Seniors must meet with their academic department for registration.
- 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.

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 September 4 (Fall), January 3, 2020 (Spring), May 13, 2020 (Summer Term A) and June 25, 2020 (Summer Term B) your classes will be cancelled as of that date.
CANCELLATION OF REGISTRATION

• If your registration is cancelled on September 4 (Fall), February 2, 2021 (Spring), May 20, 2021 (Summer Term A) and June 30, 2020 (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 26, 2020 (Fall), January 27, 2021 (Spring), May 17, 2021 (Summer Term A), and June 26, 2021 (Summer Term B).

LAST DAY TO ADD
Fall 2020: September 4, 2020
Spring 2021: February 2, 2021
Summer 2021: May 20, 2021 (Term A) & June 30, 2021 (Term B)

LAST DAY TO DROP (100% REFUND)
Fall 2020: September 4, 2020
Spring 2021: February 2, 2021
Summer 2021: May 20, 2021 (Term A) & June 30, 2021 (Term B)

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

LAST DAY TO DROP (NO REFUND)
Fall 2020: November 6, 2020
Spring 2021: April 16, 2021
Summer 2021: June 08, 2021 (Term A) & July 12, 2021 (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.

USEFUL WEBSITES
MYNSU
www.nsu.edu/mynsu/
FINANCIAL AID
www.nsu.edu/financialaid
STUDENT ACCOUNTS
www.nsu.edu/finance/student-accounts
REGISTRAR'S OFFICE
www.nsu.edu/enrollment-management/registrar
ENROLLMENT MANAGEMENT
www.nsu.edu/enrollment-management
ACADEMIC SCHOOLS
www.nsu.edu/provost/colleges-and-schools
### ROOM CHARGES PER SEMESTER

<table>
<thead>
<tr>
<th>Residential Hall/Room Type</th>
<th>Room Type</th>
<th>Double Room</th>
<th>Triple Suite</th>
<th>Single Room</th>
<th>Resident Assistant</th>
<th>NEW RESIDENT HALL COMPLEX</th>
<th>Resident Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babette Smith-Twin Towers</td>
<td>Single</td>
<td>$3,663</td>
<td>$4,161</td>
<td>$4,881</td>
<td>$3,663</td>
<td>Standard</td>
<td>$4,783</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$4,470</td>
<td>$4,281</td>
<td>$4,881</td>
<td>$3,663</td>
<td>Standard</td>
<td>$4,783</td>
</tr>
<tr>
<td>Alexander &amp; Scott</td>
<td>Single</td>
<td>$3,714</td>
<td>$4,222</td>
<td>$4,881</td>
<td>$3,714</td>
<td>Triple Suite Config 1</td>
<td>$5,019</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$4,972</td>
<td>$5,067</td>
<td>$11,420</td>
<td>$5,710</td>
<td>Triple Suite Config 2</td>
<td>$5,067</td>
</tr>
<tr>
<td>Charles &amp; Lee Smith</td>
<td>Single</td>
<td>$3,733</td>
<td>$4,241</td>
<td>$4,881</td>
<td>$3,733</td>
<td>Standard</td>
<td>$5,256</td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>$5,000</td>
<td>$5,210</td>
<td>$10,000</td>
<td>$5,710</td>
<td>Standard</td>
<td>$10,420</td>
</tr>
<tr>
<td>Midrise</td>
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<td>$4,470</td>
<td>$4,281</td>
<td>$4,881</td>
<td>$4,470</td>
<td></td>
<td>$4,281</td>
</tr>
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</table>

### PART-TIME STUDENTS PER SEMESTER

<table>
<thead>
<tr>
<th>No. of Hours</th>
<th>Undergraduate</th>
<th>Gradate</th>
<th>Undergraduate</th>
<th>Gradate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-State</td>
<td>$2,876</td>
<td>Not Applicable</td>
<td>$1,935</td>
</tr>
<tr>
<td></td>
<td>Out-of-State</td>
<td>$4,111</td>
<td>Not Applicable</td>
<td>$1,935</td>
</tr>
</tbody>
</table>

### OTHER MISCELLANEOUS FEES

<table>
<thead>
<tr>
<th>Fee Description</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>$200</td>
</tr>
<tr>
<td>Orientation Fee</td>
<td>$100</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</td>
<td>$500</td>
</tr>
<tr>
<td>Residing On-Campus</td>
<td>$12,751</td>
</tr>
<tr>
<td>Orientation Fee</td>
<td>$100</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</td>
<td>$500</td>
</tr>
<tr>
<td>Residing Off - Campus</td>
<td>$10,775</td>
</tr>
<tr>
<td>Orientation Fee</td>
<td>$100</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</td>
<td>$500</td>
</tr>
<tr>
<td>Residing On-Campus</td>
<td>$12,751</td>
</tr>
</tbody>
</table>

### Tuition & Fee Schedule 2020-21 Academic Year

**Residing On-Campus**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Tuition &amp; Fees</th>
<th>Room Charges</th>
<th>Board Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$3,663</td>
<td>$1,819</td>
<td>$10,293</td>
</tr>
<tr>
<td>Double</td>
<td>$6,345</td>
<td>$3,663</td>
<td>$11,827</td>
</tr>
</tbody>
</table>

**Residing Off-Campus**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Tuition &amp; Fees</th>
<th>Room Charges</th>
<th>Board Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$10,775</td>
<td>$3,663</td>
<td>$16,257</td>
</tr>
<tr>
<td>Double</td>
<td>$12,751</td>
<td>$3,663</td>
<td>$18,233</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</td>
<td>$1,819</td>
</tr>
<tr>
<td>w/$150</td>
<td></td>
</tr>
<tr>
<td>14 Meal Plan</td>
<td>$1,819</td>
</tr>
<tr>
<td>w/$275</td>
<td></td>
</tr>
<tr>
<td>10 Meal Plan</td>
<td>$1,750</td>
</tr>
<tr>
<td>w/$325</td>
<td></td>
</tr>
<tr>
<td>7 Meal Plan</td>
<td>$1,542</td>
</tr>
<tr>
<td>w/$400</td>
<td></td>
</tr>
<tr>
<td>160 Meal Plan</td>
<td>$1,819</td>
</tr>
<tr>
<td>w/$275</td>
<td></td>
</tr>
<tr>
<td>130 Meal Plan</td>
<td>$1,750</td>
</tr>
<tr>
<td>w/$325</td>
<td></td>
</tr>
</tbody>
</table>

### Summer 2021 Housing and Board Charges

**Spartan Suites**

<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>$1,420</td>
<td>$709</td>
<td>$2,129</td>
</tr>
<tr>
<td>B (4-weeks)</td>
<td>$946</td>
<td>$473</td>
<td>$1,419</td>
</tr>
<tr>
<td>A&amp;B (10-weeks)</td>
<td>$2,366</td>
<td>$1,182</td>
<td>$3,548</td>
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</tbody>
</table>

**Note:**

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 rate 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.
4. The price shown includes $60 per semester for the Laundry Fee.

**Telephone:** 757-239-8000 **Room:** 2338 Union Hall **Website:** www.nsu.edu/studentaccounts
Norfolk State University
Fall 2020 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.</td>
<td>NO.</td>
<td>MON</td>
<td>TUE</td>
</tr>
<tr>
<td>SEC.</td>
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</table>

Student Signature ____________________  Advisor Signature ____________________

Save Time – Use e-Advising on MyNSU. Online students, Graduate students 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.
Norfolk State University
Spring 2021 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>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MON</td>
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Student Signature ___________________ Advisor Signature ___________________

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Save Time – Use e-Advising on MyNSU. Online students, Graduate students 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.
Norfolk State University
Summer 2021 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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</tbody>
</table>

Student Signature ____________________ Advisor Signature ____________________

Save Time – Use e-Advising on MyNSU. Online students, Graduate students 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 2020: Friday, September 4, 2020
Spring 2021: Tuesday, February 2, 2021
Summer 2021: Thursday, May 20, 2021 (Term A)
Wednesday, June 30, 2021 (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 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

To enroll in the TuitionPay Plan, visit the TuitionPay website at https://commerce.cashnet.com/nsupay and select Norfolk State University from the drop down by 3:00 p.m. on Friday, September 4, 2020.

ADDITIONAL OPTIONS - Special payment arrangements can be made for students 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.

DELIQUENT 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 2020 refunds will begin after September 13, 2020; Spring 2021 refunds will begin after January 31, 2021; and Summer refunds will begin after June 5, 2021. Please sign up for direct deposit through MyNSU to expedite future refunds. Notifications will be sent to students via their NSU email 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:

<table>
<thead>
<tr>
<th>DROP DATE</th>
<th>CHARGES ASSESSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>Up to September 4</td>
<td>0% of Tuition and Fees</td>
</tr>
<tr>
<td>After September 4*</td>
<td>100% of Tuition and Fees</td>
</tr>
<tr>
<td>Spring 2021</td>
<td></td>
</tr>
<tr>
<td>Up to February 2</td>
<td>0% of Tuition and Fees</td>
</tr>
<tr>
<td>After February 2*</td>
<td>100% of Tuition and Fees</td>
</tr>
<tr>
<td>Summer 2021</td>
<td></td>
</tr>
<tr>
<td>Term A</td>
<td></td>
</tr>
<tr>
<td>Up to May 20</td>
<td>0% of Tuition and Fees</td>
</tr>
<tr>
<td>After May 20*</td>
<td>100% of Tuition and Fees</td>
</tr>
<tr>
<td>Term B</td>
<td></td>
</tr>
<tr>
<td>Up to June 30</td>
<td>0% of Tuition and Fees</td>
</tr>
<tr>
<td>After June 30*</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. 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.

Withdrawing from the University:

It is the student’s 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 18, 2020 (Fall); May 7, 2021 (Spring); June 24, 2021 (Summer Term A); or July 22, 2021 (Summer Term B); however, tuition, fees and selected other charges are adjusted on a pro-rata basis for students who withdraw according to the following schedule:
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 veteransaffairs@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

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

### 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:

<table>
<thead>
<tr>
<th>Award</th>
<th>Full-Time 12+ Credits</th>
<th>Three-Quarter Time 9 – 11 Credits</th>
<th>Half-Time 6 – 8 Credits</th>
<th>Less Than Half-Time 1 – 5 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>100% of the scheduled award</td>
<td>75% of the scheduled award</td>
<td>50% of the scheduled award</td>
<td>25% of the scheduled award</td>
</tr>
</tbody>
</table>

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).

Students may be eligible for only a partial award based upon their Pell Grant Lifetime Eligibility Used (PELL LEU).

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.

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.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Semester Start and End Dates</th>
<th>Pell Recalculation Date (PRD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2020 Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular 15 week semester</td>
<td>8/26/2020 – 11/18/2020</td>
<td>09/04/20</td>
</tr>
<tr>
<td>Mini-Term 1A/1C semester</td>
<td>8/26/2020 – 10/6/2020</td>
<td>–</td>
</tr>
<tr>
<td>Mini-Term 1B/1D semester</td>
<td>10/07/20 – 11/18/2020</td>
<td>10/14/20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2021 Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular 15 week semester</td>
<td>1/13/2021 – 04/30/2021</td>
<td>01/15/2021</td>
</tr>
<tr>
<td>Mini-Term 2A/2C semester</td>
<td>1/11/2021 – 02/26/2021</td>
<td>Students will see aid adjusted on their student accounts the week of 3/08/2021</td>
</tr>
</tbody>
</table>

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, any 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 of Title IV Refund Policy is based on the federal mandate that the student earns 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’s 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 1st 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:

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>% OF UNEARNED TA RETURNED TO THE GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal weeks 1-2</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal weeks 3-4</td>
<td>75%</td>
</tr>
<tr>
<td>Withdrawal weeks 5-8</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal weeks 9*</td>
<td>40%</td>
</tr>
<tr>
<td>Withdrawal weeks 10-16</td>
<td>0%</td>
</tr>
</tbody>
</table>

*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 to the 1st day of class. Special allowances will be made for students 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 the 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 unofficially withdraw, leave the University and/or graduate are sent Exit Counseling information. The U.S. Department of Education 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 an F-1 visa must visit the Office of Accessibility Services and International Student 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 benefits 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 Student 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 public, 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, Decatur, GA 30033 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.

**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, and they 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 Student 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 Honors College, email honors@nsu.edu or call 757-823-8208.

**VIRGINIA BEACH HIGHER EDUCATION CENTER**

Norfolk State University at the Virginia Beach Higher Education Center (VBHEC) offers contract, certificate, continuing education, upper-level undergraduate and graduate courses. The Office of Continuing Education, Criminal Justice Master’s Program, Community and Professional Education and Reclamation Project are all housed at the VBHEC. The **ODU/NSU Virginia Beach Higher Education Center** is located at 1881 University Drive, Virginia Beach, VA 23453. The phone number is 757-368-4150. The web address is www.nsu.edu/vbhec.

**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 2020 - 2021 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:

<table>
<thead>
<tr>
<th>Anticipated Graduation Date</th>
<th>Application Deadline</th>
<th>Commencement and Graduation Application Fee Payment Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2021</td>
<td>Feb 12, 2021</td>
<td>April 2, 2021</td>
</tr>
<tr>
<td>July 2021</td>
<td>May 21, 2021</td>
<td>May 28, 2021</td>
</tr>
</tbody>
</table>

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 December 2020 commencement – November 6, 2020; May 2021 commencement – April 9, 2021; July 2021 commencement – July 2, 2021.

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 Bill 1, 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](http://www.nsu.edu/registrar/house-bill-1).
Norfolk State University – Classroom Building Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Name</th>
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</thead>
<tbody>
<tr>
<td>NBMH</td>
<td>New Brown Memorial Hall</td>
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<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>
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</table>

Off-Campus Building/Location Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Location Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NNB</td>
<td>Naval Station Norfolk</td>
</tr>
<tr>
<td>VBC</td>
<td>Virginia Beach Higher Education Center</td>
</tr>
</tbody>
</table>
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 lcarpenter@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.
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 2020

**Last Day of Classes:** Wednesday, November 25

**NOTE:** FINAL EXAMS FOR OFF-CAMPUS CLASSES (VIRGINIA BEACH) WILL BE CONDUCTED DURING FINAL EXAM WEEK, NOVEMBER 19 - NOVEMBER 25, AT REGULARLY SCHEDULED CLASS TIMES OR OTHER NONCONFLICTING PERIODS.

#### ALL OTHER EXAMINATIONS

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<thead>
<tr>
<th>Day and Date</th>
<th>8 - 10 A.M.</th>
<th>10:30 A.M.-12:30 P.M.</th>
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<th>5:45 - 7:45 P.M.</th>
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</tbody>
</table>

**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 2021
Last Day of Classes: Friday, May 7

NOTE: FINAL EXAMS FOR OFF-CAMPUS CLASSES (VIRGINIA BEACH) WILL BE CONDUCTED DURING FINAL EXAM WEEK, MAY 8 - MAY 14, AT REGULARLY SCHEDULED CLASS TIMES OR OTHER NONCONFLICTING PERIODS.

ALL OTHER EXAMINATIONS

<table>
<thead>
<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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<tbody>
<tr>
<td>Saturday May 8</td>
<td>9-11 A.M.</td>
<td>CLASSES MEETING 9 A.M.-12 P.M.</td>
<td>CONFLICTS</td>
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<tr>
<td>Common EXAMS</td>
<td>PED 100 PED 104 PED 106 (EMH)</td>
<td>HED 100 HED 354 (EMH)</td>
<td>COMMON EXAMS</td>
<td>CLASSES MEETING 5-6:30 P.M. MW</td>
<td>CLASSES MEETING 6:30-9:30 P.M. M</td>
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</tr>
<tr>
<td>Monday May 10</td>
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<td>CLASSES MEETING 1:30-3 P.M. TR</td>
<td>CLASSES MEETING 12-1 P.M. MWF</td>
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<td>CLASSES MEETING 3-4 P.M. MWF</td>
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<td>Friday May 14</td>
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<td>CONFLICTS</td>
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</tbody>
</table>

FINAL EXAMINATION SCHEDULE
SUMMER SEMESTER, 2021
Examinations Given on the Last Day of Classes
Term A: Friday, June 25
Term B: Friday, July 23

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.