



# SPARTANCARD NUMBER REQUEST

## DISTANCE EDUCATION STUDENTS/NSU ONLINE

### PROCEDURE

1. Complete the Distance Education Student Agreement that is available online at:

<http://www.nsu.edu/spartancard/forms>

2. The Distance Education Student Agreement must be emailed to: [spartancard@nsu.edu](mailto:spartancard@nsu.edu)

You must send this from your NSU email account. Requests will only be processed if it is received from your NSU email account.

3. All emails **must** have the subject line: NSU ONLINE

Your NSU ID# must be listed on ALL documents submitted to the SpartanCard Office.

Please allow 48 business hours for request to be processed. Request will not be processed if directions are not followed or information is incomplete or missing. You will be notified if this happens and will be required to resubmit your request, initial processing times will apply.

**\*\*\* Please be advised: You must be registered for the current semester PRIOR to submitting the Distance Education Student Agreement \*\*\***

If you have any questions please feel free to call the SpartanCard Office at (757) 823-9479, email us at [spartancard@nsu.edu](mailto:spartancard@nsu.edu) or visit our website at: [www.nsu.edu/spartancard](http://www.nsu.edu/spartancard). Office hours are Monday-Friday 8am-5pm.