Welcome Packet

Northwestern State University of Louisiana

University Recruiting
318-357-4503
recruiting@nsula.edu

Admissions
318-357-4078
applications@nsula.edu

Financial Aid
318-357-5961
finaid@nsula.edu

Student Accounting
318-357-5961

Student Help Desk
318-357-6696
sos@nsula.edu

University Registrar
318-357-6171
registrar@nsula.edu

Veteran Affairs
318-357-6171
vetaffairs@nsula.edu
Welcome to NSU!

We are so excited to welcome you to our Demon Family and cannot wait to have you here at NSU!

In this packet, you will find information regarding MyNSU, Class Registration, Housing, and more!

We look forward to your time at Northwestern State University! If you have questions about the information outlined in this packet, please feel free to contact your transfer recruiter, Emily Miller (millere@nsula.edu).

Not yet admitted? Contact the University Recruiting Office at 318-357-4503 or recruiting@nsula.edu for more information!
Campus Wide ID Number

Your Campus Wide ID number (CWID) will be used for various things, such as registering for classes, paying your myNSU bill, using your meal plan, etc.

To locate your CWID, please use this link: https://appserv.nsula.edu/getid/

You may also find this number in the top corner of your Admissions letter, but if not, please use the above link.

If you need additional assistance with this, please email millere@nsula.edu.

MyNSU

MyNSU is the system you can use to register for classes, accept financial aid, pay your bill, and more!

To access myNSU, please follow the steps below:
- Go to the NSU home page, nsula.edu, and click on the myNSU icon at the top of the page
- Once in the portal, choose sign in. For first time users, please use the below instructions.
  - First time user: Your login is: first initial + up to 13 characters of last name + last 6 digits of Campus Wide ID followed by “@nsula.edu”
    - Example: vdemon456789@nsula.edu - Victor Demon with CWID 123456789
    - Your initial password: Demons + six digit date of birth - Example: Demons120184
  - If you need additional assistance, please contact the student help desk at 318-357-6696 or sos@nsula.edu.

Class Registration

To register for classes, you will first need to contact an academic advisor. A list of department heads and advisors can be found at the end of this packet.

After contacting an academic advisor, you can begin registering for your courses through MyNSU using the instruction below
- Click on “QuickLinks Menu” then choose “Registration”
- After choosing registration, be sure you are registering for the correct term. Once the correct term is chosen, click submit.
- If your advisor gave you the 5-digit CRNs (ex: 10125), you can type those below and choose “submit changes”
- If you do not have the CRN number, you will need to scroll to the bottom and choose “Look Up Classes” and select the term you will be registering for.
- You may register by choosing a subject or you can choose “Advanced Search”
  - Example for Advanced Search
    - Subject: ENGL
    - Course Number: 1010
    - Campus: Internet (I) or Natchitochese (N), Shreveport (S), Alexandria (A), Leesville/Ft.Polk (L)
    - Part of Term: Full Term – 16 weeks, 1st 8 weeks (A-term), 2nd 8 weeks (B-term)
- Available courses will have an open box. To register, simply click in the box and select register at bottom of page. Repeat this for additional courses.
- Before choosing classes, be sure to confirm the DAYS and TIME of your classes.
  - M – Monday, T – Tuesday, W – Wednesday, TR – Thursday, F – Friday
- When you are finished, select Return to Menu and Concise Student Schedule to verify your schedule

It will take up to 24 hours for your registered courses to appear on your MyNSU dashboard. These classes will be available to you 2 days before classes begin. These can be accessed by choosing “Moodle / my Courses” on the MyNSU homepage.

For informational videos on how to access MyNSU, please visit this link: https://www.nsula.edu/academic-advising-services/new-student-tutorial-videos/

Email/Microsoft

Your myNSU email will be connected to a Microsoft Outlook account. You can access your email 24 hours after registering for classes. You will see an “Office 365/Email” tab, which will direct you to your email.
As an NSU student, you will also have access to a Microsoft package. When using Microsoft applications, you will log in with your NSU email and password.

Paying your Bill

To pay your student bill, you can go to the “QuickLinks Menu” and choose “View/Pay Student Bill”
This will direct you to a secure website where you can pay your balance. You can also pay through mail, in-person, or through Flywire for foreign payments.
For more information on payment types and installments, please visit the Student Accounting and Cashiering Website: https://www.nsula.edu/student-accounting-cashiering/

View your Transcript

Through MyNSU, you can also access an unofficial academic transcript, which will show which courses transferred from your previous institutions.
To view your transcript, choose “QuickLinks Menu” then choose “View Transcript” If you have questions about transferred courses, please contact our Registrar’s office at registrar@nsula.edu.

Housing, Meal Plans, and More!

Housing
If you are planning to attend on-campus in Natchitoches, you can find more information about campus housing here: https://www.nsula.edu/campushousing/

There are also many off-campus options as well such as The Quad, Melrose Apartments, and The Cottage Apartments.

Meal Plans
For meal plans, you can visit our Sodexo website to choose the right plan for you: https://nsuladining.sodexomyway.com/my-meal-plan

Student ID
To access your meal plan, you will need your student ID. You can grab this on the third floor of the Student Services Center in the one card office!

Parking Tag
If you plan to live on campus or commute, you will need to have an NSU Parking Tag. The cost for this tag is $45 and will be included in your tuition and fees. These can be picked up at our University Police station after completing the Vehicle Registration Form on MyNSU.

Department Heads/Academic Advisors

Accounting: Dr. Curtis Penrod: 318-357-5033 penrodc@nsula.edu
Addiction Studies: Dr. Susan Barnette: 318-357-6594 barnetts@nsula.edu
Allied Health: Dr. Kelli Welch Haynes: 318-677-3100 haynesk@nsula.edu
Applied Sciences: Dr. Christopher Lyles: 318-357-6514 lylesc@nsula.edu
Applied Microbiology: Dr. Jerry Brunson: 318-357-5099 brunsonj@nsula.edu
Biology: Dr. Christopher Lyles: 318-357-6514 lylesc@nsula.edu
Business Administration: Dr. Curtis Penrod: 318-357-5033 penrodc@nsula.edu
Child and Family Studies: Dr. Michelle Brunson: 318-357-5067 faziom@nsula.edu
Computer Information Systems: Dr. Curtis Penrod: 318-357-5033 penrodc@nsula.edu
Criminal Justice: Dr. Mark Melder: 318-357-6967 melderm@nsula.edu
**Communications:** Dr. Jie Zhang: zhangj@nsula.edu

**Dance:** Brett Garfinkel: 318-357-5793 garfinkelb@nsula.edu

**Early Childhood Education:** Michelle Brunson: 318-357-5067 faziom@nsula.edu

**Elementary Education:** Jodi Shirley: 318-357-4058 shirleyj@nsula.edu

**Health and Physical Education:** Cindy Davis: 318-357-5103 cindyd@nsula.edu

**Music Education:** Terrie Sanders: 318-357-5762 sanderst@nsula.edu

**Secondary Education:** Katrina Jordan: 318-357-5191 jordank@nsula.edu

**Engineering Technology:** Dr. Jafar Al-Sharab: 318-357-6751 jafar@nsula.edu

**English:** Dr. Thomas Reynolds: 318-357-5206 reynoldsst@nsula.edu

**Fine and Graphic Arts:** Leslie Gruesbeck: 318-357-5476 gruesbeckl@nsula.edu

**General Studies:** Steve Hicks: 318-357-6980 advising@nsula.edu

**Health and Exercise Science:** Cindy Davis: 318-357-5103 cindyd@nsula.edu

**History:** Dr. Mark Melder: 318-357-6967 melderm@nsula.edu

**HMT:** Valerie Salter: 318-357-4610 salterv@nsula.edu

**Industrial Engineering Technology:** Dr. Jafar Al-Sharab: 318-357-6751 jafar@nsula.edu

**Liberal Arts:** Steve Hicks: 318-357-6980 hickss@nsula.edu

**Math:** Dr. Frank Serio: 318-357-4308 serio@nsula.edu

**Music:** Terrie Sanders: 318-357-5762 sanderst@nsula.edu

**Nursing (Natchitoches):** Stephanie Johnson: 318-357-5963 johnsonste@nsula.edu

**Nursing (Shreveport):** Ashley Briggs: 318-677-3015 briggsa@nsula.edu

**Nursing (Alexandria):** Dr. Leah Pearce: pearcel@nsula.edu

**Organizational Leadership:** Dr. Mark Melder: 318-357-6967 melderm@nsula.edu

**Physical Sciences:** Dr. Daniel Rivera-Vazquez: 318-357-5248 riverad@nsula.edu

**Psychology:** Dr. Neeru Deep: 318-357-6701, deepn@nsula.edu

**Rad Sciences:** Angela Mcknight: 318-357-3095 mcknighta@nsula.edu

**Social Work:** Ruth Weinztettle: 318-357-5021 weinzettler@nsula.edu

**Theatre:** Brett Garfinkel: 318-357-5793 garfinkelb@nsula.edu

**Unified Public Safety Administration:** Dr. Jack Atherton: 318-357-6967 athertionj@nsula.edu

**Veterinary Technology:** Dr. Douglas Landry: 318-357-5915 landryd@nsula.edu

Please click here to view academic calendars for your upcoming term!