

Banner Training

Student Self Service Guide

Manual Version 1.0 Banner Version 8.3.0.5



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Self Service Banner

Student Banner Self Service Guide

Getting started

Start an internet browser.

Navigate to NSU's homepage. (www.nsuok.edu)

Click on **goNSU** in the top right corner.



Login in with your NSU Username and NSU Password.



Click on the **Students** channel. Click one of the links in the Registration Tools box to go to the Student Self Service Banner menus.

Northeastern State University goNSU	Welcome Jeffery Walker!	角 Home 🏟 F	Preferences ▼ 🖴 Tools ▼
goNSU Home Students Alumni Err	nployee Faculty and Advisors	Finance Librar	Laure Laure L
My Account	Student Calendar		Registration Tools
No Data Found	Tahlequah & Muskogee Broken Arrow		Registration Status
My Statement	Today		Add or Drop Classes
	Thursday, October 13	<u> </u>	Change Class Options



Below is the main **Student Menu** in Self Service Banner (SSB). This guide will demonstrate a few of the more commonly used tools available to you through SSB. There are multiple ways to retrieve the same information or perform the same tasks. Following are examples of how to use these tools. Please explore the menu to discover the techniques that best fit your individual needs.

Back to goinsu	
Admissions Apply for Admission or Review Existing ApplicationsRegistration Check your registration status, class schedule and add or drop classesStudent Records View your holds, grades and transcriptsStudent Account View your account statement/payment tax information	summaries, history and

The **Registration** menu.

Back to goNSU	Student Faculty Se	rvices	Finance	
Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	Student Reco View your holds transcripts	ords –	Student Account View your account summaries, statement/payment history and tax information
 Select Term 	 Add or Drop Classes 		 Look Up Cla 	sses
 Week at a Glance 	 Student Detail Schede 	ule	 Registration 	Fee Assessment
 Registration Status 	 Active Registration 		 Registration 	History
Concise Student Schedule				

The Student Records menu.

to goNSU Student	Faculty Services		
Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	Student Records View your holds, grades and transcripts	Student Account View your account summaries, statement/payment history and tax information
 View Holds 	 Midterm Grades 	 Final Grades 	5
Grade Detail	Academic Transcript	 Request Print 	nted Transcript
 View Status of Transcript Requ 	ests Degree Evaluation	Course Cata	alog
View Student Information	Class Schedule	 Request En 	rollment Verification
 View Status of Enrollment Verif Requests 	ication Apply to Graduate	 View Applica 	ation To Graduate

The Student Account menu.



Adding and Dropping Classes

Clicking on Registration, gives you the following menu choices. Click on Add or Drop Classes.

Student > Registration			
s to goNSU Student	Faculty Services		
Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	Student Records View your holds, grades and transcripts	Student Account View your account summaries, statement/payment history and tax information
 Select Term 	 Add or Drop Classes 	 Look Up Cla 	asses
Change Class Options	 Week at a Glance 	 Student Det 	ail Schedule
 Registration Fee Assessment 	 Registration Status 	 Update Stud 	lent Term Data
 Active Registration 	 Registration History 	Concise Stu	ident Schedule
 Concise Student Schedule by C Period 	Centric		

This is the Add Classes Worksheet. Enter Course Reference Numbers (CRN) in the highlighted area to add classes to your schedule (register for the semester).

goNSU	Sign Out 🥹 Help
Browse	
Back to goNSU Student Financial Aid	P Find a page
Add or Drop Classes	N00022594 Daniel I Adapt
Home > Add or Drop Classes	Oct 13, 2011 08:32 am
CRNs	
Submit Changes Class Search Reset	
View Holds Change Class Options Registration Fee Assessment	

If you have not already found your CRN's, you can perform a search to find them. There are two ways to search for courses; the standard course search and the advanced course search. Click on **Course Search** if you wish to search by subject. Scroll down and highlight the subject you wish to find. Below is an example of a course search by subject.

Look Up Classes



If you wish to perform an advanced search, click **Advanced Search** to bring back the following search options. You can now search for classes by using several criteria.

Course Number:	
Title:	
Schedule Type:	All Arranged Graduate Arranged Music - Graduate
Credit Range:	hours to hours
Campus:	All All Soken Arrow Connors State - Muskogee
Course Level:	All Continuing Education Graduate
Instructor:	All Aldridge Sanford, Amy Alrifai, Rad M
Session:	
Start Time:	Hour 00 Minute 00 Ampm am
End Time:	Hour 00 🔹 Minute 00 🔹 am/pm am 💌
Days:	🗆 Mon 🗖 Tue 🔲 Wed 🗖 Thur 🗖 Fri 🔲 Sat 🔲 Sur
Class Search	Reset

In this example, we have selected English as the subject. The search brought back a listing of all English courses that are offered this semester. Scroll through the list to locate the course number you wish to view in the schedule. Click on **View Selections** to find the CRN's for the courses offered this semester.

Spring 2	2012	
Englis	h	
0113	READING ENHANCEMENT	View Sections
0123	WRITING ENHANCEMENT	View Sections
1113	FRESHMAN COMPOSITION I	View Sections
1213	FRESHMAN COMPOSITION II	View Sections
2412		15 6 5

This is a list of the sections that are available. Select the CRN you want to add to your worksheet.

Sections English	Found																				
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Сар	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Loc
	30050	ENGL	1113	02	01	3.000	FRESHMAN COMPOSITION I	MWF	09:00 am- 09:50 am	25	2	23	5	0	5	0	0	0	Sue A. Semrow (P)	01/09- 05/04	SH
	30053	ENGL	1113	05	01	3.000	FRESHMAN COMPOSITION I	MWF	01:00 pm- 01:50	20	5	15	5	0	5	0	0	0	Jamie K. Stocks (P)	01/09- 05/04	тва

Self Service Banner

Click Add to Work Sheet.

English																		PF	ind a page		
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Сар	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Loc
	30050	ENGL	1113	02	01	3.000	FRESHMAN COMPOSITION I	MWF	09:00 am- 09:50 am	25	2	23	5	0	5	0	0	0	Sue A. Semrow (P)	01/09- 05/04	SH
	30053	ENGL	1113	05	01	3.000	FRESHMAN COMPOSITION I	MWF	01:00 pm- 01:50 pm	20	5	15	5	0	5	0	0	0	Jamie K. Stocks (P)	01/09- 05/04	TBA
Regis	2	Add to	WorkS	heet	1	ew Sea	arch														

Repeat this process until you have listed all of the CRN's in which you wish to enroll and click **Submit Changes** when finished.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.
Add Classes Worksheet
CRNs
30050 30028
Submit Changes Class Search Reset
View Holds Change Class Options Registration Fee Assessment

There is no need to save your schedule before you exit. Once you successfully submit your schedule with no errors, your schedule is saved.

Closed Classes

When you have searched for a class and it is closed, a **C** will be displayed under the **Select** heading for that course.

Look Up Classes

Home > Look Up Classes

Ð	Home	> Lo	ok Up C	lasses																Oct 1	Spring 4, 2011 02:5	2012 4 pm
	Sections	Found	I																			
i.	Cheroke	e																				
I	Select	RN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Сар	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Locat
l	С	0215	CHER	1123	01	01	3.000	ELEMENTARY CHEROKEE II	TBA		0	0	0	0	0	0	0	0	0	TBA	01/09- 05/09	TBA

Waitlisting a Course

You will receive an message if the course you are trying to enroll in is closed and there is a waitlist available. The **Status** will reflect the fact that the course is closed and how many other students are on the waitlist. *Not all closed classes will have a waitlist.*

🔍 To add a class, ei	To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.													
Current Schedu	le													
Status	Action			(CRN	Subj	Crse	Sec	Leve	el	Cred	Grade Mode	Title	
Registered on No 05, 2011	None None			•	30214	HIST	1483	999	Unde	ergraduate	3.000	Standard Letter	AMERICAN HISTORY 1492-1876	
Total Credit Hours	s: 3.000													
Billing Hours:	3.000													
Minimum Hours:	0.000													
Maximum Hours:	19.000													
Date:	Oct 14, 2011 02	2:52 pm												
Kegistration A	dd Errors													
Status	Action	CRN	Subj	Crse	Sec	Level		С	red	Grade Mod	le Ti	tle		
Closed - 0 Waitlisted	None 💌	30125	ACCT	2103	0	Under	gradua	ite 3	.000	Standard Letter	IN AC	ITRODUCTION	TO FINANCIAL	

To be added to the Waitlist, choose Wait Listed under the Action heading.

!! You will be notified through your NSU email if a seat becomes available for you. Check your mail often as there is a limited window of opportunity (24 hours from when the email is sent) to enroll in a class when it becomes available. You must then enroll yourself in the course using self-service banner. !!

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.														
Current Schedul	urrent Schedule													
Status	Action			C	RN	Subj	Crse	Sec	Leve	el	Cred	Grade Mode	Title	
Registered on No 05, 2011	V None			• 3	30214	HIST	1483	999	Und	ergraduate	3.000	Standard Letter	AMERICAN HISTORY 1492-1876	
Total Credit Hours	3: 3.000													
Billing Hours:	3.000													
Minimum Hours:	0.000													
Maximum Hours:	19.000													
Date:	Oct 14, 2011 02:	52 pm												
9 Registration A	dd-Errorc													
Status	Action	CRN	Subj	Crse	Sec	Level		C	Cred	Grade Mod	e Ti	tle		
Closed - 0 Waitlisted	None None Wait Listed	30125	ACCT	2103	0	Under	gradua	ite 3	3.000	Standard Letter	IN AC	TRODUCTION	TO FINANCIAL	

Other Registration Messages

You may receive other registration messages when attempting to enroll in courses. Below are possible examples of registration errors:

- You do not meet the prerequisite or corequisite. This could be a course, GPA, test score or program requirement. Check the catalog course description to see what the requirements are for the course.
- The course you chose has a time conflict with another course you already have on your schedule. Select a course at a different time to avoid the conflict.

Dropping a Class

Once you are registered in courses, they will be listed like in the example below. Notice that each course has a drop down box in the Action column. Click in the drop down box to see the list of options related to that class. Your choices will vary depending on the date in the semester.

If you are dropping a traditional sixteen week course before school starts, the "Web Drop No Charge" will be the option you see to drop the course (you will not be charged for the course).

If you are dropping a course after the second week of school, the "Web Withdrawn Course Auto W" will be the option you see to drop the course. This means that you can drop the course but you forfeit the money you paid for it.

After finals begin, you may no longer drop that course.

To add a class, ente	er the Course Reference Number in the Add C	lasses sec	ction. To d	rop a cla	ss, use	e the options available	in the Act	tion pull-down list	t.
Current Schedule	•								
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Oct 14, 2011	None	30046	H ED	1113	01	Undergraduate	3.000	Standard Letter	PERSONAL HEALTH
Web Registered on Oct 14, 2011	None	30009	GEOG	2243	06	Undergraduate	3.000	Standard Letter	FUNDAMENTALS OF GEOGRAPHY
Registered on Nov 05, 2011	None None Web Drop No Charge	3(214	HIST	1483	999	Undergraduate	3.000	Standard Letter	AMERICAN HISTORY 1492-1876
Total Credit Hour:	9.000 Withdrawn Course Auto W								
Billing Hours:	0.000								
Minimum Hours:	0.000								
Maximum Hours:	19.000								
Date:	Oct 14, 2011 02:55 pm								

Week at a Glance

Choose the Registration menu tab and click Week at a Glance.

Home > Student > Registration				
Back to goNSU	Student Faculty S	ervices	Finance	
Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	Student Ro View your P transcripts	ecords Tolds, grades and	Student Account View your account summaries, statement/payment history and tax information
Select TermWeek at a GlanceRegistration Status	 Add or Drop Classes Student Detail Sched Active Registration 	lule	Look Up ClaRegistrationRegistration	asses I Fee Assessment I History
Concise Student Schedule				

Your class schedule appears in a weekly format. Notice that you can go to any week in the semester to view your schedule for that week. This tool is especially beneficial if your schedule varies each week due to short term, blended, weekend or online courses.

/eek a	at a G	lance						
Home	> Student	> Registration > W	eek at a Glance					Oct 13, 2011 08:4
The for hyper	ollowing is you linked course	ur class schedule by s for more detail.	day and time. Clas	ses that do not have	scheduled me	eting times are li	sted at the bottom of the p	age. Click on
						Go t	o (MM/DD/YYYY):	Submit
Previous	Week	Week	of 1an 09 201	2 (1 of 17)			Next Week	
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
11am		GEOG 2243-06 30009 Class 11:00 am-11:50 am		GEOG 2243-06 30009 Class 11:00 am-11:50 am				
		WEBB 614		WEBB 614				
12pm								

Registration Status

Choose the Registration menu tab and click Registration Status.

Home > Student > Registration				
Back to goNSU	Student Faculty Se	ervices	Finance]
Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	Student Records View your holds, grad transcripts	▼ es and	Student Account View your account summaries, statement/payment history and tax information
 Select Term 	 Add or Drop Classes 		Look Up Clas	ses
 Week at a Glance 	 Student Detail Schede 	ule •	Registration f	Fee Assessment
Registration Status Concise Student Schedule	 Active Registration 		Registration I	History

Your Registration Status screen appears. It will tell you if you have Holds, mention if you are in Good Standing, if you can register and what classification you are. It also tells you how many earned hours you have.

Home > Stude	nt > Registratio	> Registration Status		P Find a page
🖋 You have no Ho	lds which prevent	egistration.		
Your Academic	Standing is Good	Standing which permits registra	tion.	
Your Student Sta	atus permits regis	ration.		
Your Class for re	egistration purp	oses is Senior.		
Earned Credit				
Level	Type H	ours		
the design designs	Institutional 9	.000		
Undergraduate				
Undergraduate Curriculum Info	mation			
Curriculum Info	rmation n			
Curriculum Infor Current Program Bachelor of Arts	rmation n			
Curriculum Info Current Program Bachelor of Arts Level:	rmation n Undergr	duate		
Curriculum Info Current Program Bachelor of Arts Level: Program:	mation n Undergr BA - Mas	duate		

Concise Student Schedule

Choose the Registration menu tab and click Concise Student Schedule.



Your Concise Student Schedule screen appears. This is the most efficient way to view your schedule.

Сс	ncis	se Stud	lent Schedule								NOO	126400 Proort Wotor
۲	Hom	e > Student >	Registration > Concise Stude	nt Schedule							0	Spring 2012 ct 14, 2011 11:09 am
	👎 This	page lists the (classes for which you are registere	d for the term. All	of the deta	il inform	ation about th	ie class is inc	luded.			
	Name:		Smart Water					Ado	iress:	123 Main St	:	
	Classifi	ication:	Freshman							Malvern, Pe Chester United Stati	nnsylvania 19355 es	
	Level:		Undergraduate									
	College	e:	Liberal Arts									
	Major:		Mathematics									
			Liberal Arts									
	Concer	itration:	PPH-PT-Physical Therapy									
	CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
	30149	CR J 1013 06	INTRODUCTION TO CRIMINAL JUSTICE	Tahlequah	3.000	UG	Jan 09, 2012	May 09, 2012	т	5:30 pm - 8:10 pm	Seminary Hall 203	Fitzgerald
	30160	CS 1003 01	COMPUTERS IN MODERN SOCIETY	Tahlequah	3.000	UG	Jan 09, 2012	May 09, 2012	MWF	10:00 am - 10:50 am	Webb Educ Tech Cntr 207	Alrifai
	30192	HIST 1483 001	AMERICAN HISTORY 1492-1876	Tahlequah	0.000	UG	Jan 09, 2012	May 09, 2012	TR	10:00 am - 11:00 am	TBA	TBA
	30203	HUM 2113 42	GENERAL HUMANITIES I	Tahlequah	3.000	UG	Jan 09, 2012	May 09, 2012	TR	3:30 pm - 4:45 pm	Seminary Hall 231	Vassar
				Total	9.000							

View Holds

Choose the Student Records menu tab and click View Holds

goNSU	Faculty Services		
Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	 Student Records View your holds, grades and transcripts 	Student Account View your account summaries, statement/payment history and tax information
 View Holds 	Midterm Grades	 Final Grade 	'S
Grade Detail	Academic Transcrip	t Request Pr	inted Transcript
 View Status of Transcript Req 	Degree Evaluation	Course Cat	alog
 View Student Information 	 Class Schedule 	 Request Er 	nrollment Verification
 View Status of Enrollment Ver Requests 	ification Apply to Graduate	 View Applic 	cation To Graduate

A screen appears showing what holds, if any, have been placed on your account. The example screen shows a Housing hold that prevents the student from Registering for classes, Requesting a Transcript, Applying for Graduation or viewing their Grades. The Originator tells you who placed the hold on your record as well as a contact number to call for clarification.



Final Grades

Choose the Student Records menu tab and click Final Grades.

Student > Student Records			
o goNSU Student	Faculty Services		
Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	Student Records View your holds, grades and transcripts	Student Account View your account summaries, statement/payment history and tax information
 View Holds 	Midterm Grades	Final Grade:	5
Grade Detail	Academic Transcript	 Request Print 	nted Transcript
 View Status of Transcript Reque 	ests Degree Evaluation	 Course Cata 	alog
 View Student Information 	Class Schedule	 Request En 	rollment Verification
 View Status of Enrollment Verific Requests 	cation Apply to Graduate 	 View Applic 	ation To Graduate

This screen shows the Final Grades given for attempted course work for a given semester. Grades are only available for viewing once the course is complete and a grade has been issued by the instructor (usually after finals week concludes).

me > Fir	nal Grade	S								PFind a page.
Studen	t Informa	ition								
Curren	t Progran	n								
Bachelo	or of Arts									
Level:		Und	dergradua	ate						
Progra	m:	BA	- English							
Admit 1	Term:	Fall	2010							
Catalo	g Term:	Fall	2010							
College	e:	Lib	eral Arts							
Major:		Eng	glish							
Acader	nic Stand	ling:								
Underg	raduate	Course	work							
CRN	Subject	Course	Section	Course Title	Campus	Final Grade	ttempted	Earned	GPA Hours	Quality Points
30025	UNIV	1002	02	UNIVERSITY STRATEGIES	Tahlequah	В	2.000	2.000	2.000	6.000

Academic Transcript

Choose the Student Records menu tab and click Academic Transcript.

goNSU	Faculty Services		
Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	▼ Student Records View your holds, grades and transcripts	Student Account View your account summaries, statement/payment history and tax information
 View Holds 	 Midterm Grades 	 Final Grad 	es
Grade Detail	Academic Transcri	pt Request P	rinted Transcript
 View Status of Transcript Requ 	ests Degree Evaluation	Course Ca	talog
 View Student Information 	 Class Schedule 	 Request E 	nrollment Verification
 View Status of Enrollment Veri Requests 	ication • Apply to Graduate	 View Appli 	cation To Graduate

Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level refers to graduate or undergraduate. The default Transcript Type is the advising view. This shows all NSU work as well as specific transfer work. The official transcript view only provides summary transfer information.

Click Submit.

Academic Transcript Options

Home > Student > Student Records > Academic Transcript
Select the transcript level and transcript type.
Transcript Level: All Levels

Transcript Type: Advising Transcript

Submit

A screen showing all course work and grades appears.

Cumulativ	/e:			12.000	12.000	12.000	12.000	36.000	3.0	000
Unofficial Tra	anscript									
Term: Spr	ing 2011									
Academic	Standing	j :	Good Stand	ling						
Subject	Course	Level	Title		Grade	Credit	Quality	Start and	R CEU	
						Hours	Points	Dates	Hours	C .
ENGL	3253	UG	TRADI GRAM	M & USAGE	С	3.000	6.000			
ENGL	3653	UG	ENGL LIT II		D	3.000	3.000			
ENGL	3883	UG	AMER LIT II		С	3.000	6.000			
ENGL	4363	UG	ADV COMP T	CHRS II	В	3.000	9.000			
Term Tota	ls (Unde	rgradua	ate)							
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA	
Current T	erm:			12.000	12.000	12.000	12.000	24.000	2.0	000
Cumulativ	/e:			24.000	24.000	24.000	24.000	60.000	2.5	500
Unofficial Tra	anscript									

Transfer work, if any, is listed first. NSU, or institutional, work is listed next. Summary hours, grade points and GPA's are listed toward the bottom of your transcript. Your in progress work is listed last. In progress refers to the courses you are enrolled in for the semester but grades have not yet been assigned.

Request Printed Transcript

Choose the **Student Records** menu tab and click **Request Printed Transcript.** This will allow you to request that an official transcript be mailed to another school or business. You may also request it be printed for you to pick up in the Office of the Registrar.

goNSU	Faculty Services	
Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	▼ Student Records View your holds, grades and transcripts Student Account View your account summaries, statement/payment history and tax information
 View Holds 	Midterm Grades	Final Grades
Grade Detail	 Academic Transcri 	pt Request Printed Transcript
 View Status of Transcript Req 	uests Degree Evaluation	Course Catalog
 View Student Information 	 Class Schedule 	 Request Enrollment Verification
 View Status of Enrollment Ver Requests 	ification ■ Apply to Graduate	 View Application To Graduate

Complete the requested fields and click Continue.

Transcript Request Address

Home > Student > Student Records > Request Printed Transcript

Oct 13, 2011 09

Select an address when addresses, an internal of	e your transcript should be delivered using the following address designations: an external college code, one of yo college, or a family member or business.	our personal
External College Code: One of Your Addresses: Internal College:	Look Up College Code	
Issue to:		

Class Schedule

Choose the **Student Records** menu tab and click **Class Schedule.** This class schedule refers to the courses that are offered this semester at NSU.

Student > Student Records				
to goNSU Student		Faculty Services		
Admissions Apply for Admission or Review Existing Applications	Registrati Check you class sche classes	ion Ir registration status, adule and add or drop	Student Records View your holds, grades and transcripts	Student Account View your account summaries, statement/payment history and tax information
View Holds		 Midterm Grades 	 Final Grade 	s
Grade Detail		Academic Transcript	 Request Pri 	nted Transcript
 View Status of Transcript Reque 	ests	 Degree Evaluation 	 Course Cata 	alog
 View Student Information 	E	Class Schedule	 Request En 	rollment Verification
 View Status of Enrollment Verific Requests 	cation	 Apply to Graduate 	 View Applic 	ation To Graduate

Narrow your search using the options on the screen as described earlier in this document and click **Class Search.**



Request Enrollment Verification

Choose the Student Records menu tab and click Request Enrollment Verification



This allows you to send verification of your enrollment at NSU to an employer, lending institution, insurance agent, etc. Fill in the requested information and click **Continue**.

Enrollment Verification Request

🔍 Select a te	m for, and type of, enrollment verificatio	on.
indicates re	quired field	
Term: *	None	
Verification 1	ype: 🛊 Enrollment Verification	
Number of Co	pies: * 1	

Account Summary

Choose the Student Account menu tab and click Account Summary.

Home > Student > Student Account	unt			
Back to goNSU	Student Faculty St	ervices	Finance	
Admissions Apply for Admission or Review Existing Applications	Registration Check your registration status, class schedule and add or drop classes	View your ho transcripts	cords • • • • • • • • • • • • • • • • • • •	Student Account View your account summaries, statement/payment history and tax information
Account Summary	 Account Summary by 	y Term	 Account De 	tail for Term
 Account Summary by Period 	 Select Tax Year 		 Tax Notifica 	tion
 View Holds 				

This option allows you to see a summary of your tuition, fee, housing and miscellaneous charges as well as any financial aid or payments that have been applied. Keep in mind that financial aid and scholarships are usually applied after the second week of school. You can view your Account Detail by Term if you want to see more detail.

Summary			
Account Balance:	\$1,390.60		
Description	Charge	Payment	Balance
Fee Liberal Arts Enhancement	\$28.00	\$0.00	\$28.00
Fee Online	\$150.00	\$0.00	\$132.00
Fee University Strategies Cour	\$15.00	\$0.00	\$15.00
Fee Mandatory Fees	\$516.60	\$0.00	\$516.60
Tuition Undergraduate	\$1,631.00	\$0.00	\$699.00
Cash	\$0.00	\$950.00	\$0.00
Charges:	\$2,340.60		
Credits and Payments:	\$950.00		
Account Balance:	\$1,390.60		

Credit Card Payment
View Installment
Statement and Payment History