

Greetings!

I know many of you are familiar with the registration process, but I've included a few reminders below to hopefully assist you in a smooth registration process.

Remember to do **PRE-REGISTRATION before** registration (see instructions below), this is a requirement for **every semester**. This process doesn't change and must happen. If you have a hold on your account, pre-registration is most likely the reason. If you have **completed** pre-registration and are still having problems, you will need to contact the Registrar's Office at 425.889.5228 or registrarsoffice@northwestu.edu.

All ACCOUNT HOLDS must be removed before you can register. Otherwise, the system will not allow you to register for a class. If there is a hold on your account, you will receive a **red stop sign**. When you click on it, a message will tell you the type of hold you have on your account. The following are some of the most common types of holds you may have on your account:

Pre-Registration Hold:

If you don't pre-register, you **will not** be able to register. **Please** complete all of the Pre-Registration pages on Self-Service **before** you register for your classes.

Financial Hold:

You may have a financial hold on your account due to an outstanding balance or another financial issue. This has to be removed by Student Accounts before you can register. You will need to email Student Accounts at studentaccounts@northwestu.edu to resolve this issue.

Advisor Hold:

You may have an advisor hold, and that means you were not released you to register. If this is the case, please contact the Grad COM Program Coordinator or your advisors to release your hold.

REGISTRATION:

You will register for courses on Self-Service (this are examples):

BIBL 5303/Lecture/01 – Entering the Biblical Narrative

Instructor: Bob Stallman

Theo 5223/Lecture/02 – Systematic Theology

Instructor: David Hymes

IMPORTANT: Please note that there are multiple sections of the same courses being offered during this term; you **must** register for your specific section.

HOW TO REGISTER:

1. Go to <http://eagle.northwestu.edu> and click on the **Courses** link located at the top of the page. This will provide a dropdown menu, select **Self-Service**.
2. Use your NU login information to log into Self-Service.
3. Click the **NU Pre-Registration** link under 'Students'
4. Log in again and complete the Pre-Registration pages. You must complete all the Pre-Registration pages in their entirety in order to release your Pre-Registration hold.
5. Once you have completed and submitted the Pre-Registration pages, the system will return you to the main Self-Service page (if it doesn't route you back, please return to the main page manually).
6. Click the **Register** tab.

7. Select **Register for Courses**.
8. Select the period for which you want to register (for example: 2017/Fall)
9. Use the **Section Search** feature (found on left hand menu) to find the courses you need – it is recommend you search by course code (for example: PMIN 5413).
10. Select the course(s) you want – do not forget to select the right section! – and add them to your shopping cart.
11. A **Course Added** confirmation message will appear to verify your selection.
12. Once you have added all of the appropriate courses, select **Back to Registration**.
13. Review your shopping cart to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course. Then, check mark next to each course you would like to add to your schedule.
14. Click **Next**.
15. Click **Next** again to finalize your schedule selections.
16. At this point, you should receive the following confirmation message: *“Congratulations! You have completed your registration for 2017/Fall”*

IMPORTANT: All Grad COM courses have extensive pre-course work due before the first in-class session. Therefore, in order for you to fully prepare for class, complete your assignments, and for us to serve you better, please register for your classes two months prior to the class starting date.

COURSE SCHEDULE AND ANNUAL CALENDAR:

You can review the course schedule on the College of Ministry Eagle Website. This is a tentative course schedule that updates throughout the year, so please check back regularly.

<http://eagle.northwestu.edu/academics/college-of-ministry-graduate/>

If you are interested in online courses, please visit College of Adult and Professional Studies (CAPs) for more information and course schedule, located on the right sidebar of their website:

<http://eagle.northwestu.edu/academics/college-of-adult-and-professional-studies/>

However, please check with your advisor before taking any online courses to make sure that it will count towards your degree. It is crucial to receive confirmation before registering/taking any online courses.

Once again, as you complete pre-registration and registration, please let me know if you have any questions or concerns. If you have questions about your class schedule, please feel free to drop by. If you just need a listening ear, my door is always open! I love meeting new people and I look forward to assisting you in any way that I can!

Warmest Regards,

Angela Hobson

Graduate Program Coordinator | College of Ministry
office 425-889-5296 | fax 425-889-5750
angela.hobson@northwestu.edu | northwestu.edu

