



Welcome!

Below are just a few basic details to keep in mind as you move through the College of Ministry Graduate Program.

Eagle

This [site](#) is where NU holds all information for Current Students. Under the “Courses” tab, you will find the links for [Self-Service](#), [Discovery](#), [Online Campus](#), and [My Textbooks](#). Self-Service is where you can submit Pre-Registration forms, register for classes, and see your unofficial transcripts.

Also, Grad COM has their own [site](#) on Eagle. Please consistently check back for course updates. Please note that course offerings are subject to change based on enrollment. If you have any questions or concerns, please contact the Grad COM Program Coordinator.

Discovery

Discovery is NU’s online student portal. Once you have registered for your courses, they will be listed on Discovery, and you will often use this tool to access course assignments and other resources. This will be where you can find the syllabus for your course. Please take some time after you’ve registered and preferably before classes begin to acquaint yourself with this tool. You can access the portal by logging on to <http://discovery.northwestu.edu>.

For a video orientation on Eagle and Discovery, visit <https://www.screencast.com/t/k8ecAbxq31>.

Advising

Before embarking on your academic career with COM, please contact [Sheila Josephson](#) to make an appointment for an initial in-person or phone advising session with Dr. Wayne Goodall. This initial advising session is **mandatory** for all new incoming students as Dr. Goodall will advise you through the process of your major and let you know who your following advisors are.

After the initial advising session with Dr. Goodall, we recommend that you meet with your advisor to discuss course selections prior to the start of each semester. This way, we can ensure you are fulfilling your degree requirements. Your advisors will remove the advising holds on Discovery. Otherwise, please email the Grad COM Coordinator to remove the hold.

We recommend that students take two classes per semester in order to graduate on time. Two classes or less are considered part-time status, and three classes or more are considered full-time.

Lastly, course registration closes **two weeks** after the semester starts. Grad COM courses start at various points throughout the semester, so we do allow “late” registration. However, if you do select this option, contact the [Registrar’s Office](#) because they will have to register you manually. In addition, all Grad COM courses have extensive pre-course work due before the first in-class session. 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.

Textbooks

Go to the Eagle webpage, log in with your NU User ID and Password. Select **My Profile** in the upper right corner. Scroll to your schedule and click the book icon on the right hand side to view your booklist for each class. It links you to [Amazon](#) from which you can purchase your books, or you may purchase them elsewhere. Note that purchasing an e-textbook gives you access to the textbook immediately. Textbook lists are posted on the course syllabus, as well.

Please visit <http://eagle.northwestu.edu/my-textbooks>. Search for your textbooks by the course number or instructor. Then, once you have viewed the booklist, visit the [Amazon Textbooks Store](#) to purchase your textbooks.

For NU library resources, please visit their orientation video at <http://library.northwestu.edu/tutorials/>.

Drop Policy

If you want to drop a class, you must submit a completed **Request Registration Change** form (with **“Dropping a Course” check marked**) **within six days** of the first class session to the Registrar. Drop requests received after this deadline will be considered as a Course Withdrawal.

Withdrawal

You may withdraw from a course any time **prior** to the date of the last class session, but no tuition adjustment will occur. You are required to submit a completed **Request Registration Change** form (with **“Withdraw from a Course” check marked**) to the Registrar and a copy to College of Adult and Professional Studies Office.

Incompletes

You may request an “Incomplete” grade in case of an emergency or illness and if the majority of the coursework is completed. The request can be made by submitting a **Request for an “Incomplete” Grade in a Course** form to the professor, agreeing to the conditions set forth by the professor, and receiving their written approval. You must then submit this form to the professor **before** grades are submitted for the class to receive an Incomplete. Failure to do so may result in an “F” for the course.

Attendance Policy

You are expected to attend all class sessions. An absence is technically defined as missing any portion of a class and this includes being tardy. If you are tardy or miss a class, the instructor is not required to provide a makeup option for you and you may be required to withdraw from the course.

Final Grades

Final grades are scheduled to be posted and available for viewing in Self-Service approximately two weeks after the final class session. If there are questions regarding grades, please email your instructor.

TUITION, PAYMENTS, & FEES

Tuition & fees are due **in full** on or before the **first night of class**. You can make your payment(s) at the Cashier’s Office (located on the 1st floor of the Davis Administration Building), online (via Self-Service), by mail, or over the phone with a credit card (please call 425.889.5241).

Every semester, Library and Student Activity fees are applied to your account. To view these fees, please log into [My Profile](#).

For questions about your student bill, please email [Student Accounts](#) or call 425.889.5326.

For questions about financial aid (U.S. Citizens & Permanent Residents only), please email [Financial Aid Services](#) or call 425.889.7791.

As you embark on your academic journey, please let me know if you have any questions or concerns. I look forward to helping you in any way that I can!

Warmest regards,

Angela Hobson

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