Registering for Courses—Please Read Before Registering

1. Go to http://eagle.northwestu.edu and click on the Courses link located at the top of the page then click Self-Service link.

2. Log into Self-Service using your Northwest University email address as the username (firstname.lastname(two digits)@northwestu.edu) and your password Nu + your 9 digit student ID number (Nu000123456).

3. Click the NU Pre-Registration link located under the big picture on the main Self-Service page.

4. Log-in again and complete the Pre-Registration pages to RELEASE your Pre-Registration Hold.

5. Once you have completed the forms and submitted them, the system will return you to the main Self-Service page. Click the Register tab located towards the top of your
screen on the left side. Then click the **Traditional Courses** link located right under the Register tab.

6. Select the Period that you are registering for and click Section Search.

7. Enter the Course Code (ex: BIBL (SPACE) 1103 for OT History & Lit), Registration Type, Period, and Session (see specific example below).

8. Click **Search**. Before adding the course to your cart, make sure the start date of the course you want to add matches the start date of the course your advisor has given you. Once you have found the correct course click **Add**. A bubble will pop up on the right side of your screen. **DO NOT** click the Proceed to Registration button until you have added all the courses from your advising list to your cart. Located at the top right of the bubble there is a **Hide** link, click that to hide the bubble so you can add the rest of your courses.

9. Repeat steps 7 & 8 until all your courses are added to your cart.

10. Once your last class has been added to your cart and the Proceed to Register bubble pops up on the screen you may **now** click the **Proceed to Register** button. Double check your courses in your cart against the ones your advisor gave you and click **Next**. Continue to click the **Next** button until a message appears on the screen saying “Congratulations you are now registered.”

11. If you try to register for a course and you get a message saying you cannot because you do not have the required pre-requisites. Please remove the course(s) from your cart with the **Remove** button and finish registering for the other courses. To add the course(s) the system would not allow you to please contact the CAPS office at 425.889.7793 or email mara.danskin@northwestu.edu for assistance.