Registering for Courses in Self-Service

The Online Registration process at Northwest University is a simple two step process.

Preliminary Actions:
Meet with Academic Advisor for schedule selection and release of the Advising Hold

Step 1: Pre-Registration Pages

Step 2: PowerCAMPUS Self-Service

Select Register Tab
Select Registration Menu Item
- Select Period
- Review Schedule
- Finalize
- Complete
Registration Details

Advising
Meet with Academic Advisor for schedule approval and the release of the Academic Advising Hold.

Pre-Registration Pages
- Go to: http://eagle.northwestu.edu/, Select Online Pre-Reg
- Complete online pages to RELEASE the Stop List hold

Begin Registration
- Select the Register tab.
- Select the Registration menu item.
- Select the Period for which you want to register. *(Period = 2010 Fall; Session = Main)*
  - If the status for the period is OK to register, select the Period and continue with the registration process.
  - If the status for the period is NOT OK to register, you are not authorized to register for this Period at this time. You may contact the LEAP department for more information.

Finding Your Course Sections
- Select Section Search.
- Enter your search criteria, and Search for the course sections you want to take.
- Select the courses you want to take:
  - For any open course section you want to take, select Add to Cart.
  - For any closed course section you want to take, select Add to Waitlist.
- Review the Course Added confirmation message that appears above the list of Course Section Results.

Registering for the Courses in Your Cart
- Select Registration (or Register on the Cart page).
- Select the academic Period for which you want to register.
- Review your Schedule to verify the course number, duration, session, number of credits, credit type, schedule, location, instructor, and status for each course.
- If the course list is correct, select Next.
- On the Finalize Registration page, review the list of courses and the current Status for each course.
- Review the New Charges.
- If you are ready to accept the New Charges and the Payment Due, and finish the Registration process, continue with Step 7.
- If you want to make changes to your list of registered courses, select Previous to return to the Review Schedule page.
- If on-line payments are being accepted, you can choose ONE of the following options. (If on-line payments are NOT being accepted, these options will not appear on the page and you will be billed for your courses.)
  - On the Complete Registration page, view your registration confirmation message.
  - Select Finish to end the registration process.