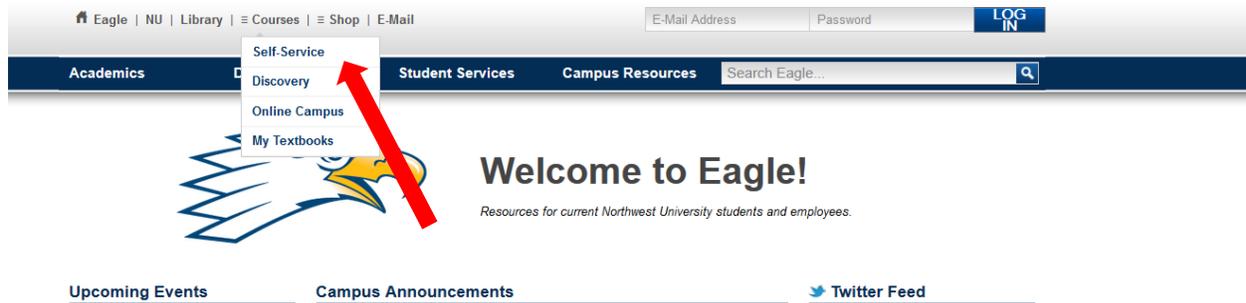


NORTHWEST UNIVERSITY

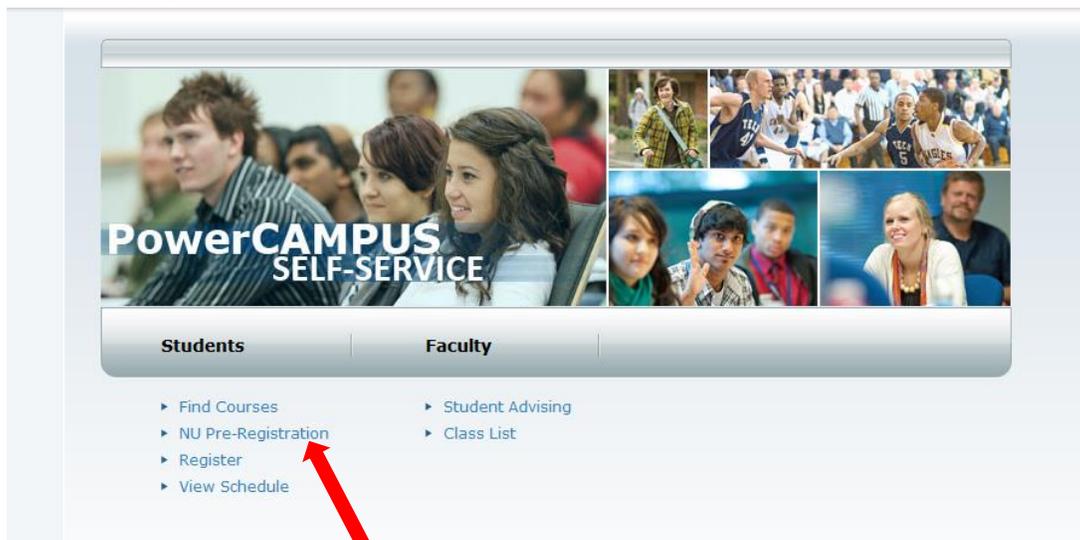
College of Adult & Professional Studies

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 **Select 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).

Section Search

The screenshot shows the 'Section Search' form with the following fields and annotations:

- Basic Search** and **Advanced Search** tabs are at the top.
- Keywords**: An empty text input field.
- Course Code**: A text input field containing 'BIBL 1103'. A red arrow points to this field with a callout box: 'This should always be set to "Both"'. Another red arrow points to the 'Both' radio button.
- Registration Type**: Three radio buttons: 'Traditional', 'Continuing Education', and 'Both' (which is selected).
- Period**: A dropdown menu. A red arrow points to it with a callout box: 'Semester you are registering for, (Spring or Fall and the year)'. Another red arrow points to the 'Session' dropdown menu with a callout box: 'Session you are registering for (Term February, Term August, Term April or Term October)'.
- Search** and **Clear** buttons are at the bottom.

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 Registrar's Office at 425.889.5228 or registrarsoffice@northwestu.edu for assistance.