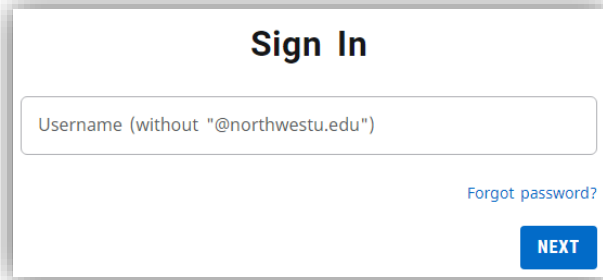


STUDENT GUIDE FOR SELF-SERVICE

REGISTER FOR CLASSES

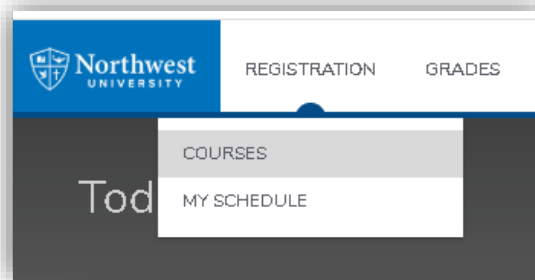
Navigate to the Self-Service Website – <https://selfservice.northwestu.edu/> – or through the Eagle website (eagle.northwestu.edu) Courses – Self-Service.

Sign in with your normal NU username and password **but without** @northwestu.edu. (example: *firstname.lastname21*)

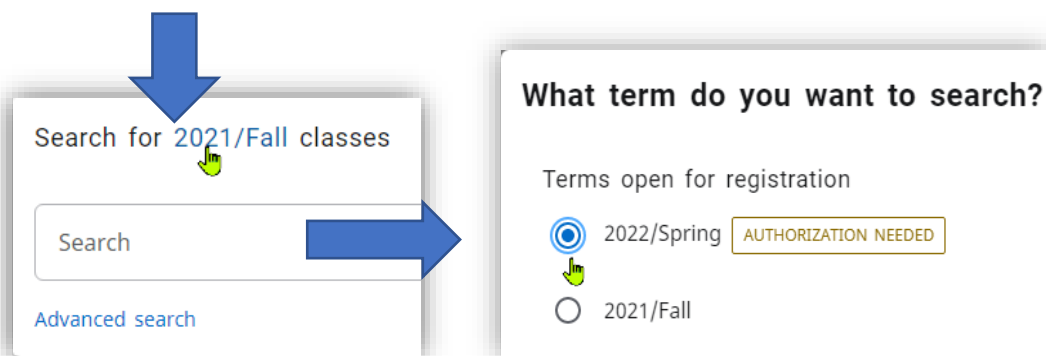


The image shows a 'Sign In' form with a text input field for 'Username (without "@northwestu.edu")', a 'Forgot password?' link, and a blue 'NEXT' button.

1. Select **COURSES** from the REGISTRATION drop-down.



IMPORTANT: Select or verify your desired year/term from the drop-down menu:



The image illustrates the search process. On the left, a search box contains 'Search for 2021/Fall classes' and a 'Search' button. A blue arrow points from the search box to the right. On the right, a 'What term do you want to search?' form shows 'Terms open for registration' with two radio button options: '2022/Spring' (selected) and '2021/Fall'. A yellow box labeled 'AUTHORIZATION NEEDED' is next to the '2022/Spring' option.

2. You now have a couple of options available to search for your courses
 - a. Search by Discipline (example: *BIBL* or *ENGL*) or the Course ID (example: *BIBL 1103* or *ENGL 1013*)

Search for **2022/Spring** classes

Q

[Advanced search](#) [New search](#)

- b. Or click **Advanced Search** to use advanced filters

Advanced Search X

Search and add classes to your schedule.

Keyword	Course
Period 2020/Fall v	Session Select... v

Time and Location

Starts from 📅	Ends by 📅
Starts from Select... v	Ends by Select... v
Meeting Select... v	Campus Select... v

Course Details


Status Select... v	Sub type Select... v
Credit type Select... v	Instructor Select... v
Program Select... v	Class level Select... v
Department Select... v	Population Select... v

ClearQ Search

Tips for a more efficient course search:

- Do not use the Keyword Box – *it doesn't really help*
 - Select the Session assigned to your program:
 - **Main – for Kirkland campus-based Undergraduate and Graduate program**
 - MAIN with a month listed – for Online, NPP Programs, and NU Oregon
 - TERM with a month listed – for the Ph.D/Ed.D programs
 - Only select courses available in your Advisor Authorized Year/Term/Session. *Many online courses are available in multiple terms so only select the one your advisor has released the authorization for.*
3. Use the Add button for the course section you want to register for. Course sections will be added to the My Schedule box. Click the X for the course section if you change your mind. *Tip: Depending on your screen size, the Add button may be located to the side or the bottom of the course listing. If you do not see the Add button, you may be in the wrong menu item. Verify that you are in the Registration menu.*

ENGL 1013: Composition I: Expository Writing Section: 03 Session: Main Subtype: Lecture Type: Course Duration: 8/31/2020 - 12/18/2020 9:00 AM - 9:50 AM MWF Northwest University, Rice Hall, Floor 1, Room 002	M McQueen, Joseph Finley	3.00 Credits	18 Seats Left	Add
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4. When you're ready to complete registration, use the Register button at the bottom of the My Schedule box.


The screenshot shows a 'My Schedule' interface with a shopping cart icon and a calendar icon. Two course cards are visible, both marked 'IN CART'. The first card is for 'MATH 1243: Calculus I' with details: Section: 00 | Session: Main | Subtype: Lecture, Type: Course | Duration: 8/31/2020 - 12/18/2020, Credits: 3.00 | Credit Type: Letter, 1:40 PM - 2:30 PM MWF, Northwest University, Argue Health & Sciences Center, Floor 2, Room 229, Instructor: Baker, Eric. The second card is for 'ENGL 1013: Composition I: Expository Writing' with details: Section: 03 | Session: Main | Subtype: Lecture, Type: Course | Duration: 8/31/2020 - 12/18/2020, Credits: 3.00 | Credit Type: Letter, 9:00 AM - 9:50 AM MWF, Northwest University, Rice Hall, Floor 1, Room 002, Instructor: McQueen, Joseph Finley. At the bottom, there is a summary showing '0 Registered' and '2 Cart' items, and a blue 'Register' button. A blue arrow points to the 'Register' button.

5. **If you run into an academic block (for example: missing prerequisite, or instructor permission needed) during the final registration process, then **uncheck the course with the issue**, register for the remainder, contact registrarsoffice@northwestu.edu with the information needed for a registration override.

6. You may need to accept the NU Financial Agreement prior to completing registration. Scroll and read through the details, check the “understand and agree” box, and then use the Register or Save button.

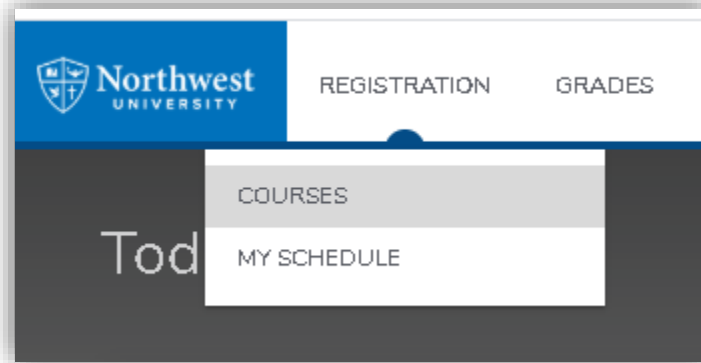
 Acceptance of agreements is required before registering.

NU Financial Agreement

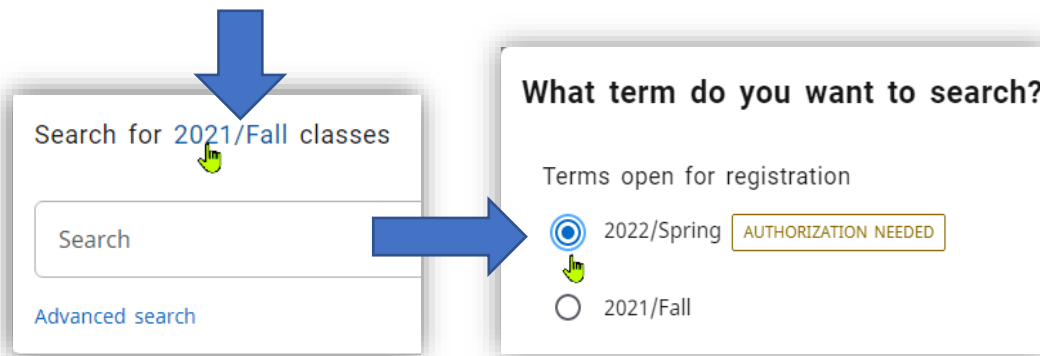
 Congratulations! You have completed your Registration.


HOW TO DROP A CLASS

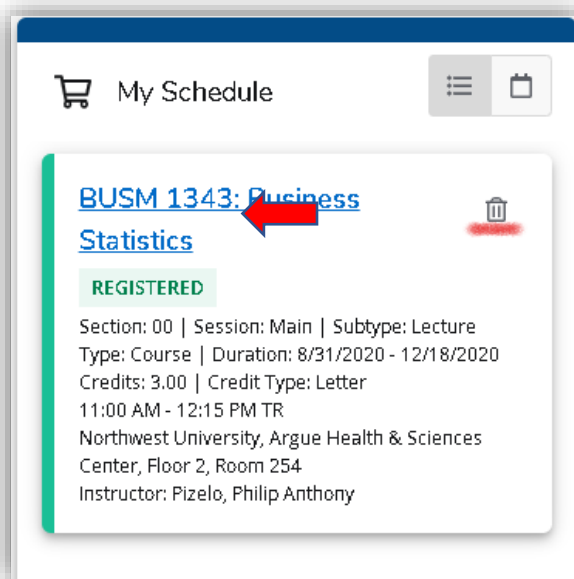
1. Select **COURSES** from the REGISTRATION navigation menu.



2. Select your desired **Year/Term** from the drop-down menu.



3. From the My Schedule box on the right, click  next to the course you wish to drop.



4. One last chance to verify before the course is removed from your schedule

Drop course BUSM 1343: Business Statistics

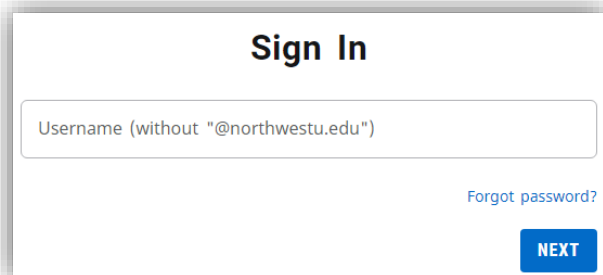
Dropping this course will remove it from your schedule.

[Drop course](#) [Keep course](#)

HOW TO VIEW/ACCESS GRADES

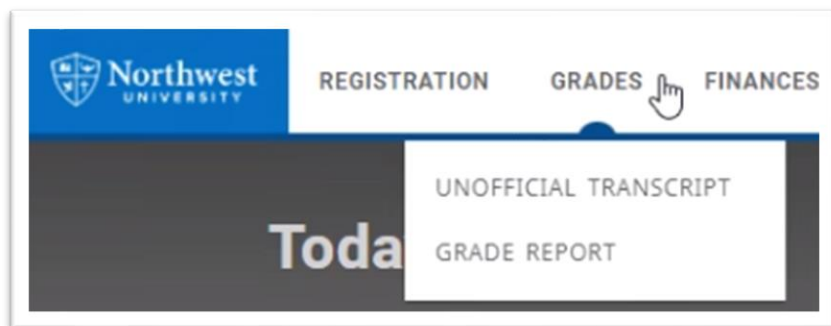
Navigate to the Self-Service Website – <https://selfservice.northwestu.edu/> – or through the Eagle website (eagle.northwestu.edu) Courses – Self-Service.

Sign in with your normal NU username and password **but without** @northwestu.edu. (example: *firstname.lastname21*)

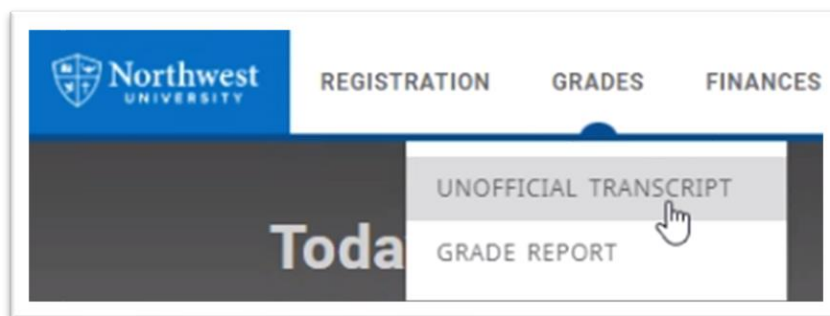


The image shows a 'Sign In' form. At the top, it says 'Sign In'. Below that is a text input field with the placeholder text 'Username (without "@northwestu.edu")'. To the right of the input field is a link that says 'Forgot password?'. At the bottom right of the form is a blue button labeled 'NEXT'.

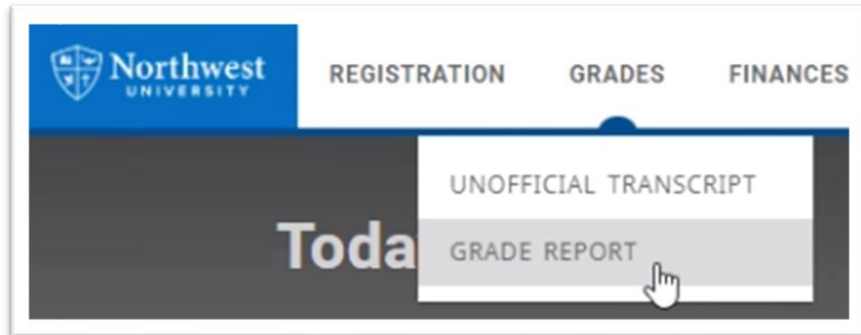
1. Click **GRADES** from the menu bar.



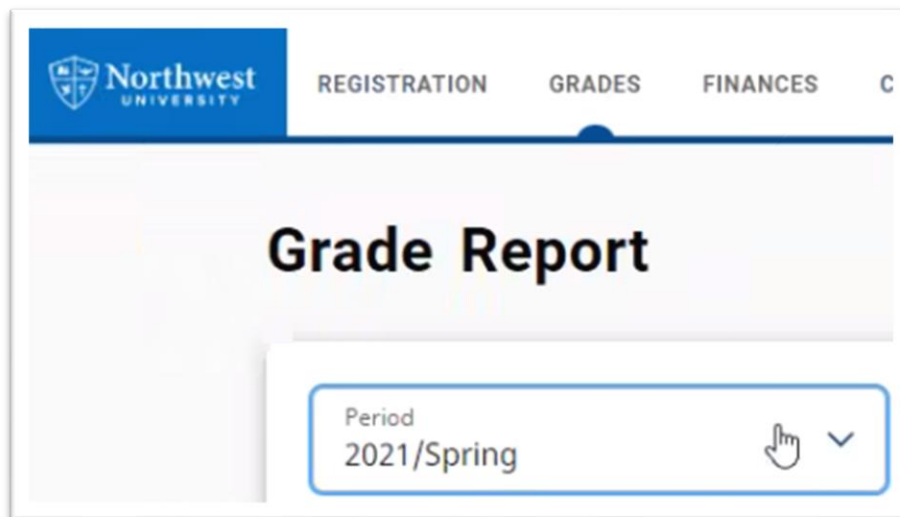
- a. To view All Final Grades:
 - i. Select **UNOFFICIAL TRANSCRIPT** from the GRADES drop-down menu.



- b. To view Current Grades and/or Midterm Grades:
- i. Select **GRADE REPORT** from the GRADES drop-down menu.



- ii. In the **Period** drop-down menu, select desired Year/Term (i.e. 2021/Spring)



IMPORTANT INFORMATION ABOUT GRADES:

- Not all professors input midterm grades; if yours is not listed, please reach out to your professor directly.
- Incomplete grades are input as **I*(default grade)** and are changed four weeks into the following Term/Session unless an extended date has been determined and approved by your professor.
- Final grades are typically posted two weeks after the Term/Session ends.