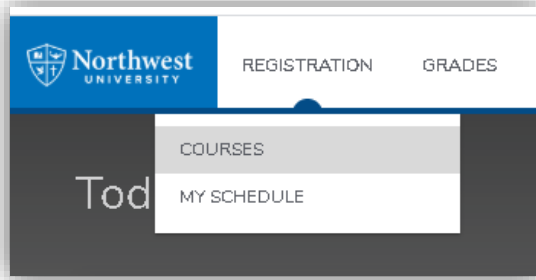


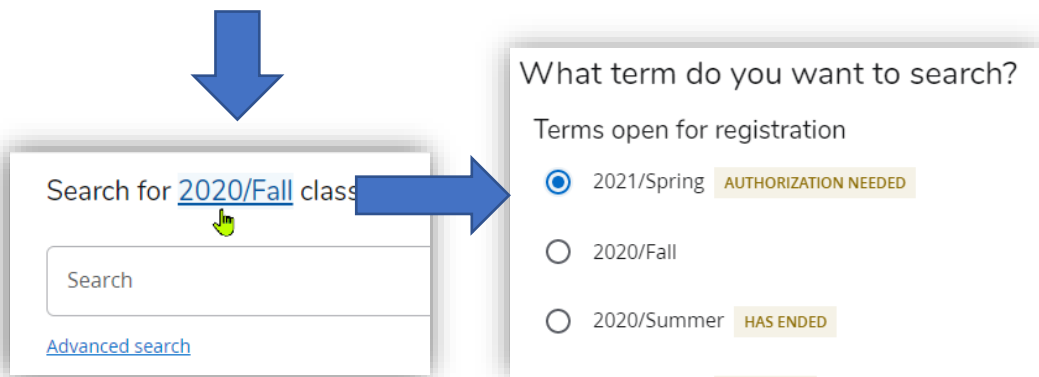
# STUDENT REGISTRATION IN POWERCAMPUS SELF-SERVICE 9

## REGISTER FOR CLASSES

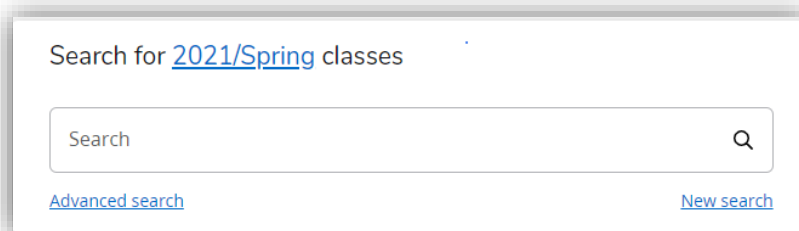
1. Navigate to the Self-Service Website – <https://selfservice.northwestu.edu/> – and sign in with your NU email address and password.
2. Select COURSES from the REGISTRATION navigation menu.



Select or verify your desired term from the drop down menu:



3. You now have a couple of options available to search for your courses
  - a. Search by Discipline or the Course ID



- b. Or Use **Advance Search** to use advanced filters

### Advanced Search ✕

Search and add classes to your schedule.

2020/Fall

Select...

#### Time and Location

Select...

Select...

Select...

Select...

#### Course Details

Select...

Select...

Select...

Select...

Select...


Select...

Select...

Select...

4. 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.


<p><a href="#">ENGL 1013: Composition I: Expository Writing</a></p> <p>Section: 03   Session: Main   Subtype: Lecture          Type: Course   Duration: 8/31/2020 - 12/18/2020</p> <p>9:00 AM - 9:50 AM          MWF          Northwest University, Rice Hall, Floor 1, Room 002</p>	<span style="background-color: #90EE90; border-radius: 50%; padding: 2px 5px;">M</span>	3.00 <small>Credits</small>	18 <small>Seats Left</small>	<input type="button" value="Add"/>
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- When you're ready to complete registration, use the Register button at the bottom of the My Schedule box.

The screenshot displays the 'My Schedule' interface. At the top, there is a shopping cart icon and the text 'My Schedule'. Below this, two course cards are listed, each with an 'IN CART' label and a close button (X). The first course is '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 course is '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 of the interface, there is a summary bar showing '0 Registered' and '2 Cart' items, and a blue 'Register' button. A blue arrow points to the 'Register' button.

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 2020-2021

1. I agree that I will repay any amounts owed to Northwest University (the "University") according to the terms of this agreement ("Agreement").
2. I understand and agree that by registering for classes each semester, I will incur tuition costs and fees. I also understand that I am responsible for any other charge I incur, including, but not limited to, charges for adding and dropping classes, room & board charges, fees, late fees, adjustments to financial aid, long distance phone charges, bookstore purchases, fines, etc. All amounts I owe the University should be placed on my student account.
3. I will pay in full all of my tuition cost and fees not later than the first day of each semester, and pay in full any outstanding balance, other charges, fees, costs, adjustments, etc., not later than the first day of the month following the month in which the charge was incurred ("payment due date").
4. I understand that I may seek arrangements with other financial institutions to make payments on an installment plan.
5. I understand and agree that the offering of financial aid does not assume the disbursement of funds and it is solely my responsibility to confirm the application of financial aid and credits to my student account.
6. I understand and agree that if I become delinquent in payment of my student account, the University may suspend my long distance telephone, Internet, meal and/or housing privileges, I may be suspended from class, or I may be withdrawn from the University, as set forth in the University's then current catalog, which I understand and agree is subject to change in the University's sole discretion, at any time.

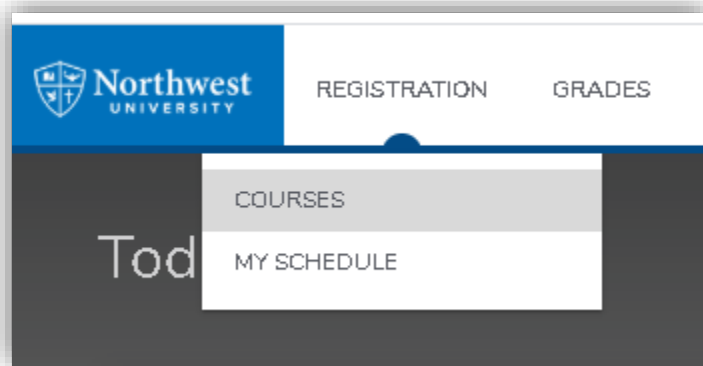
I understand and agree to the NU Financial Agreement, as laid out above.\*

Register

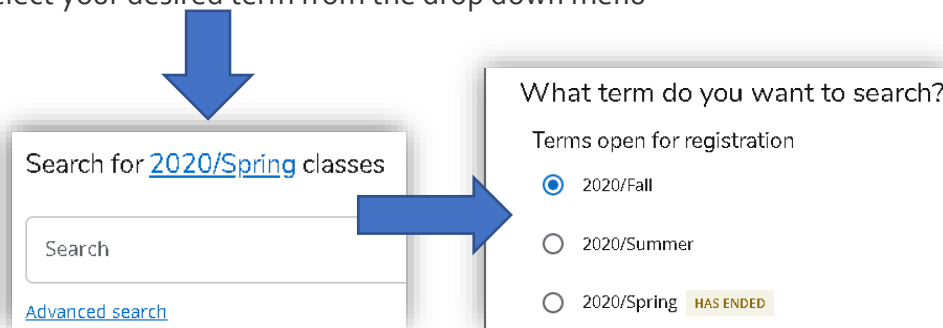
 Congratulations! You have completed your Registration.


## HOW TO DROP A CLASS

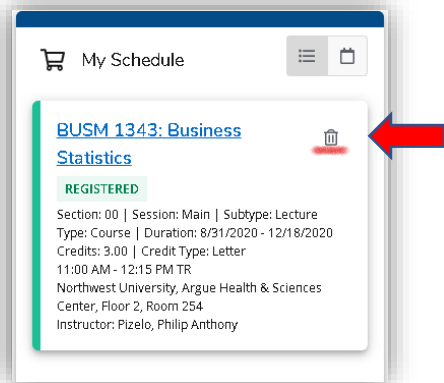
1. Select COURSES from the REGISTRATION navigation menu.



2. Select your desired term from the drop down menu



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



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

