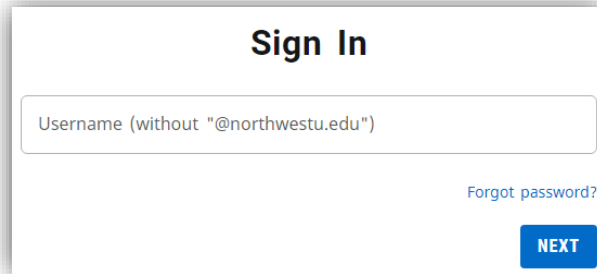


STUDENT REGISTRATION IN POWERCAMPUS SELF-SERVICE

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*)

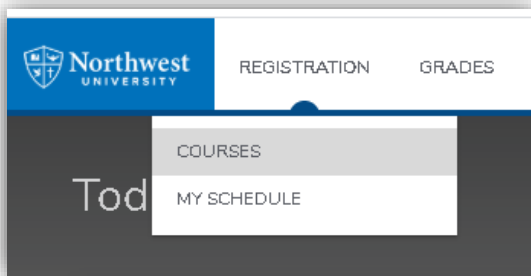


Sign In

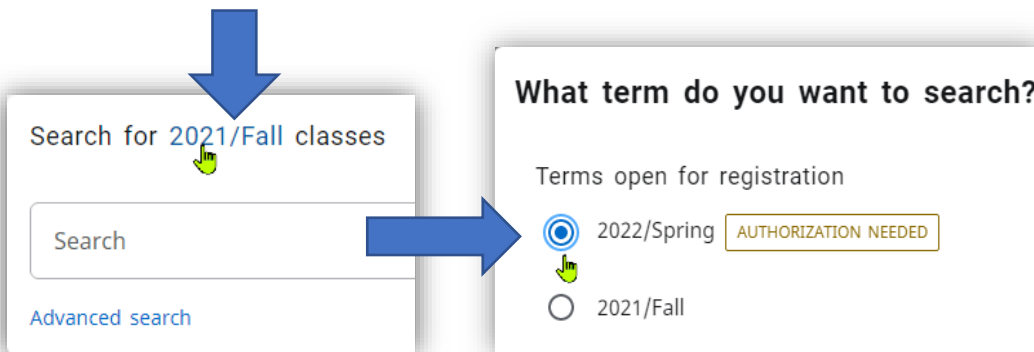
Username (without "@northwestu.edu")

[Forgot password?](#)

NEXT



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



Search for **2021/Fall** classes

Search

[Advanced search](#)

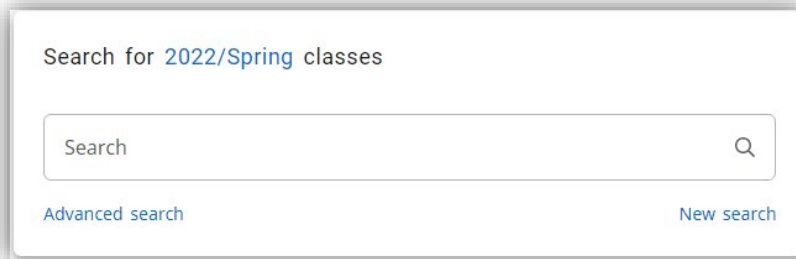
What term do you want to search?

Terms open for registration

2022/Spring **AUTHORIZATION NEEDED**

2021/Fall

3. 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)

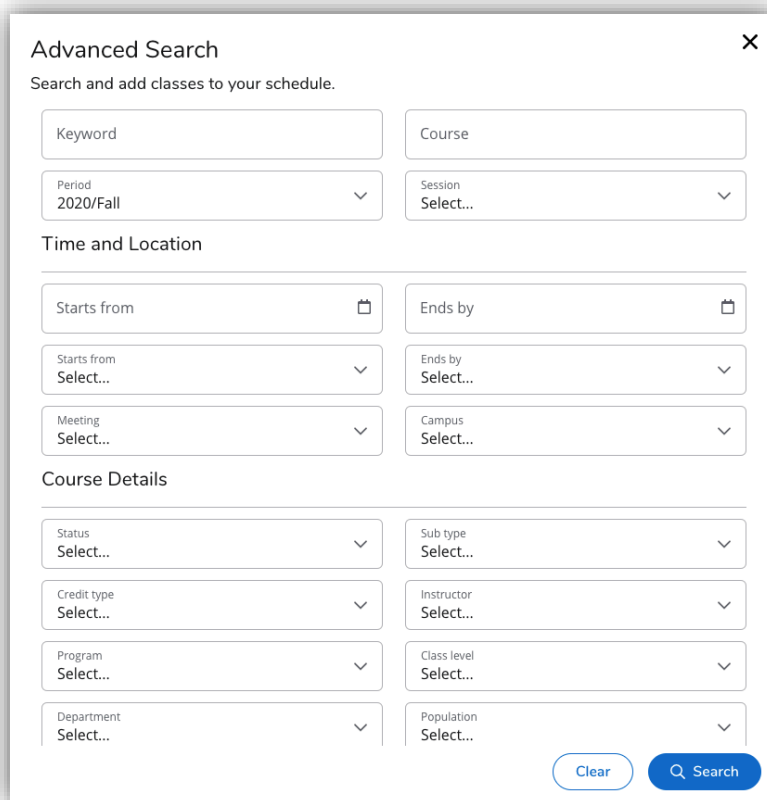


Search for 2022/Spring classes

Search

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

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



Advanced Search

Search and add classes to your schedule.

Keyword Course

Period Session

Time and Location

Starts from Ends by

Starts from Ends by

Meeting Campus

Course Details

Status Sub type

Credit type Instructor

Program Class level

Department Population

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.*

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. *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

5. When you're ready to complete registration, use the Register button at the bottom of the My Schedule box.

My Schedule

[MATH 1243: Calculus I](#) X

IN CART

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

[ENGL 1013: Composition I: Expository Writing](#) X

IN CART


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

0 Registered 2 Cart


Register

6. ****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**

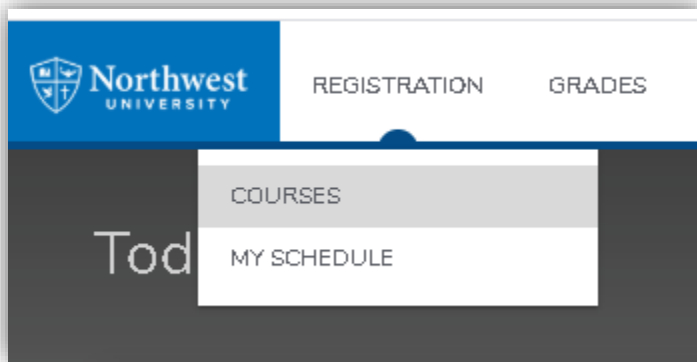
for the remainder, contact registraroffice@northwestu.edu with the information needed for a registration override.

 Acceptance of agreements is required before registering.

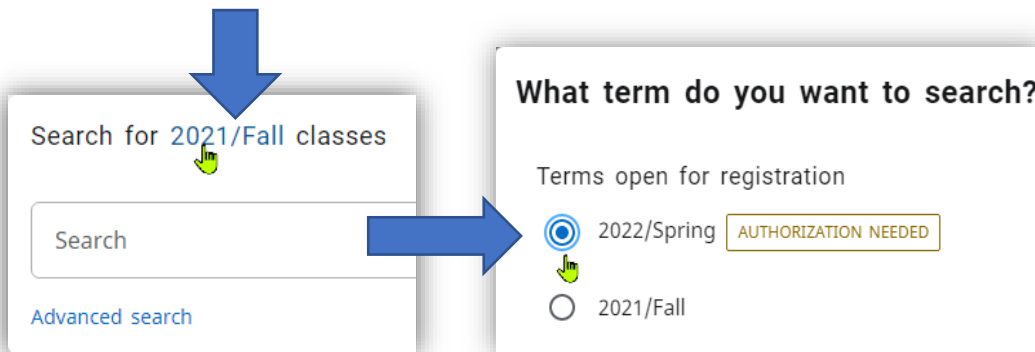
NU Financial Agreement


 Congratulations! You have completed your Registration.

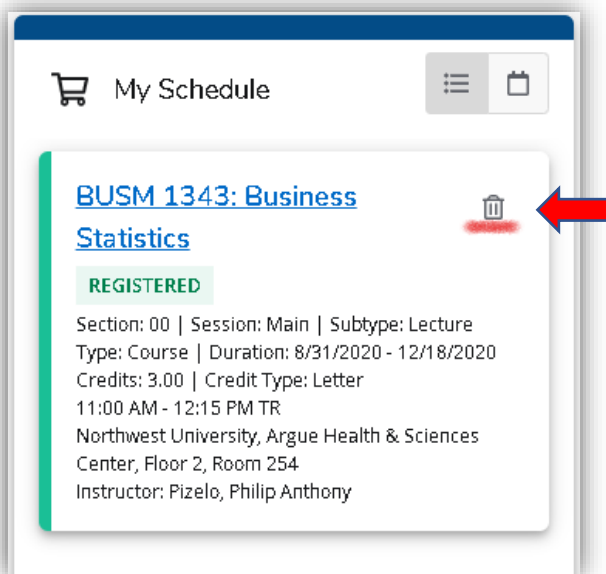
HOW TO DROP A CLASS



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.



Drop course BUSM 1343: Business Statistics

Dropping this course will remove it from your schedule.

Drop course

Keep course