Detailed Instructions for Entering Course Overrides

Go to http://www.nsula.edu/
- Click "Faculty & Staff"

Click "Web for Faculty Login"

Congratulations!

Plant Services has launched their new website. Please visit the new site and update any bookmarks you may have to their old site.

Attention!

Effective with the October 22, 2010 biweekly payroll, all NSU employees will no longer receive a paper direct deposit check stub. Instead, those employees (faculty, staff and student workers) that have elected electronic direct deposit will be able to view or print their check stub electronically thru the NSU Web for Employees. Those employees still receiving a payroll check may also access the Web for Employees site. . . . [more]

Featured on this page are the areas important primarily to the faculty and staff of Northwestern State. There are a multitude of areas and divisions — each with its own web presence. If you are faculty or staff and would like to see something in this section, please let us know.

- University Police
- Environmental Health & Safety
- Submit your online courses HERE
- Moodle MyCourses Repository
- Online Telephone Directory
- Submit a Maintenance Request (Physical Plant)
- Submit a Custodial Work Request (Grounds & Custodial Services)
Click the word "here" on "Click here to enter NSUConnect (SSB) (Self-Service Banner)"

Please use your Campus Wide ID to log in to NSUConnect. If you do not know your CWID, you can access it from Web for Employees.

SPRING 2012 CALENDAR FOR THE SUBMISSION OF GRADES

1. All final grades for the 1st 4-Week Session are due to be entered by 12:00 midnight on Tuesday, February 7, 2012.
2. Midterm grades are due to be entered by 12:00 midnight on Sunday, March 4, 2012.

Note: Please do not enter midterm grades for the following: Graduate, Student Teaching, Field Experience, Co-op, Internships, Practicum, Aviation Science, Placement, and Special Examination courses. In addition, a grade of "I" should not be entered for midterm grades.

Click "Enter Secure Area - NSUConnect is now LIVE!"
- Enter your User ID and PIN.
- Your User ID can be either your SSN or your NSU employee ID.
- Your default PIN is your birthday in MMDDYY format.

Click "Faculty and Advisors".
Click "Registration Overrides".

If you know the student's ID, enter it here.

If you don't know the student's ID, you can do a name search. Enter either the full first and last name or part of the name (in case you aren't sure of the spelling, etc.).

After entering the student's information, click "Submit".
If you entered the student's ID, you will be directed to this page. Verify that the student's name is correct and click "Submit".

If you did a name search, you will be taken to this page. Select the appropriate name from the drop-down box and click "Submit".
- Under "Override", select what, specifically, you are overriding.
- Under "Course", select the class for which you are granting an override.
- Click "Submit".

- Verify that you have entered the appropriate override.
- Click "Submit".
This page will confirm that you have successfully entered the registration override. If there are no other overrides for the student, you don't need to do anything else. The student should now be clear to register for the class.