Students – Enrolling in classes not approved by your academic advisor and/or your designated curriculum found in the University Catalog could potentially jeopardize completion of your degree requirements. If you decide to change your schedule, you should meet with your advisor first to confirm the proposed change(s) will fulfill degree requirements.

- Go to NSU Home Page at [www.nsula.edu](http://www.nsula.edu)
- Select NSUConnect tab.
- Click Enter Secure Area.
- Enter your User ID (social security number or your student ID).
- Enter your DEFAULT PIN (your date of birth MMDDYY).
- Follow instruction on how to change your PIN.
- Select Student and then select Registration.
- Select Registration Status to see when you can register and to see if you have any holds.

**If you don’t have the CRNs.** (Course reference numbers)

- Select Term desired, hit Submit.
- Go to Subject, enter first letter of subject desired and scroll to desired subject.
- Enter Course Number in next box.
- Go to Campus. Select Which Campus you want classes at. Select Internet if looking for on-line classes.
- Go to Class Search at bottom of page.
- Click in box under Select for desired class.
- Click on Register at bottom of page.
- Enter Alternate PIN (if required) and click Submit. You can get the Alternate Pin from your advisor.
- Do for each class desired.
- When finished, go to Registration and select Concise Student Schedule.
- BE SURE that your classes are on the campus you wish to take your classes.

**If you have the CRNs**

To register for classes or add classes, enter the CRNs of the classes at the bottom of the page and click Submit Changes. If registration is successfully completed, it will read **Registered** (NSUConnect) on the left side of each course. If you receive any error messages (Examples: time conflicts, closed classes, duplicate course, etc.) See Common Error Messages.

- To drop a class, select Web Drop (under Action) next to the class to drop and click Submit Changes.
- Click View Your Schedule at the bottom of the registration page after completing registration.
- Print your schedule.

Instructions can be found at: [http://ace.nsula.edu/](http://ace.nsula.edu/)