

### **What is Priority Enrollment?**

Priority Enrollment (PE) for spring 2019 is for all new, incoming NAU Flagstaff Mountain students to secure enrollment before meeting their academic advisor, or attending Orientation. PE will be available for online students and students attending NAU at locations around the state beginning fall 2019. After you submit a PE profile your academic advisor will enroll you in your first term's classes.

### **I'm a transfer student planning on attending Flagstaff Mountain campus. Is PE for me?**

Yes! Spring 2019 PE is for all Flagstaff Mountain students. Your profile will be routed to the academic advisors in the college of your major. They will contact you to discuss your transfer credit, and get you enrolled in your first term's classes.

### **I'm Exploratory. Is PE for me?**

Yes! Academic Advisors are specially trained to advise and enroll exploratory students.

### **I'm not sure what classes to take. Is PE for me?**

Yes! NAU Academic Advisors are knowledgeable of your major's degree progression and university requirements. With the information you provide in your PE profile, a schedule will be built that matches your intended major, transfer credits, placements, and other relevant information.

### **How do I submit a PE profile?**

It's super easy. Follow these steps:

1. Sign up for Orientation:
  - a. If you are a freshman attending the Flagstaff Mountain campus, first [sign up for an Orientation session](#). Your schedule will not be built without an Orientation date.
  - b. If you are a transfer student attending the Flagstaff Mountain campus, you are not required to sign up for Orientation to enroll in your first term's classes. You may consider attending one of NAU's Transfer Track Orientations, or completing the online Orientation. For more information: [nau.edu/Orientation](http://nau.edu/Orientation)
2. Submit your Priority Enrollment profile at [nau.edu/priorityenrollment](http://nau.edu/priorityenrollment)
3. Send all college transcripts and test scores to NAU Admissions.

### **I'm having issues submitting a PE profile. What should I do?**

First, verify you have completed the following.

1. Gain acceptance to NAU for the spring 2019 term, and pay your enrollment deposit. Contact [Undergraduate Admissions](#) to check on your acceptance, or pay your enrollment deposit: (928) 523-5511
2. Freshman students: sign up for Orientation. You must be signed up for Orientation to have your first term's schedule built. To sign up: [nau.edu/Orientation](http://nau.edu/Orientation) (This is not required for transfer students.)

Second, if those items are complete, check your password. You log into the PE application with your NAU userid and password. Update your password at [nau.edu/password](http://nau.edu/password).

Lastly, if you complete these items and you are still having trouble logging into the application or submitting a profile please contact University Advising at (928) 523 4772.

### **Can I change my profile once I submit?**

No, you cannot login to the application to change your PE profile once it is submitted. But, if you have additional, or updated information, contact your academic advisor.

- First Year students: Find your advisor's name in your LOUIE Student Center under "advisor", email [Gateway@nau.edu](mailto:Gateway@nau.edu), or call (928) 523 4772.
- Transfer students: Find your advisor's name in your LOUIE Student Center under "advisor", or find your [major's department contact](#).

### **When will I get my schedule?**

Schedules will be built in the order profiles were received, and prior to a student's attendance at Orientation. Check your NAU email for any communication regarding Priority Enrollment and your first term's schedule.

### **What if I don't like my schedule? Can I change it?**

When you attend Orientation, or work with your academic advisor, you will review your schedule, and have the opportunity to make changes. Do not drop classes before talking to your academic advisor; an Advising hold may prevent you from reenrolling in classes. If you have questions about your schedule, contact your advisor:

- First Year students: Find your advisor's name in your LOUIE Student Center under "advisor", email [Gateway@nau.edu](mailto:Gateway@nau.edu), or call (928) 523 4772.
- Transfer students: Find your advisor's name in your LOUIE Student Center under "advisor", or find your [major's department contact](#).