**Enrollment Worksheet: 4-Step Process**

Name: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check all that apply. I am a:

Honors Student International Student Student Athlete ROTC IGP

**Step 1: Find the courses you need for the Fall and Spring term using Step 1 of the Enrollment Guide.**

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| --- | --- | --- |
| **Fall courses:** | **Already Enrolled?** | **Number of Units:** |
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| --- | --- | --- |
| **Spring courses:** | **Already Enrolled?** | **Number of Units:** |
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**Step 2: Find the Liberal Studies and/or Diversity categories you still need to complete. Use Step 2 of the Enrollment Guide for details. \*(Complete this step only if you plan on taking one or more Liberal Studies courses in Fall and/ or Spring; otherwise skip this step)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **How many classes are required to graduate?** | **How many classes do I still need to complete this requirement?** | |
| US Ethnic Diversity | 1 |  | |
| Global Diversity | 1 |  | |
| Foundation English | 1 |  | |
| Foundation Math | 1 |  | |
| Lab Science | 1  (Lecture + Lab: This is a 4-unit requirement; visit bit.ly/naulabcourse for lab course recommendations) |  | |
| Science Applied Science | 1 |  | If it shows “5.34 needed”, you need 2 more classes; if it shows “2.67 needed” you need 1 more class |
| Aesthetic and Humanistic Inquiry | 2 |  |
| Cultural Understanding | 2 |  |
| Social and Political Worlds | 2 |  |

**Step 3: Search for classes and build a schedule. Use Step 3 of the Enrollment Guide for details.**

**Step 4: Enroll! Use Step 4 of the Enrollment Guide for details to complete enrollment.**

**Additional Notes or To-Do Items**

**Additional Resources:**

|  |  |
| --- | --- |
| **NAU Catalog:**  The NAU Academic Catalog is the official source for curriculum-related information for all NAU academic programs and courses, for the given catalog year.   * **Visit: catalog.nau.edu** | **YouTube for Tutorials:**  The Gateway Advising YouTube channel has various videos available to students to help them with enrollment:   * **Visit: YouTube and search for Gateway Advising** |
| **Student Resources @ nau.edu/gateway**  Use the content on our website to help you with enrollment, major changes, application programs, transferring classes, and more!   * **Visit: nau.edu/gateway** | **Spanish Placement Exam:**  This is an online exam that allows you to assess your level of Spanish for course placement.   * **Visit NAU’s Website:** <https://nau.edu/global-languages/resources/placement-and-proficiency-exams/spanish-placement-test-policies/>   **NOTE:** Once you take the exam, your score will be emailed to you. Forward this email to your advisor to get enrolled! |
| **Math Placement Test:**  If your current math placement is not as high as you’d like, or it does not align with what is required for your degree, then take/retake the NAU Math Placement Test.   * **Location:** The Lumberjack Mathematics Center (LMC) Testing Room. Student and Academic Services Building (SAS) Building #60 * **Visit: nau.edu/math-placement** | **Academic Success Center:**  Get additional academic support through the ASC. They offer tutoring programs, house Supplemental Instruction, and various other academic resources.   * **North ASC Location:** Room 252 Building 30, Union Fieldhouse * **South ASC Location:** Dubois Center, Room 140 * **Website:** <https://in.nau.edu/academic-success-centers/2> c |
| **Transfer Credit:**  If you would like to check how your Dual Enrollment credit, AP Scores, or other college credits transfer to NAU, visit your Transfer Credit Report. This report is located in LOUIE 🡪 “Other Academic” 🡪 “Transfer Credit Report” 🡪 Click the double arrows 🡪 Boom!  If you have questions about this report, email your assigned advisor. | |