

Enrollment Worksheet: 4-Step Process!

Step 1: Find courses you need for Winter 2022 / Spring 2023 using your major's [progression plan](#).

Winter 2022 course(s)	Number of Units

Spring 2023 course(s)	Number of Units
Total Units: 14-17	

It is recommended that you complete enough hours (units) each academic year to progress to the next academic level (30 credits/units to be a sophomore), and some scholarships may require a benchmark number of units. If you have questions about your specific scholarship(s), please contact the [NAU Office of Scholarships and Financial Aid](#).

Step 2: Use your Academic Advisement Report to find details about Major, Minor, Liberal study and / or Diversity requirements you still need to complete.

Category	How many classes are required to satisfy this requirement?	How many classes do I need to take to satisfy 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)	
Science and Applied Science	1	
Aesthetic and Humanistic Inquiry	2	
Cultural Understanding	2	
Social and Political Worlds	2	

Step 3: Search + Build a Schedule in Louie! Now that you have a list of courses to enroll in you can begin searching and adding classes to your shopping cart in Louie!

Step 3.1: Log in to Louie.

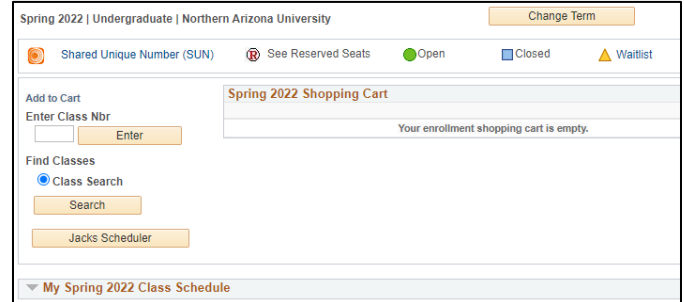
Step 3.2: Click on the “Manage Classes” tile.

Step 3.3: Click “Enroll” / “Enrollment Shopping Cart”.

Step 3.4: Select the term you’d like to enroll in, for example, Spring 2023.

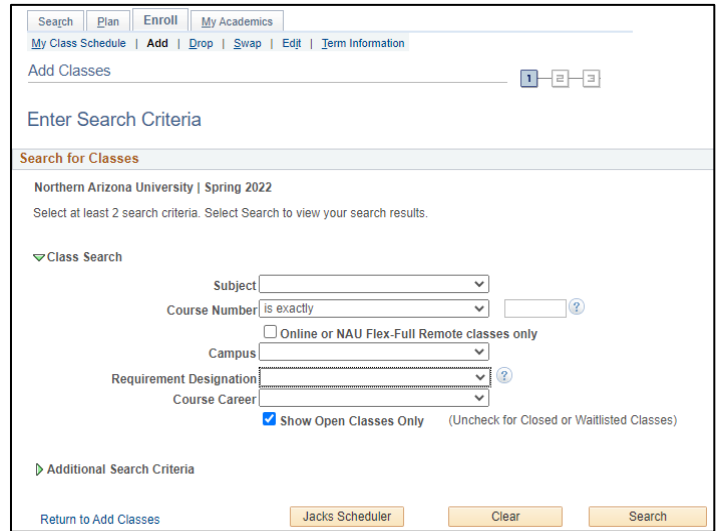
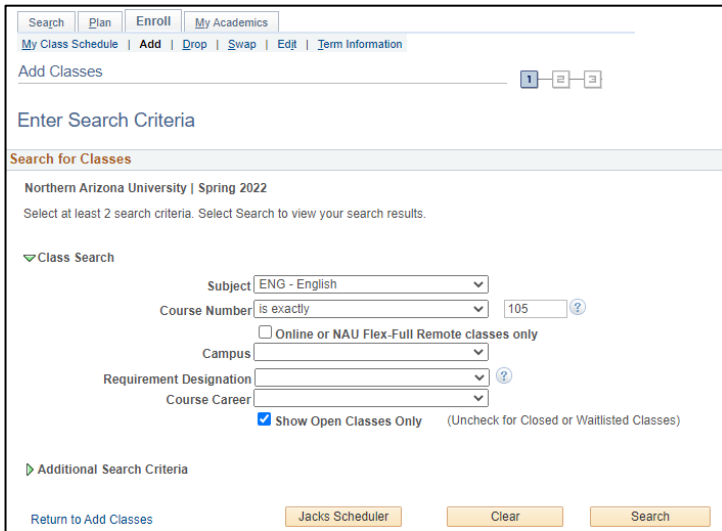
Step 3.5: Click “Search” (yellow button) to begin adding classes to your enrollment shopping cart.

Step 3.6: Search for classes! From LOUIE Class Search:



To search for a specific class:
Use “Subject” & “Course Number”

To search for Liberal Study options:
Use “Requirement Designation”



Step 3.7: Once you have found a time that fits with your preferences and schedule, click “Select” and then “Next” to add the course to your shopping cart.

Step 4: Enroll: On your enrollment date/time, proceed with enrolling!

Step 4.1: Check the box next to the listed course(s) in your shopping cart, then choose “enroll.” Or click “proceed to step 2 of 3.” Then choose “finish enrolling.”

Step 4.2: Check your enrollment status and follow up with an academic advisor!

Class	Message	Status
ADV 207	Success: This class has been added to your schedule.	✓
ART 100	Error: Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.	✗
CHM 130	Error: Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.	✗
GLG 112	Error: Unable to add this class - term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.	✗

YAY! You did it! You're enrolled!

Oh no! Read the error message, and go back to your shopping cart! Please contact your advisor if you need help!