



## Advising Preparation To-Do List

### ☐ **Step One**

Pay enrollment deposit to accept offer of admission as soon as possible.

### ☐ **Step Two**

Send to NAU Admissions:

- Official [SAT](#) or [ACT](#) scores
- Official [AP](#) Scores
- Official [IB](#) Scores
- [Official](#) transcripts, college & high school, including dual enrollment credits

### ☐ **Step Three**

- Sign up for the earliest possible NAU [Orientation](#)
- Complete Orientation Checklist

### ☐ **Step Four**

Complete before attending Orientation:

- [Priority Enrollment](#)
- Print unofficial college or test scores and bring them with you
- [Immunizations](#)
- [AZ Prop 300](#): Public Program Eligibility

### ☐ **Step Five**

Get familiar with:

- [LOUIE](#) is the "Lumberjack's Online University Information Environment." Your LOUIE account allows you to see your class schedule and grades, academic requirements report, Holds on your account, and even your Financial Aid information.
- [NAU Community Portal](#) is where you can find all of your NAU Services. You can access your email, GPS, maintain your action center, view your advisement reports, locate your academic advisor and much more.
- The [Academic Catalog](#) allows you to search for degrees, courses, and policies. Within your degree search, it will show you the variety of careers your degree has to offer, an overview and details of the degree, and the university requirements.
  - [Learn how to read the catalog](#)

### ☐ **Step Six**

Learn more about:

- [Disability Accommodations](#)
- Academic requirements for [student-athletes](#)
- Academic requirements for [International students](#)
- [My Student Body](#)
- Academic requirements for [Honors](#) students
- [Mentoring and Academic Coaching](#)

# First Year To-Do List

## First Year Students (0-29 completed units)

- ☐ **Step One**  
Finalize your schedule before the [last day to add and last day to drop a class](#). (Mark these dates on your calendar, they are super important and can affect housing, scholarships, or your degree progress!)
  - See an advisor during Gateway [Walk-In](#) hours for help with this. No appointment necessary.
- ☐ **Step Two**  
Attend all your classes!
- ☐ **Step Three**  
Check your NAU Community Portal.
- ☐ **Step Four**  
Locate your Academic Advisor in [LOUIE](#).
- ☐ **Step Five**  
Use [ResourceConnect](#) to find campus resources about academics, health wellness, or student life.
- ☐ **Step Six**  
Utilize academic services offered on campus.
  - North and South [Academic Success Centers](#)
  - [Supplemental Instruction](#)
  - Professor's Office Hours
- ☐ **Step Seven**  
When you receive your early enrollment advising email, open it and look at the different options you have to remove your Advising Hold early. You will have three options to get your advising hold removed early:
  1. [Attend walk-in hours](#)
  2. [Attend a scheduled appointment](#)
- ☐ **Step Eight**  
Check and clear any holds in [LOUIE](#) before enrolling for next term.
- ☐ **Step Nine**  
Enroll in your next term's courses on your assigned enrollment date (called an Early Enrollment appointment) using [LOUIE](#).
- ☐ **Step Ten**  
Exploratory? [Get busy exploring your options!](#)
- ☐ **Step Eleven**  
Career questions? [Check out online resources.](#)
- ☐ **Step Twelve**  
Meet with your Academic Advisor to talk about [summer or winter](#) classes before leaving!