



# Important Policies

## 1. Admissions

You must be admitted before you can enroll. If you are an undergraduate student carrying more than 7 units or accumulating more than 15 units, apply for full-time undergraduate admission and submit the appropriate transcripts. If you have graduated and wish to continue taking courses from NAU, reapply for admission as a graduate student. The fee is \$25 for undergraduate applicants; \$50 for graduate degree-seeking applicants; and \$25 for graduate non-degree seeking applicants. These fees should be sent directly to the appropriate admissions office or paid online at the time of application. To apply online go to [www.extended.nau.edu/start/admissions.aspx](http://www.extended.nau.edu/start/admissions.aspx)

## 2. Enrollment Deadline:

When you enroll, follow the enrollment procedure of the local NAU campus sponsoring the class. Be sure your enrollment is completed by the first day of class or by the enrollment deadline (see calendar at <http://extended.nau.edu/Calendar.aspx>).

If you enroll on or after the first day of the session and do not pay within the same day, you will be charged a \$50 late fee.

## 3. Tuition

Tuition is \$263 per unit for undergraduate Extended Campuses students and \$296 per unit for graduate students. Fees you may have to pay in addition to tuition include the 2009-2010 Tuition Surcharge, Arizona Student Association fee, the Financial Aid Trust fee, Information Technology fee, class fees, late fees, and admission application fees. **The Arizona Board of Regents reserves the right to change fees and charges without notice.**

**4. Debit/Credit cards:** As of September 1, 2009, credit and debit cards are only accepted online at <http://www4.nau.edu/louie/>. Payment via phone, mail, or in person is not accepted. MasterCard, Discover, and American Express are accepted.

## 5. Checks:

NAU does not accept postdated checks. Any check returned by the bank will result in the assessment of a \$25.00 processing fee.

## 6. Service Indicators (Holds):

If you have, a "hold" on your enrollment due to money owed the university or other circumstances, your enrollment materials will not be processed until the hold is cleared with the appropriate office or staff.

## 7. Financial aid:

You may mark the financial aid box on the enrollment form only if you have already received verification of your financial aid award.

**Note: For Summer/Winter Sessions ONLY, you must enroll and pay by the deadline or you will be dropped from your classes.**

## 8. Adding a class:

The easiest and fastest way to enroll in a course is to enroll on the web. Go to [www.nau.edu/louie](http://www.nau.edu/louie). Alternatively, complete the enroll section of this ENROLL/DROP form. Include a valid class number, course prefix, course number, section, units, and the dates of the course. You will need to include an override if the class is full. If your form cannot be processed, you will be contacted. This form is available at [http://www.extended.nau.edu/Guide/student\\_forms.aspx](http://www.extended.nau.edu/Guide/student_forms.aspx). The form and policy guidelines are also available at your local NAU campus. For enrollment deadlines, please see [www.extended.nau.edu/classes/deadline\\_calendar.aspx](http://www.extended.nau.edu/classes/deadline_calendar.aspx). Adding a class after the deadline requires a Petition to Add after the deadline (<http://extended.nau.edu/StudentForms.aspx>) and a late add fee.

## 9. Dropping a class:

You can drop a class according to the drop deadlines on the calendar. You cannot drop a class just by telling the instructor. Non-attendance does not mean you will be automatically dropped from a class. If you have not participated in a class but have not officially dropped it, you will receive a grade of "F" on your transcript.

Be aware that if you are receiving financial aid, dropping a class may jeopardize your eligibility for continued funding. If you are withdrawing from the university and have financial aid you should contact the Office of Financial Aid before dropping your last class.

The easiest and fastest way to drop a class is to drop it on the web. Go to <http://www4.nau.edu/louie/>.

Alternatively, complete the drop section of this ENROLL/DROP form. The form must be completed and processed by the appropriate deadline date. Dropping a class after the deadline requires a Petition to Drop (<http://extended.nau.edu/StudentForms.aspx>) and a late drop fee.

## 10. Refunds:

Refunds are based on the following schedule from the first day of class:

8-week or longer classes	0-14 calendar days	100%
	15+ calendar days	0%
7-week or shorter classes	0-7 calendar days	100%
	8+ calendar days	0%

## 11. Requisites:

Enrollment in a particular course often requires that you have already completed (pre-requisite) or are currently enrolled (co-requisite) in another course and/or meet another criteria. To identify what the requisites are for a given course, look at the current NAU Course Catalog at <http://www4.nau.edu/louie/>.

**Refer to the appropriate calendar at <http://extended.nau.edu/Calendar.aspx> for deadlines and other important dates.**