

2008 Summer and Fall Registration Information

Important Dates To Remember ...

- Tuesday, March 11 – Go to Department Chapel to set up advising appointment with your advisor.
- Tuesday, March 25 (starting @ 7:00 A.M.) – Friday, April 11: Seniors register on the web.
- Thursday, March 27 (starting @ 7:00 A.M.) – Friday, April 11: Juniors register on the web.
- Monday, March 31 (starting @ 7:00 A.M.) – Friday, April 11: Sophomores and Freshmen register on the web.
- Saturday, April 12: Late Registration Begins. You must complete web-based registration by April 11, 2008 to prevent a \$25.00 Late Registration Fee.

Schedule Changes after initial submission to the Registrar's office
are subject to a \$10 schedule change fee.

Degree Audit Sheet Retrieval Instructions...

1. Go to www.northcentral.edu/unet.
2. Click on "Course Registration."
3. To log in, type in your NCU e-mail username (typically **firstname.lastname**). Your password is the same password for your NCU email address. (Don't know it? Stop by IT (MH226) with your ID card or call helpdesk at 612-343-4170.).
4. Under "Advising" on the left hand side of the screen, click on "Audit Run."
5. Under "Select Report" on the right hand side of the screen, choose "Audit Sheet."

Do you see errors on your Degree Audit sheet? Fill out a Degree Audit Correction Sheet and turn into the Registrar's Office for processing. Degree Audit Correction Sheets can be located at:

<http://www.northcentral.edu/academics/registrar/classregistrationinfo> or in the Registrar's Office.

Have more questions? Contact the Registrar's Office at 612-343-4409.

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Registering On the Web...

1. Go to Advising Appointment / Bring Degree Audit Sheet & Registration Guide Sheet with you / Have Advisor Confirm Your Class Selections;
2. On the appropriate dates, register yourself on the web as follows:
 - a. Go to the NCU external website homepage - www.northcentral.edu;
 - b. Click on "Current Students" and then click "Unet" within the Academics box;
 - c. To Log In, type your NCU e-mail username (typically firstname.lastname – *Remember the dot*). Your password is the same password for your NCU email address. (Don't know it? Stop by IT (MH226) with your ID card or call helpdesk at 612-343-4170.).
 - d. Please acquaint yourself with the Menu items located on the left hand side of the screen;
 - e. To Register, select "Course Search" from the Menu, set desired parameters, and search for courses offered. From that list, select one course desired under the "Action Column," and click on "Add" link. (You can only register for one course at a time. So, continue this procedure for each class until all classes have been registered.)

~ Congratulations – it's that easy ~

Important Notes To Remember ...

- To stay on track, most full time students select 15-18 registered credits per semester.
- You will only be permitted to register after your advisor clears you for registration and any other holds are removed. [You may want to log on to UNET prior to the beginning of registration to see if your account has any holds.](#)
- You may register for Summer and Fall classes on the web by selecting the appropriate term.
- Selected waitlists are maintained in the Registrar's Office. If the class you need is full and you wish to be waitlisted, please do so directly via Web-based registration. You will be notified if you have been enrolled in the class.
- If you are attempting to repeat a course for which you previously received a grade of "WF", please check with the Registrar's Office to make sure that the "Repeat Processing" for the course you are retaking is set up properly.
- Web-based registration functions will close down with the start of classes. All schedule changes starting the first day of classes for the term need to be done directly through the Registrar's office.