A Guide to Online Registration via MyNU

A wide array of student services may be accessed via MyNU. Registering for courses via MyNU is fast, secure and easy! Follow the easy steps below to complete your registration.

1 Logging in

Access the NUHS Website at http://www.nuhs.edu and click on the 'Current Students' link.

Welcome to My NU!

Enter your User ID and Password in the appropriate boxes on the login page.

After entering your Username and Password, select the current trimester or the trimester for which you wish to register, then click on the “Login” button.

2 Update Information

Before you register or access your personal information via My NU, please provide us with your updated contact information. Please be sure to provide us with your address, telephone number AND email address.

Updating your information is easy and it’s completed in real-time. Simply click on the “Modify Personal Information” link located at the top of the left navigation menu.

The information on record will appear here. If anything needs to be updated, overwrite your old information with the correct information. When finished, click on “Update”.

Please be sure to keep your contact information current. NUHS sends important school-related information to your email address so keeping your information updated will ensure you won’t miss out on important announcements.

3 Register for Classes

Registering for classes via the My NU is easy and fun! Students will only be able to register for courses during the registration window. Contact the Office of the Registrar for information. The registration periods are also published in the NUHS Bulletin. The Bulletin is available for download from the NUHS website and hard copies of the Bulletin are also available from the Office of the Registrar. To get started, click “Register for Courses” on CLICK HERE TO BEGIN.

If your updated address doesn’t immediately appear online, Click on Tools > Internet Options > Settings in Internet Explorer and make sure “Check for newer versions of stored pages” is set to “Every visit to the page.”
Filtering Courses
- If you prefer to search for a course that meets certain criteria, use the filter. You may need to click on "Show Filter" at the top of the registration page to activate it.
- COURSE ID FILTER: Enter the exact course ID number, department code, type (Lec, Lab, etc.) or section letter.
- DAYS AND TIMES FILTER: Filter by a particular day of the week and/or time. Be sure to click the "add" box on the left to add it to your search.
- COURSE ACCESS CAMPUS: Default is all. Florida students should deselect Lombard to see only relevant courses.
- CLASS SUMMARY: Excludes days, times and instructor information. Use to reduce lines on page especially if you know exactly what classes you’re searching for.
- COMPLETED COURSES: Will display transcript of courses taken.

TIP
Make sure the "Current Term" is correct. To change term, simply click and click on "Change Term" in the upper left corner of the screen.

Select Classes
To add a class, simply check the "Add to Cart" box. Click on the numbers at the top right of the page to advance through the pages of available classes. Classes are sorted by course department ID. Repeat until all requested courses are checked.

Classes without checkboxes are not available for registration for the following reasons:
- Full- The class is full.
- Prerequisite- You have not met the prerequisites for the class. Click on course title for more information.
- Reg- The course is already registered.
- Approval Req’d- Contact the Registrar’s Office. This class cannot be added via the My NU Student Portal.
- DCP Restriction- This class is not a graduation requirement for your degree program and is not a part of your Degree Completion Plan. Special permission is required to register for this class.

Completing Your Registration
After all classes have been selected, scroll back to the top of the page and click Submit.
Your course schedule will be displayed. Click on any Course ID to display any additional information about the class including corequisites, prerequisites and equivalent courses.

Be sure to print and save a copy of your schedule to verify the completion of your online registration. You may continue to modify your schedule as much as needed during the registration period. Once the registration period closes, modifications to your schedule will require the completion of an Add/Drop Form. Forms may be obtained from the registrar page on the NUHS website or from the Office of the Registrar.

Please remember—courses listed as closed today may show availability at a later point in time. If you are not able to register for a particular course due to being closed, continue to check for availability online during the registration period.

We’re Happy to Help!
For registration assistance, feel free to contact a member of the registration team via:
- Telephone: (630) 889-6549
- Email: registrar@nuhs.edu
- Live Chat: Click on the “Live Chat is Online” button on the My NU login page (during office hours only)
- Walk-up Assistance: Janse Hall, 2nd Floor