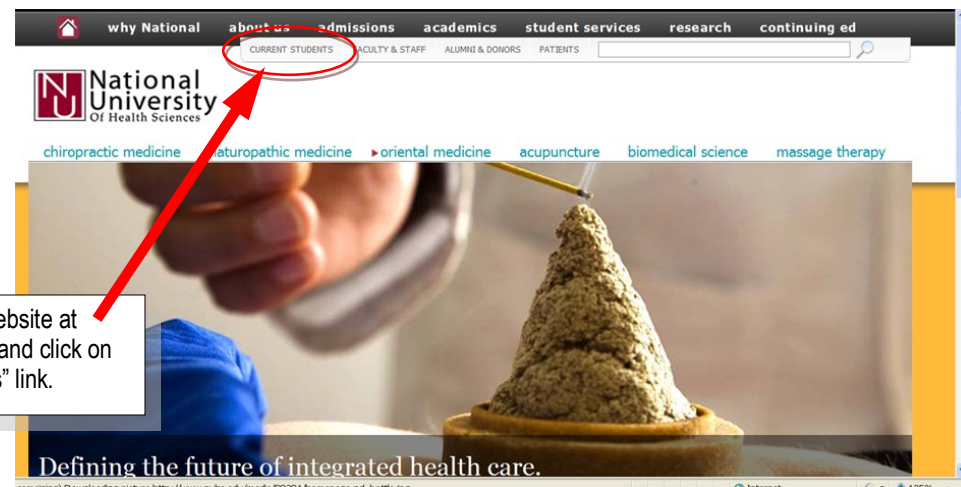


A Guide to Online Registration via MyNU

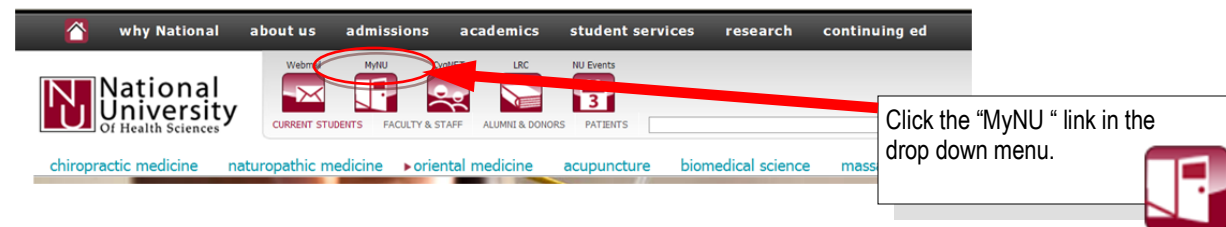


A wide array of student services may be accessed via MyNU. Registering for courses via MyNU is fast, secure and easy! Follow the easy steps below to complete your registration.

1 Logging in



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



Click the "MyNU" link in the drop down menu.

Welcome to My NU!

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

Welcome!
 NUHS Welcomes new, returning and Florida students to Fall 09. Registration begins 8/4. [Click here to download the schedule. \(pdf\)](#)

Username and passwords are case sensitive.
 Have a question or need assistance? Contact the Student Technology Helpdesk at (630) 889-6549, option #4, or email registrar@nuhs.edu.

Login to Secure Area

Username

Password

Trimester: Summer 09

[Forgotten Username/Password Recovery](#)
[New User Account Activation](#)

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.

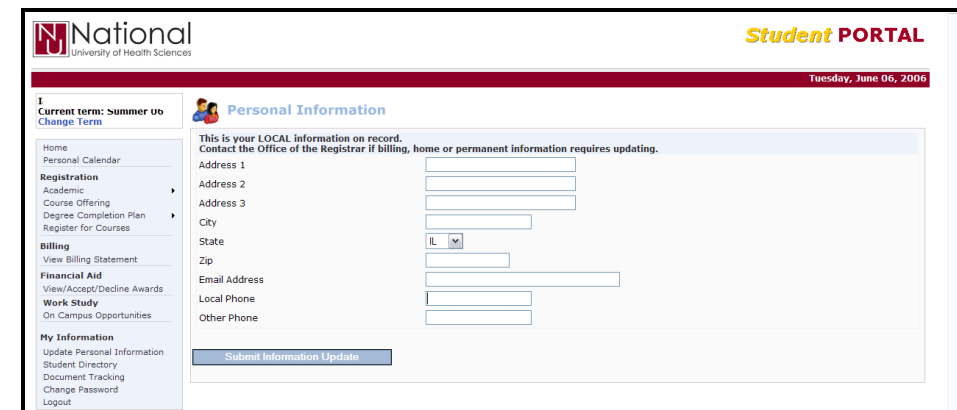
2 Update Information

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.

Montana, Hannah
 Current Term: Spring 08
[Change Term](#)
[Modify Personal Information](#)
[Change Password](#)
[LOGOUT](#)

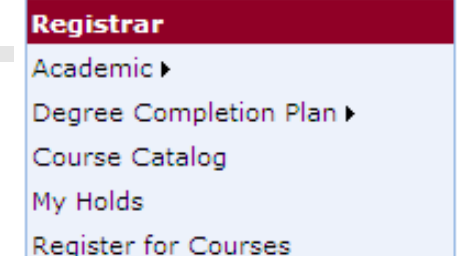
If your updated address doesn't immediately appear online, Click on Tools > Internet Options > Settings in Internet Explorer and make sure "Check for newer versions of stored pages" is set to "Every visit to the page".



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



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.

4 Finalizing

Completing Your Registration

After all classes have been selected, scroll back to the top of the page and click

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.

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.

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time
Current Offering for the Spring 08 term							
		AT 4071 Lec: A	SPINE & EXTREM ANATOMY	Remaining Seats-----> 96			
			Instructor	Credits	Campus	Room	Days Time
			Khan, Mohammad Ali	5.5	Main	NUHS-E SC1	F 11:00 AM - 11:50 AM
			Khan, Mohammad Ali	5.5	Main	NUHS-E SC1	TW 8:00 AM - 9:50 AM
		AT 4072L Lab: A	SPINE & EXTREM ANATOMY LAB	Remaining Seats-----> 96			
			Instructor	Credits	Campus	Room	Days Time
			Khan, Mohammad Ali	3.5	Main	NUHS-D 143	F 8:00 AM - 10:50 AM
			Khan, Mohammad Ali	3.5	Main	NUHS-D 143	TW 10:00 AM - 11:50 AM
		AT 4073 Lec: A	HEAD & NECK ANATOMY	Remaining Seats-----> 20			
			Instructor	Credits	Campus	Room	Days Time
			Fryszak, Robert J.	3	Main	NUHS-E SC2	F 10:00 AM - 10:50 AM
			Fryszak, Robert J.	3	Main	NUHS-E SC2	T 2:00 PM - 3:50 PM
			Hulley, Brent	3	Main	NUHS-E SC2	F 10:00 AM - 10:50 AM
			Hulley, Brent	3	Main	NUHS-E SC2	T 2:00 PM - 3:50 PM
		AT 4074L Lab: A	HEAD & NECK AT LAB	Remaining Seats-----> 22			
			Instructor	Credits	Campus	Room	Days Time
			Fryszak, Robert J.	2	Main	NUHS-D 143	W 1:00 PM - 4:50 PM
			Hulley, Brent	2	Main	NUHS-D 143	W 1:00 PM - 4:50 PM
		AT 4075 Lec: A	NEUROANATOMY	Remaining Seats-----> 19			
			Instructor	Credits	Campus	Room	Days Time
			Darby, Sue	5	Main	NUHS-E SC2	F 11:00 AM - 11:50 AM
			Darby, Sue	5	Main	NUHS-E SC2	M 9:00 AM - 10:50 AM

5 Questions?

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



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