

NORTHWEST UNIVERSITY ONLINE

ONLINE PROGRAM ENROLLMENT STEPS

STEP 1 - APPLY TO NORTHWEST UNIVERSITY

Apply for academic enrollment to NU Online. The NU Admissions staff will assist with questions and help you through the enrollment process.

Apply: northwestu.edu/online

Program Starts: Late August, October, January, March, May, July

Application Components:

- Transcripts: Send official transcripts to Northwest University from all previously attended schools (high school, college, Running Start, AP). Applicants with more than 60 semester / 72 quarter credits do not need to submit high school transcripts.

Electronic: "Northwest University – College of Adult and Professional Studies."

Postal Mail: Northwest University
Attn: Admissions
5520 108th Ave NE
Kirkland, WA 98033

- Transcripts must be official and sealed by each institution.
- Final, official high school transcripts must note graduation date and cumulative GPA.
- If applicant received military education, Joint Services transcripts are required.
- NU will complete a Transcript review for student with prior college credits
- Academics: If cumulative GPA is below 2.5, an academic statement may be requested.
- Criminal Offenses: A background check may be requested per NU policy.

STEP 2 - ADMISSION DECISION AND NU ACCOUNT SETUP

Your completed application for admission will be reviewed within two weeks, usually sooner.

- **Email Account:** Upon admittance, setup your NU email account at eagle.northwestu.edu. Please check this account regularly as all correspondence will use the @northwestu.edu email account.
- **Re-Entry Students:** Please contact [NU Online Admissions](#) for re-entry instructions.
 - Contact the Information Technology Helpdesk to change or re-set your NU password.
 - Preferred method: Email help@northwestu.edu
 - Phone: 425-889-5310, or web help.northwestu.edu
- **Next Steps:** Your Admissions Counselors will walk you through your enrollment steps.



Northwest
UNIVERSITY

STEP 3 - FINANCIAL AID AND TUITION PAYMENTS

The Student Financial Services (SFS) office can assist with payment options.

- **Free Application for Federal Student Aid (FAFSA):** Complete this application online.
 - The application is available beginning October 1 the year before schooling is to begin.
 - Select College: Northwest University, Kirkland, WA (School Code: 003783)
- Monitor your NU email account for any additional needed financial documentation.
- **Military Benefits**
 - VA Benefits: northwestu.edu/veterans
 - Active Military Tuition Assistance: Inquire at studentfinancialservices@northwestu.edu
- **Scholarships and Grants:** NPP is provided at a reduced price and does not offer NU scholarships.
 - **Outside Scholarships:** Explore scholarship opportunities from civic organizations, faith-based organizations, businesses, and trade associations. Resource: fastweb.com
 - Some NPP partners offer scholarships when a large number of students are enrolled.
- **View your Financial Aid Offer and Cost Estimate:** Sign the “Financial Aid Terms and Conditions” at eagle.northwestu.edu/My Profile. Contact the SFS office for changes.
- **Tuition and Fee Payments:** Flexible options are available for payment of tuition and fees.
 - *Pay in full:* Contact onlinefinancialservices@northwestu.edu
 - *Payment Plans* can be arranged with Student Financial Services
 - Contact onlinefinancialservices@northwestu.edu for directions
 - Payment plans are generally 3-6 month plans, depending on availability, and require enrollment each semester. The enrollment fee is \$75.
 - *Student Loans:* Apply for federal loans and complete the Department of Education Master Promissory Note and Entrance Counseling Forms.
- **Financial Aid Disbursement:** Financial Aid is typically applied to student accounts within the first two weeks of the academic term. Delays may occur if documents are submitted late.
- **Add/Drop Deadline:** Class changes can affect financial aid by lowering eligibility for aid. This can result in some or all aid being returned to the government. It is advisable to contact onlinefinancialservices@northwestu.edu before making schedule changes.



STEP 4 - ACADEMIC ADVISING AND COURSE REGISTRATION

Each student's assigned academic advisor will guide them throughout their academic program.

- **Academic Advising:** Please schedule meetings via the calendar on the [Student Support Page](#).
 - The academic advisor will email a proposed course schedule.
 - The student reviews and approves their course schedule.
 - The Registrar's office will register the student for their courses.

STEP 5 - PREPARE FOR CLASSES

- Purchase Books: Each course has books available at eagle.northwestu.edu/my-textbooks.
- Review the New Student Orientation resources on the [Student Support Page](#).
- Access to NU Online is provided six (6) days prior to the first day of class via your NU email.

