

ADMISSIONS AND FINANCIAL AID

ADMISSIONS

APPLICATION FEE POLICIES

Applications for admission to the University must include a non-refundable \$30.00 application fee. The fee will be assessed for degree-seeking and non-degree-seeking students. A student who carries dual status as a post-bachelor's student and graduate student will be assessed an application fee at each degree level.

An applicant's fee waiver request will be considered by the director of admissions in instances of financial hardship if the request is accompanied by a letter from

1. a high school counselor or principal;
2. a Talent Search counselor or Upward Bound official;
3. a member of NKU Student Support Services;
4. the State of Kentucky (Certification of Financial Assistance).

The applicant's request for a waiver and letter of recommendation for fee waiver must be submitted with the application for admission. Students from the Greater Cincinnati Consortium of Colleges and Universities and the Southwestern Ohio Council for Higher Education are not charged the \$30.00 application fee.

An application for admission (undergraduate or graduate) will not be processed until NKU receives the application fee or the fee waiver is approved. Prompt correspondence regarding the application fee requirement will be sent to all applicants failing to submit the fee.

Alumni who have earned bachelor's degrees from NKU will have the \$30 application fee waived for post-bachelor's or graduate applications for admission. The application fee is also waived for spouses, or dependents of NKU faculty or staff who are eligible for a tuition waiver.

CONFIRMATION FEE

All first-time degree-seeking freshmen and transfer students who are offered admission to NKU and enroll in six or more credit hours must confirm their intention to enroll and pay a nonrefundable \$75.00 confirmation fee.

ADMISSION CLASSIFICATIONS FOR DEGREE-SEEKING STUDENTS

Freshmen: Students who have not attempted coursework at a regionally accredited college or university (other than college courses earned while in high school). Final high school transcripts must be submitted upon graduation.

ADMISSION DEADLINES AND CREDENTIAL REQUIREMENTS FOR DEGREE-SEEKING STUDENTS

	FRESHMEN	TRANSFER	READMISSION	POST-BACHELOR
DEADLINES FOR ADMISSION	Early Action	Early Action	Priority	Final
FALL SEMESTER	February 1 Priority May 1 Final August 1	February 1 Priority May 1 Final August 1	May 1 Final August 1	August 1
SPRING SEMESTER	Priority November 1 Final Day before classes begin	Priority November 1 Final December 1	Priority November 1 Final With transfer work December 1 otherwise Open Registration	Priority November 1 Final Open Registration see <i>Schedule of Classes</i>
CREDENTIALS REQUIRED				
Application Fee	Yes	Yes	Yes	Yes, unless NKU graduate
Official High School Transcript/GED Scores	Yes	Yes (less than 24 semester hours transferred)	Yes (unless previously sent)	No

Transfer: Students who have attempted coursework for credit at another approved regionally accredited college or university. Students should be eligible to return to their previous institution(s) at the time of application. See "Suspension" on page 39 if not eligible to return to previous institution or if your cumulative G.P.A. is less than 2.0. All necessary credentials for admission must be submitted by August 1 for fall semester, December 1 for spring semester and May 1 for summer semester. Transfers who do not submit all necessary credentials by the final deadlines must register as non-degree and are ineligible to receive financial aid or academic advising. If applicants choose to become degree-seeking at a later date, they must submit a new application for admission, an additional \$30 application fee, all required credentials, and must meet the deadline dates.

Readmission: Students who have attempted coursework at NKU, but have not been enrolled during the four years preceding the semester in which the application is made to reenter the University. Students who have been suspended must submit an undergraduate application no later than August 1 for the fall semester, December 1 for the spring semester, or May 15 for summer sessions. Refer to "Suspension" on page 39 for complete information. Readmission students with transfer credit must submit an official transcript with their application by August 1 for fall semester and December 1 for spring semester.

Post-bachelor: Students who have received a bachelor's degree and intend to enroll for additional undergraduate credit as degree-seeking.

Graduate: Students should request information from the Graduate Studies Office at 859-572-6364.

Home School and Independent Study: Students who are home schooled or completing their high school diploma through an independent study program must submit the credentials listed for freshman admission, except for the high school transcript from an accredited high school.

Additionally, the student must submit

1. a notarized statement from the home school teacher detailing the content of the student's home school curriculum and the duration of such; and
2. final home schooled transcript must be submitted upon graduation.

The chart below illustrates the different deadlines and requirements for degree-seeking students.

	FRESHMEN	TRANSFER	READMISSION	POST-BACHELOR
Official American College Test (ACT), Scholastic Achievement Test (SAT), or COMPASS (writing, algebra, and reading scores)	Yes	Yes (less than 24 semester hours transferred)	Yes (unless previously sent)	NO
Official College Transcript(s) from each institution attended	No (unless college credit in high school)	Yes	No (unless additional coursework from another institution)	Yes (indicating Bachelor's degree)

ADMISSION CLASSIFICATIONS FOR NON-DEGREE SEEKING STUDENTS

Early Admission: Students who are high school students who wish to enroll for courses at NKU. A 3.25 (on a 4.0 scale) high school GPA, an ACT composite of 20 or above or SAT composite of 1020 or above and permission from the guidance counselor are required for admission. Interested students should contact the Office of Admissions for additional information and Early Admission application. A student who has attended NKU previously as an early-admission student must resubmit a completed and approved Permission to Enroll Form for each subsequent term for which he/she desires to enroll as an early admission student. If the student wishes to become degree-seeking, he/she must submit a new application for admission, the \$30.00 application fee, and the required credentials for freshman admission.

Note: Enrollment generally is restricted to seniors with exceptions permitted for non-seniors enrolled in "advanced" high school courses in mathematics (calculus or above), the sciences (second year of physics, chemistry, or biology), or foreign languages (third-year or above).

Non-Degree: Students who do not intend to enter a degree program at the time of application. Student must have a high school diploma or

GED. A maximum of 36 semester hours earned as a non-degree seeking student may be applied to a degree earned at NKU. Non-degree students are not eligible to receive financial aid or veteran's benefits. Students may request academic advising from the Academic Advising Resource Center. (AARC). Students who choose to become degree-seeking at a later date must submit a new application for admission, pay an additional \$30 application fee, submit all required credentials, and must meet the appropriate application for admission deadline.

Post-Bachelor: Students who have received a bachelor's degree and intend to enroll for additional undergraduate credit as degree-seeking or non-degree seeking.

Visiting (Transient): Students who attend another college or university, but wish to enroll at NKU for one semester. Students are responsible for having coursework approved by the institution to which the work will be transferred. Visiting students, except for ones who enroll through the Greater Cincinnati Consortium of Colleges and Universities, may not enroll at NKU for more than one consecutive semester. Summer terms are not considered a consecutive semester.

CREDENTIAL REQUIREMENTS FOR NON-DEGREE-SEEKING STUDENTS				
Non-degree students are not eligible to receive financial aid, veteran's benefits, or academic advising. If these applicants choose to become degree-seeking at a later date, they must submit a new application for admission, an additional \$30.00 application fee, all required credentials, and must meet the appropriate deadline dates.				
CREDENTIALS REQUIRED	EARLY ADMIT	NON-DEGREE	POST-BACHELOR	VISITING
Application and Application Fee	Yes	Yes	Yes	Yes (No fee if consortium)
Early Admit Form	Yes	No	No	No
Official High School Transcript	Yes	No	No	No
Official College Transcripts	No	No - unless needed for pre-requisite	No - unless needed for pre-requisite	No - unless needed for pre-requisite
ACT or SAT Official Score Report	Yes	No - unless needed for pre-requisite	No - unless needed for pre-requisite	No - unless needed for pre-requisite
Deadline for Admission	Fall Priority - August 1 Spring Priority - December 1	Fall Final - August 1 Spring Priority - December 1	Fall Final - August 1 Spring Priority - December 1	Fall Final - August 1 Spring Priority - December 1

ADMISSION CLASSIFICATIONS FOR INTERNATIONAL STUDENTS

International Students (Non-Immigrant F-1 Status): Students should apply with the International Admissions Office (University Center 366) at least six months before the beginning of the semester for which they wish to enroll. In general, applicants will be admitted only after they have documented that they have acceptable academic credentials, are competent in English, and verify that they have access to funds sufficient to meet the costs of completing their studies. In addition, a tuition deposit may be required of certain students; the SAT exam may be required from students from certain countries depending on U.S. consulate procedures. In either case, those individuals will be so advised by the University.

Specific credentials required:

1. international application for undergraduate admission;
2. declaration and certification of finances;
3. official transcripts of secondary work (or appropriate certificates of examination);
4. an official transcript from each college or university attended;

5. all applicants with undergraduate foreign transcripts must have those transcripts evaluated course by course by an approved Foreign Education Evaluation Service. These must be submitted along with the original or certified copy of your foreign transcripts in order for any transfer credit to be awarded. Please contact the Office of International Student Affairs for a list of approved Services at isa@nku.edu or 859-572-6517; and
6. all non-native speakers of English studying at NKU must prove English Proficiency. Any one of the following will satisfy the English Proficiency requirement for admission:
 - a. submit an official score report of the Test of English as a Foreign Language (TOEFL) taken within the last two years. The minimum TOEFL scores to be considered for admission are: computer based—173 or paper-based—500;
 - b. present documentation of having satisfactorily completed Freshman Composition I at an American college in the U.S. and have an overall acceptable grade point average. Non-native speakers of English may still be asked to take the TOEFL if it has been several years since taking the English

- courses and/or if the student has returned to his/her home country;
- c. present documentation of having successfully completed Level 109 at an ELS Language Center in the U.S.;
 - d. submit a score on the verbal portion of the ACT or SAT taken within the last two years. The minimum scores to be considered for admission are: ACT—18 or SAT—480; *or*
 - e. submit an official score from the International English Language Testing Service (IELTS) taken within the last two years. The minimum IELTS scores to be considered for admission are: Band of 5.0.

If the student's primary language is not English and the student is seeking to maintain or obtain F-1 immigration status, the student must do at least one of the above to be considered for admission. After acceptance and upon arrival at NKU, all international undergraduate students will be required to take an English placement test on NKU's campus (Michigan Test).

Undergraduate students who have presented documentation b. or d. above or those who have presented documentation showing that they meet or exceed the graduate level requirement in a. or e. above are not required to take any additional English placement tests prior to registration, but the individual department may request that the student do so.

International Students (Non-Immigrant, Non F-1 Status): Students should apply with the International Admissions Office by submitting an international student application (if applicable), transcripts as described in section for Non-Immigrant F-1 Status students, and meet the English proficiency requirements as described above.

Permanent Residents: Students should apply through the domestic Office of Admissions and meet the foreign transcript and English proficiency requirements as set out in Non-Immigrant F-1 Status student section, in addition to all domestic admissions requirements. Undergraduate permanent residents and certain other visa types (H-1, H-4, L-1, L-2, F-2, E1, E2, M-1, J-2 or TN) including U.S. citizens whose primary language is not English should file the standard application for admission and will be required to take the NKU administered Michigan Test of English Language Proficiency. In this case, unless the student has presented documentation of a., b., c., d., or e. above, the Michigan Test is a requirement in order to be considered for admission. The application for admission must be on file in order to take the Michigan test and in order to have the scores processed. Please note that if admission is denied because the Michigan Test score is too low, the \$30 application fee can not be refunded. Exceptions to the Michigan Test requirement for undergraduate students in this category are the same as those seeking F-1 student status. See above.

Exchange Students (Non-Immigrant J-1)

The Office of International Programs (OIP) receives the notification of their selection as an NKU exchange student from their home institution. OIP then begins the J-1 visa process and collects all application materials which is then forwarded to the International Admissions Office.

Transfer Applicants: Students must submit an official foreign evaluation processed by an NKU approved transcript evaluation company. Please contact International Student Affairs at 859-572-6517 or see www.nku.edu/edu/~isa for more information.

SELECTIVE ADMISSION PROGRAMS

Admission to the University does not ensure acceptance into a selective admission degree program. Students interested in applying to these programs should contact the Department of Nursing and Health Professions for program application materials. Students must be accepted for admission to the University and submit the selective application and necessary credentials by the following deadlines for each selective program:

Athletic Training

October 31

Nursing

January 31

Radiologic Technology

February 15 (priority)

Respiratory Care

Rolling Admissions

Several other programs at NKU practice selective admissions but do not require an application. These programs admit students as pre-majors until they have met program requirements.

ACCEPTANCE TO THE UNIVERSITY

Northern Kentucky University has implemented new admission standards which will limit the number of students accepted. Therefore, it is recommended that you apply for admission early. Because an admission decision cannot be made until the application fee, all transcripts, and national test scores have been received, it is in your best interest to submit these materials and your application for admission by February 1 for fall semester and November 1 for spring semester enrollment.

KENTUCKY PRE-COLLEGE CURRICULUM

The Kentucky Pre-College Curriculum (PCC) is defined by the Kentucky Council on Postsecondary Education (CPE) as a prescribed set of high school courses required for admission to an associate or baccalaureate degree program at a Kentucky public institution. Students under 21 years of age must complete the PCC if they are admitted as a degree-seeking student or a transfer student with less than 24 credit hours. According to the CPE, the PCC better prepares students for college-level work and reflects high school graduation requirements. All out-of-state students must adhere to PCC requirements. Students who are admitted to the University must complete courses to remediate these deficiencies. Specific courses have been designed to remediate PCC deficiencies in the Math, English, and foreign language areas.

A student with a PCC deficiency who has an ACT or SAT score in the top 60% nationally for English, mathematics, or science subject areas will not be judged to have a PCC deficiency in these areas.

PRE-COLLEGE CURRICULUM
English/Language Arts - 4 credits required
Mathematics - 3 credits required Algebra I Geometry Algebra II (see note below on substitutions)
Science - 3 credits required Credits to include life science, physical science and earth/space science (at least one lab course)
Social Studies - 3 credits required
Health - 1/2 credit required
Physical Education - 1/2 credit required
History and Appreciation of Visual, Performing Arts - 1 credit required History and appreciation of visual and performing arts or another arts course that incorporates such content
Foreign Language - 2 credits required or demonstrated competency in the same foreign language
Electives - 5 credits required (3 rigorous) Recommended strongly: 1 or more courses that develop computer literacy
Total Credits - 22

PRE-COLLEGE CURRICULUM
<p>A student may substitute an integrated, applied, interdisciplinary, or higher level course within a program of study if the substituted course offers the same or greater academic rigor and the course covers or exceeds the minimum required content.</p> <p>Rigorous electives should have academic content at least as challenging as that in courses required in the minimum high school graduation requirements. These electives should be in social studies, science, math, English and language arts, art and humanities, foreign language, and, above the introductory level, in agriculture, industrial technology, business, marketing, family and consumer sciences, health sciences, and technology education and career pathways. Electives in the physical education and health are limited to one-half unit each.</p>

STATUS OF ADMISSIONS

As part of the admission process, the Office of Admissions evaluates a student’s admission status for every degree-seeking freshman and for students who are transferring to NKU with fewer than 24 semester hours. The purpose of this evaluation is to determine the student’s preparation for college level coursework. The evaluation focuses on meeting the Pre-College Curriculum (PCC) high school coursework in all areas but especially the student’s high school coursework in English, mathematics, reading, science, social studies and foreign language. Also evaluated are the highest ACT, SAT or COMPASS exam scores, college transcripts, and high school Grade Point Average (GPA) and/or class rank. We evaluate these areas to determine if the student meets the minimum requirements set forth by Northern Kentucky University and the Kentucky Council on Postsecondary Education.

ADMISSION STATUS

All students are admitted to NKU in one of the following two categories: regular admissions, or admission with conditions.

Regular Admission Requirements:

- A. Graduate from an accredited high school with a minimum cumulative high school grade point average of 2.0 on a 4.0 scale; or
 - 1. receive a general equivalency diploma; or
 - 2. complete an approved home-school or distance learning high school program.
- B. Achieve a minimum ACT composite score of 20 for fall 2006, English, Math, Reading subject scores of 18 or above, or minimum SAT composite score of 900 or higher with equivalent subject scores.
- C. Complete the Kentucky Pre-College Curriculum
- D. Submit the official copy of the final high school transcript or GED exam results.
- E. Submit official copies of all college transcripts (if applicable).

Admission with Conditions Requirements:

Admission with conditions may be granted to students who meet the pre-college curriculum and have achieved one ACT subject score of 18/ equivalent SAT. Students may be required to take a limited course load for their first semester, must participate in one academic support program, and achieve academic good standing at completion of their initial semester with no grade below a C.

The limited course load and mandatory academic support may be continued if not in good standing after their initial semester. Eligibility to declare a major will depend on the number of PCC or ACT deficiencies.

Students not Admitted

Students with three or more ACT or PCC deficiencies will not be admitted unless they have a high school grade point average of 3.0 or higher or have a class rank in the top 30 percent. Applicants who do not meet the standards can be admitted with conditions if they apply and successfully complete the NKU academy.

NKU ACADEMY

The NKU Academy is designed specifically for first-time undergraduate students who would not otherwise be admitted to Northern Kentucky University. NKU Academy scholars will be identified from those applicants who have not met our requirements for admission, yet are deemed capable of developing the knowledge, skills, and habits necessary for success in college. Admitting these students through the NKU Academy enhances access to higher education as well as the likelihood for student success.

NKU Academy students engage in a rigorous 5-week program that includes a choice of two courses from the following: Reading Workshop (LAP 091), Writing Workshop (ENG 090), and Beginning Algebra (MAH 095). In addition to two classes per day, participants will also:

- Attend daily academic assistance sessions
- Attend daily study hall
- Develop study habits and interpersonal skills
- Begin the process of career exploration
- Have regular contact with caring faculty and staff
- Meet with academic advisors to plan a course of study
- Engage in activities designed to familiarize them with campus facilities and resources
- Enjoy cultural enrichment activities
- Have fun and make lifelong friends

NKU Academy participants who successfully complete their summer classes become eligible to continue as degree-seeking students in the fall semester. Students will continue receiving support to facilitate their success in their first college year.

To be considered for the program, individuals are encouraged to meet the NKU Priority Admission deadline (February 1st). Space in the program is limited. For more information, contact The Office of First-Year Programs, phone 859-572-5913.

PRE-COLLEGE CURRICULUM NECESSARY FOR PLACEMENT

FALL 2006	
English- 4 credits	English I, II, III, and IV or AP English
Mathematics - 3 credits	Algebra I, II and Geometry * see below for substitutes
Foreign Language (2004) - 2 credits	2 credits of same foreign language** see below

Students deficient in Pre-College Curriculum are required to take college-level courses in deficient areas. There are no challenge tests for PCC deficiencies.

*A student may substitute an integrated, applied, interdisciplinary, or higher-level course within a program of study if the substituted course offers the same or greater academic rigor and the course covers or exceeds the minimum required content.

**All students entering Northern Kentucky University in or after the fall semester of 2004 who graduated from high school in the spring of 2004 or later and whose high school transcripts do not indicate that they either met or were exempted from the pre-college foreign language admission requirement must remove their admissions deficiency by completing one semester of a foreign language sequence offered at NKU. The course taken to remove the foreign language deficiency will also count toward fulfillment of the language option of the general education humanities requirement.

ADMISSION WITH CONDITIONS COURSE TAKING POLICY

Students with any academic deficiency, ACT/SAT or Pre-College Curriculum, will be required to enroll each semester in at least one course that fulfills an academic deficiency until all academic deficiencies are successfully completed.

Students must successfully complete all academic deficiencies prior to completing 45 earned hours. Should students fail to complete all academic deficiencies by 45 earned hours, they will not be permitted to con-

tinue enrollment at NKU. Students may attend another college to take courses which meet their academic deficiencies and then later return to NKU to finish their degree.

TEST SCORES, COURSE ASSIGNMENTS, AND CHALLENGE TESTS

ACT SCORES TAKEN AFTER 10/89		COURSE ASSIGNMENT	CHALLENGE TESTING
English	18 or higher	ENG 101 - College level English	No testing required
	15, 16, or 17	ENG 090	Eligible for challenge test For instructions see http://www.nku.edu/~testing
	14 or below	ENG 090	Not eligible to test
Mathematics	18 or higher	College-level math	No testing required
	15, 16, or 17	MAH 095	Eligible for challenge test For instructions see http://www.nku.edu/~testing
	14 or below	MAH 090	Eligible for challenge test For instructions see http://www.nku.edu/~testing
Reading	18 or higher	No requirement	No testing required
	15, 16, or 17	LAP 091	Eligible for challenge test For instructions see http://www.nku.edu/~testing
	14 or below	LAP 091	Not eligible to test

SAT SCORES		COURSE ASSIGNMENT	CHALLENGE TESTING
Verbal (English and Reading)	480 or higher	ENG 101 - College level English	No testing required
	420 - 470	ENG 090 and LAP 091	Eligible for challenge test For instructions see http://www.nku.edu/~testing
	410 or below	ENG 090 and LAP 091	Not eligible to test
Mathematics	430 or higher	College level math	No testing required
	350 - 420	MAH 095	Eligible for challenge test For instructions see http://www.nku.edu/~testing
	340 or below	MAH 090	Eligible to test For instructions see http://www.nku.edu/~testing

COMPASS SCORES		COURSE ASSIGNMENT	CHALLENGE TESTING
English (Writing skills score)	70 or higher	ENG 101 - College level English	No testing required
	38 - 69	ENG 090	Eligible for challenge test For instructions see http://www.nku.edu/~testing
	37 or below	ENG 090	Not eligible to test
Mathematics (Algebra score)	35 or higher	College level math	No testing required
	30 - 34	MAH 095	Eligible for challenge test For instructions see http://www.nku.edu/~testing
	29 or below	MAH 090	Eligible for challenge test For instructions see http://www.nku.edu/~testing
Reading	81 or higher	No requirement	No testing required
	61 - 80	LAP 091	Eligible for challenge test For instructions see http://www.nku.edu/~testing
	60 or below	LAP 091	Not eligible to test

NORTHERN EXPOSURE: NEW STUDENT ORIENTATION

Northern Exposure, the New Student Orientation Program was designed to initiate an enduring connection between the students, their families, and the NKU community. Through interactive experiences, students will become informed and skilled consumers of the academic programs and comprehensive services offered by NKU. This newly created program will allow students to make a connection earlier within their academic departments, register for classes, and learn about the variety of ser-

vices and leadership opportunities available to them as a student at Northern.

There will be several different programs offered:

Merit Scholar Orientation - students with an ACT of 24 or above will be invited to attend.

Summer Orientation - traditional freshmen and their parents will be invited to attend. This program will be a two-day program with an overnight stay on campus for students attending.

Transfer and Non-Traditional Orientation - this program will be a half-day program highlighting the important services available

to students as well as catering to the scheduling needs of these two populations.

Invitations will be sent out based on your acceptance date and receipt of confirmation fee. It is to your advantage to attend an early Orientation program to receive the best selection of courses.

For more information, dates, and schedules of the programs, please log onto the orientation website at <http://www.nku.edu/~orientation>, or contact Amy Arbino, Assistant Dean of Students for Student Orientation and Parent Programs at 859-572-1967.

TRANSFER PROCEDURES

This information is intended to answer some of the frequently asked questions regarding the transfer process. See the Transfer Office Website at http://www.nku.edu/~admitnku/transfer_services/home.htm for additional information.

What coursework will transfer?

NKU accepts coursework from all regionally accredited institutions. All coursework and grades from a regionally accredited institution will transfer. Students' GPA will be re-calculated based on NKU policy and procedures.

Articulation Agreements

Please note on the application if you are following an articulation agreement from any institution with which NKU has a formal articulation agreement.

How is the transcript evaluated?

The evaluation of transfer work is accomplished in two stages:

First, NKU personnel evaluate all hours earned at previous institutions for transfer credit. An "Applicant Transfer Credit Evaluation" form is then sent to the student which shows how his/her coursework was accepted at NKU. Once admitted to NKU, transfer students can access *Norse Express*, "Real-Time Degree Audits" to view how transfer credits will apply to their major/minor and/or general education requirements. If

Prior to registering for classes, many students are required to consult with an academic advisor. See the following table for requirements.

necessary, student may contact their department's academic advisor.

Suggestions for Transfer Students

1. Students who attend a college/university which is outside of Kentucky or Ohio, and/or whose coursework is over 7 years old, should also submit course descriptions or a catalog from that year in order to expedite the evaluation process.
2. An official transcript should be sent which includes coursework completed up to application date. Also, request that the institution send another official transcript when coursework in progress is completed.
3. Only official transcripts will be evaluated for transfer credit.
4. Remember, it takes time to accurately evaluate transcripts. Allow at least three weeks for the evaluation of credentials.
5. We encourage all students transferring from a Kentucky Public Institution to request that the Kentucky Transfer Policy (KTP) certifications be included on their official transcript.

REGISTRATION VIA NORSE EXPRESS

Lucas Administrative Center 301

<http://www.nku.edu>

Fax: 859-572-6094

E-mail: registrar@nku.edu

<http://express.nku.edu>

Hours: Monday-Friday 7:30 am-10:00 pm

Weekends 9:00 am Saturday - midnight Sunday

Students have remote access to their NKU accounts via Norse Express, a web-based system. Information/services available include: bursar account summary, grades, class schedules, course descriptions, class section availability, credit card payment, official and unofficial transcripts, degree audits, and course registration/drop/add. To access the web-based portion of *Norse Express*, you must have the latest versions of MS Internet Explorer (5.0 and above) or Netscape Navigator (4.5 and above).

ACADEMIC ADVISING REQUIREMENTS FOR REGISTRATION

The proper selection of courses is important for every NKU student. Therefore, you are encouraged to meet your academic advisor prior to registration each term. As part of the university process, you may be **REQUIRED** to have your class schedule approved before you are eligible to register. The following criteria have been established for each division of students who **MUST** see their academic advisor prior to registration:

Academic Probation: Students not in good academic standing will not have access to register through *Norse Express (web)*. Students on academic probation must first see their academic advisor. After obtaining registration approval from their academic advisor, students on academic probation **MUST** receive approval from their academic dean's office prior to attempting to register for classes. **NO EXCEPTIONS.**

NOTE: Students advised by the Academic Advising Resource Center (AARC) obtain their "dean's approval" from AARC.

COLLEGE OF ARTS AND SCIENCES*

Anthropology, Sociology and Philosophy	All freshmen and new majors are required to see an advisor.
Art	All freshmen and new majors are required to see an advisor.
Biological Sciences	All students are required to see an advisor.
Chemistry	All freshmen and new majors are required to see an advisor.
History and Geography	All students are required to see an advisor.
Liberal Studies	All new majors are required to see an advisor in the Dean's Office, Steely Library 401
Literature and Language	All freshmen and new majors are required to see an advisor.
Mathematics and Computer Science	All students are required to see an advisor.
Music	All students are required to see an advisor.
Physics and Geology	All students are required to see an advisor.
Political Science	All students with less than 60 earned hours and/or a grade point average less than 2.75.
Psychology	All new freshmen and transfer students are required to see an advisor.
Theatre and Dance	All students are required to see an advisor.

ACADEMIC ADVISING REQUIREMENTS FOR REGISTRATION	
Undeclared	All students are required to see an advisor in the Dean's Office
COLLEGE OF BUSINESS	
All new students, freshmen, transfer, and readmits must be advised. All students with fewer than 30 hours earned who are currently enrolled in their first or second semester at NKU must be advised. The College of Business Advising Center is located in BEP 463, phone: 859-572-6134.	
COLLEGE OF EDUCATION AND HUMAN SERVICES	
All students entering the College of Education for their first term are required to attend an orientation session and meet with their advisor, BEP 263, phone: 859-572-6944. *All students seeking teacher certification must attend a College of Education orientation session and meet with an education advisor in addition to any requirements in their primary major.	
Social Work and Mental Health/Human Services	All students are required to see an advisor.
COLLEGE OF INFORMATICS*	
Communication	All students are required to see an advisor except for Journalism majors, who as freshmen and sophomores are required to see an advisor. All majors in Public Relations are required to see an advisor.
Nursing and Health Professions	All pre-major undergraduate students are required to see an advisor. All students in the four-year BSN program are required to see an advisor. All pre-majors and all new majors in the Respiratory Care program are required to see an advisor.
Technology Majors:	
Aviation Administration	All freshmen and new majors are required to see an advisor.
Business Education (teaching)	All students are required to see an advisor.
Business Education (non-teaching) Organizational Systems Technology	All students are required to see an advisor.
Computer & Electronic Engineering	All students are required to see an advisor.
Construction Management	All students are required to see an advisor.
Construction Technology	All students are required to see an advisor.
Industrial Education	All freshman and new majors are required to see an advisor.
Industrial & Labor Relations	All freshmen and new majors are required to see an advisor.
Mechanical & Manufacturing Electronics Engineering Technology	All students are required to see an advisor.
Organizational Leadership	All students are required to see an advisor.
Organizational Leadership (web-based program)	All students are required to see an advisor.
Undeclared	All students are required to see an advisor in the Dean's Office, Health Center, 215.
UNIVERSITY STUDIES (AARC)	
All students are required to see an advisor, Old Science Building 405A	
Students on probation are not eligible to register via Norse Express. Students on probation must have approval to register from their Academic Dean's Office. *All students seeking Teacher Certification must attend a College of Education orientation session and meet with an education advisor in addition to any requirements in their primary major.	

FEE PAYMENT VIA BURSAR OPERATIONS

Lucas Administrative Center 235

859-572-5204

Fax: 859-572-5566

<http://access.nku.edu/bursar/>

Bursar Operations, located on the second floor of the Lucas Administrative Center, is responsible for assessment and collection of student tuition and fees. In addition, the office provides a check cashing service to all faculty, staff, and students. Hours are posted outside of office.

VEHICLE REGISTRATION/PARKING OFFICE

Administrative Center 235F

859-572-5505

<http://access.nku.edu/bursar/>

Every motor vehicle operated or parked on the Highland Heights campus or Covington campus of Northern Kentucky University must be registered via *Norse Express for Students* at www.nku.edu. Vehicle registration at either location is valid for both campuses. The cost of a student parking decal is subject to change; consult current *Schedule of Classes*.

Parking regulations may be viewed online at: http://access.nku.edu/bursar/pdf/parking_rules_and_regs.pdf. Questions pertaining to vehicle registration should be addressed to the Parking Office.

ADMISSION: STUDENTS OVER 65

Kentucky residents 65 years of age or older may, without payment of application fees or tuition, pursue credited coursework at Northern Kentucky University for a degree or for personal enrichment. Non-credited courses are not included in this benefit. Upon applying for admission, students must submit proof of age.

RESIDENCY

Students are notified of their residency status when they are admitted to the University. Residency status is determined in accordance with the Council on Postsecondary Education's Classification of Residency for Admission and Tuition Assessment Purposes. This policy can be found within this catalog. Students who wish to appeal the initial determination of residency for tuition purposes may request a residency affidavit from the Office of the Registrar to initiate this process.

ON-CAMPUS HOUSING REQUIREMENT

Unless qualifying for an exemption, new freshman students will be required to live on campus. Additional information regarding this requirement may be obtained on the web at <http://access/nku.edu/housing> or by contacting University Housing at 859-572-5676.

HOUSING

Norse Commons 101
859-572-5676
Fax: 859-572-6099
housing@nku.edu
www.nku.edu/~housing

University Housing provides housing services for single students who decide to live on-campus during the school year. The facilities contain traditional residence hall rooms as well as apartment-style living, lobby areas, information desks, computer lab, televisions, vending areas, loft/study areas, and space for student recreation. The Residential Housing Association (RHA) represents resident students to the Office of University Housing and to the Student Government Association. RHA serves as a sponsor of Residential Village events and reviews and recommends University policy changes.

To be eligible for student housing, you must be a regularly enrolled student with a minimum of 12 credit hours at Northern Kentucky University or Gateway Community and Technical College. Special approval may be granted by the Director of Housing for students who are enrolled in 6 or more credit hours at NKU or Gateway. Consideration will be based on GPA, ACT, and academic progress.

FINANCIAL AID AND SCHOLARSHIPS

FINANCIAL AID APPLICATION

You must complete the Free Application for Federal Student Aid (FAFSA). The Title IV code for NKU is 009275.

The FAFSA can be completed, using the internet at www.fafsa.ed.gov.

Students who wish to apply for a summer term should also contact the NKU Office of Student Financial Assistance for a summer application. E-mail ofa@nku.edu.

SCHOLARSHIPS

Scholarships available at Northern Kentucky University are awarded on the basis of academic excellence and/or artistic talent. For a complete listing of all undergraduate scholarships at Northern Kentucky University, view the scholarship listing at www.nku.edu/~ofa. The scholarship application deadline is February 1 of the academic year. Students who wish to be considered for scholarships must also complete the admissions application requirements by February 1.

INTERNATIONAL STUDENTS

International students are not eligible for Federal financial aid. International students maybe eligible for University-sponsored scholarships listed on the financial assistance website at <http://www.nku.edu/~ofa/>. Please note any citizenship or residency requirements.

COMMUNITY SERVICE

Students eligible for the Federal Work-Study program have the opportunity for employment in designated community service positions. The community service positions are both on and off campus and range from childcare development to tutoring in schools.

APPLICATION PRIORITY DATES

To be considered for aid for the academic year or for fall semester only, **SUBMIT THE REQUIREMENT FORM BY MARCH 1.**

Applications submitted after the priority date will be considered if funds are available.

TERM	PRIORITY DATE
Fall Semester	March 1
Spring Semester	November 1
Summer	February 1

Complete the application form correctly—errors will delay the processing and could affect eligibility for receiving assistance.

AWARD NOTIFICATION

If you submit your application materials on time and according to the instructions, you will receive notices from three different sources: the federal government, the Kentucky Higher Education Assistance Authority (KHEAA), and NKU.

The federal government will send you a Student Aid Report (SAR) informing you of your eligibility for a Pell Grant.

KHEAA will send you a notice indicating your eligibility for a KHEAA CAP Grant. Receipt of this notice does not guarantee that you are eligible for the KHEAA CAP Grant to attend NKU.

NKU will notify you once your financial aid award has been posted to Norse Express. This will include an estimate of your Pell Grant and KHEAA CAP Grant and any other financial aid for which you are eligible (i.e. student loans, etc.). Some financial aid awards will be made before residence hall assignments; thus, your financial aid award may not reflect true expenses for the academic year. If you feel that you may fall in this category, please contact our office in person (preferable) or in writing after you receive your residence hall assignment.

It is important for you to understand that all financial aid awards are dependent upon institutional, private, state, and/or federal funding. Although we fully intend to be able to adequately fund any commitments which are made to you, circumstances can change. Notification of any change to financial aid awards will be sent to the student.

Remember, even if you are notified you are ineligible for a Pell Grant or KHEAA CAP Grant, you may be eligible for assistance through other aid programs. Various types of financial aid to NKU students can be found on the financial aid website at www.nku.edu/~ofa/.

If you want additional information concerning the financial aid process, please contact the Office of Student Financial Assistance, AC 416, visit our web site at www.nku.edu/~ofa/ or e-mail at ofa@nku.edu.

