International J-1 Exchange Student Course Registration

Your NAU email is the official email for all communication with the university and must be used to communicate with NAU faculty and staff. For more information on activating your email, contact the Student Technology Center directly.

You must complete your health immunization requirement before you are eligible to enroll in courses. Please send your immunization form directly to chs.records@nau.edu

Be prepared for an alternative course selection as you may not be able to enroll in your requested courses. Enrollment is not guaranteed for requested courses.

Exchange students are not eligible for graduate level (500 and above) or BBA courses.

Registering for courses

Dual-degree exchange students
If you are a dual-degree student studying in the International Hospitality Management program, a Hospitality Management advisor will register you for courses. All other students should follow the processes below.

Enrollment appointment
Your enrollment appointment is assigned automatically and is listed in the Student Service Center of your LOUIE account. If courses do not have prerequisites, or if the prerequisite listed is “International Exchange Student Group,” you are eligible to enroll on your own after your assigned appointment time. Please note, holds in your LOUIE account may prevent enrollment and must be cleared in advance.

Prerequisite course requirements
If courses require prerequisites, contact the International Advising Coordinator, Kathleen.McKeiver@nau.edu, with the list of your preferred NAU courses and the prerequisite descriptions. Your request to enroll will be sent with your university transcripts to the appropriate department for review. The department advisors will evaluate your coursework to determine your eligibility and enroll you if you have met the prerequisites, provided there are seats available. You may also contact your department advisors directly through your NAU email.

Closed courses
Students trying to register for closed classes will be placed on the wait list, providing prerequisites are met. When another student drops the class and a seat becomes available, the wait list process will automatically enroll the first student from the wait list into the class, provided the student meets the course prerequisites/criteria. If you are trying to wait list a closed class with prerequisites, you will need a permission number from your academic advisor. In some cases, your academic advisor may request you contact the faculty member for the permission number. Once you enter the permission number, you will be added to the wait list. Please see the wait list frequently asked questions here.

Academic advising questions?
International Advising Coordinator, Kathleen.McKeiver@nau.edu

Orientation questions?
International Student and Scholar Services, isss@nau.edu

General exchange program questions?
Inbound Exchange Student Coordinator, Mariel.Goble@nau.edu