

Student TIPS to help you navigate in LOUIE

From the NAU home page (www.nau.edu) click the LOUIE Online link in the Quick links menu

Click on **Log in to LOUIE**

Input your NAU User ID and password and click Login button

While using LOUIE DO NOT use the back button for your web browser. Instead use the features on the screen.

Path to locate courses (the Schedule of Classes):

- From LOUIE Student Center Click on **Search For Classes**.
 - Select "Northern Arizona University" in the **Institution** drop-down box.
 - Select the term you want to search in the **Term** drop-down box (ex: 1067-Fall 2006).
 - Select the **Search for Classes** radio button and click **GO**.
 - In the **Course Subject** box, click the arrow to view and select the desired subject prefix (ex: **AST, CIS, NTS**)
 - In the **Course Number** box select "is exactly" from the drop down box to search for a specific course. Type the three-digit number in the box (ex: **100, 105, 241**).
 - Click **Search** at the bottom of the page. This will give a list of the courses.
- Other ways to locate classes using other basic and advanced search features.
 - If you want to "window shop", choose a **prefix** (HIS, PHI, COM), then under **Course Career** select **Undergraduate** from the menu. This will give you a list of all the available undergraduate classes for the selected subject prefix.
 - If you do not know the exact **Course Number** you can use the **Course Number** drop down box to select "contains", "greater than or equal to", or "less than or equal to in" to search for courses within the selected **Course Subject**.
 - Another way to "window shop" is to select one of the Liberal Studies distribution requirements (**AHI, CU, LAB, SAS or SPW**) or Diversity requirements (**Global Diversity or US Ethnic Diversity**) under **Requirement Desig** (Requirement Designation) and select **Flagstaff Mountain** under Campus. This will give you a list of all of the courses being offered on the Flagstaff campus for the selected Liberal Studies distribution or Diversity area.
 - Uncheck the **Show Open Classes Only** box if you want to view all sections, including sections that are closed.
 - To view the **course description and prerequisites**, click on the link next to **Section** that contains the section number and the four digit course number. The prerequisites and corequisites are listed in the box labeled "Enrollment Information". Click **Return To Results** to return.
 - To look for another class, click **Start A New Search**. To search in a different term click **Change Institution or Term**.

Path to check your enrollment appointment (the day and time when you can begin enrolling):

- From LOUIE Student Center you will see an **Enrollment Dates** box that shows your enrollment appointment. Click **details** for more info.

Path to check for holds:

- From LOUIE Student Center you will see a **Holds** box on the right. Any holds you have will be listed there. Click on **details** for more info.

Path to enroll in, drop or swap a class:

To add a class:

- From LOUIE Student Center click **Add a Class**.
- Select a term. Your current class schedule for that term is displayed.
- If you know the four-digit class number, enter it in the **Enter Class Nbr** box and click **enter**. Otherwise select "Search for Classes" from the **Search for Class** drop down box and use the tips above to locate a class. Once you have located the class you want to add hit the **Select Class** button. See below for information on enrolling in a related class.
- This will take you to a page with information about the course(s) you have selected. Hit **Next** to select the course(s).
- You will return to the **Add Classes** page and have the option of selecting more classes or proceeding to step two of three. If you want to add more classes follow the previous steps above to select the additional courses you want to add. If you are ready to proceed, click **Proceed to Step 2 of 3**.
- You now have the opportunity to review the classes you are adding. Click **Finish Enrolling**. A success or error message will result. If you receive an error message there will be details next to the message explaining why it occurred (time conflict, class full, requisite not met). Click **Fix Errors** to return to the **Add Classes** page and make changes.

***How to enroll in a related class** (When a course requires enrollment in a related zero credit lab) – Enter the lecture class number in the **Enter Class Nbr** box and then hit **enter**. You will then see a list of associated labs if any are open. Select a lab by clicking the radio button next to it. Click **Next**. You will be taken to an informational page where you can review course information. Hit **Next**, this will take you back to the "Add Classes" screen.

***How to enter a permission number** – Enter the class number in the "Enter Class Nbr" box and then hit **enter**. You will be taken to an informational page where you can review course information. You will see a "Permission Nbr" box on the right near the top. Enter the permission number in this box and click **Next**. This will take you back to the "Add Classes" screen.

To drop a class:

- From LOUIE Student Center click on **Drop a Class**.
- Select a term Your current class schedule for that term is displayed.
- Find the class you want to drop and click the box in the "Select" column next to the class.
- Click **Drop Selected Classes**. Then click **Finish Dropping**.

To swap a class: (this feature exchanges one class for another and will only drop a class if the other class is available to add)

- From LOUIE Student Center click on **Add a Class** and then select the **swap** tab.
- Select a term.
- Select the class you want to swap from your schedule from the **Select from your schedule** drop down box.
- Enter the class number for the **new** class in the **Enter Class Nbr** box and click **Enter**. Then click **Next**. Then click **Finish Swapping**.

To view your weekly schedule:

- Your class schedule for the current week is displayed automatically in the LOUIE Student Center. To view your weekly schedule click on **weekly schedule** beneath your current schedule.

To view your charges and payments

- From LOUIE Student Center scroll down and click **Account Inquiry**.