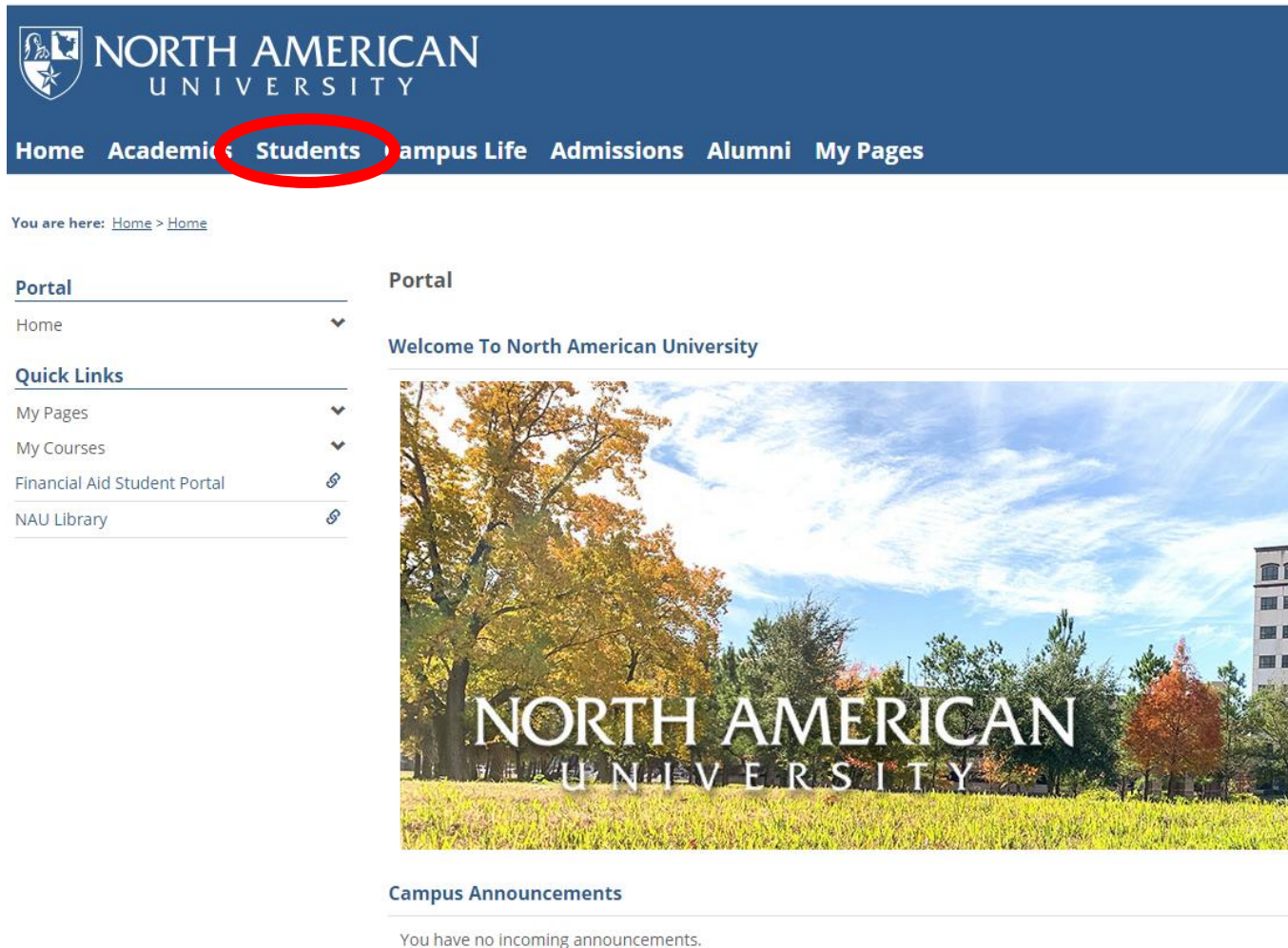


Online Registration:

Step 1: Log on to the student portal at <https://portal.na.edu/>. If you do not have access to the student portal, please email support@na.edu.

Step 2: Click **Students**



NORTH AMERICAN UNIVERSITY

Home Academic **Students** Campus Life Admissions Alumni My Pages

You are here: [Home](#) > [Home](#)

Portal


- Home

Quick Links

- My Pages
- My Courses
- Financial Aid Student Portal
- NAU Library

Portal

Welcome To North American University



NORTH AMERICAN UNIVERSITY

Campus Announcements

You have no incoming announcements.

Step 3: Click *Registration*



You are here: [Students](#) > [NAU Academic Calendar](#) > [Calendar](#)

Students

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Students

[Date view](#)

0 search criteria

< [Today](#) >

Sun	Mon
1	2 8:3
8	9 8:3

Step 4: To view courses offered for the semester click **Course Search**

Registration

Add/Drop Courses



✔ We're no longer using the Course Schedules feature to register. Go to the Student Registration feature.

Course Registration



Add/Drop Courses

2020-2021 Academic Year - Spring ▾

Planning now open

Registration now open and ends 11/26/2020 12:00 AM

Subterms are open. Check the calendar for registration availability.

[Register](#)

[Course search](#)

[Schedule Not Available](#)

Academic Information



[Holds](#) | [Programs](#) | [Completed Programs](#) | [Test Scores](#)

✔ You have no holds

Step 5: You can search for courses by entering a criteria for the options shown in the **Course Search box** to the left. You can also find courses in the adjacent course list. Click **status** on the course list to open the navigation bar at the bottom of the course list so you can move to the next page. You can view course times and availability on this page. Make note of the course codes you want to register for, you will need this for the registration screen.

Registration



Course Registration - Course Search



2020-2021 Academic Year - Spring

Course Search

Course Code or Title

Instructor

Department

Location

Meets on Selected Days
 M Tu W Th F Sa Su

Search Courses

Course Code	Title	Faculty	Seats Open	Status	Schedule	Credits
ACCT 2311 1	Fundamentals of	Tawfiq Aburaqabeh	30/30	Open	Tue, Thu 11:30 AM-1:00 PM	3
ACCT 2312 1	Fundamentals of	Tawfiq Aburaqabeh	30/30	Open	Mon, Wed 11:30 AM-1:00 PM	3
ARTS 1311 1	Art Appreciatio	Amanda Boyaki Wilson	25/25	Open	Mon, Wed 11:30 AM-1:00 PM	3
BIOL 1311 1	Introductory Bi	Edib Ercetin	25/25	Open	Tue, Thu 5:30-7:00 PM	3
BIOL 1312 1	Nutrition	Edib Ercetin	25/25	Open	Tue, Thu 7:00-8:30 PM	3
BUSI 1312 1	Introduction to	Sabeeta Singh	30/30	Open	Tue, Thu 2:30-4:00 PM	3
BUSI 2311 1	Business Statis	John Topuz	30/30	Open	Tue, Thu 1:00-2:30 PM	3
BUSI 2312 1	Mathematical Ap	Larry Whittington	25/25	Open	Mon, Wed 2:30-4:00 PM	3
BUSI 3314 1	Business Ethics	Oscar Gonzales	30/30	Open	Mon, Wed 2:30-4:00 PM	3
BUSI 3315 1	Business Law	Lema Barazi	30/30	Open	Tue, Thu 10:00-11:30 AM	3
BUSI 4316 1	International B	Oscar Gonzales	30/30	Open	Tue, Thu 11:30 AM-1:00 PM	3
BUSI 4317 1	Business Policy	Tawfiq Aburaqabeh	30/30	Open	Mon, Wed 1:00-2:30 PM	3
BUSI 4399 1	Internship	Sabeeta Singh	30/30	Open	By Arrangement	3
COMM 1311 1	Fundamentals of	Deborah Thigpen	20/20	Open	Mon, Wed 11:30 AM-1:00 PM	3
COMM 1311 2	Fundamentals of	Deborah Thigpen	20/20	Open	Mon, Wed 1:00-2:30 PM	3

Navigation: < < < ... 1 2 3 4 5 ... >

Step 6: When you are ready to register for courses, return to the course registration page by clicking **Registration** on the left menu, then click **Course Registration**.

You are here: [Students](#) > [Registration](#) > [Course Registration](#)

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Registration

Course Registration - Course Search

2020-2021 Academic Year - Spring ✕

Course Search

Course Code or Title

Instructor

Department

Location

Meets on Selected Days
M Tu W Th F Sa Su

Step 7: This time click **Register**

Registration

Course Registration

Add/Drop Courses

2020-2021 Academic Year - Spring ▼

Planning now open

Registration now open and ends **11/26/2020 12:00 AM**

Subterms are open. Check the calendar for registration availability.

[Register](#)

[Course search](#)

Schedule Not Available

Step 8: Click *Course Search*

Registration

Course Registration

2020-2021 Academic Year - Spring ▾	My Schedule
Degree Audit PDF 	8am
<input type="checkbox"/> Show only needed courses	9am
+ Degree Audit Summary	10am
+ Course Search	11am
+ Program Information	12pm
	1pm

Step 9: Enter the course code of a course you want to register for and click **Search Courses**.

Registration

Course Registration

2020-2021 Academic Year - Spring [My Schedule](#)

[Degree Audit PDF](#)

Show only needed courses

+ Degree Audit Summary

- Course Search

Course Code or Title

BIOL 1311

Instructor

Search...

Department

Search...

Location

Search...

Meets on Selected Days

M Tu W Th F Sa Su

Search Courses


8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm

Step 10: Click the **+** sign next to the course.

Registration


Course Registration

2020-2021 Academic Year - Spring ▾ [My Schedule](#)

[Degree Audit PDF](#) 

Course Search

[← Back to search](#)

 **BIOL 1311 1** ⋮

Tue, Thu 5:30-7:00 PM

Spring Full Term: 01/19/21 - 05/22/21

25 seats remaining

Edib Ercetin

8a

9a

10a

11a

12p

1p

2p

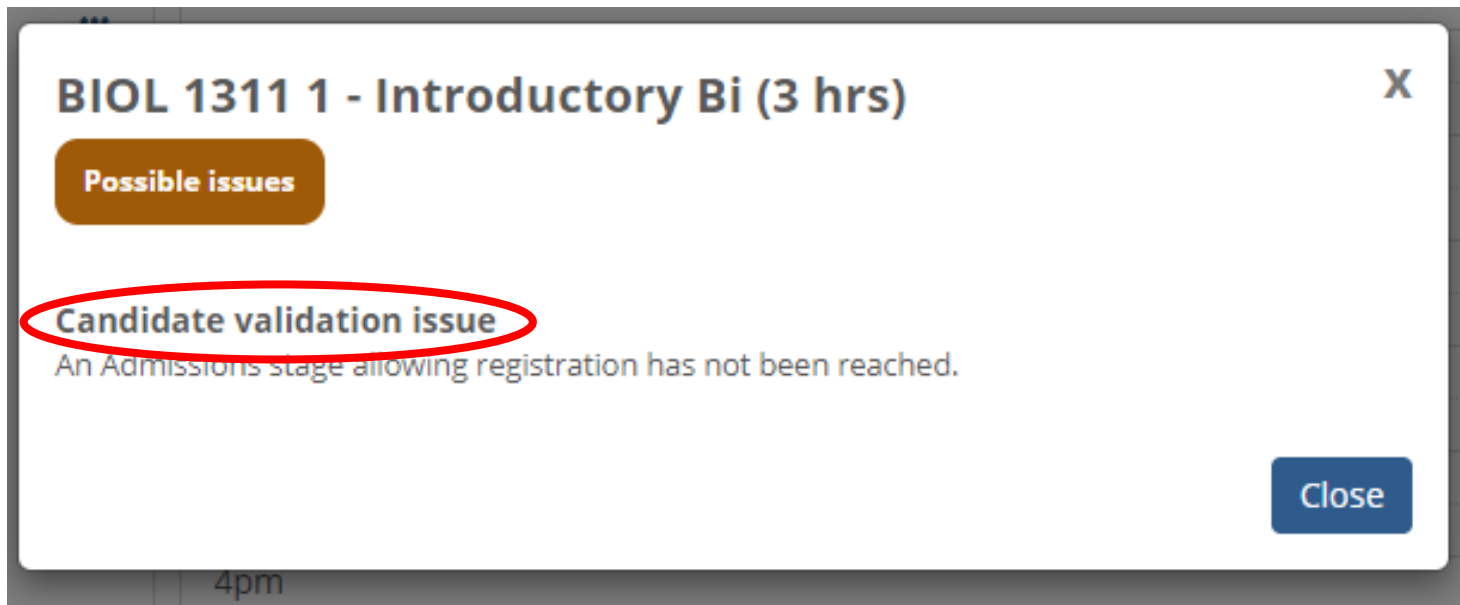
3p

4p

5p

6p

Step 11: Ignore this “Candidate Validation Issue” message. However, any messages you receive regarding prerequisites or approvals will need to be met, before you can register for the course.



Step 12: You will see the course added to your calendar on the scheduled course days. To remove a course, click on the course and select *remove from my schedule*. Click *back to search* and *repeat steps 8 - 11* until all courses are added to your calendar. THIS IS NOT THE END OF THE REGISTRATION PROCESS. *Proceed to the next steps to finalize registration.*

Registration

Course Registration

2020-2021 Academic Year - Spring [My Schedule](#)
[Degree Audit PDF](#)

Course Search

[Back to search](#)

BIOL 1312 1

Tue, Thu 7:00-8:30 PM
Spring Full Term: 01/19/21 - 05/22/21
25 seats remaining
Edib Ercetin
Section added successfully

	Mon	Tue	Wed	Thu	Fri	Sat
8am						
9am						
10am						
11am						
12pm						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm						

Step 13: Once you have added all courses to your calendar, click **registration checkout** to finalize your course registration. (Green button, right side of screen)

Registration



Course Registration



2020-2021 Academic Year - Spring [My Schedule](#)

[Degree Audit PDF](#)

Course Search

[Back to search](#)

GEOL 1311 1 ⋮

Tue, Thu 1:00-2:30 PM

Spring Full Term: 01/19/21 - 05/22/21

25 seats remaining

Suleyman Incekara

Section added successfully

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am							
10am							
11am							
12pm	ARTS 1311 1 25 seats		ARTS 1311 1 25 seats				
1pm		GEOL 1311 1 25 seats		GEOL 1311 1 25 seats			
2pm							
3pm							
4pm							
5pm							
6pm		BIOL 1311 1 25 seats		BIOL 1311 1 25 seats			

Registration checkout

Step 14: Click the *check boxes* of each course you are registering for, and click *Register*.

The image shows a 'Registration Checkout' window with a close button (X) in the top right corner. Under the heading 'Available to Register', there are four course entries. Each entry has a blue checkmark in a box on the left, which is circled in red. The course details include the course name, days and times, credit hours, term, and seat availability. At the bottom right, there are two buttons: a blue 'Contact' button with a dropdown arrow and a green 'Register' button, which is also circled in red.









Course Name	Days/Time	Credits	Term	Seats	Notes
ARTS 1311 1 - Art Appreciation	Mon, Wed 11:30 AM-1:00 PM	(3 hrs)	Spring Full Term; 01/19/21 - 05/22/21	25 seats remaining	Candidate validation issue
BIOL 1311 1 - Introductory Bi	Tue, Thu 5:30-7:00 PM	(3 hrs)	Spring Full Term; 01/19/21 - 05/22/21	25 seats remaining	Candidate validation issue
BIOL 1312 1 - Nutrition	Tue, Thu 7:00-8:30 PM	(3 hrs)	Spring Full Term; 01/19/21 - 05/22/21	25 seats remaining	Candidate validation issue
GEOL 1311 1 - Earth Science	Tue, Thu 1:00-2:30 PM	(3 hrs)	Spring Full Term; 01/19/21 - 05/22/21	25 seats remaining	Candidate validation issue

Buttons: Contact, Register

Step 15: You will next receive a message confirming your course registration. Click **Close**

Registration Checkout X

Successfully Registered

-  **ARTS 1311 1 - Art Appreciation**
Mon, Wed 11:30 AM-1:00 PM (3 hrs) 
Spring Full Term; 01/19/21 - 05/22/21
Registered
-  **BIOL 1311 1 - Introductory Bi**
Tue, Thu 5:30-7:00 PM (3 hrs) 
Spring Full Term; 01/19/21 - 05/22/21
Registered
-  **BIOL 1312 1 - Nutrition**
Tue, Thu 7:00-8:30 PM (3 hrs) 
Spring Full Term; 01/19/21 - 05/22/21
Registered
-  **GEOL 1311 1 - Earth Science**
Tue, Thu 1:00-2:30 PM (3 hrs) 
Spring Full Term; 01/19/21 - 05/22/21
Registered

[Contact](#) [Close](#)

On the Course Registration page, notice the courses are now **green** and says **registered**. Your course registration is now complete.

Registration



Course Registration



2020-2021 Academic Year - Spring ▾[My Schedule](#)Registration checkout

[Degree Audit PDF](#)

Show only needed courses

+ Degree Audit Summary

+ Course Search

+ Program Information

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am							
10am							
11am							
12pm	ARTS 1311 1 ✓ Registered		ARTS 1311 1 ✓ Registered				
1pm		GEOL 1311 1 ✓ Registered		GEOL 1311 1 ✓ Registered			
2pm							
3pm							
4pm							
5pm							
6pm		BIOL 1311 1 ✓ Registered		BIOL 1311 1 ✓ Registered			

Dropping a Course:

Step 1: While online registration is open, you can drop courses from the **Course Registration** page, (under *Registration > Register*).

Step 2: Click on the course you want to drop, then select **Drop Course**. When the page refreshes, you will see the course has been removed from your calendar (*it has been dropped*).

Registration

Course Registration

The screenshot displays the 'Course Registration' interface. On the left, there is a sidebar with a dropdown menu for the '2020-2021 Academic Year - Spring' and a 'My Schedule' link. Below this are options for 'Degree Audit PDF', a checkbox for 'Show only needed courses', and expandable sections for 'Degree Audit Summary', 'Course Search', and 'Program Information'. The main area is a weekly schedule grid with columns for Monday through Friday and rows for time slots from 9am to 7pm. Several courses are listed as 'Registered' in green blocks: 'ARTS 1311 1' on Mon and Wed (12pm-1pm), 'GEOL 1311 1' on Tue (1pm-2pm), and 'BIOL 1311 1' on Tue and Thu (6pm-7pm). 'BIOL 1312 1' is listed on Tue and Thu (7pm-8pm). A red circle highlights the 'GEOL 1311 1' block. A context menu is open over this block, with options: 'Contact instructor', 'View section details', and 'Drop course'. The 'Drop course' option is also circled in red.

View/Print your Course Schedule:

Step 1: While you are still on the **Course Registration** page, you can view/print your course schedule by clicking **My Schedule**.

Registration



Course Registration



2020-2021 Academic Year - Spring [My Schedule](#) Registration checkout

[Degree Audit PDF](#)

Show only needed courses

- + Degree Audit Summary
- + Course Search
- + Program Information

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am							
10am							
11am							
12pm	ARTS 1311 1 ✓ Registered		ARTS 1311 1 ✓ Registered				
1pm		GEOL 1311 1 ✓ Registered		GEOL 1311 1 ✓ Registered			
2pm							
3pm							
4pm							
5pm							
6pm		BIOL 1311 1 ✓ Registered		BIOL 1311 1 ✓ Registered			

Step 2: Click *Print my Schedule*

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Student Accounts

Course Code	Title	Schedule
+ ARTS 1311 1	Art Appreciatio	Mon, Wed 11:30 AM-1:00 PM 1/19/2021 - 5/22/2021
+ BIOL 1311 1	Introductory Bi	Tue, Thu 5:30-7:00 PM 1/19/2021 - 5/22/2021
+ BIOL 1312 1	Nutrition	Tue, Thu 7:00-8:30 PM 1/19/2021 - 5/22/2021
+ GEOL 1311 1	Earth Science	Tue, Thu 1:00-2:30 PM 1/19/2021 - 5/22/2021

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My Vehicle Information

Payment Checkout

[Print my schedule](#)

Note: You can also access your course schedule from the menu on the left under *My Course Schedule*.