MyNIU Student Self Service - Quick Tips for Students

Use your online Student Center to:
- Register and adjust classes (drop/add)
- View degree requirements; plan your courses
- View and print your class schedules and grades
- Print unofficial transcripts
- View transfer credit
- Make a payment

To Log in go to myniu.niu.edu
- Click on MyNIU in the top right hand corner of the NIU home page
- Enter your USER ID and Password

To enroll in a class using your Plan (Shopping Cart):
Self Service > Student Center
- Under Academics heading, click on Plan
- Select semester if option appears; click Continue
- Add to your cart by searching for classes using Class Search or Enter Class Nbr
- View courses currently in your Shopping Cart available for this semester
- Select classes to enroll from your shopping cart by putting a check mark for each class
- Click the Validate button to have the system check for possible conflicts prior to enrolling
- Click the Enroll button to begin the 3 step enrollment process

To enroll in class using the class number:
Self Service > Student Center
- Under Academics heading, click on Enroll
- Select semester if option appears; click Continue
- Enter Class Number ; click Enter
- Review course info, and select the class
- Click the Next button
- You can add more classes or click Proceed to step 2 of 3
- Review schedule then click Finish Enrolling to complete the registration process

To enroll in class when you need to search for a class:
Self Service > Student Center
- Under Academics heading, click on Enroll
- Select semester if option appears; click Continue
- Find Classes using Class Search (default option), and click Search
- Enter or look up Course Subject and Course Number, and click Search
- Review class sections available, click Select for the section you want
- Review course info, if correct, click Next
- Repeat search steps above to add more courses, or click Proceed to Step 2 of 3
- Review schedule then click Finish Enrolling to complete registration process
To view and print your class schedule:
Self Service > Student Center
- Under Academics heading, click on Enroll
- Select semester if option appears; click Continue
- Click on my class schedule under tabs at the top of the page
- Scroll down to bottom of schedule; click Printer Friendly Page
- Click file and print Or Print from your browser window File>Print

To drop a class:
Self Service > Student Center
- Under Academics heading, click on Enroll
- Click drop tab from the menu at the top of the page
- Select semester if option appears; click Continue
- Click the box in front of the class you wish to drop
- Then click Drop Selected Classes
- Review course info, if correct click Finish Dropping
- Click on my class schedule (at the top of the page) to review the results

To view grades:
Self Service > Student Center
- Under Academics heading, click on drop down menu labeled other academics
- Select Grades from menu and click round >> Go button
- Current semester will appear, for a different semester click change term, then select term and click Continue
- Click printer friendly page at the bottom of the screen to print copy

To view transfer credit:
Self Service > Student Center
- Under Academics heading, click on My Academics
- Click View my transfer credit report

To view and print unofficial transcripts:
Self Service > Student Center
- Under Academics heading, click on drop down menu labeled other academics
- Select Transcript: View Unofficial from menu and click round >> Go button
- Click drop down menu for Report Type, select ****Unofficial Transcript****
- Click Go button

To view degree progress report:
Self Service > Student Center
- Under Academics heading, click on drop down menu labeled other academics
- Select Degree Progress Report from menu and click round >> Go button
- Click the Academic Institution Dropdown menu, select Northern Illinois University
- Click drop down menu for Report Type, select either
  - Advising Report -Long (Includes unofficial transcript at the top of the report)
  - Advising Report -Short
  - Graduate Audit
- Click the Go button