

NORTHWEST UNIVERSITY

CONCURRENT CREDIT COURSE REGISTRATION INSTRUCTIONS

1. Go to **northwestu.edu/apply**.
2. Click the **Start a New Application** button.
3. Sign up for an account by typing in your **first name, last name,** and **email address**.
 - Each student needs to have their own account with their own email.
 - If you have already created an account with Northwest University, click **Log In** at the top right corner and sign in. Once you have created this login, you can return at a later time and click **Log In**. You do not need to create more than one account.
4. Select Academic Level: **High School Concurrent Credit**.
5. Select the **term** that is available and click on the blue **Start Application** button.
6. Select your **current high school**.
7. Select the **enrolled course** you plan to take at your high school for college credit. If you would like to take multiple courses, click the **Add Enrolled Classes** button until all courses have been selected.
8. Finish filling in the application with your **basic information, demographics,** and **contact information**. Please make sure to use your legal name. This information is needed for you to request transcripts and for university reporting.
9. With your parent, read and accept the **Application Policy** and click **Save and Review Application**.
10. Review the application and then click the **Submit Your Application** button at the bottom of the page.
11. Verify and sign your application and click the **Verify and Submit button**.

Great job! Your application has been sent to NU.
If you have any questions, please talk with your concurrent
credit coordinator or high school teacher.



Jesus First. Jesus Always.