



Policy Title: Enrollment Policy

Policy Number: REC.101

Policy Owner: VP for Administrative Affairs

Responsible Office: Records Office

Revision Date: 12/04/2017

1. Purpose and Scope

The NAU Records Office is responsible for enrolling admitted students into the University. This policy outlines the enrollment process before registration.

2. Policy

North American University must secure all admissions documentation and ensure all accepted students, graduate or undergraduate, are fully informed of the nature of training provided and the rights, responsibilities, and obligations of both the school and the student before enrolling into the University. This information is defined in the school catalog and the student handbook. The enrollment agreement reiterates these subject areas from the school catalog and the student handbook. In addition, the enrollment agreement signed by both parties shall be furnished to students before the official semester start date published on the catalog. Until a completed enrollment agreement is on file, students will not be enrolled, therefore not allowed to register for their courses.

3. Procedures

1. The Records Department confirms all admissions documentation, including any applicable fees and deposits as outlined in the Admissions Policy, have been received.
2. The Records Department then sends the Enrollment Agreement via an instructional email through a 3rd party electronic signature interface.
3. The admitted student will receive the Enrollment Agreement with an instructional email through the 3rd party electronic signature interface. This will include instructions to review the Academic Catalog and Student Handbook prior to completing the Enrollment Agreement. Students can review these documents by clicking on direct URL links provided. Should students have questions in regard to NAU's academic policies and procedures as detailed in the Academic Catalog and Student Handbook or any items listed on the Enrollment Agreement, the email provides contact information to the NAU Office of Admissions for questions or concerns.
4. The interface tracks when the admitted student views and signs the agreement. After the student completes their part it is then directly emailed to the accepting school official for signature.
5. Once all parties sign the agreement, the interface automatically emails a copy of the completed document to the student. In the case where a student would prefer to sign a paper enrollment agreement, the accepting school official will sign after the student and a printed copy will then be provided to the student.
6. The Records Department will be upload the completed Enrollment Agreement and then enroll the

student in the Student Database Management System.

7. This will create a status change that will automatically trigger activities to applicable parties such as IT and Moodle Support for student account creation or Department Chairs for Academic Advising.

4. Who Should Read This Policy

- Admitted Students
- Admissions Office
- International Student Office
- Department Chairs
- Registrar Office

5. Related Documents and References

- Academic Catalog at www.na.edu/documents/academics/catalog.pdf
- Student Handbook at www.na.edu/documents/students/student-handbook.pdf
- Admissions Website at www.na.edu/admissions
- Enrollment Agreement