

## Loss Prevention Management Student Checklist

- ❑ **Apply for Enrollment**
- ❑ **Attend Online Orientation** – All students who have been admitted to NMU must attend an orientation session prior to registering courses. The online orientation is for distance learning students who are not attending classes on NMU’s main campus, and for those who have not previously attended an on-campus orientation session. There is a one-time \$75 fee associated with this process that is required from all students. Note: you must be officially admitted to NMU to have access to the online orientation system.
- ❑ **Find Financial Aid for Online Students**
  - **View Current Tuitions and Fees**
  - **Tuition Reimbursement** -- in addition to any financial aid you may receive from NMU, we recommend you check with your company agent (usually the Human Resources Office) to determine if you are eligible for any company financial tuition assistance. You may be asked to provide your employer with grades and/or transcripts, in order to obtain reimbursement
- ❑ **Activate NMU User Account** – If you have difficulties activating your account, please contact the NMU HelpDesk at 906-227-2468
- ❑ **Register for Courses through MyNMU** – class offerings will be posted to MyNMU approximately one week prior to the pre-registration period. Pre-registration for the future semester will occur in mid-March for the summer and fall semesters; and mid-October for the winter semester. All students will have an advisor hold until they complete 18 credits at NMU. Your advisor for loss prevention management is Prof. Robert Hanson.
  - If you are currently enrolled in courses, you will be given first priority for enrolling in courses for the following semester.
  - If you are a new student, you will be able to enroll in courses after you complete orientation and after all current students have selected their classes
- ❑ **Advising Process** – all students in the loss prevention management program are advised by Prof. Robert Hanson. You will be required to maintain a current advising sheet to help you track your degree requirements (available to download at [www.nmu.edu/criminaljustice/student-checklist](http://www.nmu.edu/criminaljustice/student-checklist)). Keep it updated at all times.

- **Pay your Tuition using eBill** – tuition bill come via your NMU e-mail account, and payments are made using eBill. This allows you and other designated individuals of your choice, to view your NMU account, ask questions and pay bills online. Bills will be e-mailed approximately 1-2 weeks before the end of the current semester. Payment is usually due 3 weeks prior to the first day of the upcoming semester.
  - **Payment Plan Options** – NMU offers three options for paying tuition and fees. Students must either pay tuition and fees by the stated due date or sign up for an “easy pay” or “deferral pay,ent” plan by that date. Read more about these options at [www.nmu.edu/criminaljustice/student-checklist](http://www.nmu.edu/criminaljustice/student-checklist).
- **Order your Textbooks through the NMU Bookstores**
  - You can elect to purchase your texts from another vendor. Textbooks purchased at NMU’s Bookstore can be sold back at the end of the semester if the texts are being used the following semester. The NMU Bookstore also allows students to charge their textbooks to their student account. Rules for charging textbooks to your student account (if ordering online)
    - \$500 limit per semester
    - registered students must be in good financial standing
    - students must pay within 30 days to their student account (or stet up a payment plan)
    - no cash refunds
    - instert your NMU IN# when ordering books, rather than showing two forms of ID.
- **Become Familiar with EduCat**—all students are required to take an “Online Preparation tutorial” before accessing their classes. Make sure to finish the tutorial before classes begin so you don’t fall behind in your classwork.
- **Start Learning!**

If you need any further assistance, please contact us at 906-227-2660 or [lp@nmu.edu](mailto:lp@nmu.edu)