NUNEZ Admissions & Registration Process using LoLA – Log On Louisiana

NEW STUDENTS START HERE!  
(& returning students not enrolled during the last semester)

1. Apply for Admissions (online)

CONTINUING STUDENTS START HERE!

5. Contact your Advisor to create a Class Schedule  
   (Advisor locations listed in Registration Steps, or email advisinghelp@nunez.edu)

2. Complete all Admissions Requirements  
   (list sent via email) & Review HOLDS in LoLA

6. Process Class Schedule in LoLA  
   (must have Advisor Approval)

3. Check email frequently and set-up a Nunez email account  
   (directions sent via email)

7. Update Biographical Information, view Schedule, Fee Bill & Financial Aid Awards in LoLA

4. Questions?  
   See an Admissions Representative in Student Affairs

8. Make Payment Arrangements or complete the Financial Aid process by the 1st day of class

9. If you do not have a Parking Decal, you must apply for one in the Bursar’s Office

10. All students should have a Nunez picture ID (Library)

11. Attend class regularly & check email regularly

12. Avoid having your classes dropped:  
    Attend class regularly and make payment arrangements on time.

Read the **Admissions & Registration Steps** that outline specific details regarding this chart.

Revised July 23, 2013
Admissions & Registration Steps:

1. New students or returning students who were not enrolled at Nunez during the last major semester should complete an admissions application online at [www.nunez.edu](http://www.nunez.edu).

2. New students or returning students who were not enrolled at Nunez last semester must complete all Admissions requirements. Refer to the email you receive from Admissions.
   - All new students, or students who did not attend Nunez last semester will be assessed a $20.00 admissions fee in the Bursar’s office.
   - All new students must attend New Student Orientation – check the semester calendar for specific dates.
   - The COMPASS placement test is administered to students who do not have current test scores or transfer coursework within the last 3 years. See an Admissions Representative for scheduling information.

3. Email is the official form of communication at Nunez Community College.
   - Students will receive directions on how to log onto LoLA (Log-on Louisiana) and how to create and access Nunez email.
   - Students must access their Nunez email address frequently during the registration process.

4. Questions about the Admissions process can be answered in Student Affairs or [admissions@nunez.edu](mailto:admissions@nunez.edu).

5. To schedule classes, you must contact your Advisor. To identify your Advisor, email [advisinghelp@nunez.edu](mailto:advisinghelp@nunez.edu) or call 278-6285.
   - Location for Advisors will be posted on campus during registration.
   - New students should have copies of transfer transcripts, ACT or COMPASS test scores to share during the Advising session.

6. Students should register online using LoLA.
   - Registration Assistance is available on campus during registration.
   - The last day to add classes is posted in the semester calendar.
   - If you plan to purchase your textbooks from the Follett bookstore on campus (Trailer J-6), you must provide a copy of your schedule at the time you visit the bookstore.
7. Students should log into LoLA to update/verify all their biographical information (name, address, phone, email, race/ethnicity, gender, DOB, high school, etc). Students should also add their new Nunez email in LoLA, identifying it as their “primary” email type.
- Financial Aid Awards can be viewed online via LoLA.
- Fee bills and unofficial transcripts can be printed online via LoLA.

8. Payments for tuition can be collected online at www.nunez.edu or in the Bursar’s office located on the first floor of the library.
- Payment arrangements must be made by the 1st day of class. Students may be dropped if payment arrangements are not made by the deadline.
- Applying for financial aid? Go to www.fafsa.ed.gov to complete the online process.
- Once you have completed your FAFSA and have processed your class schedule in LoLA, you need to log onto LoLA to check your financial aid status.
- Financial aid applicants will receive communications through their Nunez email.
- Continuing students are not required to see a FA Representative unless notified otherwise.
- New students must meet with a FA Representative.
- In order to secure your class schedule, the financial aid process should be completed by the 1st day of class.

9. Parking decals are sold in the Bursar’s office for $20.00. You must present your driver’s license and vehicle registration. Parking decals are issued annually.

10. Nunez picture IDs are issued in the library, first floor.

11. First day of class is identified in the semester calendar.
- Note: T-Th classes are identified as Th

12. To avoid being dropped from your classes, you must make payment arrangements by the 1st day of class and attend class regularly. If you have any issues, please email or call the appropriate department:
  - help@nunez.edu or 278-6200
  - admissions@nunez.edu or 278-6467
  - registrar@nunez.edu or 278-6426
  - financialaid@nunez.edu or 278-6479
  - bursar@nunez.edu or 278-6403
  - advisinghelp@nunez.edu or 278-6285