

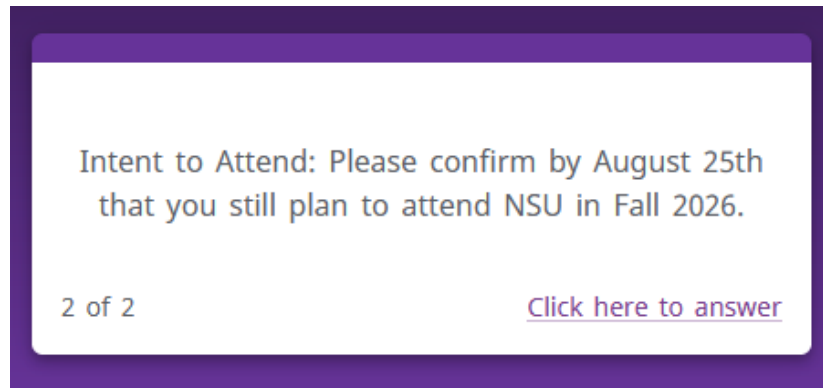


Student Helpdesk

Submitting the Intent to Attend on VIC

Step 1: Login to VIC

Log in to your NSULA student account at vic.nsula.edu. Once logged in, locate the **Intent to Attend** alert card located at the top of the page. Click the **Click here to answer** link located in the bottom-right corner of the card to initiate process.



Step 2: Select Attendance Option

Select the appropriate option on whether or not you plan to attend Northwestern State University and click **Submit**.

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- ☒ I INTEND to attend Northwestern State University.
- ☐ I DO NOT INTEND to attend Northwestern State University.

Submit

The following page will display your submitted selection and the date submitted in blue at the top of the page.

You indicated on **August 20, 2026** that you intend to attend the university. Students who plan to attend NSU for the Fall 2026 semester must choose one of the payment options:



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Step 3: Select Payment Options

Within the **Fee Payment Deadline and Instructions**, indicate your payment methods and click the corresponding link.

- ✓ Pay All fees and charges assessed by the University in connection with registration, less any estimated financial aid, in full by Tuesday, August 25, 2026.

[Proceed to the Online Payment Portal](#)

- ✓ Complete a promissory agreement for an installment plan which allows you to make 3 installment payments on the dates listed below.

- September 18, 2026
- October 16, 2026
- November 13, 2026

[Proceed to the Installment Plan Promissory Agreement](#)

A non-refundable \$85.00 installment fee will be added to the student's account.

Selecting **Proceed to the Online Payment Portal** will redirect to you account balance for payment by clicking **Make a payment**. Please note that if you have pending Financial Aid available you can close out of the tab and no further actions are necessary.

Selecting **Proceed to the Installment Plan Promissory Agreement** will provide a payment breakdown with the addition of the \$85.00 installment fee. View and verify the charges and select that that you agree to finalize.

Step 4: Intent to Attend Alert Card

Once all steps are completed, the **Intent to Attend** alert card located at the top of the VIC dashboard will disappear after approximately 1 hour.
