

# Registration and Taking Courses

Students are expected to register for classes during the published registration times in the academic calendar. Freshmen may be preregistered for some or all of the courses they need. Most registration after the freshman year is accomplished through the Student Hub ([https://me.northeastern.edu/#\\_ga=217595715418628104591632752675-7252721051631731537](https://me.northeastern.edu/#_ga=217595715418628104591632752675-7252721051631731537)). Students must complete "I Am Here" registration just prior to the start of classes to remain enrolled. Class adds must be registered by the end of the seventh class day.

## Class Schedule

All classes start promptly according to the class schedule shown. Most classes at Northeastern University are scheduled in the time periods listed.

Students are expected to be punctual. Students who are late for classes should attend for the balance of the class period. Instructors will not tolerate habitual tardiness.

Students may leave 15 minutes past the scheduled opening of class if the instructor is not present. In such cases, students should notify the department in which the course is offered that the instructor was not present.

Any change of regularly scheduled classes or examinations must have the unanimous consent of the students involved unless other mutually acceptable arrangements for students to attend the alternative class or examination are worked out between the faculty member and the student(s) involved. Final exams must be held during the final exam time period and may not be negotiated in accordance with the official policy.

During the terms when they are teaching, faculty members are expected to provide sufficient conference time to meet the instructional and advising needs of their students.

## Fall and Spring Schedule

Sequence 1	MWTh	8:00–9:05
Sequence 2	MWTh	9:15–10:20
Sequence 3	MWTh	10:30–11:35
Sequence 4	MWTh	1:35–2:40
Sequence 5	MWTh	4:35–5:40
Sequence 6	TuThF	11:45–12:50
Sequence 7	TuWF	3:25–4:30
Sequence A	MTh	11:45–1:25
Sequence B	MW	2:50–4:30
Sequence C	TuF	8:00–9:40
Sequence D	TuF	9:50–11:30
Sequence E	WF	11:45–1:25
Sequence F	TuF	1:35–3:15
Sequence G	TuF	3:25–5:05
Sequence H	Tu	11:45–1:25
	and Th	2:50–4:30
Sequence L	MWTh	8:00–11:35
Sequence M	MWTh	11:45–2:40
Sequence N	MWTh	2:50–5:40
Sequence P	MWTh	8:00–10:20
Sequence Q	MWTh	10:30–1:25
Sequence R	MWTh	1:35–5:40
Sequence S	MWTh	1:35–4:30
Sequence T	TuF	8:00–11:30
Sequence U	TuF	11:45–3:15
Sequence V	TuF	3:25–5:25
Sequence W	TuF	1:35–5:05

## Summer Schedule

Sequence 1	MTuWTh	8:00–9:40
Sequence 2	MTuWTh	9:50–11:30

Sequence 3	MTuWTh	1:30–3:10
Sequence 4	MTuWTh	3:20–5:00
Sequence 5	MTuWTh	11:40–1:20
Sequence A	MW	8:00–11:30
Sequence B	MW	1:30–5:00
Sequence C	TuTh	8:00–11:30
Sequence D	TuTh	1:30–5:00

## Course Syllabus

Faculty members are expected to distribute a syllabus at the start of each course. The syllabus should also be placed on the course Canvas site. The syllabus should include a schedule of topics, exam and assignment due dates, information on how to contact the faculty member, process for conference time, grading and attendance policies, and a reminder of the university's Academic Integrity Policy.

## Course Prerequisites

Students are expected to meet prerequisites as listed in the course description of each course in which they enroll. Grades of F, U, I, or W in prerequisite courses do not normally fulfill requirements. Exceptions must be authorized by the instructor teaching the course.

## Overload Policy

An overload occurs when a student is enrolled in more courses than prescribed by the program's curriculum. To register for an overload, students are advised to consult their academic advisor. Students who enroll in overload courses will be billed at the per-credit-hour rate, 1/16<sup>th</sup> of the full-semester tuition for that semester per semester hour. Undergraduate full-time day students may register for an additional music ensemble course from the list of courses without added charge as long as they are registered for a full course load.

## Reduced Load Policies

Undergraduate full-time students are generally expected to take a full-time course load in progression toward their degree. Tuition adjustments for reduced loads are made only when the Undergraduate Petition to Reduce Load is approved by the academic advisor. Tuition adjustments are made for approved reduced course loads if the registered credits fall below 12 semester hours during full semesters or 6 semester hours during summer half semesters (calculated at the per-credit-hour rate). To receive petition for the adjustment, the Undergraduate Petition to Reduce Load must be submitted prior to the start of the term. Please refer to Student Financial Services Billing Policies (<https://studentfinance.northeastern.edu/policies-procedures/billing-policies/>) for further information.

No rebate or credit is granted when a student voluntarily drops a course. A reduced load may impact the student's housing, financial aid, visa status, and health insurance. Students should consult applicable departments before committing to a reduced load. Students who take a reduced load will be billed at the per-credit-hour rate, 1/16<sup>th</sup> of the full-semester tuition for that semester per semester hour.

International students must speak with an advisor at the Office of Global Services (<http://www.northeastern.edu/ogs/>) prior to dropping a course. Permission to drop below full-time status is restricted according to federal regulations.

## Audit Policy

Full-time Northeastern students (16 credits at the undergraduate level and 8 credits at the graduate level, before the audit registration) may audit one class per term as an overload with no additional charge. Students are permitted to register from the end of the course-add period to the end of the third week of classes. Registration is based on the availability of a seat in the class. Students must obtain advisor approval and meet the prerequisites and any other required approvals for the class. Instructor permission as well as approval by the associate dean of the college offering the course is required. The coursework required is at the discretion of the instructor. Once a student opts to audit a course, the audit status of the course cannot be changed. First-year students may not audit classes. A signed Petition to Audit (<http://www.northeastern.edu/registrar/form-petition-to-audit.pdf>) must be presented to the Office of the Registrar during the designated audit-add period. Excluded courses are co-op, labs, language courses, any off-campus course, any online course, and any course required for the major or degree. Audits carry no academic credit.

## Pass/Fail (S/U) System

The individual schools and colleges state how and when the pass/fail system may be used. An outline of the general system follows.

- Any student not on academic probation may register for one pass/fail course per semester if permission is granted by the college in which the student is enrolled and if the course is offered on a pass/fail basis.
- Pass/fail courses are normally restricted to electives outside the major, minor, or NUpath requirements. The college faculty, however, may choose to adopt the pass/fail system of grading when it appears pedagogically sound for required courses within a major or minor.
- Before requesting a pass/fail grade from an instructor, students should meet with their academic advisor to determine whether doing so will disqualify the course from satisfying a program requirement or elective. In general, courses taken on a pass/fail basis can be used only to satisfy open electives.
- Individual faculty members may decide whether any of their courses may be taken on the pass/fail system of grading, except when uniformity is necessary. In such cases, the department and/or college faculty offering the course determine whether the pass/fail system is used.
- Grades recorded on the basis of the pass/fail system do not figure in the computation of the grade-point average. Satisfactory completion of all courses taken on the pass/fail system is designated on the student's permanent record by the letter S. Unsatisfactory work is designated by the

letter U. Any unsatisfactory grade must be handled according to the existing policy of the college but must never be cleared through the election of the same course pass/fail, except when this system is the only one used by the college for grading the course.

- To use the pass/fail system, students must meet all prerequisites for the course and declare by the end of the second week of the semester their intention to receive a pass/fail grade. This deadline may be extended to the end of the eighth week of a full semester or the end of the fifth week of summer half semester at the option of the instructor.
- Students must submit a Petition to Elect Pass/Fail Grade (<http://www.northeastern.edu/registrar/form-passfail.pdf>), signed by the faculty member.

### Taking Courses While on Co-op

Students who wish to take more than 4 credits while on full-time co-op must complete the petition registration form with their college academic advising office before the term begins. Students who do not receive the approval of their academic advisor and co-op coordinator will be dropped from their preregistered courses. Students who take a course while on co-op will be billed the per-credit-hour tuition rate. (See "Reduced Load Policies" above.)

### Transfer Credits for Current Students

Once they matriculate, students are expected to complete all coursework for their degree at Northeastern; or an entity in a formal contractual, consortial, or partnership relationship with Northeastern; or at an approved study-abroad program. In some cases, in order to clear a deficiency, to permit students access to courses deemed by their respective advisors and colleges to be important for their education but unavailable to them at Northeastern, or to remain on track for graduation, a student may petition their college for permission to take a course at another accredited institution.

With the approval of the college academic advisor and the graduate school offering the courses, students may take courses in Northeastern's graduate schools.

Students who wish to take courses at another institution and transfer the credit to Northeastern must obtain *prior* approval from the college academic advisor. The Office of the Registrar validates accredited institutions to ensure credit transferability. The student must earn a C (2.000) or better for a course to be considered for transfer. Students are responsible for providing documentation on the institution's accreditation, course grading, and course descriptions prior to approval.

### Special Students

Students who are not enrolled at Northeastern may petition the college academic advising office to take courses on a semester-by-semester basis. Approval is based on the student's academic qualifications and on the availability of class space. The maximum cumulative credit hours for which a special student may register is 20 (not including related labs). Tuition is billed at the undergraduate per-credit-hour rate. If the college academic advising office approves the course enrollment, the student pays the bill and then returns the completed forms to the Office of the Registrar.

### Dropping Courses

Not attending class does not constitute withdrawal. Students receiving a grade of W or NE in any course are responsible for the costs associated with that course. Students must drop courses using processes described below:

#### IN FALL AND SPRING SEMESTERS

- Through the third week of the semester, students may withdraw without any grade being posted to the transcript. Courses may be dropped via the Student Hub ([https://me.northeastern.edu/#\\_ga=217595715418628104591632752675-7252721051631731537](https://me.northeastern.edu/#_ga=217595715418628104591632752675-7252721051631731537)).
- Between the fourth week and the last day of classes, course withdrawals are indicated by a W on the student's record. Courses may be dropped via the Student Hub ([https://me.northeastern.edu/#\\_ga=217595715418628104591632752675-7252721051631731537](https://me.northeastern.edu/#_ga=217595715418628104591632752675-7252721051631731537)). No financial adjustment is made for courses receiving a W grade.
- After the last day of classes, no withdrawals are accepted for any reason. A letter grade for the course will be posted on the transcript.
- Dropping below full-time enrollment (12 semester hours for fall and spring semesters) may affect financial aid, health insurance eligibility, and the maintenance of proper nonimmigrant visa status.

#### IN SUMMER HALF SEMESTERS

- Through the second week of the half semester, students may withdraw without any grade being posted to the transcript. Courses may be dropped via the Student Hub ([https://me.northeastern.edu/#\\_ga=217595715418628104591632752675-7252721051631731537](https://me.northeastern.edu/#_ga=217595715418628104591632752675-7252721051631731537)).
- Between the third week and the last day of classes, course withdrawals are indicated by a W on the student's record. Courses may be dropped via the Student Hub ([https://me.northeastern.edu/#\\_ga=217595715418628104591632752675-7252721051631731537](https://me.northeastern.edu/#_ga=217595715418628104591632752675-7252721051631731537)). No financial adjustment is made for courses receiving a W grade.
- After the last day of classes, no withdrawals are accepted for any reason. A letter grade for the course will be posted on the transcript.
- Dropping below full-time enrollment (8 semester hours for summer half semesters) may affect financial aid.

### Late Admission to a Course

Students may petition to register for a course after the normal "class add" period, seven class days. Permission may be granted if seats are available and at the discretion of the instructor. If students are not already registered for a full course load, late admissions may jeopardize full-time status.

The Late Course Registration form (<https://registrar.northeastern.edu/article/late-course-registration/>) is available online.