

The N.U.in & NU Bound Bay Area Programs

Course registration process HOW TO guide

Phase 1 – Initial course selection. Self-registration via the Course Registration Platform.

Before you pick classes note the following possible restrictions you may encounter.

- A course is closed. You will be "pre-seeded" and placed into the courses that your major requires. However, some other courses will fill up. This is not unique to N.U.in & NU Bound programs. Some courses tend to be more popular amongst students and fill up more quickly than others. This is not uncommon and just something to be aware of. If this happens, please move on and find the next best course for yourself now—there is no guarantee, but more seats/sections may become available later.
- You have advanced or transfer credit. If you have advanced credit for a course that was pre-selected for you, do not worry. In Phase 2 of the process, you will be able to work with your Northeastern academic college & advising office to identify the next best course alternative(s) for any course requirements you pass out of. Your home college advising office will be reaching out to you (early-June through mid-July) in order to review your initial course selections.
- **Prerequisites.** If there is a course you want to select that has a prerequisite, please choose your next most-preferred option. Simply pick another class. Then you will be able to speak with your advisor who may be able to help you get into that class that has a prerequisite. Again, in Phase 2 of this process, you will have the opportunity to work with your home college advising office and make adjustments to your initial course selections.
- Time conflict. If a course you want has a conflict with a required course you've been pre-selected into, then please choose another section of that course or find an alternative class to sign up for. And if the time conflict is with a required course you've been pre-selected into but for which you know you have advanced or transfer credit for, you will be able to discuss this with your college advisor in Phase 2 of the course registration process.
- Total credits. Once you have enrolled in at least 16 credits, you will not be able to make any more edits to your fall course registration in Phase 1. You can, however, expect your home college advising office to be reaching out to you in late May / early June to outline detailed next steps in the academic advising process. And then in Phase 2, your home college advising office will work with you directly to make any necessary course changes.

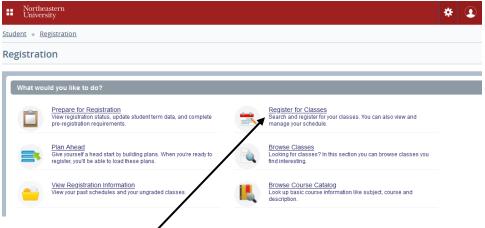
Step #1. Go to your <u>Application Status Check</u> and login.

Step #2. Under the "Required" section, click on the "Initial Course Selection" link.	
Initial Course Selection	Due 6/12/22

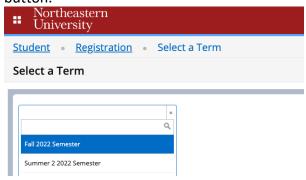


Step #3. Once you click on this link, you will be directed to the Northeastern University Registrar course

registration landing page.

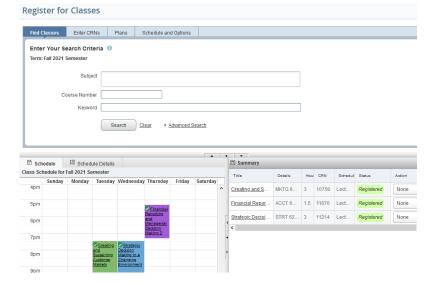


Step #4. Click on the "Register for Classes" link and then choose "Fall 2022 Semester" and click "Continue" button.



Note: On the next page, you will see three different windows. At the bottom you will see two sections. "Schedule" on the bottom left-hand side will show a calendar view of the N.U.in & NU Bound Bay Area courses

you have been pre-selected into with the days and times. On the bottom right-hand side under the "Summary" section you will see a list view of these courses. The top window is where you will be able to search for and select the rest of your courses. Please see Step #6 below for further instructions.

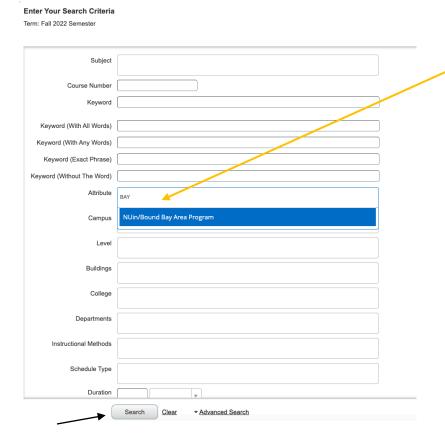






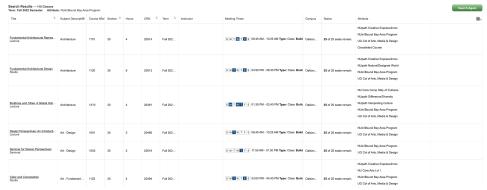
Note: The Advanced Search will allow you to search for and add more courses. Some students will <u>only</u> be selecting and adding their N.U.in & NU Bound Bay area "Foundational Course". Others will be selecting their N.U.in & NU Bound Bay area Foundational Course <u>and</u> Elective(s), depending on their major.

Step #6. To add a new course to you schedule scroll down until you see the "Attribute" field and enter "BAY" and you will see the NUin/Bound Area Program auto-populate the field. This is what you need to search for the right courses and course sections for you. Then click the "Search" button.

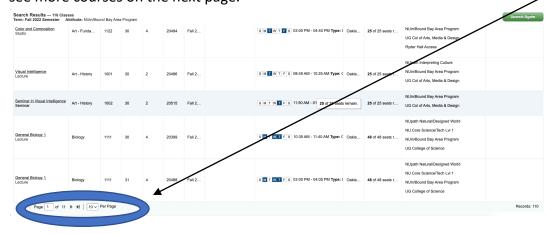




>> Note: You will be able to see all the courses available for N.U.in & NU Bound Bay Area students.



There is going to be a long list of courses. You should scroll to the bottom to see the "Page" and click next to see more courses on the next page.



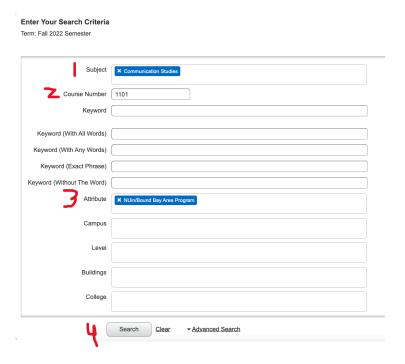
Step #7. If you would like to search for a specific course, follow the steps listed below.

- **Step #7.1** Find the courses you would like to search for. Use the curriculum course map for your college and major on the N.U.in & NU Bound Bay Area websites:
 - o N.U.in Bay Area: https://nuin.northeastern.edu/destinations/bay-area/academics/
 - NU Bound Bay Area: https://admissions.northeastern.edu/academics/specialized-entry-programs/nu-bound/
 - → These resources will help guide you to know which courses you should be searching for. The course maps will also show you which courses you should be pre-selected into.



• Step #8.1 - Enter the search paraments for the courses you are searching for. For example, if you want to add

the COMM 1101 course as an Elective, you can type in the course "Subject" (COMM) and "Course Number" (1101) and make sure to have the "NUin/Bound Bay Area Program" filled in under the "Attribute" field. When you click the "Search" button, you will see all the sections of this course available for the N.U.in and Nu Bound Bay Area program.

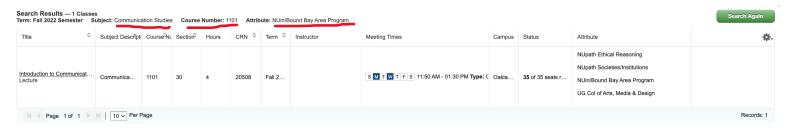


• Results for "COMM 1101" choosing the following search parameters as explained above:

Subject: "COMM"

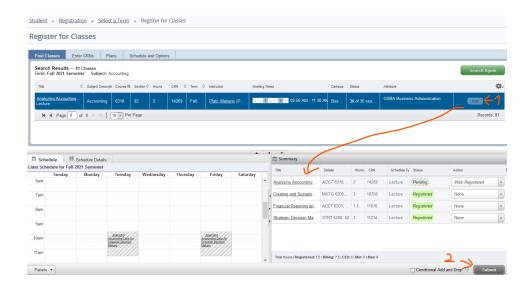
o Course Number: "1101"

o Attribute: "BAY"





Step #9. Once you have identified the courses you would like to add click the "Add" button. The courses will be added to your schedule as shown below. Be sure to click the "Submit" button to finalize your choice. **Note:** The status should be changed from "Pending" to "Registered".



Phase 2 – Finalizing course selection.

- Your Northeastern academic college & advising office will be reaching out to make appointments to, review, discuss, and confirm your final course selections for fall.
- Students can expect to receive a communication from their home college advising office in late May / Early June to outline
 - o (a) when they will be setting up advising appointments over the summer and
 - (b) how their advising process will work.
- In the meantime, if students have questions, please contact the N.U.in Program at nuin@northeastern.edu or NU Bound Program at nuin@northeastern.edu.