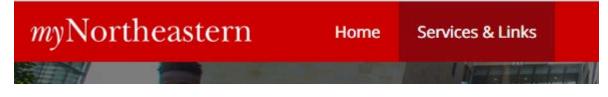
Quick Links:

Accessing the New Registration Experience Preparing for Registration (viewing Holds, Time Tickets, etc.) Searching for Sections when Registration Opens Registering for Classes Conditional Add and Drop Class Information and Schedule

Accessing the New Registration Experience

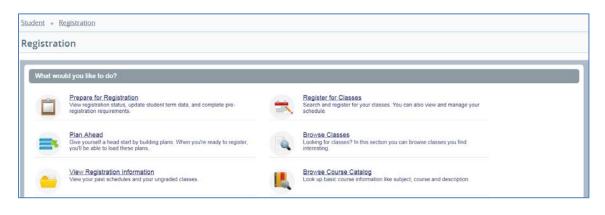
1. Log into myNortheastern and go to the Services & Links tab.



2. Type course registration in the search bar and select "Course Registration."

myNortheas	stern	Home Services	& Links	
	Q cour	se registration		×
81.6	Ν	Course Registration (NEW)	Register for classes at Northeastern.	Í
Jump To Advising Resources AppCloud for Students	Ν	myTRACE - Teacher Rating and Course Evaluation	Access your complete course survey results on-line	
Blackboard Career Development Career Tools Commencement	Ν	Course Descriptions		

3. This will take you to the Registration homepage.



Prepare for Registration

4. Make sure that you are ready to register by selecting "Prepare for Registration" and reviewing your student status, holds, time ticket, and program information.

	Northeastern University		
Stud	dent = Registration		
Reg	gistration		
	What would you like to do?		
	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	=	Register for Classes Search and register for your classes. You can also view and manage your schedule.
	Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load the plans.	ese	Browse Classes Looking for classes? In this section you can browse classes you find interesting.
	View Registration Information View your past schedules and your ungraded classes.	E.	Browse Course Catalog Look up basic course information like subject, course and description.

an a	
Registration Status	Update Student Term Data
Registration Sta	atus
erm: Spring 2018 Sem	ester
Your Student Status	permits registration.
Your academic statu	us permits registration.
You have holds whi	ch prevent registration.
Academic Advisor	
Reason: Meet with I Originator: Entered	
	Registration, Graduation, Evaluation
Time tickets allow re	egistration at this time. Please register within these times: 11/06/2017 02:00 PM - 12/27/2018 11:59 PM
arned Hours	
You have Earned H	ours for Level: CPS - Graduate, Institution Hours: 9, Transfer Hours: 0

Searching for Sections when Registration Opens

5. To add or drop a class, return to the Registration homepage and select "Register for Classes."

R	egistrat	ion	
	What wo	uld you like to do?	ל ל ל
	Ê	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	Register for Classes Search and register for your classes. You can also view and manage your schedule.
		Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	Browse Classes Looking for classes? In this section you can browse classes you find interesting.
		View Registration Information View your past schedules and your ungraded classes.	Browse Course Catalog Look up basic course information like subject, course and description.

6. On the "Select a Term" screen that appears next, use the drop-down menu of Terms Open for Registration to select the correct term and click "Continue."

Student • Registration • Select a Term Select a Term Terms Open for Registration I Q Spring 2018 CPS Semester Spring 2018 CPS Quarter Fall 2017 Semester	Northeastern University	
Terms Open for Registration Image: Constraint of the second se	Student Registration	Select a Term
Spring 2018 CPS Semester Spring 2018 Semester Winter 2018 CPS Quarter	Select a Term	
Spring 2018 CPS Semester Spring 2018 Semester Winter 2018 CPS Quarter	Torms Open for Registration	
Spring 2018 CPS Semester Spring 2018 Semester Winter 2018 CPS Quarter		<u>ـ</u>
Spring 2018 Semester Winter 2018 CPS Quarter		۵,
Winter 2018 CPS Quarter	Spring 2018 CPS Semester	
	Spring 2018 Semester	
Fall 2017 Semester	Winter 2018 CPS Quarter	
	Fall 2017 Semester	

7. Use the Find Classes function to search for courses. You can enter a subject and/or course number (and/or a keyword), and click "Search" to review the options.

Find Classes Enter CRNs Schedule and Options Enter Your Search Criteria •
Term: Spring 2018 Semester
Subject K Political Science
Course Number 4%
Keyword

8. You can also complete an advanced search for more search options (such as searching for classes with open seats only). Click the "Advanced Search" option and more search criteria will appear.

Student Registration	Select a Term Register for Classes
Register for Classe	25
Find Classes Enter CRN	s Plans Schedule and Options
Enter Your Search Crit	teria 🕕
Term: Spring 2018 Semester	
Subject	
Course Number	
Keyword	
	Search Clear > Advanced Search

		ACT PROPERTY AND ADDRESS				
	Search Criteri	a 0				
erm: Spring 20	18 Semester					
	Subject					
¢	ourse Number					
	Keyword					
	Instructor					
Subject and C	burse Number					
Keyward 64	(th All Words)					
	th Any Words)					
	Exact Phrase)					
Keyword (With						
	Attribute					
	Campus					
	Level					
	Buildings					
	College					
	Departments					
Instruct	onal Methods					
ş	chedule Type					
	Duration		*			
	Part Of Term		100		 	
	-					
	Tibe					_
	Sessions					
Course N	umber Range	10				
	t Hour Range	10	hours			
	Meeting Days Sunday					
	Monday					
	Tuesday	n				
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Start Time					
	End Time					
Oper	Sections Only					
		Search	Clear + Adv	anced Search		

Registering for Classes

9. To add a class from your search to your summary, click the "Add" button on the right of the screen, on the line of the class for which you would like to register.

egister for Classes	tans Schedule an	d Options										
iearch Results — 25 Classes erm: Spring 2018 Semester Subjec											_	Search Again
Tite	0 Subject Description	* Course Numb	k Section	0 Hours	CAN	0 Term	0 Instructor	Meeting Times	Campus	Status	45	\$
Einancial Accounting and Reporting Lecture	Accounting	1201	(01)	- 4	30763	Spring 2	Economic Brian (Primary)	M T W T + 2 10.30 AM - 11.35 AM Building: Hayden Yull Room C W T W T + 3 03.30 PM - 05.30 PM Building: None Room: Non	Boston	39 of 40 seats remain.	Add	
Enancial Accounting and Reporting Lecture	Accounting	1201	02	4	30696	Spring 2	Hurley, Patrick (Primary)	Normal State	Boston	40 of 40 seats remain.	Add	
Einancial Accounting and Reporting Lecture	Accounting	1201	03	4	30697	Spring 2	Hurley, Patrick (Primary)	M W T = 09:15 AM - 10:20 AM Duilding: Dodge Hall Room is to tow T = 03:30 PM - 05:30 PM Building: None Room: Non		40 of 40 seats remain.	Add	

10. You can also enter CRNs directly if you know them. Click the "Enter CRNs" tab in the "Register for Classes" section to search for a specific section; you can enter multiple CRNs in one request. Once you have entered the CRN(s), click "Add to Summary."

Register	for Classes			
Find Classes	Enter CRNs	Plans	Schedule and Options	
	rse Reference 2018 Semester		rs (CRNs) to Regist	
CRN 33025				rsing Care of Adults 2 NRSG 3420, B01
CRN 38129		Wireless No	ework CS 6710, 01	
CRN	wother CRN Ad	id to Summa		

11. You can also add a plan that you or your advisor has previously created, or add individual classes from one of those plans. If you planned using catalog courses, you will have to "View Sections" and add classes one by one. If you planned using sections, you can click "Add All" to move all classes into the Summary box.

Register from a plan. ierm: Spring 2018 Semester								
- 🗂 Course Plan						Created by: Ye	ou (Preferred) (Approved - Advisor)
Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	¢.
Science, Technology, and Public	POLS 2390	4				C	=>	Q View Sections
Quantitative Techniques	POLS 2400	4						Q View Sections
Peoples and Cultures	ANTH 1101	4)						Q View Sections
1	POLS 1155 Plans Sched	4 fule and Optio	ns					Q Vew Sectors
d Classes Enter CRNs			ns .					
d Classes Enter CRNs			ns.	Schedule Type	Instructor	Grade Mode	Note	
d Classes Enter CRNs D Preferred Plan Be	Plans Sched	tule and Optio	T. and			Grade Mode Traditional	Note	
d Classes Enter CRNs Characterized Plan Re	Plans Sched Details	tule and Optio	CRN	Schedule Type	Instructor		Note	Created by: You Add All
	Plans Sched Details ANTH 1101, 01	Nule and Optio	CRN 30480	Schedule Type Lecture	Instructor Hersh, Carrie (Primary)	Traditional	Note	Created by: You Add All Q View Sections. @ Add

12. Once you have added classes in any of these ways, they will show up in your Summary section in the bottom right-hand side of the screen in "Pending" status. You will not be registered for the classes until you click "Submit."

Summary							Tuition and Fe	es
Title	Details	Hours	CRN	Schedule Type	Status	Action		☆
First-Year Seminar	HIST 1201, 01	4	30850	Seminar	Pending	Web Registered	*	
Financial Reporting and Analys	ACCT 4501, 01	4	30683	Lecture	Pending	Web Registered	*	
Managerial Accounting	ACCT 2301, 01	4	30692	Lecture	Pending	Web Registered	*	
Financial Accounting and Repo	ACCT 1201, 01	4	30763	Lecture	Pending	Web Registered	•	
							Ţ	
Total Hours Registered: 0 Billing: 0	CEU: 0 Min: 0 Max: 9	99,999.999						
						Conditional Add and Drop 🕕	Submit	1

13. If there are any registration restrictions, you will see a pop-up in the upper right-hand corner, the Action in the drop-down menu of the course in the Summary box will automatically change to "Remove" and an error message will display in red in the Status column. You will need to remove the course from the Summary box, have the override entered on your behalf, and then add the course back to the Summary box and click "Submit" to register.

Find Classes	Enter CRM	ls Plans	S	chedule an	d Options											
Return to PI		earch Resu erm: Spring 2			ubject and	Course	Number	-: ACCT1201							Sea	irch
Title	0	Subject Descripti	Course	Section	Hours	CRN 0	Term O	Instructor	Meeting Times			Cam	pus Statu	6		‡ .
Financial Accountir Lecture	9.an	Accounting	1201	01		30	Spr	Fitzgerald, Brian (P.	SMTWTF:	s 10:30 AM - s 03:30 PM - 0				(40 seat	Add	
Financial Accountin Lecture	gan,	Accounting	1201	02	4	30	Spr	Hurley, Patrick (Pri	SMTWTE SMTW T F	s 10:30 AM - s 03:30 PM - 0			. 40 o	f 40 seat	Add	
Einancial Accountin Lecture	o an ,	Accounting	1201	03	4	30	Spr	Hurley, Patrick (Pri	SMTWTF SMTW T F	S 09:15 AM - S 03:30 PM - 0			40 0	f 40 seat	Add	
Financial Accountin	gan ,	Accounting	1201	05	4	30	Spr	Fitzgerald, Brian (P.	SMIWIF	5 09:15 AM -	10:20 A	M Bui Bo., Bo.,	. 40 o	f 40 seat	(Add)	-
Schedule	Schedule	Details							Summary		_				Tuitio	n and F
ss Schedule for Sp Sunday	ring 2018 : Monda		18/2	dnesday	Thursda		riday	Saturday	Title	Details	Hours	CRN	Schedule	Status	Action	
Bam	Monua	Einancial Reporting an Analysis 2	-	dnesday	mursua	OF	ting and	saturday	Einancial Accounti	ACCT 120	4	30763	Lecture	Registered	None	
9am		Analysis 2	-			Analy	<u>sis 7</u>		Managerial Accoun	ACCT 230	4	30692	Lecture	Errors Preventi	Remove	
94())) • 9 ⁽ ()						-		~	First-Year Seminar	HIST 1201	4	30850	Seminar	Registered	None	
uam	Einancial Accounting a	Enancial	Acces	nancial unting and	Einancial Accounting a	od		-	Financial Reporting	ACCT 450	4	30683	Lecture	Registered	None	
9am 10am	Accounting a	end Reporting a		nancial unting and cting	Einancial Accounting a				First-Year Seminar					Registered		
1am	Reporting	CEDUCAL														

14. Once you click "Submit," the status of the course(s) will change to "Registered" in green. In the calendar view of your schedule to the left of the Summary box, you will see classes for which you have successfully registered with a green check mark next to their name(s).

🖄 Sche	dule	Schedule D	etails						Summary						Tuiti	ion and Fees
lass Sch	edule for Sp	oring 2018 Sen	nester						Title	Details	Hours	CRN	Schedule *	Status	Action	*
8am	Sunday	Monday	Tuesday Financial Reporting and	Wednesday	Thursday	Friday Financial	Saturday		Managerial Accoun	ACCT 230	4	30692	Lecture	Registered	None	
9am			Analysis.2	-		Einancial Reporting and Analysis 2			Einancial Accounti	ACCT 120	4	30763	Lecture	Registered	None	*
10am				-				ľ	Einancial Reporting	ACCT 450	45	30683	Lecture	Registered	None	v
		Enancial Accounting and Reporting	Einancial Reporting and Analysis 2	Einancial Accounting and Reporting	Einancial Accounting and Reporting				First-Year Seminar	HIST 1201	4	30850	Seminar	Registered	None	ų.
11am		Managerial	Billyse z	STREAM ANTA	Managerial Accounting											
12pm	_	Accounting		1	Accounting			*	Total Hours Registered	: 16 Billing: 16	CEU: 0	Min: 0 Mi	ых: 19		_	bmit

15. If you would like to drop a class for which you have registered, select "Web Drop" from the drop-down menu in the Action column, and click "Submit."

Title	Details	Hours	CRN	Schedule 1	Status	Action	*
Managerial Accoun	ACCT 230	4	30692	Lecture	Registered	Web Drop	
inancial Accounti	ACCT 120	4	30763	Lecture	Registered	None	
inancial Reporting	ACCT 450	4	30683	Lecture	Registered	Web Drop None	
irst-Year Seminar	HIST 1201	4	30850	Seminar	Registered	None	*

Conditional Add and Drop

16. Conditional Add and Drop* will allow you to attempt to change your schedule without losing your spot in a currently registered class. Add the new class to your Summary box, select "Web Drop" from the drop-down next to the course you want to drop, check the "Conditional Add and Drop" box, then click "Submit." If the registration is successful, your schedule will show as all green. If there is a registration error for the new class, you schedule will remain unchanged, you will receive notification in the upper right-hand corner and you will have to remove the class with the registration restriction from the Summary box.

Summary																
Title	Details	Hour	CRN	Schedule 1	Status	Action	\$.									
Science, Technolo	POLS 239	4	37266	Lecture	Pending	Web Registered	Ŧ		O Unab	le to m	ake	requ	ested	changes s	so your	
Managerial Accoun	ACCT 230	4	30692	Lecture	Registered	Web Drop	٣			dule wa						
Financial Accounti	ACCT 120	4	30763	Lecture	Registered	None	٣									_
Financial Reporting	ACCT 450	4	30683	Lecture	Registered	None	Ŧ	03	Summary	_					Tuition	Lan
First-Year Seminar	HIST 1201	4	30850	Seminar	Registered	None		π	5e	Details	Hou	1 CRN	Schedule	Status	Action	
Total Hours Registered	: 16 Billing: 16 C	:EU: 0	Min: 0 Max	x: 19	, , , , , , , , , , , , , , , , , , ,			2	sence, Technolo	POLS 239	4	37266	Lecture	Errors Preventi	Remove	
			-		nditional Add and I	Drop 🕕 Submit										

*This feature is recommended for use when registration for a waitlisted class.

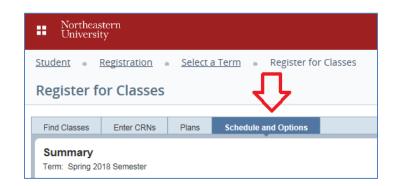
Class Information and Schedule

17. For more information about a class, click on its name anywhere that you see it underlined.

Summary								
Title	Details	Hours	CRN	Schedule Type	Status	Action	* -	
Fundamental Architectural Rep	ARCH 1110, 01	6	32798	Studio	Pending	Web Registered	•	
仑								

18. The box that pops up will give you additional information about the class, including lab fees, restrictions, co- or pre-requisites, and cross-listed course. Click "Close" to exit this box.

- 19. Once you have registered for classes, you can view your schedule in several ways.
 - a. The "Schedule and Options" tab on the "Register for Classes" menu:



b. Under "View Registration Information" in the main Registration menu:

II Northe Univer	astern sity		
<u>Student</u> =	Registration		
Registrat	tion		
What we	ould you like to do?		
	Prepare for Registration Wer registration status, update student term data, and complete pre-registration requirements.	*	Register for Classes Search and register for your classes. You can also view and manage your schedule.
-	Plan Athead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans		Browse Classes Looking for classes? In this section you can browse classes you find interesting.
-	View Registration Information View your past schedules and your ungraded classes.	Ц.	Browse Course Catalog Look up basic course information like subject, course and description.