Quick Links:

Accessing Registration Searching for Sections Adding Yourself to a Waitlist Registering for a Waitlisted Class Registration Errors when adding a Waitlisted Class

Accessing Registration

1. Log in to the Student Hub and select the Resources tab



A collection of resources from the myNortheastern Portal is now available on the Hub.

For additional services, support, and information, visit the Northeastern Services portal.

		\rightarrow
☆ My Links		My Favorites 🖉
Academics, Classes &	Registration	You don't have any links here yet.

2. Select the Academics, Classes & Registration link from the menu Select Course Registration from the right side menu

Northeastern University Student Hub Me Discover News and Announcement	nts Resources	☆ Not following
🔄 Send to \vee 🛛 🖓 Immersive Reader		2
✓ Search for a resource	÷	
🕁 My Links	Academics, Classes & Registration	
Academics, Classes & Registration	Advising Services	
A= Careers & Employment	Course Catalog U Registration Process	
	Registrar Self Service ①	
Man Experiential Learning	Academic Calendar ①	
Financial Services	Canvas LMS ①	
P Graduation	myTRACE - Teacher Rating and Course Evaluation ①	
S Health & Wellness	My Schedule ①	
V Health & Weinless	Canvas LMS (0)	
Housing, Dining & Campus	My Grades U Remote Learning Request (0)	
□ IT Support & Resources	Registrar Forms ①	
Library & Research	My Degree Audit ①	
	I Am Here ①	
+∂ Miscellaneous	Medical Applicant Portal (Existing/Registered Users)	
	Course Registration ①	
	Mentoring and Advising Services ①	

Waitlist

3. This will take you to the Registration homepage

Prepare for Registration What would you like to do? Image: Prepare for Registration Register for Classes View registration requirements. Register for Classes Search and register for your classes. You can also view and manage your self a head start by building plans. When you're ready to register. you'll be able to load these plans. Register for Classes Descent Plan Ahead Envise Classes Looking for classes? In this section you can browse classes you find interesting. Descent Plan Ahead Niew Registration Information Envise Classes Looking for classes? In this section you can browse classes you find interesting. Descent Plan Ahead Niew your past schedules and your ungraded classes. Envise Curse Catalog Look up basic course information like subject, course and description.

4. From the Registration menu that appears, select "Register for Classes."



Searching for Sections

5. 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."

Northeastern University
Student Registration Select a Term
Select a Term
Terms Open for Registration
A
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Spring 2018 CPS Semester
Spring 2018 Semester
Winter 2018 CPS Quarter
Fall 2017 Semester

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

Student • Registration • Select a Term • Register for Classes
Register for Classes
Find Classes Enter CRNs Schedule and Options
Enter Your Search Criteria 1 Term: Spring 2018 Semester
Subject Relitical Science
Course Number 4%
Keyword
Search <u>Clear</u> • <u>Advanced Search</u>

Adding Yourself to the Waitlist

Vaitlist

7. If the desired class has a waitlist, it will be indicated in the Status column of the class information in the Search Results.

earch Results — 1 Classes erm: Spring 2018 Semester Subje	ct: Political Science Cou	rse Number: 49	42							Л	Search Agam
Tile	0 Bulged Description	* Course Numble	Sector	0 Heats	CRN	t Term	0 Instructor	Masting Town	Campus	Inter V	\$
Internatio in Politica Off-campus instruction	Political Science	4942	01	- e	32781	Spring 2	<u>Garey, Jule</u> (Primary)	BIN TWITE - Building: None Room: None Start Date: 0106/	No cam	● FULL 0 of 0 sears ▼ 99 of 99 waters se	Add

8. To join the waitlist for the class, click the "Add" button. This will add the class to the Summary box.

*	Status
	99 FULL: 0 of 0 seats
Records: 1	ter and the second s

Summary									
Title	Details	Hours	CRN	Schedule Type	Status	Action	*		
Internship in Politics	POLS 4942, 01	4	32781	Off-campus	Pending	Web Registered			

9. In the Summary box, select "Waitlist" from the drop-down menu in the Action column and click "Submit."

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	* -
Internship in Politics	POLS 4942, 01	4	32781	Off-campus	Pending	Waitlist	^
		'		'		Web Registered Remove Waitlist	
Total Hours Registered: 0 Billing:	0 CEU: 0 Min: 0 Max: 996	9,999.999					Ŷ
					Condi	tional Add and Drop 🕕	Submit

Waitlist

10. The status will display a message of "Waitlisted" in green once you have successfully joined the waitlist.

🖬 Summary								
Title	Details	Hours	CRN	Schedule Type	Status	Action	# .	
Internship in Politics	POLS 4942, 01	O	32781	Off-campus	Waitlisted	None	¥	

Registering for a Waitlisted Class

11. If a seat becomes available in the waitlisted class, the first student on the waitlist will receive an email notification similar to the one below:

Dear ,
A space is now available in the following course in which you are currently waitlisted:
Intro Data Mining/Machine Lm , DA 5030
CRN# 35664
You have 24 hours from the time below to register for this course. If you do not register in this time period you will be removed from the waitlist.
15-JAN-2018 03:28 PM
Visit www.northeastern.edu/registrar, click on "Registration" under "Quick Links", to find out more on registration procedures.
Sincerely,
Office of the University Registrar, Suite 200
Northeastern University
271 Huntington Avenue
Boston, MA 02115
Telephone # <u>617-373-2300</u>

12. Once you receive the email notification, you will have 24 hours to add yourself to the class or drop yourself from the waitlist if you no longer require the class.

No exceptions will be granted if you miss the 24-hour registration window; it is your responsibility to check your Northeastern e-mail and register for the waitlisted class before the deadline.

13. You will need to click "Register for Classes" from the landing page and review your classes in the Summary box and take one of the following two actions:

Adding a Waitlisted Class and Dropping a Class

If you need to drop a class before registering for the waitlisted class or you are unsure if the waitlisted class requires overrides, use the conditional add and drop function which will allow you to keep your current registrations if the class to add is unsuccessful.

Select "Web Registered" from the Action drop-down menu of the waitlisted class and select "Web Drop" from the Action drop-down menu of the class you want to drop, check the "Conditional Add and Drop" box, then click "Submit."

Summary						Tuition a	nd Fees								
Title	Details	Hour	CRN	Schedule 1	Status	Action	* -								
Science, Technolo	POLS 239	4	37266	Lecture	Pending	Web Registered	v	O Unable t	o make	rec	nues	ted cl	hanges s	o vour	
Managerial Accoun	ACCT 230	4	30692	Lecture	Registered	Web Drop	Ŧ	schedule was not changed.							
Financial Accounti	ACCT 120	4	30763	Lecture	Registered	None	Ŧ								
Financial Reporting	ACCT 450	4	30683	Lecture	Registered	None	*								
First Vear Seminar	LIST 1201	4	20250	Sominar	Pagistarad	None		Summary						Tuitio	n and Fees
Tist-rear Seminar	11131 1201	4	30830	Jeminar	Registereu	None	· ·	Title	Details	Hours	CRN	Schedule	Status	Action	袋.
Total Hours Registered:	: 16 Billing: 16 0	CEU: 0	Min: 0 Ma	ix: 19				Science, Technolo	POLS 239	4	37266	Lecture	Errors Prevents	Remove	•
				≥ Co	nditional Add and	d Drop 🕕 Submit									

Waitlist

- If the registration is successful, your schedule will show with green statuses of "Registered."
- If there is a registration error for the waitlisted class, your schedule will remain unchanged; you will receive notification in the upper right-hand corner and you will have to change the status of the waitlisted class back to "Waitlist," obtain the required overrides and attempt to register again within the 24-hour window.

Adding a Waitlisted Class without Needing to Drop a Class

Select "Web Registered" from the Action drop-down menu of the waitlisted class and click "Submit."

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	* -
Internship in Politics	POLS 4942, 01	0	32781	Off-campus	Waitlisted	None	
						None Web Drop Web Registered	ر
Total Hours Registered: 0 Billing: 0	CEU: 0 Min: 0 Max: 999	999.999					
					Condit	ional Add and Drop 🕚	Submit

Your Summary section will now show a status of "Registered" in green for the class in the Status column.

Summary Iut							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	\$ -
Internship in Politics	POLS 4942, 01	4	32781	Off-campus	Registered	None	*

Registration Errors when Adding a Waitlisted Class

14. If you encounter a registration error when attempting to register for a waitlisted class within your 24-hour registration window, immediately send an e-mail to the <u>Registrar's Office</u> (Registrar@northeastern.edu) with a screen shot of the error message and your NUID.