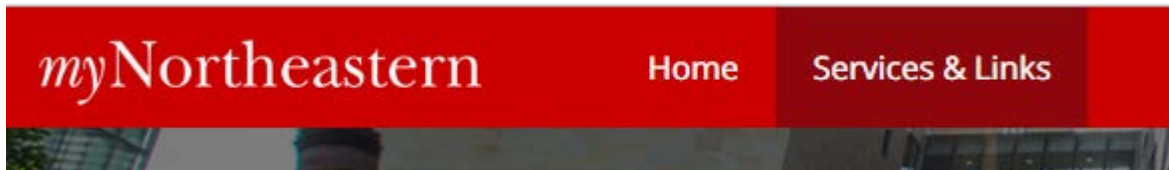


**Quick Links:**

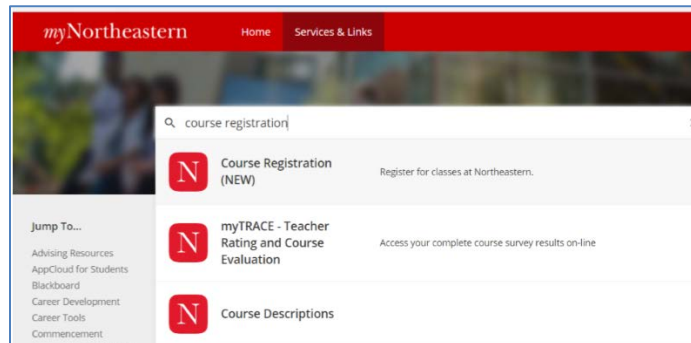
- [Accessing the New Registration Experience](#)
- [Preparing for Registration \(viewing Holds, Time Tickets, etc.\)](#)
- [Searching for Sections when Registration Opens](#)
- [Registering for Classes](#)
- [Conditional Add and Drop](#)
- [Class Information and Schedule](#)

**Accessing the New Registration Experience**

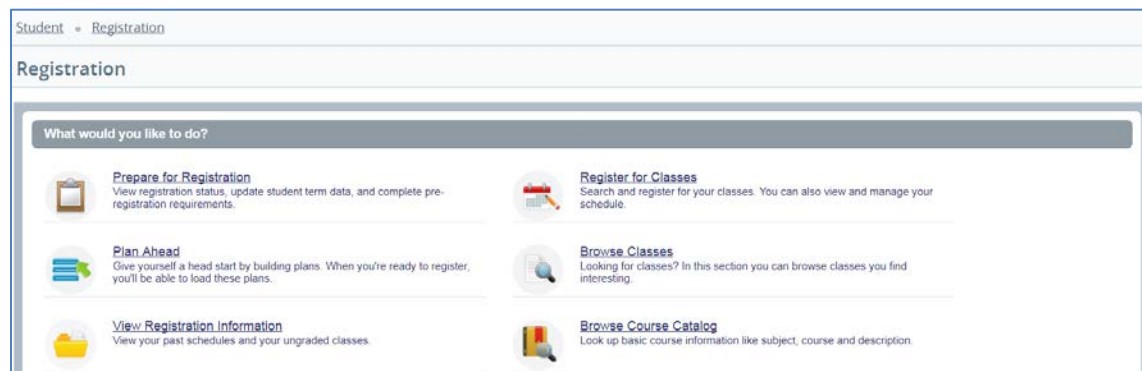
1. Log into myNortheastern and go to the Services & Links tab.



2. Type *course registration* in the search bar and select “Course Registration.”



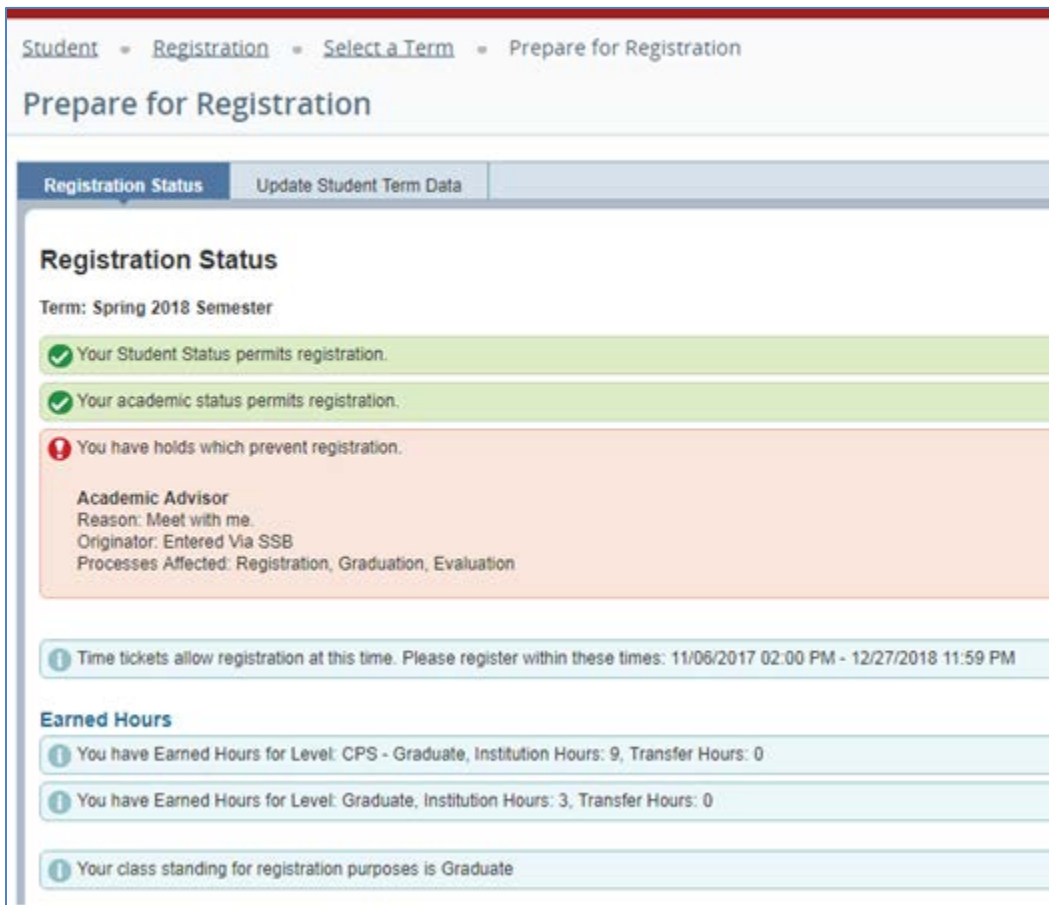
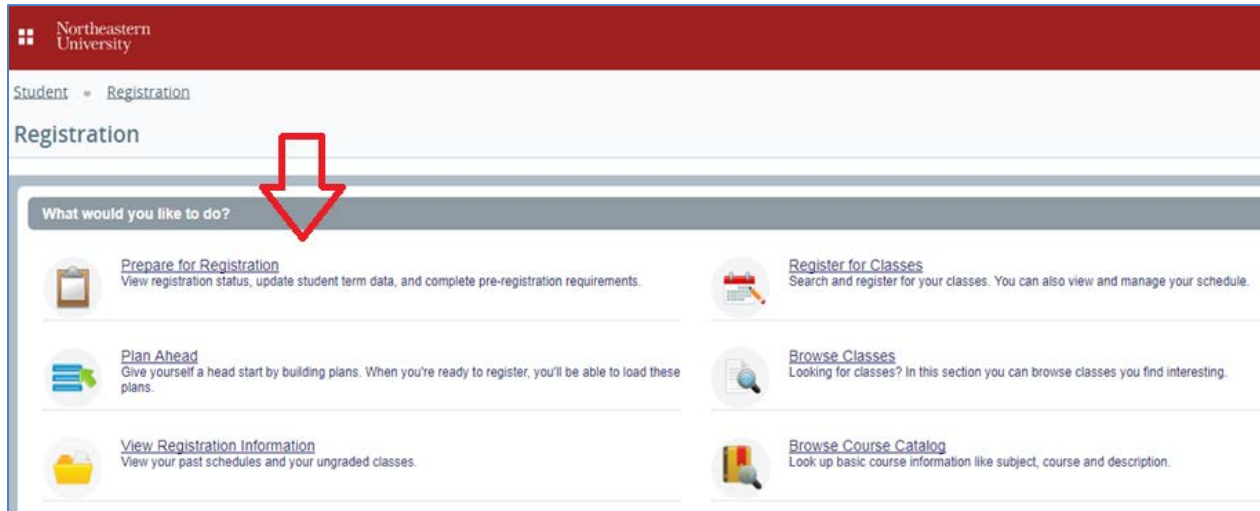
3. This will take you to the Registration homepage.



# Registering for Classes

## Prepare for Registration

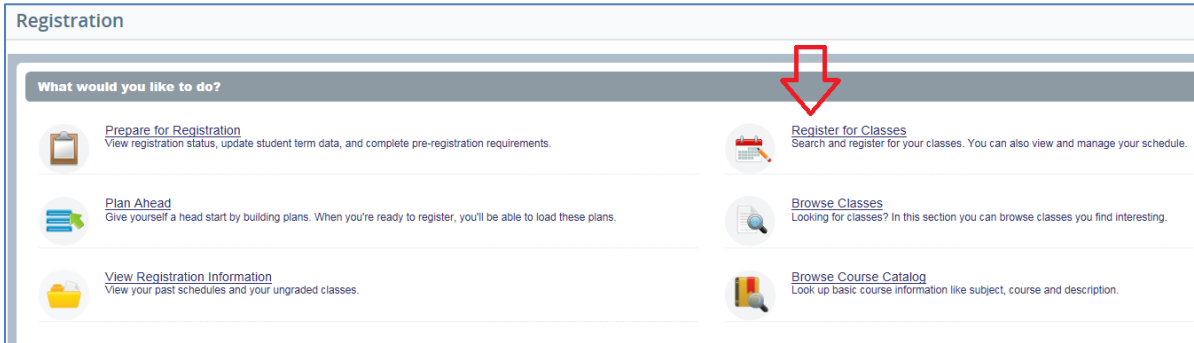
4. Make sure that you are ready to register by selecting “Prepare for Registration” and reviewing your student status, holds, time ticket, and program information.



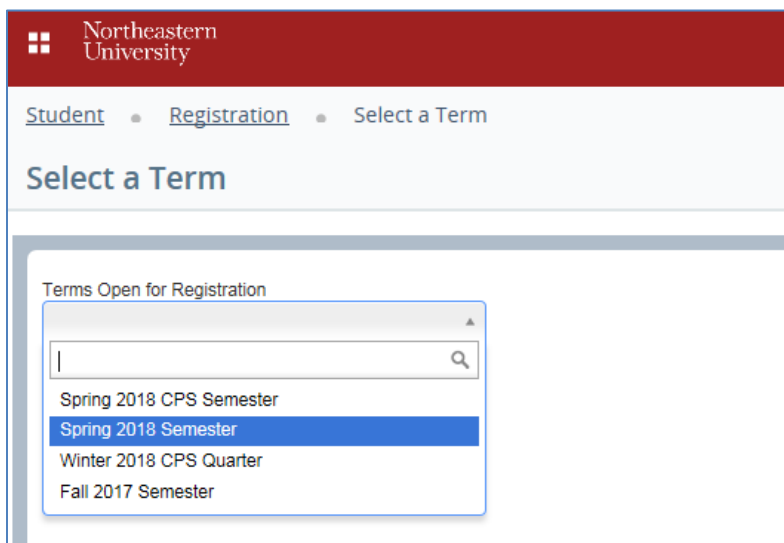
## Registering for Classes

### Searching for Sections when Registration Opens

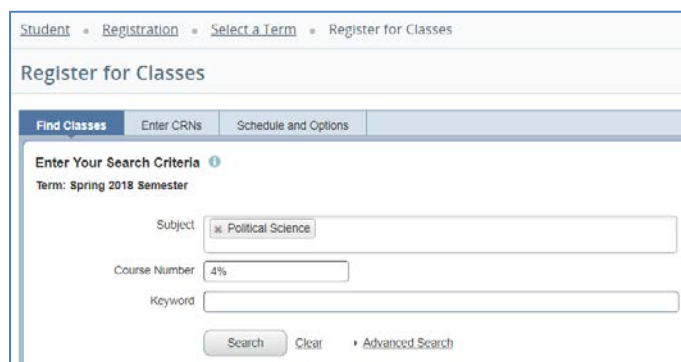
- To add or drop a class, return to the Registration homepage and select “Register for Classes.”



- 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.”



- 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.



## Registering for Classes

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 Classes

Find Classes | Enter CRNs | Plans | Schedule and Options


**Enter Your Search Criteria** ⓘ

Term: Spring 2018 Semester

Subject

Course Number

Keyword

[▶ Advanced Search](#) 

Find Classes | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Spring 2018 Semester

Subject

Course Number

Keyword

Instructor

Subject and Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level

Buildings

College

Departments

Instructional Methods

Schedule Type

Duration  to

Part Of Term

Title

Sessions

Course Number Range  to

Credit Hour Range  to  hours

Meeting Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

End Time

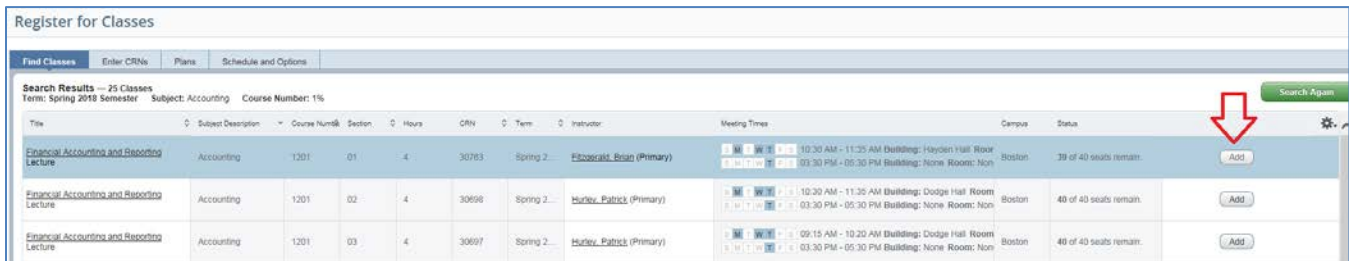
Open Sections Only

[▶ Advanced Search](#)

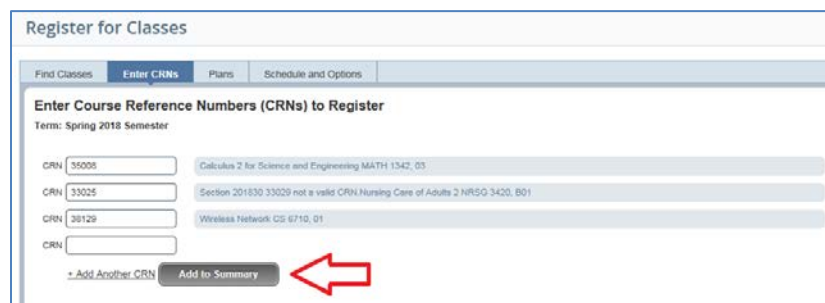
# Registering for Classes

## Registering for Classes

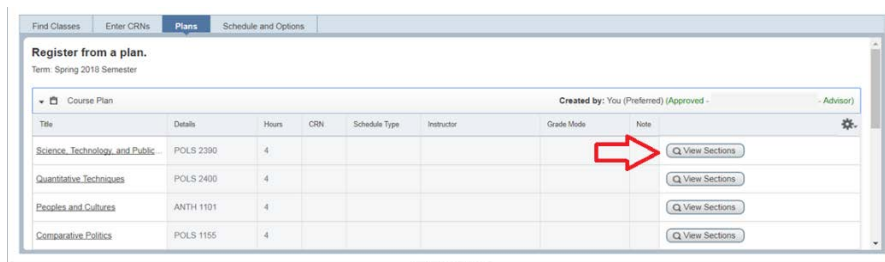
9. To add a class from your search to your summary, click the “Add” button on the right of the screen, on the line of the class for which you would like to register.



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.”



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.



## Registering for Classes

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.”

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

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop **Submit**

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.

Student » Registration » Select a Term » Register for Classes

Register for Classes

ACCT 2301 CRN 30692: Prerequisite and Test Score error

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 14 Classes  
Term: Spring 2018 Semester Subject and Course Number: ACCT1201

Title	Subject Description	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
Financial Accounting an... Lecture	Accounting	1201	01	4	30...	Spr...	Fitzgerald, Brian (P...	S M T W T F S 10:30 AM - 11:35 AM Bu S M T W T F S 03:30 PM - 05:30 PM Bu	Bo...	39 of 40 seat...	Add
Financial Accounting an... Lecture	Accounting	1201	02	4	30...	Spr...	Hurley, Patrick (Pri...	S M T W T F S 10:30 AM - 11:35 AM Bui S M T W T F S 03:30 PM - 05:30 PM Bui	Bo...	40 of 40 seat...	Add
Financial Accounting an... Lecture	Accounting	1201	03	4	30...	Spr...	Hurley, Patrick (Pri...	S M T W T F S 09:15 AM - 10:20 AM Bui S M T W T F S 03:30 PM - 05:30 PM Bui	Bo...	40 of 40 seat...	Add
Financial Accounting an... Lecture	Accounting	1201	05	4	30...	Spr...	Fitzgerald, Brian (P...	S M T W T F S 09:15 AM - 10:20 AM Bui S M T W T F S 03:30 PM - 05:30 PM Bui	Bo...	40 of 40 seat...	Add

Class Schedule for Spring 2018 Semester

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			Financial Reporting and Analysis 2			Financial Reporting and Analysis 2	
9am							
10am							
11am		Financial Accounting and Reporting	Financial Reporting and Analysis 2	Financial Accounting and Reporting	Financial Accounting and Reporting		
12pm		Managerial Accounting			Managerial Accounting		

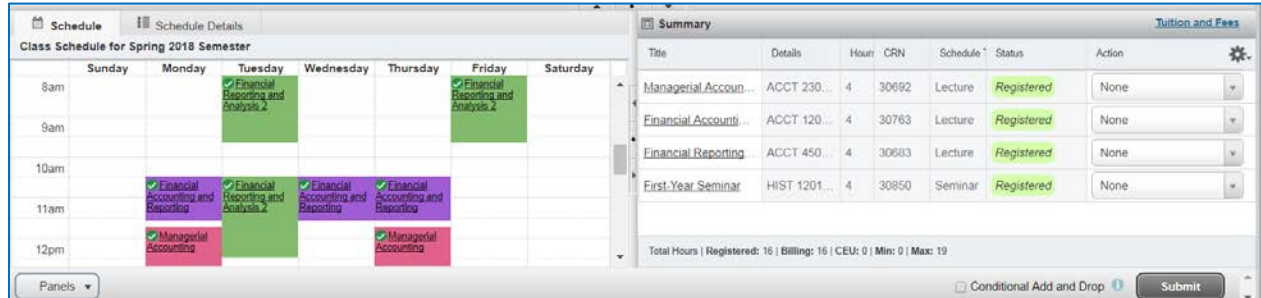
Title	Details	Hours	CRN	Schedule	Status	Action
Financial Accounti...	ACCT 120...	4	30763	Lecture	Registered	None
Managerial Account...	ACCT 230...	4	30692	Lecture	Errors Preventi...	Remove
First-Year Seminar	HIST 1201...	4	30850	Seminar	Registered	None
Financial Reporting...	ACCT 450...	4	30683	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 19

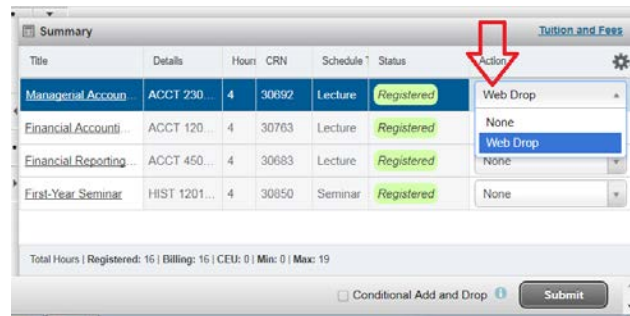
Conditional Add and Drop **Submit**

## Registering for Classes

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).

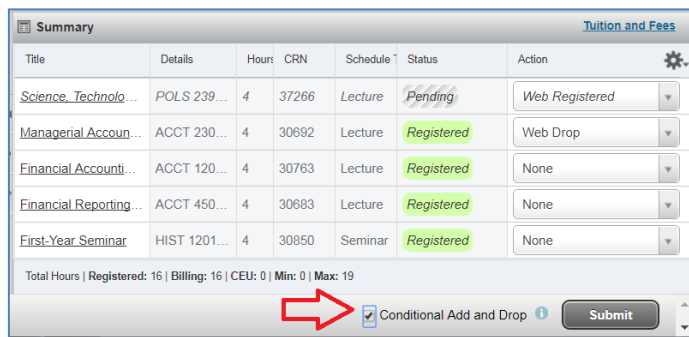


15. If you would like to drop a class for which you have registered, select “Web Drop” from the drop-down menu in the Action column, and click “Submit.”



### 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.



**Unable to make requested changes so your schedule was not changed.**

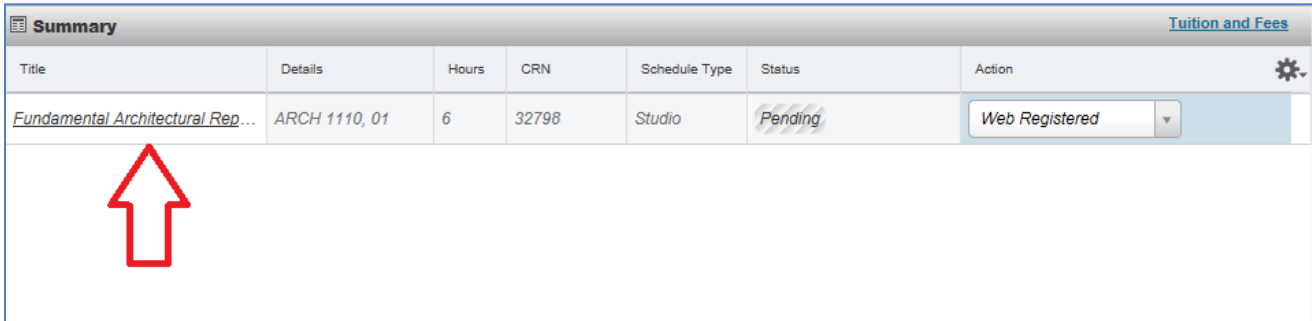


\*This feature is recommended for use when registration for a waitlisted class.

## Registering for Classes

### Class Information and Schedule

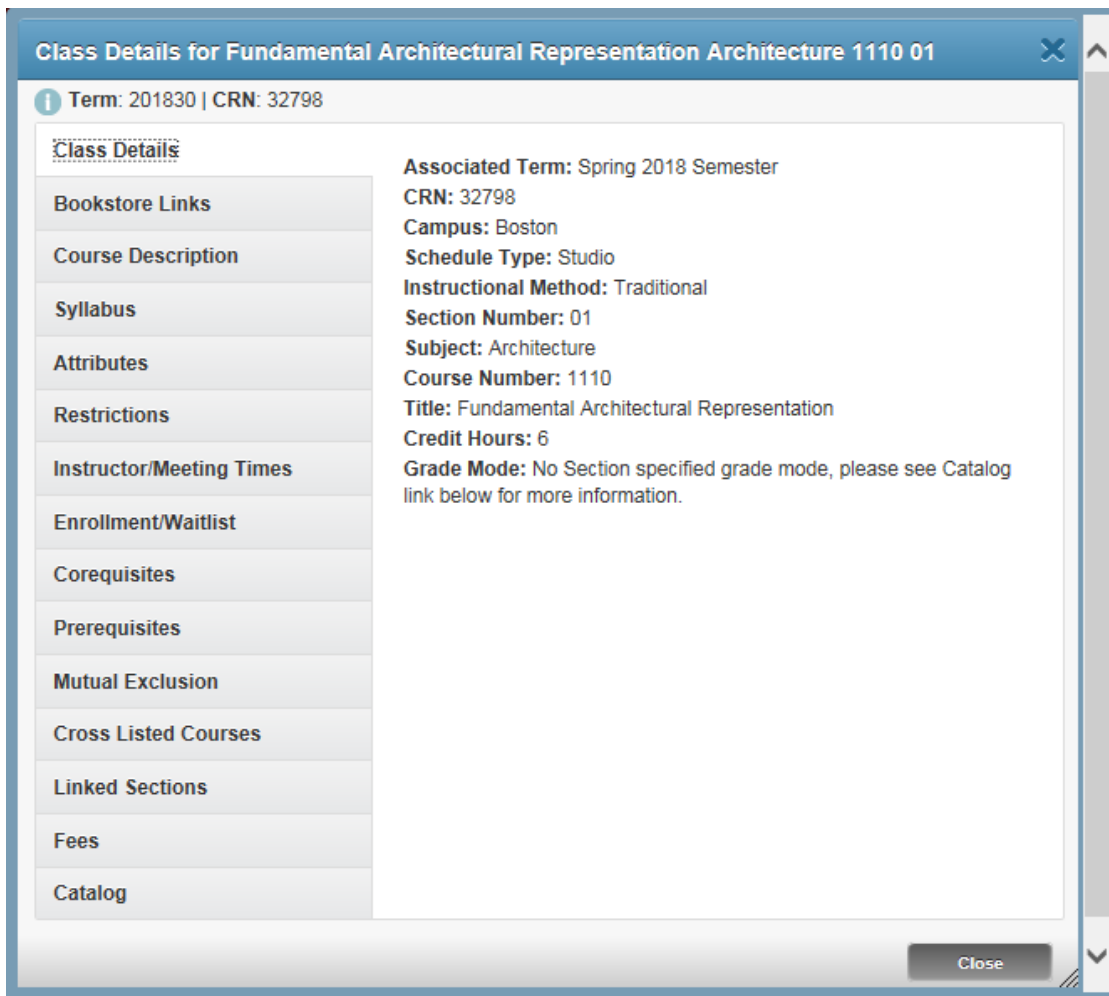
17. For more information about a class, click on its name anywhere that you see it underlined.



The screenshot shows a table with the following columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row contains the following data: Fundamental Architectural Rep..., ARCH 1110, 01, 6, 32798, Studio, Pending, and a dropdown menu set to Web Registered. A red arrow points to the underlined class name in the Title column.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>Fundamental Architectural Rep...</u>	ARCH 1110, 01	6	32798	Studio	Pending	Web Registered

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.



The screenshot shows a pop-up window titled "Class Details for Fundamental Architectural Representation Architecture 1110 01". It includes the following information:

- Term: 201830 | CRN: 32798
- Class Details**
- Bookstore Links
- Course Description
- Syllabus
- Attributes
- Restrictions
- Instructor/Meeting Times
- Enrollment/Waitlist
- Corequisites
- Prerequisites
- Mutual Exclusion
- Cross Listed Courses
- Linked Sections
- Fees
- Catalog

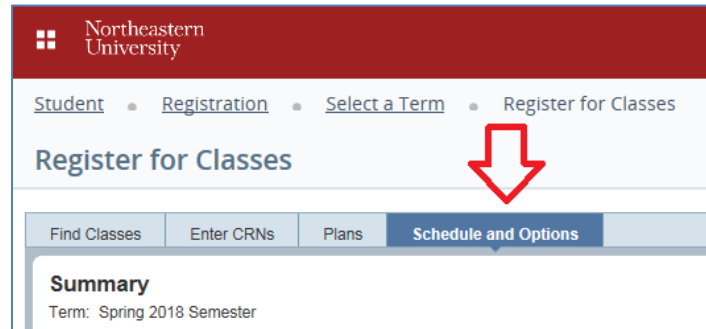
Associated Term: Spring 2018 Semester  
CRN: 32798  
Campus: Boston  
Schedule Type: Studio  
Instructional Method: Traditional  
Section Number: 01  
Subject: Architecture  
Course Number: 1110  
Title: Fundamental Architectural Representation  
Credit Hours: 6  
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Close



## Registering for Classes

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:

