The late course registration request (LCR) process should be used after the online Add period has ended for a term; the date(s) can be found on the academic calendar. Any requests received before that deadline will be rejected, as the student should register using Course Registration via myNortheastern.

### Quick Links
- Accessing the Late Course Registration Request
- Submitting a Late Course Registration Request
- View a Submitted Request and the Approval Process
- Revoke (Cancel) a Submitted Request

### Accessing the Late Course Registration Request
- Log in to my.northeastern.edu using your student credentials.
- Type Registrar Forms in the Search box and select Registrar Forms.
- Select Late Course Registration from the Create New drop-down menu.

### Submitting a Late Course Registration Request

#### Acknowledgements Page
- Carefully review all instructions and acknowledgements, as they indicate the policies for this request.
  - Check the box next to each statement once you have read it.
  - Click I Agree to move to the next page.
Select a Term
- You will next be prompted to select the effective term of the request.
  - You will have the option to select the current term and two previous terms.

Late Course Registration Request Page
- Enter a valid phone number in the Current Phone Number box in case there are questions regarding your request.
  - This number is only saved on the request; it does not update your student record.

- Enter the 5-digit CRN of the class and click Add Course.
  - The course information will populate in the course information section.
  - If you do not know the 5-digit CRN, please consult the Schedule of Classes.

- If a course is variable credit, the student can edit the request to enter the appropriate hours.
  - Any changes to a non-variable course credit hours will result in an error message.

- Up to ten courses can be submitted in one request.
• Time Conflict Approval is a required field for each course.
  o Hover over the “i” button next to the fields for informational text.

  Selecting “Yes” indicates your approval to register you for the course if it causes a time conflict in your schedule. Selecting “No” indicates that the course will not be added to your schedule until the time conflict is resolved.

• UNDERGRADUATE STUDENTS ONLY: Overload Authorization is a required field for each course.
  o Hover over the “i” button next to the fields for informational text.

  A billing overload occurs when a UG student takes more than (a) 16 billing hours in a fall, spring, or full summer term or (b) 8 billing hours in a summer 1 or summer 2 term. Selecting “Yes” indicates your approval to register you for the course if it causes an overload. Selecting “No” indicates that the course will not be added until a course is dropped to make space in your schedule.

• If a student is waiting for a LCR requested class to be added to their record before dropping a different class, they should indicate the CRN to Drop in the same line as the requested class.
  o The Registrar’s Office will drop the class while registering the student if the LCR is approved.
  o Students should submit a late course registration form for section swaps.

• Click Submit for Approval when all courses and approvals are entered.

View a Submitted Request and the Approval Process

• Log in to my.northeastern.edu using your student credentials.
• Type Registrar Forms in the Search box and select Registrar Forms.
• Click View next to the request to open it.
Late Course Registration Request – Student Instruction

- Scroll to the bottom of the request to view the approval process.

1. Status of the request; indicates the approval process stage.
   a. **Pending** – Still waiting on approvals (not the Registrar’s Office).
   b. **Submitted** – Ready to be processed by the Registrar’s Office.

2. & 3. Indicate which approval step the request is in and to whom it is assigned.

4. & 5. Indicate approval and who granted the approval.

**Note:**

Registrar Queue – All is for system purposes only; it is not an approving entity.

**Revoke a Submitted Request**

- Students have the ability to revoke (cancel) a request up until it is approved by the Registrar’s Office.
  - Follow the instructions to view a submitted request and the approval process.
  - Scroll to the bottom and click **Revoke**.
    - It takes 30 minutes after clicking revoke for the status to update.