Registering for Classes

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.

![myNortheastern](image)

2. From the Registrar Services box, select “Course Registration (NEW).”

![Registrar Services](image)

3. This will take you to the Registration homepage.

![Registration](image)
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

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

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.”

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.
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.
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.
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.”

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.
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).

![Calendar view of schedule with registered classes]

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.”

![Screenshot showing Web Drop option]

**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, your 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.

![Screenshot showing Conditional Add and Drop feature]

*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.

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:

![Image of Schedule and Options tab]

b. Under “View Registration Information” in the main Registration menu:

![Image of View Registration Information tab]