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Accessing Registration

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

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

3. This will take you to the Registration homepage.
4. From the Registration menu that appears, select “Register for Classes.”

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.”

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.
Adding Yourself to the Waitlist

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

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

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

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

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Dear [Student Name],

A space is now available in the following course in which you are currently waitlisted:
Intro Data Mining/Machine Lrn., MA 3030
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 09:28 PM
Visit [www.neu.edu/register](http://www.neu.edu/register), 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 617-373-2200
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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 Husky 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.”

- 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.”

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

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**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 Registrar’s Office (Registrar@northeastern.edu) with a screen shot of the error message and your NUID.