

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.

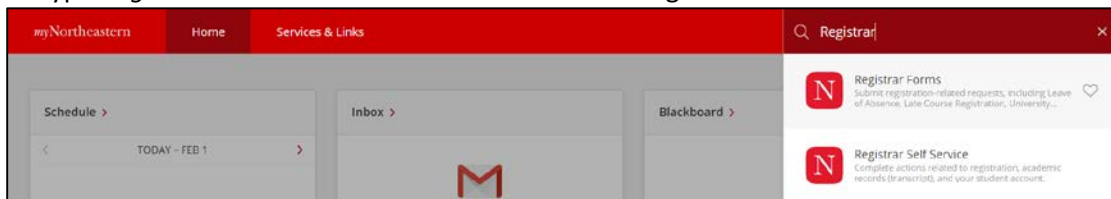
### Quick Links

[Accessing the Late Course Registration Request](#)  
[Submitting a Late Course Registration Request](#)

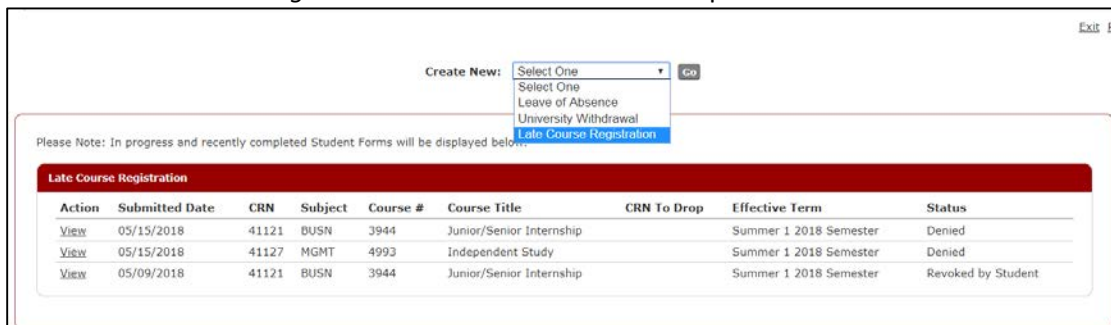
[View a Submitted Request and the Approval Process](#)  
[Revoke \(Cancel\) a Submitted Request](#)

### 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.



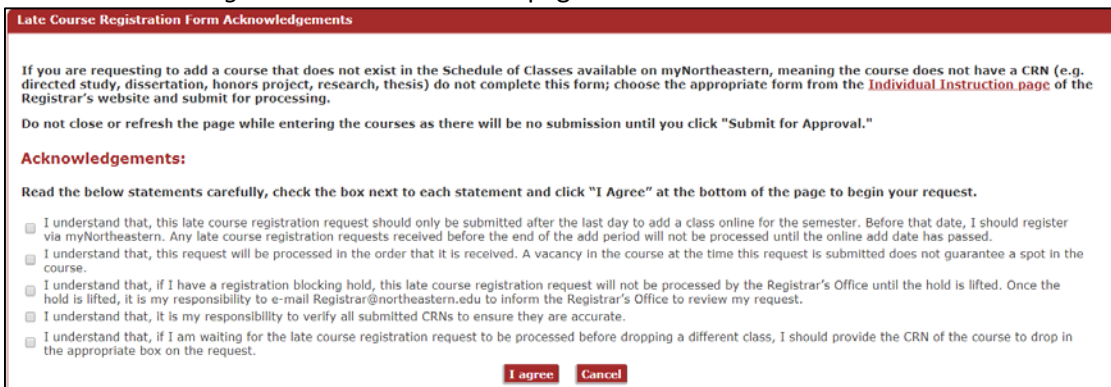
- Select *Late Course Registration* from the *Create New* drop-down menu.



### Submitting a Late Course Registration Request

#### Acknowledgements Page

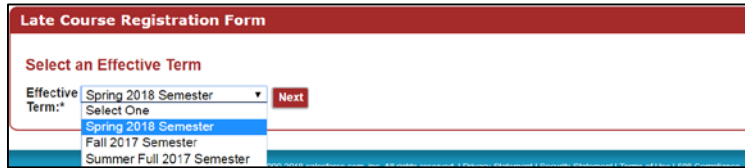
- Carefully review all instructions and acknowledgements, as they indicate the policies for this request.
  - Check the box next to each statement once you have read it.
  - Click *I Agree* to move to the next page.



## Late Course Registration Request – Student Instruction

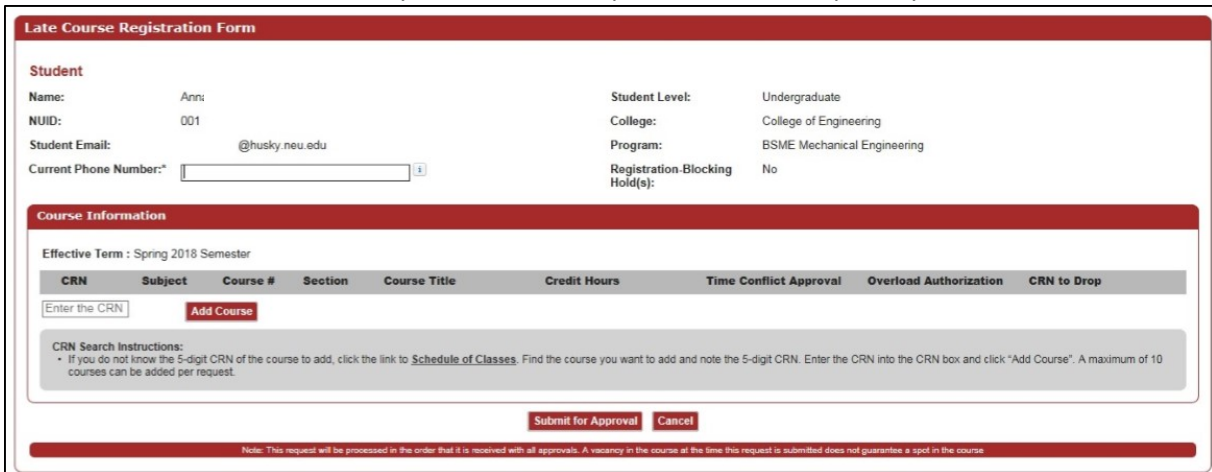
### Select a Term

- 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.

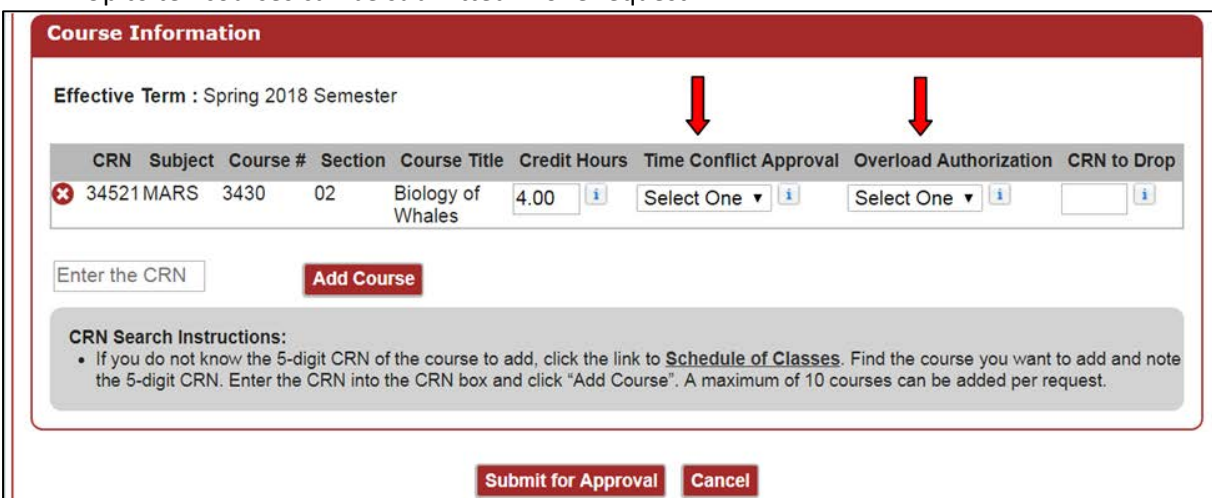


### Late Course Registration Request Page

- 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.



## Late Course Registration Request – Student Instruction

- Time Conflict Approval is a required field for each course.
  - 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.
  - 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.

**Course Information**

Effective Term : Spring 2018 Semester

CRN	Subject	Course #	Section	Course Title	Credit Hours	Time Conflict Approval	Overload Authorization	CRN to Drop
34521	MARS	3430	02	Biology of Whales	4.00	Select One	Select One	

Enter the CRN  **Add Course**

**CRN Search Instructions:**

- If you do not know the 5-digit CRN of the course to add, click the link to [Schedule of Classes](#). Find the course you want to add and note the 5-digit CRN. Enter the CRN into the CRN box and click “Add Course”. A maximum of 10 courses can be added per request.

**Submit for Approval** **Cancel**

Note: This request will be processed in the order that it is received with all approvals. A vacancy in the course at the time this request is submitted does not guarantee a spot in the course.

- The Registrar’s Office will drop the class while registering the student if the LCR is approved.
  - 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								
Action	Submitted Date	CRN	Subject	Course #	Course Title	CRN To Drop	Effective Term	Status
<a href="#">View</a>	02/01/2019	34521	MARS	3430	Biology of Whales	34244	Spring 2018 Semester	Student Submitted

Student Financial Responsibility Agreement				
Action	College	Submitted Date	Version	Status
<a href="#">View</a>	College of Engineering	06/30/2018	SFRA_2018-06-21	Student Submitted

## Late Course Registration Request – Student Instruction

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

**Status Details**

Status Pending **1**  
Sub Status Department Approved  
Submitted By Thomas  
Submitted Date 02/01/2019

**Approval History**

Step	Status	Assigned To	Approver Name	Date
Department Approval	NoResponse	Rebeca	Danielle	2019-02-01 16:28:56
Department Approval	Approved <b>4</b>	Danielle	Danielle <b>5</b>	2019-02-01 16:28:56
Instructor Approval	Pending	Registrar Queue - All	Registrar Queue - All	2019-02-01 16:28:56
Department Approval	NoResponse	Registrar Queue - All	Danielle	2019-02-01 16:28:56
Instructor Approval	Pending <b>2</b>	Danielle <b>3</b>	Danielle	2019-02-01 16:28:56

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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.

**Status Details**

Status Pending  
Sub Status Department Approved  
Submitted By Thomas  
Submitted Date 02/01/2019

**Approval History**

Step	Status	Assigned To	Approver Name	Date
Department Approval	NoResponse	Rebeca	Danielle	2019-02-01 16:28:56
Department Approval	Approved	Danielle	Danielle	2019-02-01 16:28:56
Instructor Approval	Pending	Registrar Queue - All	Registrar Queue - All	2019-02-01 16:28:56
Department Approval	NoResponse	Registrar Queue - All	Danielle	2019-02-01 16:28:56
Instructor Approval	Pending	Danielle	Danielle	2019-02-01 16:28:56

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