

Late Course Registration Request – Student Instruction

Northeastern University

Office of the University Registrar

Late Course Registration Request

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 the [Student Hub](#).

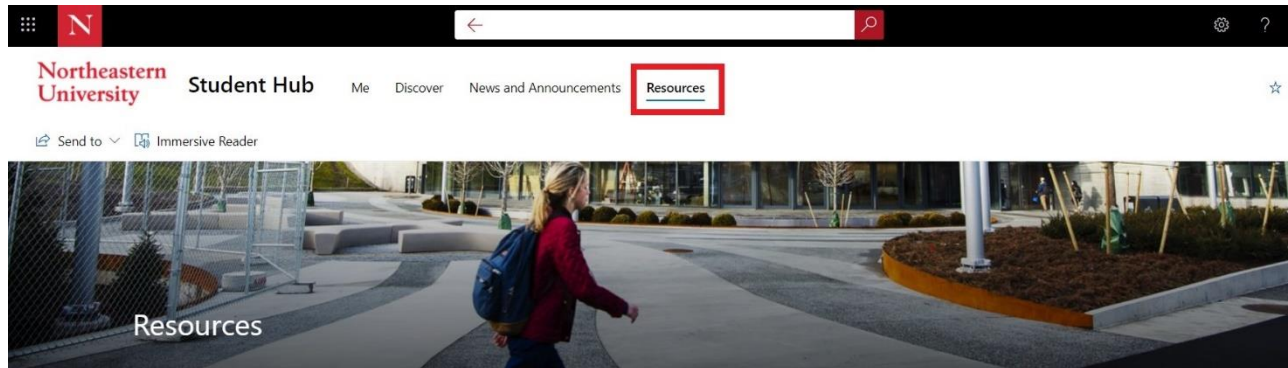
Quick Links

[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](#)

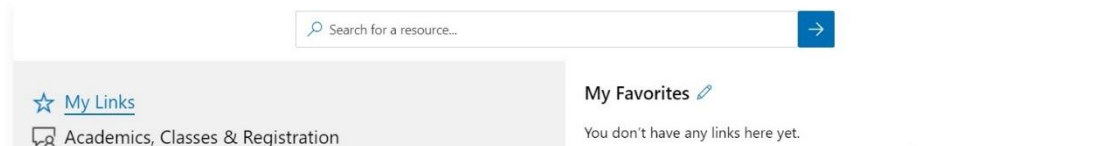
[Accessing the Late Course Registration Request](#)

- Log in to the Student Hub and select the Resources tab

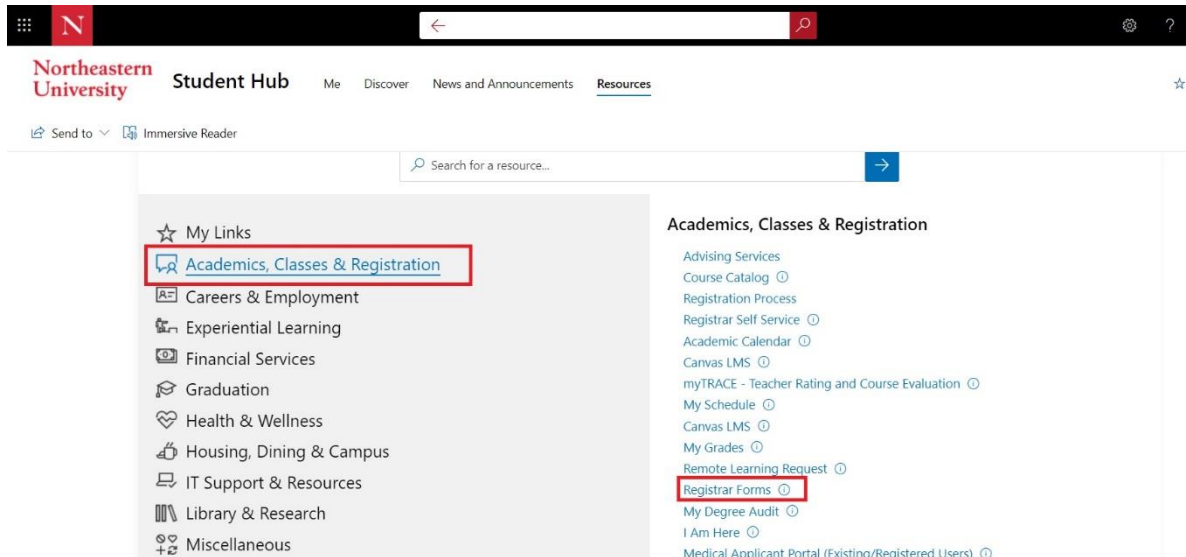


A collection of resources from the myNortheastern Portal is now available on the Hub.

For additional services, support, and information, visit the [Northeastern Services](#) portal.



- Select the Academics, Classes & Registration link from the menu
- Select Registrar Forms on the right side menu



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- You can now select the “Late Course Registration” form from the drop down menu

Northeastern University

REGISTRAR FORMS - MAIN Exit Print

Create New: Late Course Registration Go

Please Note: In progress and recently completed Student Forms will be displayed.

Action	College	Submitted	Status
View	College of Science	07/19/2021	Student Submitted
View	College of Science	08/05/2020	Student Submitted
View	College of Science	01/03/2020	Student Submitted
View	College of Science	05/01/2019	Student Submitted

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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 Form Acknowledgements

If you are requesting to add a course that does not exist in the Schedule of Classes available on myNortheastern, meaning the course does not have a CRN (e.g. directed study, dissertation, honors project, research, thesis) do not complete this form; choose the appropriate form from the [Individual Instruction page](#) of the Registrar's website and submit for processing.

Do not close or refresh the page while entering the courses as there will be no submission until you click "Submit for Approval."

Acknowledgements:

Read the below statements carefully, check the box next to each statement and click "I Agree" at the bottom of the page to begin your request.

- I understand that, this late course registration request should only be submitted after the last day to add a class online for the semester. Before that date, I should register via myNortheastern. Any late course registration requests received before the end of the add period will not be processed until the online add date has passed.
- I understand that, this request will be processed in the order that it is received. A vacancy in the course at the time this request is submitted does not guarantee a spot in the course.
- I understand that, if I have a registration blocking hold, this late course registration request will not be processed by the Registrar's Office until the hold is lifted. Once the hold is lifted, it is my responsibility to e-mail Registrar@northeastern.edu to inform the Registrar's Office to review my request.
- I understand that, it is my responsibility to verify all submitted CRNs to ensure they are accurate.
- I understand that, if I am waiting for the late course registration request to be processed before dropping a different class, I should provide the CRN of the course to drop in the appropriate box on the request.

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 Form

Select an Effective Term

Effective Term: Spring 2018 Semester Next

Select One

- Spring 2018 Semester
- Fall 2017 Semester
- Summer Full 2017 Semester

Late Course Registration Request Page

- Enter a valid phone number in the *Current Phone Number* box in case there are questions regarding your request.

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- This number is only saved on the request; it does not update your student record.

Late Course Registration Form

Student

Name:	Ann:	Student Level:	Undergraduate
NUID:	001	College:	College of Engineering
Student Email:	@husky.neu.edu	Program:	BSME Mechanical Engineering
Current Phone Number:	<input type="text"/>	Registration Blocking Hold(s):	No

Course Information

Effective Term : Spring 2018 Semester

CRN	Subject	Course #	Section	Course Title	Credit Hours	Time Conflict Approval	Overload Authorization	CRN to Drop
<input type="text" value="Enter the CRN"/> <input style="margin-left: 20px;" type="button" value="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.

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.

- 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.

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 ▼	<input type="text"/>

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.

- 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.

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- 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 the Student Hub using your student credentials.
- Select Registrar Forms from the Academics, Classes & Registration link.
- 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
View	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
View	College of Engineering	06/30/2018	SFRA_2018-06-21	Student Submitted

- Scroll to the bottom of the request to view the approval process.
 - Status of the request; indicates the approval process stage.
 - Pending** – Still waiting on approvals (not the Registrar's Office).
 - 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.

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 4	Danielle	Danielle 5	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 2	Danielle 3	Danielle	2019-02-01 16:28:56

Return to Home Page
Revoke

Late Course Registration Request – Student Instruction

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.

The screenshot displays a web interface with two main sections: 'Status Details' and 'Approval History'. The 'Status Details' section shows the following information:

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

The 'Approval History' section contains a table with the following data:

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

At the bottom of the interface, there are two buttons: 'Return to Home Page' and 'Revoke'. A red arrow points to the 'Revoke' button.