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Accessing Registration

1. Log in to the Student Hub and select the Resources tab

2. Select the Academics, Classes & Registration link from the menu
   Select Course Registration from the right side menu
3. This will take you to the Registration homepage

4. From the Registration menu that appears, select “Register for Classes.”

Searching for Sections

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.

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:

   Dear,
   A space is now available in the following course in which you are currently waitlisted:
   Intro Data Mining/Machine Lrn, DA 3030
   CRN: 33664
   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 01:28 PM
   Visit www.neu.edu/registrar, click on “Registrations” 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 # 617.373.2800

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 Northeastern 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.”
Waitlist

- 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.

**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.