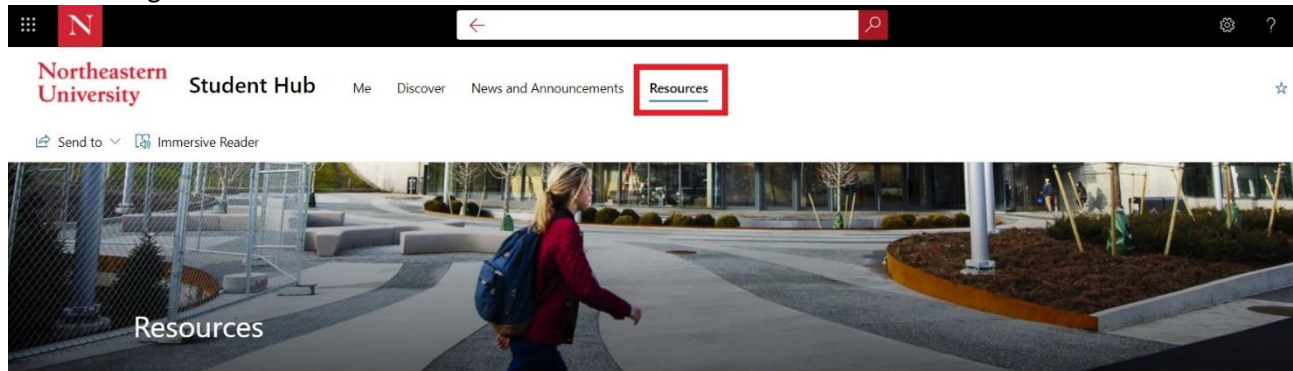


## Quick Links:

- [Accessing Registration](#)
- [Searching for Sections](#)
- [Adding Yourself to a Waitlist](#)
- [Registering for a Waitlisted Class](#)
- [Registration Errors when adding a Waitlisted Class](#)

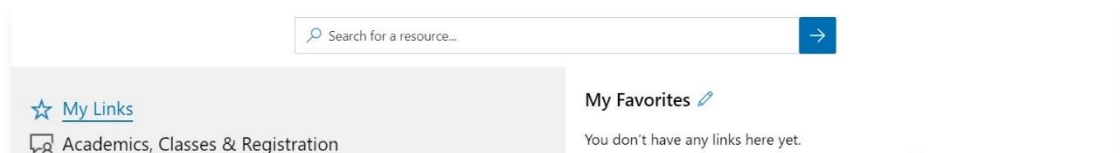
## Accessing Registration

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

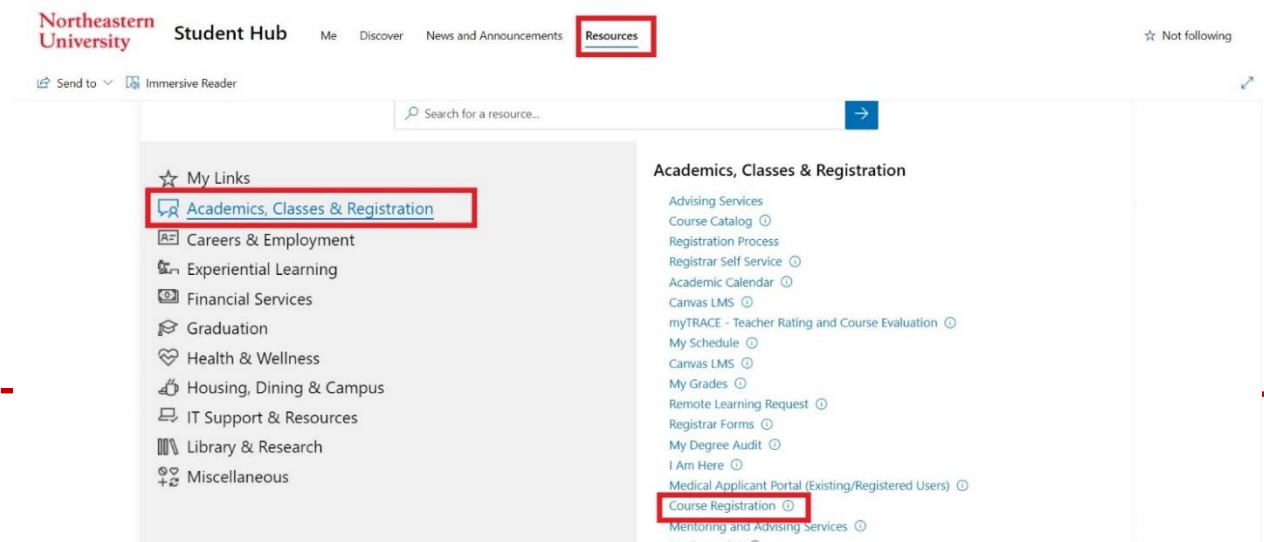


A collection of resources from the myNortheastern Portal is now available on the Hub.

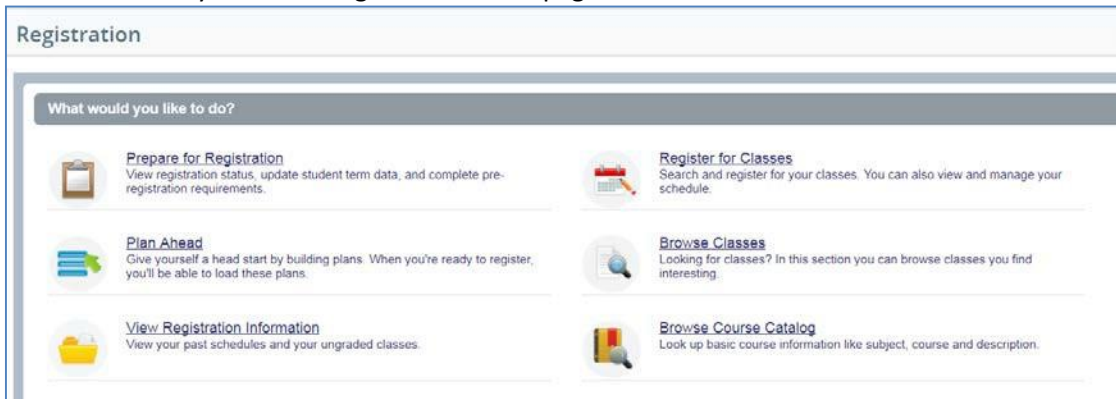
For additional services, support, and information, visit the [Northeastern Services](#) portal.



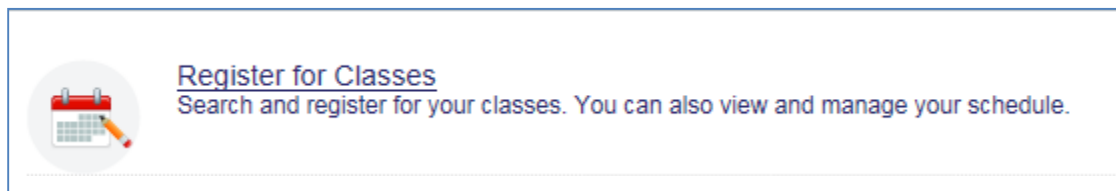
2. Select the Academics, Classes & Registration link from the menu  
Select Course Registration from the right side menu



- This will take you to the Registration homepage

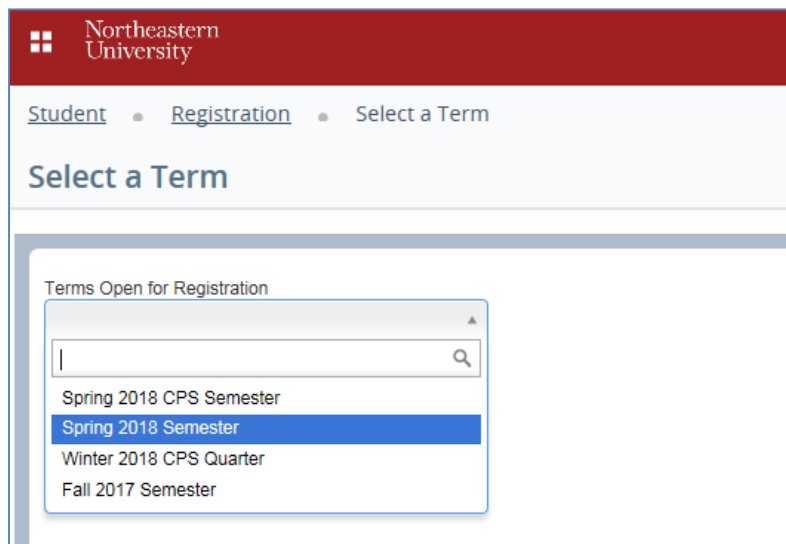


- From the Registration menu that appears, select "Register for Classes."



## Searching for Sections

- 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."



- 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.

Student • Registration • Select a Term • Register for Classes

## Register for Classes

Find Classes | Enter CRNs | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Spring 2018 Semester

Subject:

Course Number:

Keyword:

[Advanced Search](#)

### Adding Yourself to the Waitlist

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

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 1 Classes  
Term: Spring 2018 Semester Subject: Political Science Course Number: 4942

Title	Subject Description	Course Numbr	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
Internship in Politics Off-campus instruction	Political Science	4942	01	4	32781	Spring 2...	Quinn, Julie (Primary)	TWTFWTF	- Building: None Rooms: None Start Date: 01/05/...	<span style="color: red;">! FULL: 0 of 0 seats...</span> <span style="color: blue;">▼ 99 of 99 waitlist se...</span>	<input type="button" value="Add"/>

Page: 1 of 1 Per Page: 10 Records: 1

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

Status ⓘ

! FULL: 0 of 0 seats...  
▼ 99 of 99 waitlist se...

Records: 1

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
Internship in Politics	POLS 4942, 01	4	32781	Off-campus...	Pending	Web Registered

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

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
Internship in Politics	POLS 4942, 01	4	32781	Off-campus...	Pending	Waitlist Web Registered Remove Waitlist

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop ⓘ

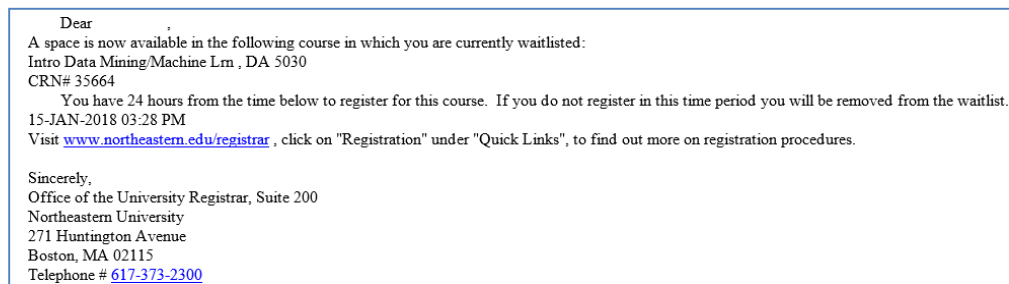
## Waitlist

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

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Internship in Politics	POLS 4942, 01	0	32781	Off-campus...	Waitlisted	None	

## Registering for a Waitlisted Class

- 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:



- 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.\***

- 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.”

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule	Status	Action	
Science, Technolo...	POLS 239...	4	37266	Lecture	Pending	Web Registered	
Managerial Account...	ACCT 230...	4	30692	Lecture	Registered	Web Drop	
Financial Accounti...	ACCT 120...	4	30763	Lecture	Registered	None	
Financial Reporting...	ACCT 450...	4	30683	Lecture	Registered	None	
First-Year Seminar	HIST 1201...	4	30850	Seminar	Registered	None	

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19

Conditional Add and Drop

**Unable to make requested changes so your schedule was not changed.**

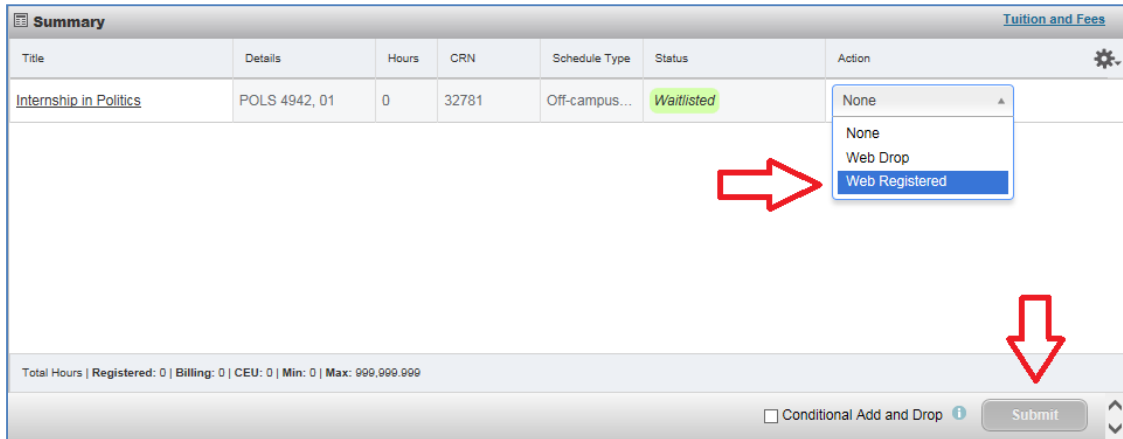
Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule	Status	Action	
Science, Technolo...	POLS 239...	4	37266	Lecture	Errors Prevent	Remove	

## 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.”



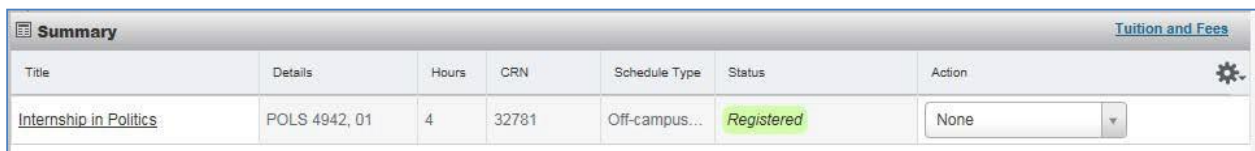
The screenshot shows a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The row for 'Internship in Politics' has a status of 'Waitlisted'. The Action dropdown menu is open, showing options: None, Web Drop, and Web Registered. A red arrow points to 'Web Registered'. Another red arrow points to the 'Submit' button at the bottom right. The bottom of the page shows 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999' and a 'Submit' button.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Internship in Politics	POLS 4942, 01	0	32781	Off-campus...	Waitlisted	None Web Drop Web Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop Submit

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



The screenshot shows the same table as above, but the status for 'Internship in Politics' is now 'Registered' in green. The Action dropdown menu is closed and shows 'None'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Internship in Politics	POLS 4942, 01	4	32781	Off-campus...	Registered	None

## 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](mailto:Registrar@northeastern.edu) (Registrar@northeastern.edu) with a screen shot of the error message and your NUID.