

## Where Do I Find Course Registration?

Log into myNEU and go to the Self-Service tab. Look to the left hand side and you'll see this:

The screenshot shows the myNEU Self-Service interface. At the top, there are navigation tabs: myNEU Central, Self-Service (highlighted), Community, and Career Development. Below the tabs, there are two main sections: My Information and Registrar. The My Information section shows the user's NUID as 000433521. The Registrar section contains a list of options: Student Self Service, Course Catalog, Schedule of Classes, Course Registration, My Schedule, My Grades, My Transcript, My Degree Audit, Change of Address, University Withdrawal Request, Apply to Study Abroad, Emergency Contact Information, My Travel Plans, and FERPA Status. Three callout boxes provide additional context: a yellow box points to Course Catalog with the text 'This shows you every class that will be offered in a given term'; a red box points to Course Catalog with the text 'This shows you every class that could be offered'; and a blue box points to Course Registration with the text 'This is where you can add or drop courses'.

myNEU Central **Self-Service** Community Career Development

**My Information**   

Your NUID is 000433521.

**Registrar**   

**Student Self Service**

**Course Catalog** 

**Schedule of Classes**

**Course Registration** 

**My Schedule**

**My Grades**

**My Transcript**

**My Degree Audit**

**Change of Address**

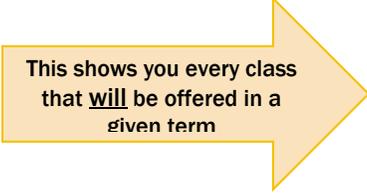
**University Withdrawal Request**

**Apply to Study Abroad**

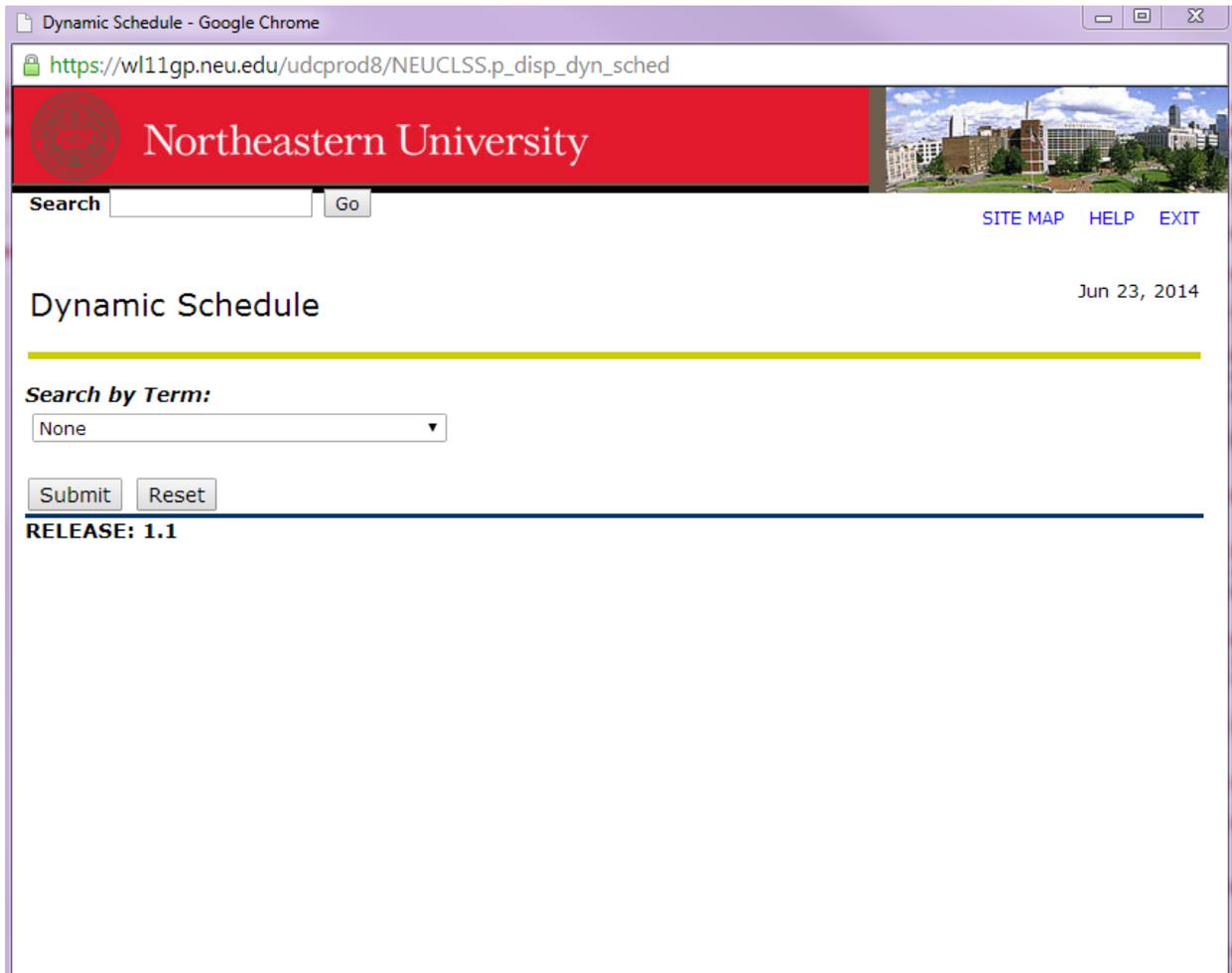
**Emergency Contact Information**

**My Travel Plans**  
Enter and track your itineraries for personal, study abroad, co-op, and other University travel.

**FERPA Status**



## Clicking Schedule of Classes- How Do I View Courses Offered in a Given Term?



The screenshot shows a web browser window titled "Dynamic Schedule - Google Chrome". The address bar contains the URL [https://wl11gp.neu.edu/udcprod8/NEUCLSS.p\\_disp\\_dyn\\_sched](https://wl11gp.neu.edu/udcprod8/NEUCLSS.p_disp_dyn_sched). The page header features the Northeastern University logo and name on a red background, with a campus photograph to the right. Below the header is a search bar with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Dynamic Schedule" with the date "Jun 23, 2014" on the right. A section labeled "Search by Term:" contains a dropdown menu currently set to "None", and "Submit" and "Reset" buttons. A blue horizontal line separates this section from the "RELEASE: 1.1" text below.

After clicking on "Schedule of Classes" this pop-up window will appear. Please select the term you want to explore from the dropdown menu.

## Clicking Schedule of Classes- How Do I View Courses Offered in a Given Term? PART 2

Next, you'll be brought here:

The screenshot shows a web browser window with the URL [https://w11gp.neu.edu/udcprod8/NEUCLSS.p\\_class\\_select](https://w11gp.neu.edu/udcprod8/NEUCLSS.p_class_select). The page title is "Class Schedule Search". In the top right corner, there are links for "SITE MAP", "HELP", and "EXIT", and the text "Fall 2014 Semester Jun 23, 2014".

The main content area includes a search bar with a "Go" button. Below the search bar, there are instructions: "Use any combination of selection options to narrow your search for courses." and "If you enter anything in the CRN box then the search will be by CRN and all other search options will be ignored." It also explains how to use keyboard shortcuts (Ctrl for Windows, Command for MACs, Shift for multiple selection) and provides examples of partial matching using the % symbol.

The search options are as follows:

- CRN:** An empty text input field.
- Subject:** A dropdown menu with "All" selected. The list includes: Accounting - ACCT, African Studies - AFRS, African-American Studies - AFAM, American Sign Language - AMSL, Anthropology - ANTH, Arabic - ARAB, and Architecture - ARCH.
- Course Number:** An empty text input field.
- Title:** An empty text input field.
- Attribute Type:** A dropdown menu with "All" selected. The list includes: NU Core 1st year Writing, NU Core Adv Writing in Dscpln, and NU Core Arts Lvl 1.
- Course Level:** A dropdown menu with "All" selected. The list includes: CPS - Graduate, CPS - Undergraduate, Continuing Education, Graduate, Law, and Undergraduate.

At the bottom of the search options, there is a checkbox labeled "Show only courses with seats available" which is currently unchecked. Below this is a link for "+/- More Options". At the very bottom, there are "Submit" and "Reset" buttons, and the text "RELEASE: 1.1".

You can search by subject (click CTRL or Shift to select multiple subjects at once).

You can highlight all of them (do not click the word "ALL" but instead highlight all of the subjects) and then select an "Attribute Type." For example, you can select all the subjects, and then select NU Core Arts Lvl 1 to view all of the NU Core Arts courses offered this term in every subject.

You can also search by the Course Title, CRN, or Course Number (make sure to select the subject too)

## Clicking Schedule of Classes- How Do I View Courses Offered in a Given Term? PART 3

Once you perform a search, you'll get a list of courses matching your query. This is one example:

Class Schedule Listing - Google Chrome  
https://w111gp.neu.edu/udcprod8/NEUCLSS.p\_class\_search

Search   SITE MAP HELP EXIT

### Class Schedule Listing

Fall 2014 Semester  
Jun 24, 2014

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**Sections Found**

**[Anthropology at Northeastern - 10894 - ANTH 1000 - 01- \(Boston, Main\) - Credits 1](#)**

Associated Term: Fall 2014 Semester  
Levels: Undergraduate  
Attributes: UG Col Soc Sci & Humanities  
Instructors: Shannon Vacek (P)  
Schedule Type: Lecture  
Traditional Instructional Method

**Restrictions:**  
Must be enrolled in one of the following Levels:  
Undergraduate

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Capacity	Actual	WL	Act	Seats	Room	Size
Class	3:25 pm - 5:05 pm	TF	TBA	Sep 03, 2014 - Dec 03, 2014	19	5	0	14	N/A	

**[Peoples and Cultures - 10893 - ANTH 1101 - 01- \(Boston, Main\) - Credits 4](#)**

Associated Term: Fall 2014 Semester  
Levels: Undergraduate  
Attributes: CAS Core MOI: Social World, NU Core Comp Study of Cultures, NU Core Social Science Lvl 1, UG Col Soc Sci & Humanities  
Instructors: Alan M. Klein (P)  
Schedule Type: Lecture  
Traditional Instructional Method

**Restrictions:**  
Must be enrolled in one of the following Levels:  
Undergraduate

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Capacity	Actual	WL	Act	Seats	Room	Size
Class	9:15 am - 10:20 am	MWR	West Village F 020	Sep 03, 2014 - Dec 03, 2014	225	129	0	96	257	
Final Exam	TBA	TBA	Dec 05, 2014 - Dec 12, 2014							

This shows you:

- The name and course number of the class
- Who is teaching the class
- Days, times, and location the course meets
- How many people are enrolled (Actual)
- How many people are allowed to enroll (Capacity)
- How many seats are left (Seats)
- How many people are on the waitlist, if there is one (WL Act)
- If the course had prerequisites or other restrictions, they would also be listed here

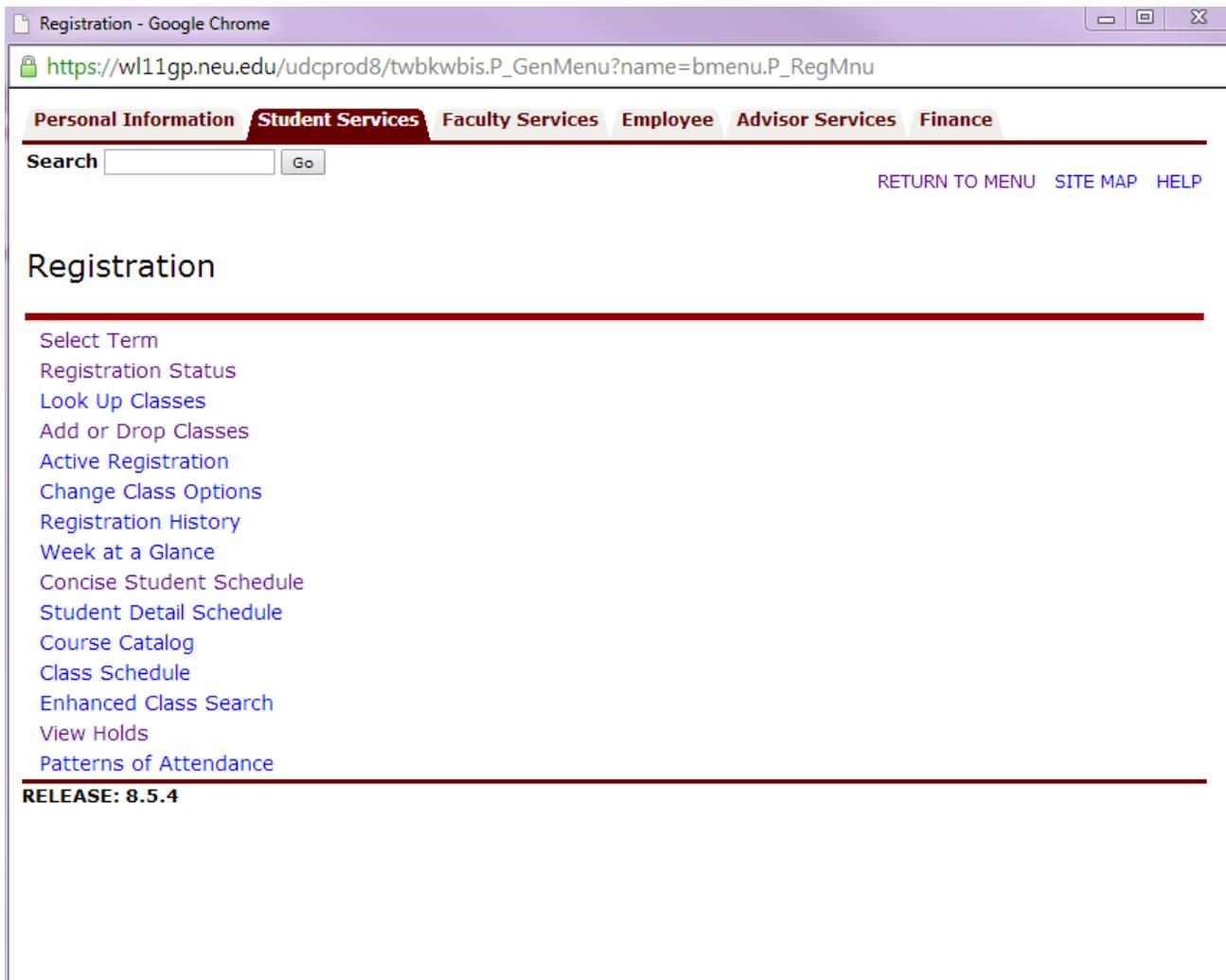
If you click the blue hyperlink (the course title, CRN, and number) you can read a more detailed course description.

You will need the CRN to register for the class. The CRN is the five digit number next to the course title.

If you click the course materials button, you may be able to view the required textbooks for the class (only if the instructor has submitted that information)

## Clicking Course Registration- How Do I register for classes?

Let's go back to the self-service tab on myNEU. Click the button "Course Registration." This window will pop up:



It is important a few days prior to registration that you click "View Holds" to see if you have any. This will give you time to try to resolve the holds so that you can complete course registration.

Once time-tickets are posted, you can click "Registration Status" to view your time-ticket (the time you can begin registering).

You can check out your schedule by clicking "Concise Student Schedule."

To begin registering, click "Select Term" and pick the term you want to register for. Then, click "Add or Drop Classes."

## How Do I register for classes? PART 2

Once you've clicked "Add or Drop Classes" it may prompt you to choose the term again. Once you do that, you'll be brought here:

Personal Information **Student Services** Faculty Services Employee Advisor Services Finance

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

### Add or Drop Classes

Kendra J. English  
Fall 2014 Semester  
Jun 24, 2014 01:17 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list. To search for classes use the Class Search button.

Co requisite registration requires all CRNs to be registered at the same time so please use the Add Classes Worksheet located at the bottom of this page.

**Withdraw Drop- W Grade:** It is recommended that you meet with your Instructor and Advisor(s) prior to dropping a class with a "W" grade online, to discuss any academic/financial implication.

**Name:** Kendra J. English (██████████)  
**Program:** MS Leadership (CPS)

### Add Classes Worksheet

**CRNs**

[Enhanced Class Search](#)

[ [View Holds](#) | [Change Class Options](#) ]

If you know the CRN's of the courses you want to add, you can enter them.

Note: If a class requires a lab, co-requisite, or recitation, you'll need to submit both CRN's at the same time.

If you need to search for the CRN's and/or browse available classes, you can do so by clicking "Enhanced Class Search." This will bring you to a window just like the one on page four of this document.

## How Do I register for classes? PART 3

Once you've entered in the CRN's, you will be able to see courses which you have registered for, like so:

The screenshot shows a web browser window with the URL [https://w11gp.neu.edu/udcprod8/bwskfreg\\_P\\_AltPin](https://w11gp.neu.edu/udcprod8/bwskfreg_P_AltPin). The page title is "Add or Drop Classes". The navigation menu includes "Personal Information", "Student Services", "Faculty Services", "Employee", "Advisor Services", and "Finance". The "Student Services" menu is active. A search bar is located at the top left, and "RETURN TO MENU", "SITE MAP", and "HELP" links are at the top right. The user's name, "Kendra J. English", and the session information, "Summer 2014 CPS Quarter", "Jun 24, 2014 01:45 pm", are displayed in the top right corner.

The main content area is titled "Add or Drop Classes". It contains instructions on how to add or drop classes and a note about prerequisite registration. A "Withdraw Drop- W Grade" section is also present. The user's name and program, "MS Leadership (CPS)", are listed.

The "Current Schedule" section displays a table of registered courses:

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Time	Days	Grade	Mode	Title
Web Registered	None	90303	CMN	6020	01	CPS - Graduate	3.000	TBA		Graduate		Ethical Issues in Organizational Communication
Web Registered	None	90056	CMN	6010	01	CPS - Graduate	3.000	TBA		Graduate		Foundations of Organizational Communication

Summary statistics are provided below the table:

- Total Credit Hours: 6.000
- Billing Hours: 6.000
- Minimum Hours: 0.000
- Maximum Hours: 14.000
- Date: Jun 24, 2014 01:45 pm

The "Add Classes Worksheet" section features a row of input boxes for CRNs and buttons for "Submit Changes", "Class Search", "Reset", and "Enhanced Class Search". At the bottom, there are links for "[ View Holds | Change Class Options ]" and a version number "RELEASE: 8.5.1.2".

You can now see that this person is registered for two courses.

If this person wanted to drop one of these courses, she would click on the dropdown menu next to the class (under Action) and select "Web Drop" and then click the submit changes button at the bottom.

## How Do I register for classes? PART 4

If you enter in CRN's and click submit, but do not see the class pop up under "Current Schedule," take a look near the bottom of the window. It would list the class that didn't get officially added and a reasoning why/error message. It would look like this:

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Time	Days	Grade	Mode	Title
Web Registered	None	90303	CMN	6020	01	CPS - Graduate	3.000	TBA		Graduate		Ethical Issues in Organizational Communication
Web Registered	None	90056	CMN	6010	01	CPS - Graduate	3.000	TBA		Graduate		Foundations of Organizational Communication

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 14.000  
Date: Jun 24, 2014 02:02 pm

### Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
CRN DOES NOT EXIST 12345									

### Add Classes Worksheet

CRNs									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>	<a href="#">Enhanced Class Search</a>						

Some example error messages include:

- The CRN does not exist
  - Go double check to see if you transcribed it correctly
- The class is full
  - Choose an alternative course , and/or add yourself to the waitlist if the system prompts you to (waitlists are not an option for every course)
- There is a time-conflict between this class and another one on your schedule
  - Edit your schedule accordingly
- The course is restricted to a certain major, certain college, or certain class (example: freshmen)
- You do not have the proper prerequisite to take the course
  - If you have AP credit for the prerequisite and still get this error, see your Academic Advisor
- You may get an error if you are trying to register for more than the maximum allowed hours/credits in a given term