

REGISTRATION PROCEDURES

Students are expected to preregister for classes during the published registration times in the academic calendar. Freshmen may be preregistered for some or all of the courses they need. Most registration after the freshman year is accomplished through the myNEU Web Portal (www.myneu.neu.edu). Confirmations of class registrations are mailed to students prior to the start of classes. Students must complete “I Am Here” registration just prior to the start of classes in order to remain enrolled.

Course Prerequisites

Students are expected to meet prerequisites as listed in the course description of each course in which they enroll. Grades of F, U, I, X, or W in prerequisite courses do not normally fulfill requirements. Exceptions must be authorized by the instructor teaching the course.

Overload Policy

An overload occurs when a student is enrolled in more courses than prescribed by the program’s curriculum. To register for an overload, students are advised to consult their academic advisor. Students who enroll in overload courses will be billed at the overload rate, 1/16 of the full-semester tuition for that semester per semester hour. Undergraduate full-time day students may register for an additional music ensemble course from the list of courses on page 16 without added charge as long as they are registered for a full course load.

Reduced Load Policies

A tuition adjustment is made for full-time undergraduate students when they register for fewer than 12 semester hours in full semesters and 6 semester hours in half semesters. No rebate or credit is granted when a student voluntarily drops a course. A reduced load may impact the student’s housing, financial aid, visa status, and health insurance. Students should consult applicable departments before committing to a reduced load. Students who take a reduced load will be billed at the underload rate, 1/12 of the full-semester tuition for that semester per semester hour.

Declaring Majors and Minors

Undergraduate students generally declare their majors upon admission to the University or in the spring semester of their freshman year. Majors are described under the various schools and colleges in this catalog.

Students should submit a petition form to earn a minor as early as possible, and no later than the end of the junior year, by applying to the department offering the minor.

Double Major or Dual Major, Double Degree, Second Baccalaureate

DOUBLE MAJOR OR DUAL MAJOR

Students may earn a double major or dual major by completing all requirements for two majors in one college (double major) or the dual major program specified in this catalog. Students completing a double major or dual major receive one diploma. The double major or dual major is noted on the transcript.

DOUBLE DEGREE

To earn two degrees from different colleges, a student must complete all the requirements for both degrees. Two diplomas will be awarded and both degrees will be noted on the transcript.

SECOND BACCALAUREATE

To earn a second baccalaureate, a student must complete all the requirements for the degree and must complete 30 semester hours beyond the semester-hour requirement for the first baccalaureate degree. A second diploma will be awarded and the second degree will be noted on the transcript.

Internal Transfers

Students wishing to transfer to another college within Northeastern University should consult the internal transfer program information located on the Office of the Registrar’s Web site (www.registrar.neu.edu/itp.html). Transfer to another college is not automatic but is based on a number of factors, including academic achievement and availability of space. Deadlines are at the discretion of the colleges.

Students who wish to change majors within the same college should consult the student services office of that college.

Transfer Credits for Current Students

Once they matriculate, students are expected to complete all course work for their degree at Northeastern, or an entity in a formal contractual, consortial, or partnership relationship with Northeastern, or at an approved study-abroad program. In some cases, in order to clear a deficiency, to permit students access to courses deemed by their respective advisors and colleges to be important for their educations but unavailable to them at Northeastern, or to remain on track for graduation, a student may petition their college for permission to take a course at another accredited institution.

With the approval of the college student services office, students may take courses in Northeastern’s graduate schools.

Students who wish to take courses at another institution and transfer the credit to Northeastern must obtain prior approval from the college student services office. The Office of the Registrar validates accredited institutions to ensure credit transferability. The student must earn a C (2.000) or better for a course to be considered for transfer. Students are responsible

for providing documentation on the institution's accreditation, course grading, and course descriptions prior to approval.

Special Students

Students who are not enrolled at Northeastern University may petition the college student services office to take courses on a semester-by-semester basis. Approval is based on the student's academic qualifications and on the availability of class space. If the college student services office approves the course enrollment, the student pays the bill and then returns the completed forms to the Office of the Registrar.

Taking a Course while on Co-op or on Summer Vacation

Students who wish to take a course while on co-op or on summer vacation must complete an appropriate form in their college student services office before the term begins. Students on co-op should complete the petition registration form, and students on summer vacation should complete the summer-only petition registration form. Students who do not file the appropriate form will be dropped from their preregistered courses. Students who take a course while on co-op will be billed the overload tuition rate. Students who take a course while on summer vacation will be billed at the underload tuition rate. (See "Overload Policy" and "Reduced Load Policies" on page 32.)

Dropping Courses

Not attending class does not constitute withdrawal. Students receiving a grade of W or X or NE in any course are responsible for the costs associated with that course. Students must drop courses using processes described below:

IN FALL AND SPRING SEMESTERS

- Through the third week of the semester, students may withdraw without any grade being posted to the transcript. Courses may be dropped via the myNEU Web Portal (www.myneu.neu.edu).
- Between the fourth and eleventh week, students must complete a course drop form (available at the Office of the Registrar or the college student services office), and have it signed by their instructor and by a representative of either their college student services office or the department that offers the course. Students must return the original copy to the Office of the Registrar and keep a copy for themselves. Course withdrawals during this time are indicated by a W on the student's record. A faculty member may choose not to sign a course withdrawal form if a student was involved in any kind of academic dishonesty in the class. No financial adjustment is made for courses receiving a W grade.
- After the eleventh week, no withdrawals are accepted for any reason. A letter grade for the course will be posted on the transcript.

- Dropping below full-time enrollment (12 semester hours for fall and spring semesters) may affect financial aid, health insurance eligibility, and the maintenance of proper nonimmigrant visa status.

IN SUMMER HALF SEMESTERS

- Through the second week of the half semester, students may withdraw without any grade being posted to the transcript. Courses may be dropped via the myNEU Web Portal (www.myneu.neu.edu).
- Between the third and fifth week, students must complete a course drop form (available at the Office of the Registrar or the college student services office), and have it signed by their instructor and by a representative of either their college student services office or the department that offers the course. Students must return the original copy to the Office of the Registrar and keep a copy for themselves. Course withdrawals during this time are indicated by a W on the student's record. A faculty member may choose not to sign a course withdrawal form if a student was involved in any kind of academic dishonesty in the class. No financial adjustment is made for courses receiving a W grade.
- After the fifth week, no withdrawals are accepted for any reason. A letter grade for the course will be posted on the transcript.
- Dropping below full-time enrollment (8 semester hours for summer half semesters) may affect financial aid.

Late Admission to a Course

Students may petition to register for a course after the normal "class add" period. Permission may be granted if seats are available and at the discretion of the instructor. If students are not already registered for a full course load, late admissions may jeopardize full-time status.

Forms for late admission are available at the Office of the Registrar and at www.registrar.neu.edu/forms.html.