

## Class Schedule Summer Semesters 2009

### Graduate Schools Registration Information

## Registration Instructions

### Academic Calendars

The latest graduate academic calendar is available online ([www.registrar.neu.edu/calendars.html](http://www.registrar.neu.edu/calendars.html)).

### Web Registration

Northeastern University provides fast and easy course registration via the myNEU Web Portal ([www.myneu.neu.edu](http://www.myneu.neu.edu)). Use a Web-connected computer, and your registration will be processed immediately. You will receive confirmation of your course selections before you log off. Check the registration restrictions and use the online class schedules ([www.registrar.neu.edu/schedules.html](http://www.registrar.neu.edu/schedules.html)) to make your course selections.

### Before You Register . . .

The myNEU Web Portal ([www.myneu.neu.edu](http://www.myneu.neu.edu)) requires a myNEU Username and a myNEU Password. More info is available online ([www.registrar.neu.edu/stuselfserv.html](http://www.registrar.neu.edu/stuselfserv.html)).

### Registration Blocks

If your college has blocked your registration, you can seek registration assistance by calling the college or departmental phone numbers listed in the class schedules ([www.registrar.neu.edu/schedules.html](http://www.registrar.neu.edu/schedules.html)) in the header information for each college or department. Also, use the following numbers to reach those administrative offices that may have blocked your registration:

#### Student Accounts Office

Office: 120 Hayden Hall  
Telephone: 617.373.2270  
E-mail: [studentaccounts@neu.edu](mailto:studentaccounts@neu.edu)

#### University Health and Counseling Services

Office: 135 Forsyth Building  
Telephone: 617.373.2772

### Readings, Continuations, Theses, and Dissertations That Do Not Appear Online

If you are registering for any of the courses listed above, and there is not a class listed with your advisor, please use the registration form ([www.registrar.neu.edu/form-gs-thesis.pdf](http://www.registrar.neu.edu/form-gs-thesis.pdf)). This form can be dropped off, mailed, or faxed to your dean's office (for College of Arts & Sciences students please send this form to your department) for the necessary approval. Your registration will be processed once your college office has verified this added course. Please do not use the registration form to register for courses listed in the online class schedules ([www.registrar.neu.edu/schedules.html](http://www.registrar.neu.edu/schedules.html)). The registration form will not be processed for registration into courses other than readings, continuations, theses, and dissertations that do not appear online.

## Registration Alternatives for Deaf and Hard-of-Hearing Students and Students with Disabilities

Deaf and hard-of-hearing students and students with disabilities that prevent them from using Web registration can register in the following ways during the scheduled registration period.

- Go in-person to the Registrar's Office in 120 Hayden Hall during the following business hours:
  - Monday through Thursday, 8:00 AM to 7:00 PM
  - Friday, 8:00 AM to 4:30 PM
- Fax your course schedule to the Registrar's Office at 617.373.5351. Include a telephone number, fax number, or e-mail address on your request so a Registrar's Office representative can contact you if necessary.
- E-mail your course schedule to [registrar@neu.edu](mailto:registrar@neu.edu). Include a telephone number, fax number, or e-mail address on your request so a Registrar's Office representative can contact you if necessary.

## Add/Drop Period

The add/drop period takes place during the first two weeks of the full semester. All adds and/or drops that do not require written permission may be completed via the myNEU Web Portal ([www.myneu.neu.edu](http://www.myneu.neu.edu)).

## Late Add/Drop

Once the add/drop period has ended, you must add classes via the Graduate School Late/Closed Course Registration Form ([www.neu.edu/registrar/form-gs-lateclosed-reg.pdf](http://www.neu.edu/registrar/form-gs-lateclosed-reg.pdf)), available online, in the Office of the Registrar (120 Hayden Hall), and in the student services office or dean's office of each college. If the Office of the Registrar does not receive a registration add for you, your name will not appear on the grade sheet, and you will not receive a grade in the course.

Also, once the add/drop period has ended, you must notify the Registrar when you drop a course. *Ceasing to attend class does not constitute official withdrawal. Notifying the instructor does not constitute official withdrawal.* The Graduate Course Drop Form ([www.neu.edu/registrar/form-gs-drop.pdf](http://www.neu.edu/registrar/form-gs-drop.pdf)) is available online, at the Office of the Registrar (120 Hayden Hall), and at the main office of the Burlington, Dedham, and Downtown campuses. If you are unable to obtain a drop form, a letter directed to the Graduate Registrar will be accepted as official withdrawal.

Please see the Student Billing Web site ([www.neu.edu/registrar/billing.html](http://www.neu.edu/registrar/billing.html)) for information on tuition adjustments.

## Registration Confirmation and Room Assignments

Your course confirmation with classroom assignments will be e-mailed during the week of April 27. You may also use the myNEU Web Portal ([www.myneu.neu.edu](http://www.myneu.neu.edu)) to confirm your courses at any time once you have registered. Room assignments will be posted online ([www.registrar.neu.edu/schedules.html](http://www.registrar.neu.edu/schedules.html)) during the week prior to the start of classes.

## Financial Information

Costs, Payment Options, Procedures, and Policies  
Please visit the Student Billing Web site ([www.registrar.neu.edu/billing.html](http://www.registrar.neu.edu/billing.html)) for detailed information.

## Health Insurance Requirement

The Commonwealth of Massachusetts requires that all full-time and three-quarter-time students be enrolled in a health plan. The University will automatically enroll such students in the Northeastern University Student Health Plan (NUSHP). Please visit the NUSHP Web site ([www.registrar.neu.edu/billing-nushp.html](http://www.registrar.neu.edu/billing-nushp.html)) for details on costs, waiver procedure, and deadlines.

## General Information

Office of the University Registrar  
The Office of the University Registrar is located at 120 Hayden Hall. More information is available online ([www.neu.edu/registrar/contactinfo.html](http://www.neu.edu/registrar/contactinfo.html)).

### Student ID Cards

All full-time graduate students and all part-time graduate students planning to purchase a parking pass must obtain a Husky photo ID from the Student Accounts Office, 120 Hayden Hall. Office hours are:

- Monday through Thursday, 8:00 AM to 7:00 PM
- Friday, 8:00 AM to 4:30 PM

Additional info is available online ([www.registrar.neu.edu/husky.html](http://www.registrar.neu.edu/husky.html)).

### Transcripts

Official transcripts are available upon request at the Transcript Office, 120 Hayden Hall. Details are available online ([www.neu.edu/registrar/trans\\_request.html](http://www.neu.edu/registrar/trans_request.html)).

Currently enrolled students can obtain unofficial transcripts at the myNEU Web Portal ([www.myneu.neu.edu](http://www.myneu.neu.edu)).

### Student Information Changes

The University must receive official notification of the following:

- Address change or correction
- Social Security Number change or correction
- Name change or correction

Address-change notification can be made at the myNEU Web Portal ([www.myneu.neu.edu](http://www.myneu.neu.edu)). Name and Social Security Number changes require legal documentation to verify the change; these changes must be made in-person in the Office of the Registrar (120 Hayden Hall).

### W Grade

The academic calendar ([www.registrar.neu.edu/calendars.html](http://www.registrar.neu.edu/calendars.html)) indicates, for each semester, a last day to drop a class *without* a W grade and a last day to drop a class *with* a W grade. For Summer Semesters 2009, these dates are:

#### Summer 1:

- Last day to drop a class *without* a W grade May 15
- Last day to drop a class *with* a W grade June 5

#### Summer 2:

- Last day to drop a class *without* a W grade July 10
- Last day to drop a class *with* a W grade July 31

#### Full Summer:

- Last day to drop a class *without* a W grade May 22
- Last day to drop a class *with* a W grade July 17

For Graduate Course Drop Forms ([www.neu.edu/registrar/form-gs-drop.pdf](http://www.neu.edu/registrar/form-gs-drop.pdf)) received between these two dates, a W grade will appear on your official transcript. After the last day to drop a class *with* a W grade, no drops will be processed and you will receive a letter grade for the course. Please see the Student Billing Web site ([www.neu.edu/registrar/billing.html](http://www.neu.edu/registrar/billing.html)) for refund information.

## Graduation

If you plan to complete your degree requirements during the 2008–2009 academic year, you will be contacted during the Fall Semester with information regarding registration for commencement. You will need to register online for commencement via the myNEU Web Portal ([www.myneu.neu.edu](http://www.myneu.neu.edu)). This step will begin the degree-completion process by

- providing your college/school, the Office of the Registrar, and the Commencement Office with the critical information (diploma name, mailing address, etc.) needed to serve you.
- providing you with information regarding critical dates, ceremony details, event information, etc. that you will need as commencement approaches.

## Emergency Closing

Northeastern University notifies students by radio or television when it becomes necessary to cancel classes because of extremely inclement weather. Media outlets authorized to announce the University's decision to close or delay its opening are radio stations WBZ (1030 AM) and WRKO (680 AM) and television stations WBZ-TV 4, WCVB-TV 5, and WHDH-TV 7. The University makes every effort to reach these stations early. Students are encouraged to use these stations as the primary method of learning of University closings.

The above-mentioned stations usually begin cancellation or delayed opening announcements at 6:00 AM. When a storm begins later in the day, every effort is made to have the announcement on the radio by 2:00 PM.

Members of the University community may also call the University's main number, 617.373.2000, which will play a recorded message with information on whether the University will open or have early release.

Deaf and hard-of-hearing members of the University community may obtain information on school cancellations by dialing the Relay Service toll free at 800.439.2370; the Relay Service will then dial into the University's main number (617.373.2000) for the recorded message.

When it is necessary to cancel classes, the University will be closed both day and night unless stated otherwise. Students should not attempt to come to the University at such times. Certain offices will provide emergency staff coverage during those situations.

Should a cancellation be made during final examinations, the examination will be rescheduled for Saturday of the examination week.

## Academic Record and Financial Services Technology

Northeastern University provides easy access to many academic record and financial services via the myNEU Web Portal ([www.myneu.neu.edu](http://www.myneu.neu.edu)). Additional information is available online ([www.neu.edu/registrar/stuselfserv.html](http://www.neu.edu/registrar/stuselfserv.html)).

## Semester Course Listings

### Graduate Semester Course Numbers

Every semester course number at Northeastern University consists of three parts:

- A two- or three-letter department code
- A single-letter code, most commonly G to indicate a graduate course (U would be used to indicate an undergraduate course)
- A three-digit number

For example, in the course number ECN G105, ECN is the department code (indicating the Economics department), G indicates a graduate course, and 105 is the three-digit number.

For graduate courses, the three digit number indicates the following:

- 001-099 Basic/preparatory
- 100-199 Introductory graduate level
- 200-399 Master's and doctoral level course work
- 400-599 Graduate level clinical practice, internship, directed study, readings, tutorials
- 600-699 Master's level research and thesis
- 700-799 Doctoral level course work
- 800-899 Doctoral level research and dissertation

### Corequisites

Some courses have corequisite laboratory or recitation courses. You must register for the indicated corequisite courses.

Corequisites are noted throughout the class listings ([www.registrar.neu.edu/schedules.html](http://www.registrar.neu.edu/schedules.html)). Here's an example:

BIO G251 Principles of Animal Physiology (4 SH)  
Key 11111, Sec 01, Instr Staff  
MWTh 9:15 AM-10:20 AM  
Coreq. BIO G252

BIO G252 Lab for BIO G251 (1 SH)  
Key 22222, Sec 01, Instr Staff  
Th 11:45 AM-2:40 PM  
Key 33333, Sec 02, Instr Staff  
Th 4:35 PM-7:35 PM

In this example, students registering for BIO G251 must also register for a section of the associated lab, BIO G252.