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:

This shows you every class that could be offered

This shows you every class that will be offered in a given term

This is where you can add or drop courses
Clicking Schedule of Classes- How Do I View Courses Offered in a Given Term?

After clicking on “Schedule of Classes” this pop-up window will appear. Please select the term you want to explore from the dropdown menu.
Next, you’ll be brought here:

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:

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:

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:

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

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN Subj Crse Sec Level</th>
<th>Cred</th>
<th>Time Days Grade Mode Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Registered</td>
<td>None</td>
<td>90303 CMN 6020 01</td>
<td></td>
<td>CPS - Graduate 3.000 TBA Ethical Issues in Organizational Communication</td>
</tr>
<tr>
<td>Web Registered</td>
<td>None</td>
<td>90056 CMN 6010 01</td>
<td></td>
<td>CPS - Graduate 3.000 TBA Foundations of Organizational Communication</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN Subj Crse Sec Level Cred Grade Mode Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN DOES NOT EXIST 12345</td>
<td></td>
</tr>
</tbody>
</table>

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Submit Changes Class Search Reset Enhanced Class Search

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