Law Student Registration Instructions

When is Registration for the Spring 2019 Quarter?

1) Pre-registration for limited enrollment courses only will open at 9:00 am on Monday, January 14. Students will have 24 hours, or until 9:00 am on Tuesday, January 15, to add their names to limited enrollment classes for lottery selection (process described below). If you add yourself to an open enrollment class during this time, you will be dropped from the class before Thursday.

2) Between 9:00 am on Tuesday, January 15 and 9:00 am on Thursday, January 17, students should not access the registration system through myNortheastern.
   a. Any student who registers during this window will be dropped from the selected course.
   b. During this period, ASA will be working in the myNortheastern system to run registration for LE classes, including pulling rosters for classes that are oversubscribed.
   c. If you login during this time period, your registration profile will likely look different than it did when you preregistered on Monday. Do not panic!

3) At 9:00 am on Thursday, January 17, registration will reopen and will remain open until the end of the drop period (March 17). During this time, students will be able to see which limited enrollment classes they were admitted to and for which they were waitlisted, and register for all open-enrollment courses and any limited enrollment courses with remaining spots. Students may also add themselves to the waitlist for any limited enrollment course with a waitlist (instructions below).

4) The deadline to add classes is March 3. The deadline to drop classes (without “W”) is March 17.

Where do I register?

All students register online through myNortheastern. All information for Registration will be available on the Academic and Student Affairs (ASA) website in the Registration Information folder. This information will include: the Spring 2019 class schedule, new course descriptions, course list and CRNs, Clinic applications, information with reminders about registration, including important dates, and a copy of this memo.

What is the maximum number of credits for which I can register?

Students will be able to register for a maximum of 16 credits. Adding yourself to a waitlist once registration reopens (process described below) does not count against your 16 credit maximum. Students seeking permission to overload must complete an Over/Under Enrollment Form, available on the ASA website in the Forms folder.

Important notes regarding Spring Registration!

1) If you pre-register for multiple LE classes scheduled for the same day/time, you must email the Office of Academic and Student Affairs at lawstudentaffairs@northeastern.edu to indicate which class you prefer.

2) Starting at 9:00 AM on Tuesday, January 15, ASA will conduct lotteries giving preference to students closest to graduation. However, this preference will not be applied to courses offered only once per rotation.

3) ASA will register all students into their limited enrollment classes. When a class has a waitlist, ASA will add students to the waitlist according the order in the lottery.

4) Once registration reopens on Thursday, you will see which Limited Enrollment classes you are registered in or waitlisted for. If you are on a waitlist and a spot in the class becomes available, you will be notified by email (see instructions below).

5) In accordance with our academic rules, students must attend the first day of class for all LE classes to claim their seats. This requirement applies to students both registered in and waitlisted for the class.
How do I add myself to a waitlist?

1) Go to myNortheastern:
   a. Select Services & Links
   b. Click “Course Registration (NEW)”
   c. Select “Register for Classes” from the menu
   d. Select "Spring 2019 Law Quarter" and click "Continue"
   e. There are two ways to add classes, which can be chosen in the tabs along the top:
      i. “Enter CRNs” tab: Enter the CRN of the course (use the “+ Add Another CRN” option to add additional CRNs) and click "Add to Summary."
      ii. “Find Classes” tab: search by subject, course number, keyword, or (under advanced search) professor or class name then add a class from the results with the “Add” button to the right.
   f. Your added classes will appear in a summary box in the bottom right. The status will be pending. In the Action column, choose Waitlist from the dropdown menu for each class. **Very Important!** You must hit submit on the bottom right of the summary box to be added to a waitlist. If the class is listed as pending in the status column (even if the action column reads waitlist), you have not been added to the waitlist or class roster.

2) To double check that you have actually registered for the Limited Enrollment Lottery, click the “Schedule and Options” tab, and those classes for which you have registered should be listed under Current Schedule with the status "Waitlisted" in green in the table.

3) Adding yourself to the waitlist during pre-registration will add you into the lottery for the course.

4) Once registration re-opens on Thursday, you may still add yourself to any class with a waitlist. Adding yourself to a waitlist does not count against your 16 credit maximum.

5) Once registration re-opens, if you are on a waitlist for a limited enrollment class and a spot opens in the class, you will receive the following email (to your Husky email account) from the Office of the Registrar with the subject “Waitlist Notification – (CRN)’:

   Dear Name,

   A space is now available in the following course in which you are currently waitlisted:
   Course Title, Subject Code

   CRN# *****

   You have 24 hours from the time below to register for this course. If you do not register in this time period you will be removed from the waitlist.

   Date Time

   Sincerely,

   Office of the University Registrar, 120HA Northeastern University
   360 Huntington Avenue
   Boston, MA 02115
   Telephone # 617-373-2300

6) Once the email is sent, you will have 24 hours to register for the class. If you take no action, you will be dropped from the waitlist and the next student on the waitlist will be notified of an opening. Out of consideration for your fellow classmates, we ask that you register for or drop the class as soon as you receive the email to help the process move quickly.
7) When you receive the email, login to myNortheastern and follow the instructions in Step 1 to get the Summary box.

8) In the dropdown menu in the Action column next to the appropriate class, select “Web Registered” or “Web Drop” and click “Submit.” After hitting submit, the status column should read registered.
   a. If you are already registered for 16 credits, or if this addition will put you over 16 credits, you must drop enough credits to be able to add this course.
   b. If you are trying to register for the class, do not drop the class and try to reregister. That will remove you from the waitlist.

9) Open enrollment classes do not have a cap! However, they cannot exceed the size of our largest classroom. If enrollment is approaching this size, you will receive an email. To ensure enrollment in your desired classes, you should register on Thursday when open enrollment begins.

How do I register for a clinic?

With the exception of the Public Health Advocacy Clinic, which does not use an application process, clinic enrollment is by application only.

You must follow all instructions and deadlines established by the Clinical Department as posted on Blackboard and the ASA website. Once students are accepted into a clinic, ASA will receive the enrollment lists and waitlists for all clinics.

ASA will register selected students into the appropriate clinics and will add students to the waitlists. Students on the waitlist will be notified through the automated system described above if openings in the clinics occur. Students accepted off the waitlist should follow all instructions described above for registering off the waitlist, including dropping enough credits to allow space in their credit load to add the clinic.

If a student is already registered for 16 credits when ASA receives the enrollment lists, ASA will manually override the system to register the student for the clinic. This manual registration will result in a credit overload. It is the student’s responsibility to drop any remaining classes she/he/they do not intend to take to avoid W’s on her/his their transcript. Students are encouraged to drop courses as soon as possible to open spaces for classmates.

I am required to take certain classes as part of an academic plan. How do I make sure I’m in those classes?

Any student who is required to take a course should contact the Office of Academic and Student Affairs for assistance with registration. ASA will register students needing a particular course to comply with an academic plan.