Law School Registration Instructions

When is Registration for the Summer 2021 Semester?

1) Pre-registration for limited enrollment courses only will open at 9:00 AM EDT on Monday, April 5. Students will have 48 hours, or until 9:00 AM EDT on Wednesday, April 7, to fill out the Limited Enrollment Pre-Registration form for the limited enrollment classes lottery selection (process described below).

2) Students must not access the myNortheastern registration system before 12:00 noon EDT on Friday April 9.
   a. Any student who registers before 12:00 noon EDT on Friday April 9 will be dropped from the selected course(s).
   b. ASA will be working on registration and waitlists for limited enrollment classes in the myNortheastern system, and any interference in the system by students can result in serious problems.

3) At 12:00 noon on Friday, April 9, registration will open and will remain open until the end of the drop period (May 30). 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) Because of the classroom capacity restrictions to allow for social distancing, some large classes may run as a NUflex Alternating class meaning that not everyone attending classes on ground will be able to attend all classes in person. If this does occur, you will be notified which classes you will attend in person and which you will attend remotely.

5) The deadline to add classes is May 23. The deadline to drop classes (without “W”) is May 30.

Where do I register?

All information for Registration will be available on the Academic and Student Affairs (ASA) website on the Registration Information page. This information will include: Summer 2021 class schedule, the Limited Enrollment Pre-Registration form, new course descriptions, course list and CRNs, information with reminders about registration, including important dates, and a copy of this memo.

To add yourself to a limited enrollment lottery:

Students will have from Monday, April 5 at 9:00 AM EDT until Wednesday, April 7 at 9:00 AM EDT (48 hours) to fill out the online Limited Enrollment Pre-Registration form. Do not attempt to conduct the limited enrollment lottery sign-up process on myNortheastern or the Student Hub.

The form will be posted on ASA’s website on the Upper-Level Registration page on Monday, April 5 in advance of the 9:00 AM EDT start time. If you fill out the form more than once, ASA will use the most recent submission. Any late submission received after 9:00 AM EDT on Wednesday, April 7 will be disregarded.

The Limited Enrollment Pre-Registration form will take into consideration any time conflicts for limited enrollment courses and force you to indicate a preference. You do not need to email ASA your preferences.

To add yourself into a non-limited enrollment course:

After 12:00 noon EDT on Friday, April 9, students can go into myNortheastern and find out which limited enrollment courses they got into and which ones they were placed on the waitlist for. At that time, students can also enroll into the non-limited enrollment courses on myNortheastern.
**What is the maximum number of credits for which I can register?**

Students will be able to register for a maximum of 17 credits. Adding yourself to a waitlist once registration opens (process described below) does not count against your 17 credit maximum. Students seeking permission to overload must complete an Over/Under Enrollment Form, available on the ASA website on the [Forms Page](#).

**Important notes regarding Summer Registration!**

1) The Limited Enrollment form will take into consideration any time conflicts for limited enrollment courses and force you to indicate a preference.

2) Starting at 9:00 AM EDT on Wednesday, April 7, ASA will conduct lotteries.

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 to the order in the lottery.

4) Once registration opens on Friday at noon EDT, 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.

6) If you have any holds on your account, we will be unable to register you for any limited enrollment classes. It is your responsibility to make sure that you do not have any holds!

**How do I add myself to a waitlist after the limited enrollment lottery has ended?**

1) Once registration opens on Friday, you may still add yourself to any class with a waitlist. Adding yourself to a waitlist does not count against your 17 credit maximum.

2) Once registration 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 Northeastern 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

   3) 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.

   4) When you receive the email, login to myNortheastern and follow the instructions in Step 1 to get the Summary box.
5) 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 17 credits, or if this addition will put you over 17 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.

**How do I register for a clinic?**

Clinic enrollment is by application only.

You must follow all instructions and deadlines established by the Clinical Department as posted on the [ASA website](http://www.asaweb.com). 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 17 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.