Northeastern University
Global Experience

The N.U.in Boston Program

Course registration process HOW TO guide

Phase 1 – Initial course selection. Self-registration via the Course Registration Platform.

Before you pick classes note the following possible restrictions you may encounter.

- **Pre-selected classes.** You may be enrolled in one or more required courses when you log into the course registration system. Students are pre-selected into the classes they need based on their college/major. Do not drop any of these classes. You will have the opportunity to connect with your academic advisor. Your home college advising office will be reaching out to you in mid-June to outline (a) *when* and (b) *how* the process for finalizing your course selections will work. They can assist with making necessary adjustments.
- **A course is closed.** Some courses will fill up quickly. We cannot do anything about classes that fill up and have a full capacity. This is not unique to the N.U.in program. Some courses tend to be more popular amongst students and fill up more quickly than others. This is not uncommon and just something to be aware of. If this happens, please move on and find the next best course for yourself.
- **You have advanced or transfer credit**. If you have advanced credit for a course that was pre-selected for you, do not worry. In Phase 2 of the process, you will be able to work with your home college advising office to identify the next best course alternative(s) for any course requirements you pass out of. Your home college advising office will be reaching out to you in mid-June.
- **Prerequisites.** If there is a course you want to select that has a prerequisite, please choose your next most-preferred option. Simply pick another class. Then you will be able to speak with your advisor who may be able to help you get into that class that has a prerequisite. Again, in Phase 2 of this process, you will have the opportunity to work with your home college advising office and make adjustments to your initial course selections.
- **Time conflict.** If a course you want has a conflict with a required course you've been pre-selected into, then please choose another section of that course or find an alternative class to sign up for. And if the time conflict is with a required course you've been pre-selected into but for which you know you have advanced or transfer credit, you will be able to discuss this with your college advisor in Phase 2 of the course registration process.
- **Total credits.** Once you have enrolled in at least 16 credits, you will not be able to make any more edits to your fall course registration in Phase 1. You can, however, expect your home college advising office to be reaching out to you in June to outline next steps in the academic advising process. And then in Phase 2, your home college advising office will work with you to make any necessary course changes before the N.U.in add/drop period in mid-August.

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Here is a step-by-step guide on how to search for and select your N.U.in Boston courses in Northeastern's Banner system.

Step #1. Go to your Application Status Check and login.

Step #2. Review all items listed under "Your Next Steps".

Your Next Steps
If you want to enroll, withdraw your applications from other schools and complete the following:

Required

Step #3. Under the "Required" section, click on the "Register for Fall Courses" link.

Register for Fall N.U.in Courses

Due
06/08/2021

Step #4. Once you click on this link, you will be directed to the Northeastern University Registrar course registration landing page.

Northeastern University

Student • Registration

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

Step #5. Click on the "Register for Classes" link and then choose "Fall 2021 Semester" and click "Continue" button.

Note: On the next page, you will see three different windows. At the bottom you will see two sections. "Schedule" on the bottom left-hand side will show a calendar view of the N.U.in Boston courses you have been pre-selected into with the days and times. On the bottom right-hand side under the "Summary" section you will see a list view of these courses. The top window is where you will be able to search for and select the rest of your courses. Please see Step #6 below for further instructions.

Step #6. Click on the Advanced Search link.

Enter Your Search Criteria ⓘ

Term: Fall 2021 Semester

Subject	[ ]
Course Number	[ ]
Keyword	[ ]

[Search] Clear ▸ Advanced Search ←

Note: The Advanced Search will allow you to search for and add more courses. Some students will only be selecting and adding their N.U.in Boston Culture course. Others will be selecting their N.U.in Boston Culture course and Elective(s), depending on their major.

Step #7. To add a new course to you schedule **s**croll down until you see the "Attribute" field and enter "NUIN Boston Program Course" and then click the "Search" button.

Register for Classes

Find Classes	Enter CRNs	Plans	Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2021 Semester

Subject	[ ]
Course Number	[ ]
Keyword	[ ]
Instructor	[ ]
Subject and Course Number	[ ]
Keyword (With All Words)	[ ]
Keyword (With Any Words)	[ ]
Keyword (Exact Phrase)	[ ]
Keyword (Without The Word)	[ ]
↑ ➞ Attribute	[✕ NUIN Boston Program Course]
Campus	[ ]
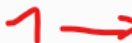
2 ➞ [Search] Clear ▾ Advanced Search

Note: You will be able to see all the courses available for N.U.in Boston students.

Note: There is going to be a long list of courses. You should scroll to the bottom to see the "Page" and click next to see more courses on the next page.

Step #8. If you would like to search for a specific course, follow the steps listed below.

- **Step #8.1** - Find the courses you would like to search for. Use the curriculum course map for your college and major on the N.U.in Boston website (https://nuin.northeastern.edu/destinations/boston/academics/). This resource will help guide you to know which courses you should be searching for. The course maps will also show you which courses you should be pre-selected into.

- **Step #8.2** - Enter the search paraments for the courses you are searching for. For example, if you want to add the ANTH 1101 course as an Elective, you can type in the course "Subject" and "Course Number" and make sure to have the "NUIN Boston Program Course" filled in under the "Attribute" field. When you click the "Search" button, you will see all the sections of this course available for the N.U.in Boston program.

- Results for "ANTH 1101" choosing the following search parameters as explained above:
  - Subject: "Anthropology"
  - Course Number: "1101"
  - Attribute: "NUIN Boston Program Course"

Step #9. Once you have identified the courses you would like to add click the "Add" button. The courses will be added to your schedule as shown below. Be sure to click the "Submit" button to finalize your choice. **Note:** The status should be changed from "Pending" to "Registered".

Phase 2 – Finalizing course selection.

- Student home college advisors will be reaching out to make appointments to fine-tune your course selections and finalize your fall course registration.
- **Students can expect to receive a communication from their home college advising office in mid-June** outlining (a) *when* they will be setting up advising appointments over the summer and (b) *how* their advising process will work.
- In the meantime, if students have questions, please contact the N.U.in Program at nuin@northeastern.edu