



NU Accelerate Course Registration Guide

Welcome to the Course Recommendation Guide for NU Accelerate students!

This guide will be your primary tool in registering yourself for NU Accelerate courses for the Spring 2022 term and will cover the following information:

- I. Action Items
- II. Course Registration Steps
- III. Making Changes to your Schedule: Adding, Dropping, Withdrawing from a Course
- IV. Tech Support and Customer Service
- V. Key Dates and Top Tips

As a reminder, the NU Accelerate scholarship covers the cost of tuition for up to two courses **total** across the Spring and Summer terms.

As always, send any questions to nuaccelerate@northeastern.edu. We look forward to working with you!

Sincerely,
The NU Accelerate Team

I. Action Items

1. Claim your Northeastern University Online Account

Refer to previous email communication subject line “Claim your Northeastern University Online Account” regarding how to claim your [Northeastern online account](#).

2. Check Access to Student Hub

Northeastern University’s [Student Hub](#) is a highly personalized, experience-driven platform that serves as a daily home base for Northeastern students. We recommend students log into the Student Hub soon after activating their account to be sure there are no login or access issues before registration opens. For troubleshooting tips please visit Part IV of this guide. **Please note that the link to register for courses won’t be available to you until January 10.*

3. Have your Course Preferences Ready

To prepare for registration you should review the [Course Selection Recommendation Guide](#), which is a document that was developed in collaboration with academic advisors at Northeastern to give comprehensive guidance to NU Accelerate students choosing courses. Review the Guide and email any specific questions to nuaccelerate@northeastern.edu.

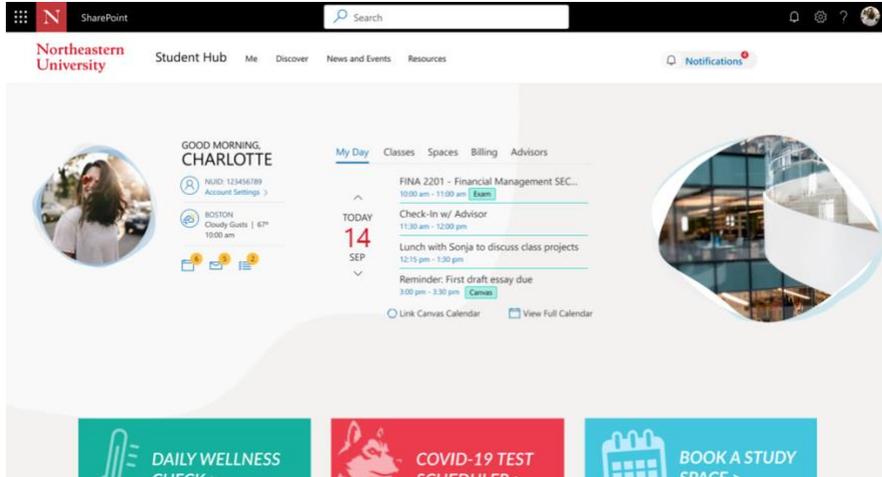
4. Save the Date for Registration

Registration for NU Accelerate courses opens on Monday, January 10 at 12:00 a.m. EST. *We recommend logging in to register on January 10 as courses fill on a first-come, first-served basis.* Top course preferences are not guaranteed for students. The Spring Term begins on Tuesday, January 18.

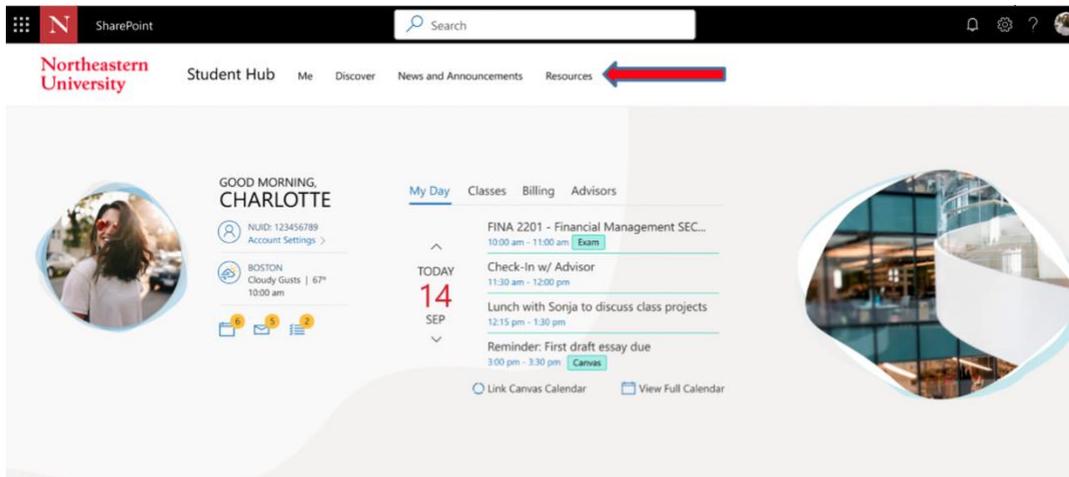
REMINDER: STUDENTS WILL NOT BE ABLE TO ACCESS REGISTRATION LINKS UNTIL 01/10/2022.

II. Course Registration Steps

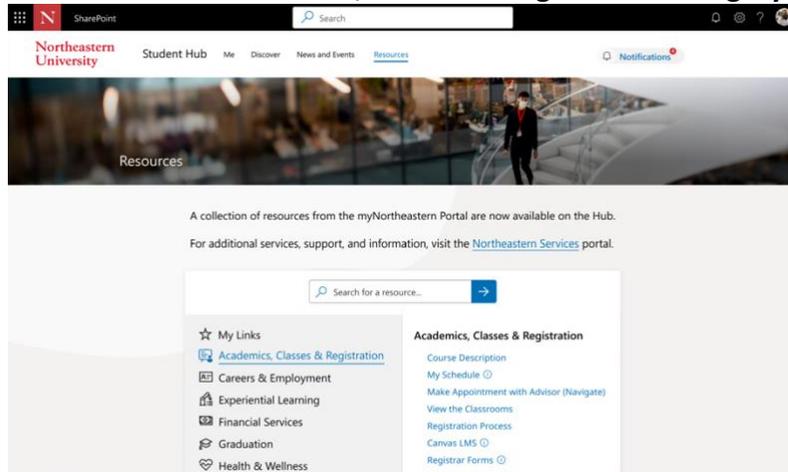
1. Log into the Student Hub to see your homepage



2. Click on the "Resources" Tab.



3. Click on the Academics, Classes & Registration category.



4. Click on the “Course Registration” link. This will lead you to Self-Service Banner, the system in which you will complete registration. Tip: Self-Service Banner may take a few moments to load. If it does not successfully load, please click on the icon to reload the page.

Search for a resource... →

- ☆ My Links
- Academics, Classes & Registration**
- Careers & Employment
- Experiential Learning
- Financial Services
- Graduation
- Health & Wellness
- Housing, Dining & Campus
- IT Support & Resources
- Library & Research
- Miscellaneous

Academics, Classes & Registration

- Course Descriptions
- Schedule of Classes
- Make Appointment with Advisor (Navigate)
- Course Catalog
- Trace Survey Results 2012-2015
- ☆ Course Registration**
- myTRACE - Teacher Rating and Course Evaluation
- Change of Major Request
- My Schedule
- Registration Process
- Registrar Self Service
- Canvas LMS
- Canvas LMS
- My Grades
- Academic Calendar

5. Once it successfully loads you will be in Self-Service Banner, the system used for course registration as well as adding, dropping or withdrawing from courses. Once in Banner, click "Register for classes" on the top right.

Northeastern University

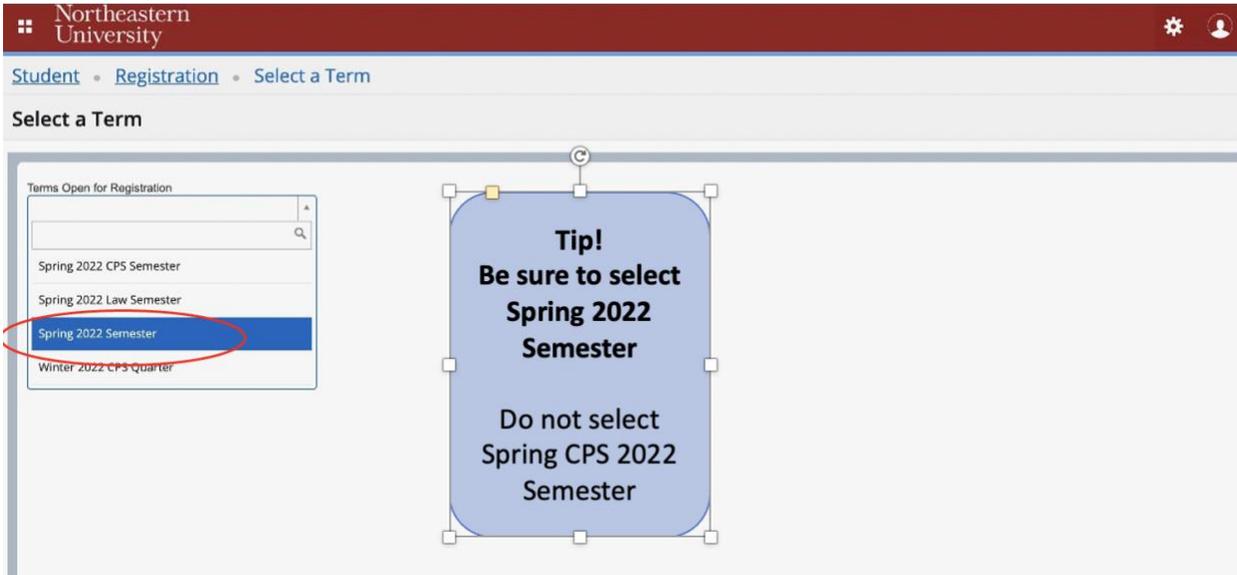
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Registration

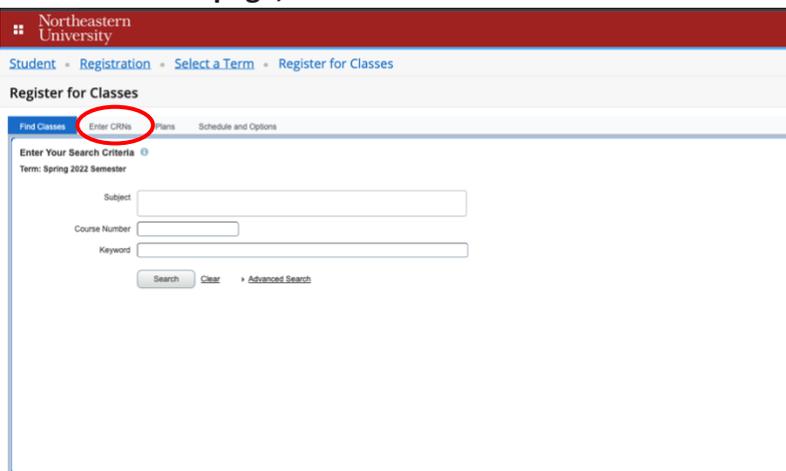
What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**
View your past schedules and your ungraded classes.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

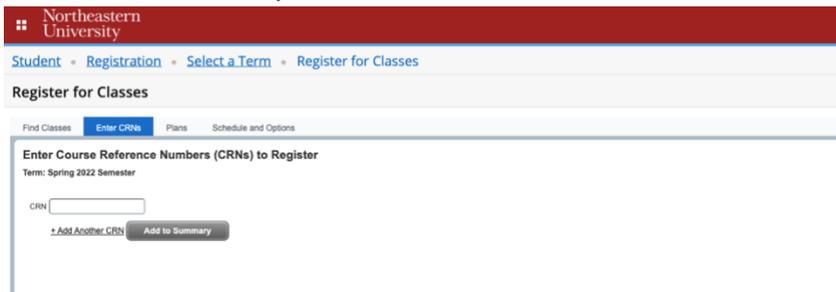
6. When the dropdown menu appears select "Spring 2022 Semester."



7. On the next page, select the "Enter CRNs" tab.



8. Register directly with the appropriate Course Registration Number (CRN) for the available courses, see table below.



Course Code	Course Title	CRN
ACCT 1201	Financial Accounting & Reporting	36245
AFAM 1135	John Coltrane and the History of Jazz in the United States	34256
ARCH 1310 + 1311	Buildings and Cities	38875 & 39154 (seminar)
BUSN 1101	Introduction to Business	36119 or 37288 or 39074 or 39075
COMM 1101	Intro Communication Studies	38876
CS 1800 + 1802	Discrete Structures	39090 & 39091 (seminar)
ECON 1115	Principles of Macroeconomics	33215 or 37199
ECON 1116	Principles of Microeconomics	30470 or 33218
ENGW 1111	First-Year Writing	37112 or 37113
HIST 2311	Colonialism/Imperialism	38877
JRNL 1150	Understanding Today's News	39309
MATH 1342	Calculus 2 for Science/Engineering	38722
PHIL 1102	Intro Contemporary Moral Issues	31243
PHTH 1260	American Healthcare System	35275
POLS 1150	American Government	38977
POLS 1160	International Relations	36083

- ★ Troubleshooting Tip: if you enter the CRN but the course is not found, go back to Step 6 and be sure you have selected the correct term, "Spring 2022 Semester"
- ★ Seminar Tip: if your course has a required accompanying seminar, the seminar will not "count" as one of your two NU Accelerate courses. For example, registering for CS 1800 and CS 1802 together will count as one course. Students taking CS 1800/02 will still be able to take another course if they want to maximize the NU Accelerate scholarship.

III. Making Changes to your Schedule: Adding, Dropping, Withdrawing from a Course

During designated periods according to the [University Registrar's academic calendar](#), NU Accelerate students can make changes to their schedule:

- ✓ **Add a course:** You may add a course to your schedule through Monday, January 26 at 11:59p.m. EST. As a reminder, you may only register for two courses total
- ✓ **Drop a course:** You may drop a course through Monday, February 7 at 11:59 p.m. EST. If you drop a course before the deadline there will not be a record of the course on your transcript.
- ✓ **Withdraw from a course:** Starting February 8 if you want to remove a course from your schedule you will need to withdraw from the course. This means you will no longer be enrolled in the course but the course title will be listed on your pre-matriculant transcript with a "W," for withdrawal.

To take any of these actions, visit the Student Hub and follow the instructions listed above in this Guide: Once logged into the Student Hub, click on Resources > Academics, Classes & Registration > Course Registration to enter Self-Service Banner.

IV. Tech Support and Customer Service

IT Service Desk for Tech Support

If you encounter technology issues, please contact the IT Service Desk at 617.373.4357 or through the Tech Service Portal, service.northeastern.edu/tech. Have your 9-digit NUID handy (please note that IT Service Desk hours are 24 hours a day, 7 days a week). **Example of an issue the IT Service Desk can assist with:* you are having trouble logging into Student Hub or viewing the links you need to access registration.

NU Accelerate Customer Service

If you have non-technology related questions, please contact NU Accelerate at nuaccelerate@northeastern.edu with your 9-digit NUID (please note that customer service business hours are 8:30 a.m. - 5:00 p.m. EST Monday-Friday). **Example of an issue that NU Accelerate Customer Service can assist with:* you were not able to register for your top choices and would like assistance in considering other alternates.

V. Top Tips and Key Dates

Top Tips

- ✓ **Prepare your picks!** Take time to review the [Course Selection Recommendation Guide](#) to have your top course preference(s) as well as back-up course(s) in case alternates are needed.
- ✓ **Do a trial run!** Log into the Student Hub to make sure you don't encounter access issues. If you do, contact the IT Service Desk.
- ✓ **Have your materials handy!** Have your NUID, Course Selection Recommendation Guide, this Registration Guide, and ITS and NU Accelerate contact information on hand.
- ✓ **Register early!** Registration opens on Monday, January 10. Be prepared to log in as soon as you can to have your best shot at getting your top course(s) or alternate(s).
- ✓ **Keep key dates handy!** Important dates, such as the add/drop/withdraw deadlines, are below—add them to your calendar and keep an eye out for our reminder emails.

Key Dates

Date	Action
Now - January 9	<ul style="list-style-type: none">✓ Review The Course Selection Recommendation Guide to choose your preferences and alternates✓ Log into Student Hub to ensure access
Beginning January 10	<ul style="list-style-type: none">✓ Registration opens at 12:00 a.m. EST
January 13	<ul style="list-style-type: none">✓ Spring Term Kick-off Digital Event
January 18	<ul style="list-style-type: none">✓ Spring Term Begins
January 26	<ul style="list-style-type: none">✓ Last day to add a course
Feb 7	<ul style="list-style-type: none">✓ Last day to drop a course without a W, for “withdrawal” indicated on your transcript*
April 28	<ul style="list-style-type: none">✓ Last day to withdraw from a course with a W for “withdrawal” indicated on your transcript*

**For more information on the withdrawal process, please see the [Course Selection Recommendation Guide](#) or the FAQ of the [NU Accelerate website](#).*