



NU Accelerate Course Registration Guide

Welcome to the Course Registration Guide for NU Accelerate students, your primary tool in registering yourself for NU Accelerate courses for the Spring 2023 term once registration opens on January 3, 2023.

This Guide 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 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 3.*

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.

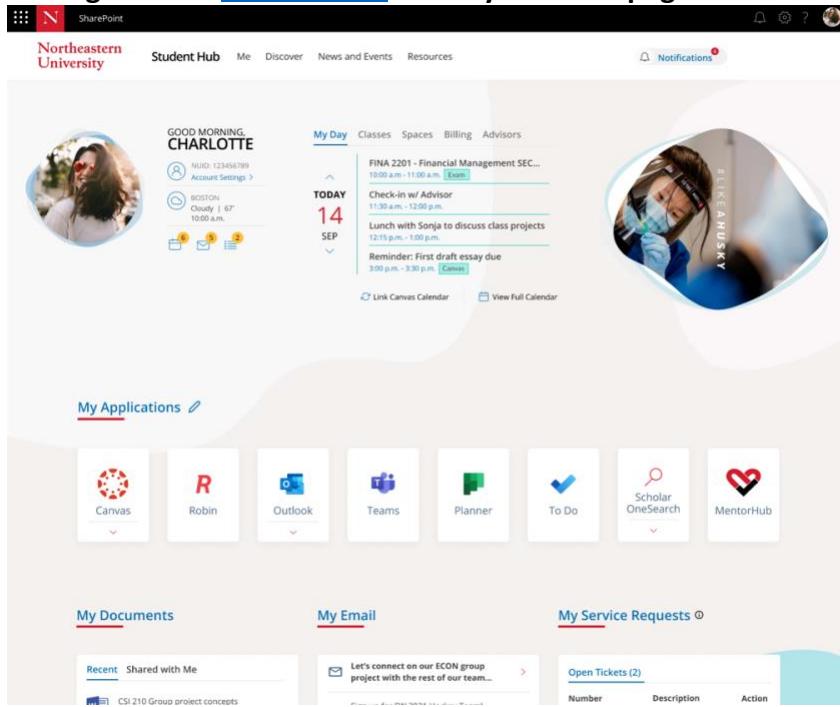
4. Save the Date for Registration

Registration for NU Accelerate courses opens on Tuesday, January 3 at 12:00 a.m. EST. *We recommend logging in to register on January 3 as courses fill on a first-come, first-served basis.* Top course preferences are not guaranteed for students. The Spring Term begins on Monday, January 9.

REMINDER: STUDENTS WILL NOT BE ABLE TO ACCESS REGISTRATION LINKS UNTIL JANUARY 3.

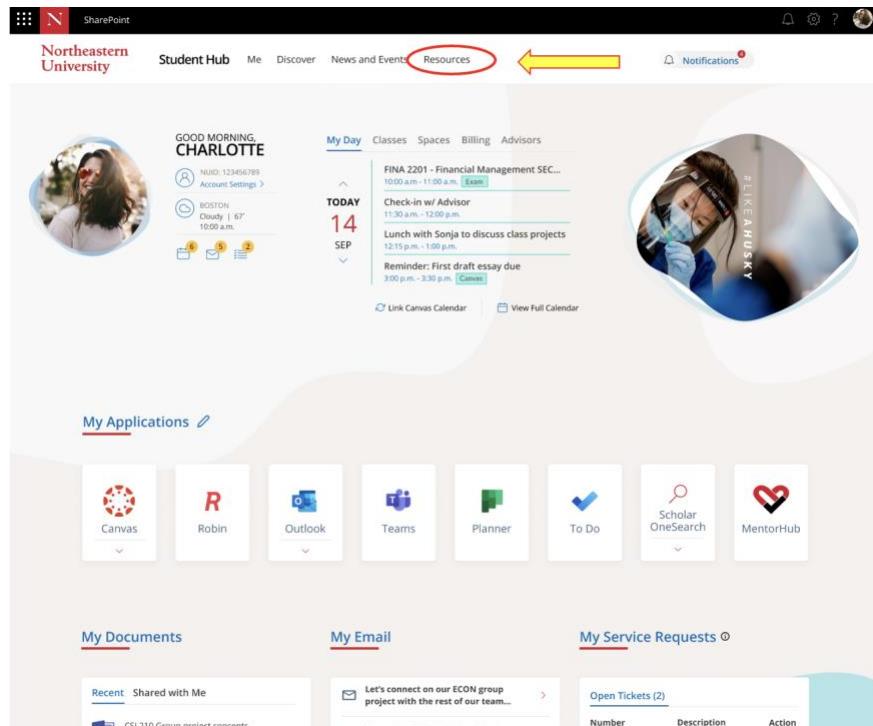
II. Course Registration Steps

1. Log into the [Student Hub](#) to see your homepage



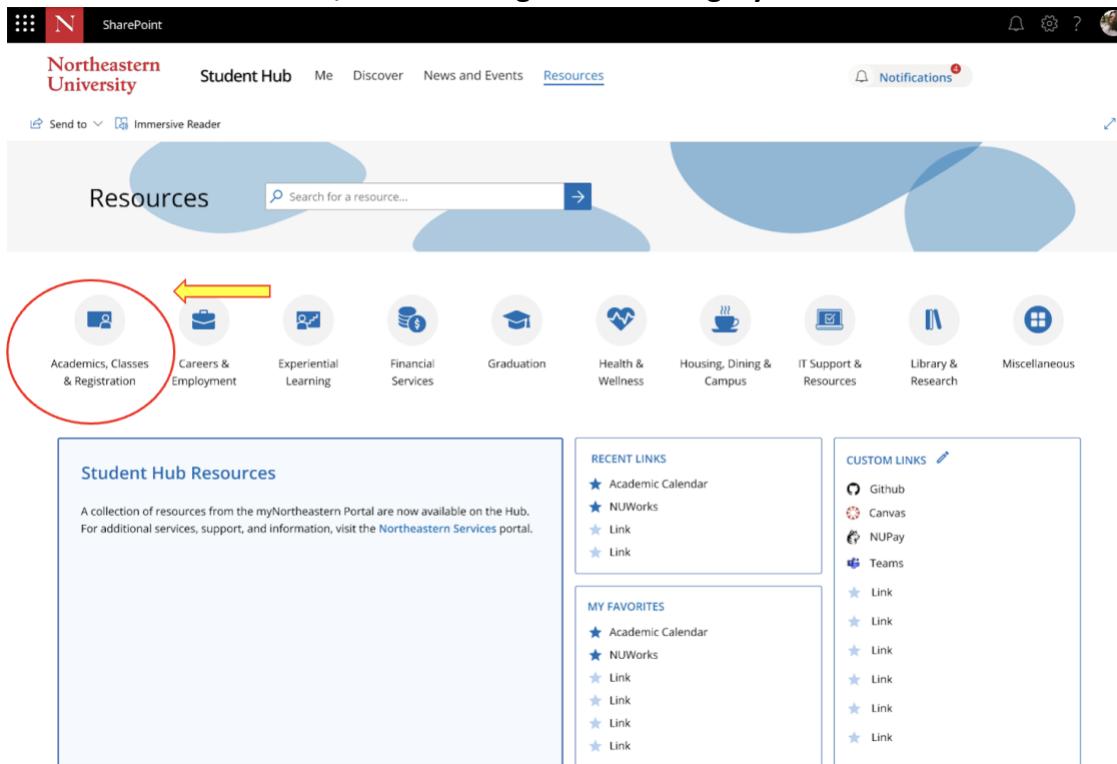
The screenshot shows the Student Hub homepage. At the top, there is a navigation bar with links for SharePoint, Student Hub, Me, Discover, News and Events, and Resources. The 'Resources' tab is highlighted. The main content area features a 'My Day' section with a calendar entry for 'TODAY' (14 SEP) showing a class from 10:00 a.m. to 11:00 a.m. and a reminder for a draft essay due at 3:00 p.m. Below this is a 'My Applications' section with links to Canvas, Robin, Outlook, Teams, Planner, To Do, Scholar OneSearch, and MentorHub. Further down are sections for 'My Documents', 'My Email', and 'My Service Requests'.

2. Click on the “Resources” Tab.



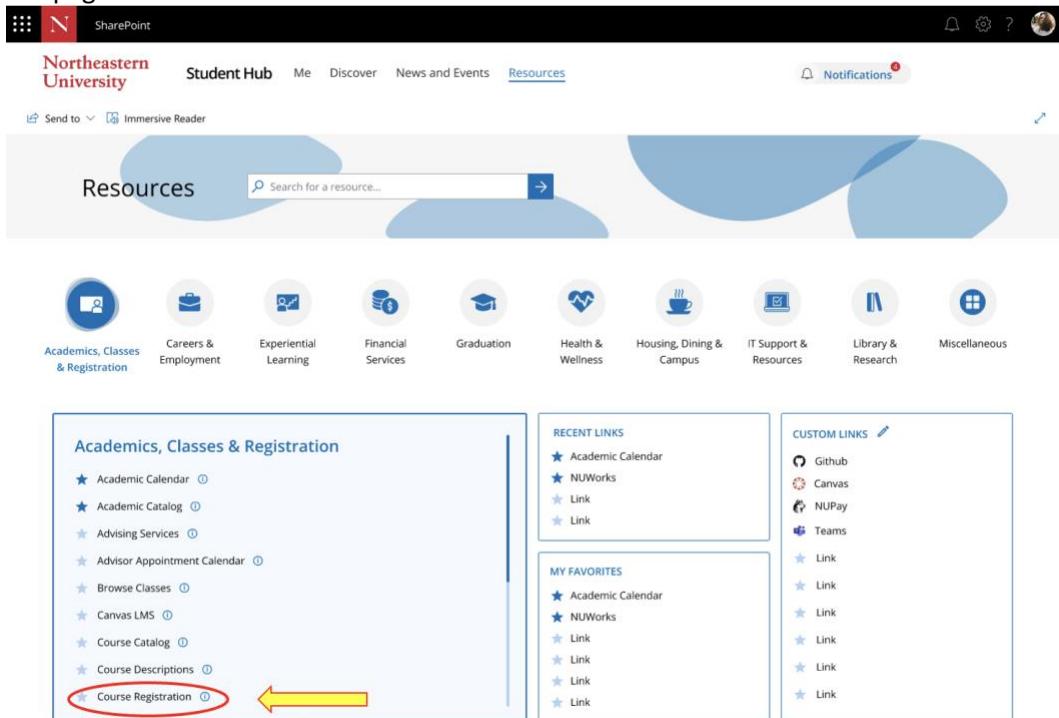
This screenshot is identical to the one above, showing the Student Hub homepage. However, the 'Resources' tab in the top navigation bar is circled in red, and a large yellow arrow points to it from the left, indicating the user should click on this tab.

3. Click on the Academics, Classes & Registration category



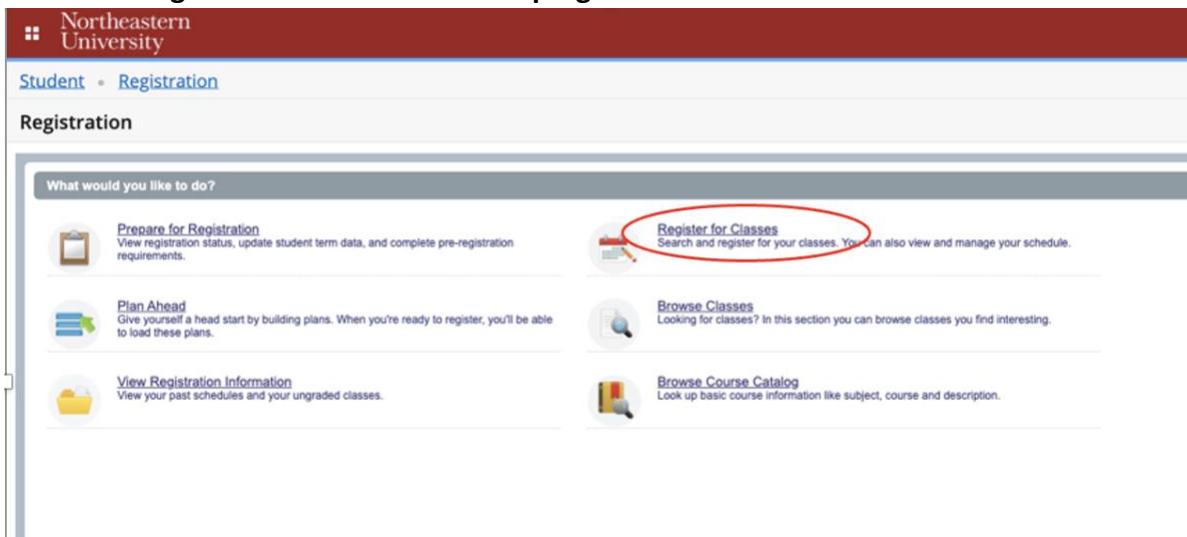
The screenshot shows the 'Resources' section of the SharePoint site. At the top, there is a navigation bar with links for 'Student Hub', 'Me', 'Discover', 'News and Events', 'Resources', and 'Notifications'. Below the navigation bar is a search bar with the placeholder 'Search for a resource...'. The main content area is titled 'Resources' and contains a grid of icons representing various services. The 'Academics, Classes & Registration' icon (a book with a graduation cap) is circled in red, and a yellow arrow points to it from the left. Other icons include 'Careers & Employment', 'Experiential Learning', 'Financial Services', 'Graduation', 'Health & Wellness', 'Housing, Dining & Campus', 'IT Support & Resources', 'Library & Research', and 'Miscellaneous'. Below the grid, there are three boxes: 'Student Hub Resources', 'RECENT LINKS', and 'CUSTOM LINKS'.

4. On or after January 3, 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.



The screenshot is identical to the previous one, showing the 'Resources' section of the SharePoint site. The 'Academics, Classes & Registration' category is highlighted with a red circle and a yellow arrow pointing to it. The 'Course Registration' link within the 'Academics, Classes & Registration' box is also highlighted with a red circle and a yellow arrow pointing to it. The other links in that box include 'Academic Calendar', 'Academic Catalog', 'Advising Services', 'Advisor Appointment Calendar', 'Browse Classes', 'Canvas LMS', 'Course Catalog', 'Course Descriptions', and 'Course Registration'.

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

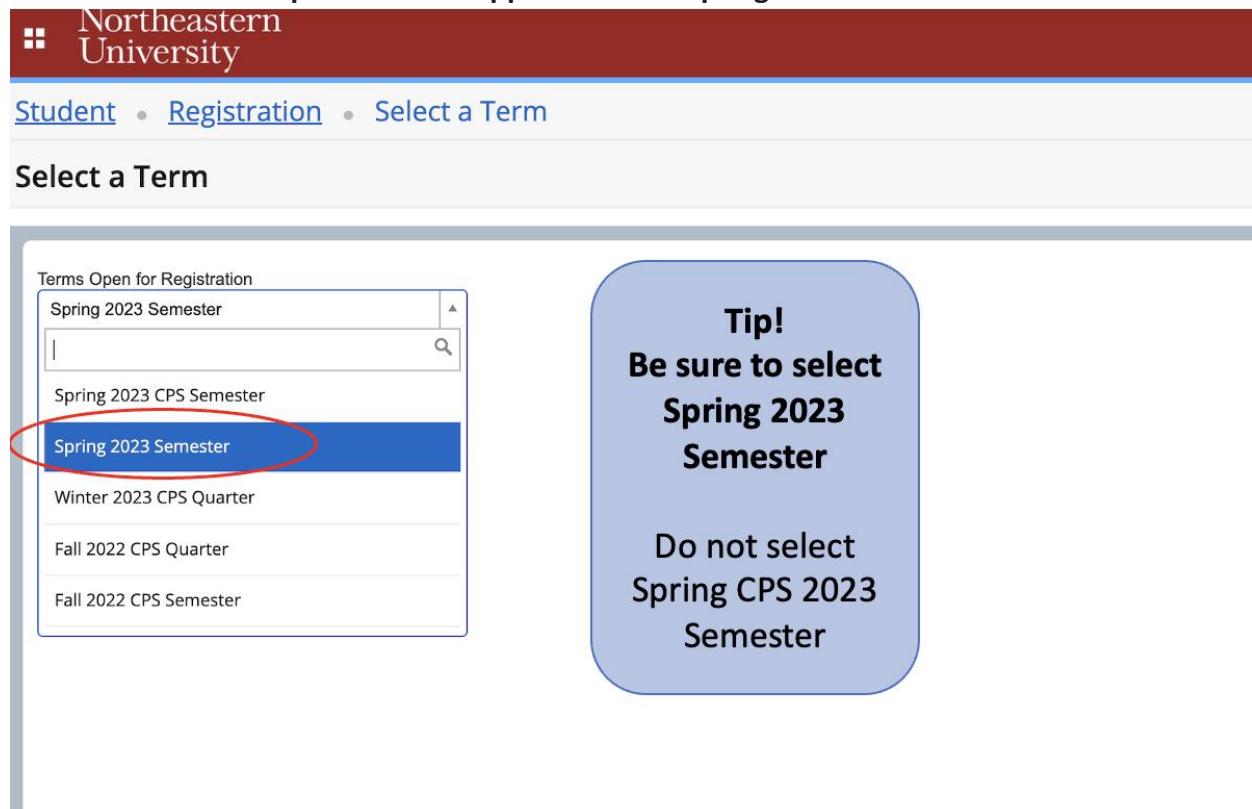
Student • Registration

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. **This option is circled in red.**
- 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.

6. When the dropdown menu appears select "Spring 2023 Semester."



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Student • Registration • Select a Term

Select a Term

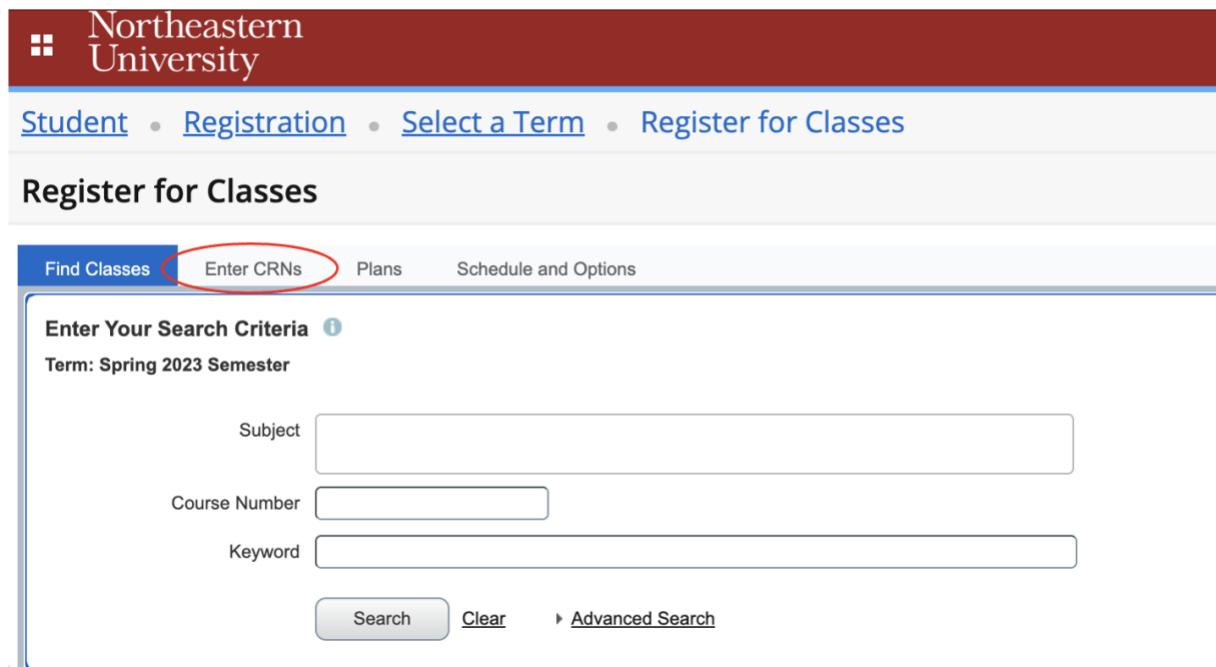
Terms Open for Registration

- Spring 2023 Semester
- Spring 2023 CPS Semester
- Spring 2023 Semester** **This option is circled in red.**
- Winter 2023 CPS Quarter
- Fall 2022 CPS Quarter
- Fall 2022 CPS Semester

Tip!
Be sure to select
Spring 2023
Semester

Do not select
Spring CPS 2023
Semester

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

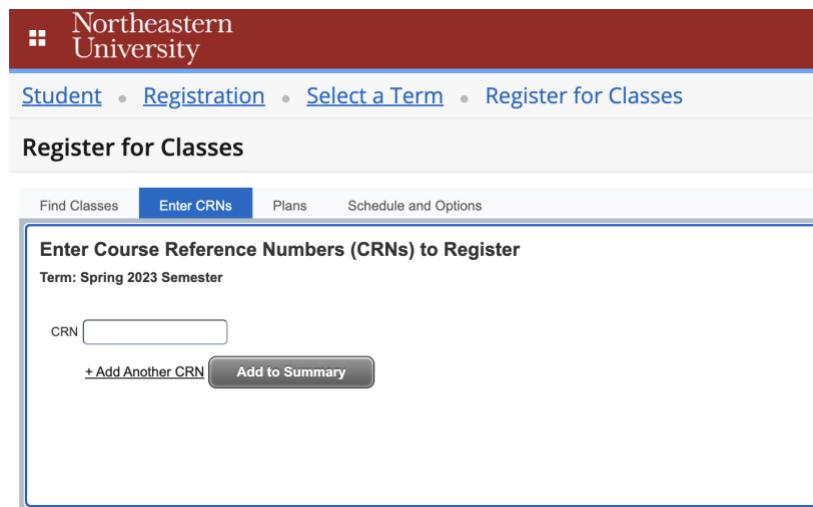


The screenshot shows the Northeastern University website's 'Register for Classes' section. At the top, there is a navigation bar with links for 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, a sub-navigation bar has tabs for 'Find Classes', 'Enter CRNs' (which is circled in red), 'Plans', and 'Schedule and Options'. A large search form titled 'Enter Your Search Criteria' is centered. It includes fields for 'Subject', 'Course Number', and 'Keyword', each with an associated input box. Below the input boxes are buttons for 'Search', 'Clear', and a link to 'Advanced Search'.

9. Using this chart, find the 5-digit Course Reference Number (CRN) for your chosen course or courses.

Course Code	Course Title	Course Reference Number (CRN)
ACCT 1201	Financial Accounting & Reporting	34831
BUSN 1101	Introduction to Business	34790 or 35440
COMM 1112	Public Speaking	40198
CS 1800 and CS 1802	Discrete Structures and Seminar	39893 + 39894 (seminar)
ECON 1115	Principles of Macroeconomics	35389
ECON 1116	Principles of Microeconomics	30446
ENGW 1111	First Year Writing	35327 or 35328 or 35329 or 39394
ENTR 2301	Innovation!	40144
HIST 2211	The World Since 1945	40117
INTB 1203	International Business & Global Social Responsibility	40145
MATH 1341	Calculus 1 for Science/ Engineering	39902
PHIL 1102	Introduction to Contemporary Moral Issues	31136
PHTH 1260	American Healthcare System	39830
POLS 1160	International Relations	34772

10. Enter the CRN in the field shown below and click “Add to Summary.” Click “Submit” to complete the registration.



The screenshot shows the 'Register for Classes' page on the Northeastern University website. The top navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, a sub-navigation bar has 'Find Classes' (disabled), 'Enter CRNs' (selected), 'Plans', and 'Schedule and Options'. The main content area is titled 'Enter Course Reference Numbers (CRNs) to Register' and specifies 'Term: Spring 2023 Semester'. It features a text input field for 'CRN', a link '+ Add Another CRN', and a button 'Add to Summary'.

Troubleshooting Tips

- ★ **Finding your Course(s):**
 - 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 2023 Semester”
 - Don’t enter the course name to search. Use the CRN to access the specific course sections that are available to NU Accelerate students.
- ★ **Error Codes:** If you see an error code when attempting to register, please visit [this webpage](#) to review the meanings of the codes and how to resolve the error
- ★ **Required Co-requisite Seminar:** if your course has a required accompanying seminar, you will need to enter the CS 1800 CRN, click “Add to Summary” and then do the same for the CS 1802 CRN. Please note that the seminar will not “count” as one of your two NU Accelerate courses. Students taking CS 1800/02 will still be able to take another course in either Spring or Summer if they want to maximize the NU Accelerate scholarship.
- ★ **Waitlist:** If the course is full and has a waitlist available, visit [this webpage](#) to learn about class waitlists.
- ★ **Schedule Tip:** Because NU Accelerate courses do not meet at a set date/time, they will not populate on the calendar feature.

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 18 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, January 30 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 January 31 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.

For information on dropping or withdrawing from a course, please visit [this webpage](#).

IV. Tech Support and Customer Service

Registration Error Codes and Waitlist

If you see an error code when attempting to register, please visit [this webpage](#) to review the meanings of the codes and how to resolve the error. If the course is full and has a waitlist available, visit [this webpage](#) to learn about class waitlists.

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, but remember the link to register won't appear for students until January 2, 2023. If you run into any other access issues, 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 Tuesday, January 3. 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 on the following page—add them to your calendar and keep an eye out for our reminder emails.

Key Dates

Date	Action
Now – January 2	<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 3	<ul style="list-style-type: none">✓ Registration opens at 12:00 a.m. EST
January 4	<ul style="list-style-type: none">✓ Spring Term Kick-off Digital Event (register in your App Status Check)
January 9	<ul style="list-style-type: none">✓ Spring Term Begins
January 18	<ul style="list-style-type: none">✓ Last day to add a course
January 30	<ul style="list-style-type: none">✓ Last day to drop a course without a W, for “withdrawal” indicated on your transcript*
April 20	<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 drop and withdrawal process, please see the [Course Selection Recommendation Guide](#) or the FAQ of the [NU Accelerate website](#).